**COMPUTATION OF LEAVE CREDITS**

This is to certify that as per records available in this office **MS. LELISA L. MENDOZA**,

**Administrative Assistant V** at the City Government of Tagaytay **City Vice Mayor's Office**, this city has the following leave credits as of July 01, 2022.

VACATION LEAVE :  **53.310**

SICK LEAVE :  **104.125**

TOTAL LEAVE :  **157.435**

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

Issued this 23rd day of November 2022 at Tagaytay City.

Prepared by:

**JUEL D. COPER**

Administrative Aide

Noted by:

**ALMA A. MALABANAN**

Human Resource Management Officer

**COMPUTATION OF LEAVE CREDITS**

This is to certify that as per records available in this office **52. LELISA L. MENDOZA**,

**Administrative Assistant V** at the **City Vice Mayor's Office**, this city has the following leave credits as of July 01, 2022.

VACATION LEAVE :  **53.310**

SICK LEAVE :  **104.125**

TOTAL LEAVE :  **157.435**

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

Issued this 23rd day of November 2022 at Tagaytay City.

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Human Resource Management Officer