**REPUBLIC OF THE PHILIPPINES**

**ANNEX M**

DEPARTMENT OF FINANCE

**BUREAU OF INTERNAL REVENUE**

*Quezon City*

**LETTER OF INCLUSION/RESUMPTION IN THE GENERAL OFFICE PAYROLL**

 Date

Name of Employee

Office Name

Mr/Ms:

This is to inform you that your name will be included/resumed in the General Office Payroll for the month of\_\_\_\_\_\_\_\_\_\_\_\_\_\_**,** 20\_\_ as you have already earned ***5.163 Vacation Leave (VL)*** standing to your credit as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_/upon compliance to Personnel Adjudication Division Memo dated \_\_\_\_\_\_\_\_ after serving the preventive suspension.

 Please be reminded that should said leave credits fall below five (5) Vacation Leave balance, this Office shall again cancel your name in the next General Office Payroll. (for zero leave credits)

 For your information.

 Very truly yours,

 Chief, PD/AHRMD

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*Copy furnished:*

The Chief (Office Concerned)

 The Chief, AD/FD