



Republic of the Philippines
City Government of Puerto Princesa
HUMAN RESOURCE MANAGEMENT OFFICE
New City Hall, Sta. Monica, Puerto Princesa City 5300 Philippines



NOTICE OF LEAVE BALANCE

Hereunder are the balances of your leave as of

Vacation Leave

Sick Leave

Total

For your information.

Very truly yours,

CLEOFÉ M. OGDAMIN
Supervising Administrative Officer

NOTED:

FELIMON R. SABAS
CG Department Head II
(City Personnel Officer)