**COMPUTATION OF LEAVE CREDITS**

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

**Casual Employee** at the City Government of Tagaytay **City Social Welfare Development Office**, this city has the following leave credits as of March 22, 2023.

VACATION LEAVE :  **53.458**

SICK LEAVE :  **67.458**

TOTAL LEAVE :  **120.916**

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

Issued this 5th day of July 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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