**COMPUTATION OF LEAVE CREDITS**

This is to certify that as per records available in this office **MR. MARIO A. VILLANUEVA**,

**Admin Aide III** at the City Government of Tagaytay **TOPS Detailed At Hanggang Sa Kabilang Buhay Services**, this city has the following leave credits as of January 31, 2023.

VACATION LEAVE :  **0.000**

SICK LEAVE :  **287.375**

TOTAL LEAVE :  **287.375**

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

Issued this 2nd day of March 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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