**REPUBLIC OF THE PHILIPPINES**

**ANNEX L**

DEPARTMENT OF FINANCE

**BUREAU OF INTERNAL REVENUE**

*Quezon City*

**LETTER OF CANCELLATION/SUSPENSION FROM GENERAL OFFICE PAYROLL**

Date

Name of Employee

Office Name

Mr/Ms:

Please be informed that you have incurred leave of absences without pay on the dates stated below/you are preventively suspended in the General Office Payroll as stated in the Personnel Adjudication Division (PAD) Memo dated \_\_\_\_ which states that: (quote PAD decision)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **POSITION/SALARY (SG/STEP)** | **Inclusive Dates** | | **No. of Days** | **Type of Leave** | **AMOUNT INCURRED** | |
| **SALARY** | **PERA** |
| Administrative Assistant I/ P15,450.00  (SG-7/6) | August 11, 2019 | | 1 | Sick Leave | 702.27 | 90.91 |
|  |  |  |  | **Total Amount** | | **793.18** |

Further, records of this Office show that you have only **0.040-day** Vacation Leave (VL) standing to your credit as of August 31, 2019. (for zero leave credits)

In view thereof and pursuant to RMO No. \_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_, your name will be cancelled/suspended from the General Office Payroll of this Bureau for the month of **January, 2022** and the following months thereafter until such time that you have already earned five (5) vacation leave credits/in compliance to PAD Memo dated \_\_\_\_\_.

Further, you are enjoined to settle immediately your above mentioned salary/PERA overpayment as well as your previous balances incurred by coordinating with the personnel officer from this Office. Your salary for the said payroll period shall be prepared only upon settlement of said overpayment.

For your information and compliance.

Very truly yours,

Chief, PD/AHRMD

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*Copy furnished:*

The Chief (Office Concerned)

The Chief, AD/FD