**CERTIFICATION OF WITH LEAVE WITHOUT PAY**

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that as per records filed in this office, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** of this Division, incurred Vacation Leave of Absence WITHOUT PAY for the following year and month;

DATE:

TOTAL

This certification is issued upon request of interested party for general purposes.

Issued this\_\_\_\_of \_\_\_\_, \_\_\_\_\_\_ at Basco, Batanes for official purposes.

**MA. ESPERANZA B. EREFUL**

Administrative Officer IV-Personnel