**COMPUTATION OF LEAVE CREDITS**

This is to certify that as per records available in this office **MS. CRISTINA M. IGNO**,

**Administrative Aide III** at the City Government of Tagaytay **Human Resource Management Office**, this city has the following leave credits as of October 31, 2022.

VACATION LEAVE :  **137.868**

SICK LEAVE :  **188.063**

TOTAL LEAVE :  **325.931**

This certification is being issued upon the request of **Ms. Igno** for claiming terminal leave pay.

Issued this 5th day of June 2023 at Tagaytay City.

Prepared by:

**JUEL D. COPER**

Administrative Aide

Noted by:

**NANETTE B. SUSA**

OIC - Human Resource Management Office

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