Republic of the Philippines

FR-FAD-HR No. 010

(rev.00 09/04/17)

SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE

STII Building,DOST Complex, Bicutan, Taguig City

Date

## Name

## Position

Science and Technology Information Institute

Bicutan, Taguig City

**SUBJECT: Accumulated Leave Credits**

Please be informed that your accumulated leave credits as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are as follows:

No. of Days

**Vacation Leave**

**Sick Leave**

**TOTAL**

Should you wish to verify the accuracy of your earned leave credits, please feel free to ask the Personnel Section. We will be glad to assist you.

Please be informed likewise that we shall continue reviewing your leave balances to ensure that the same are correctly posted.

For your information and guidance, thank you

Very truly yours,

Chief, FAD