

# CERTIFICATE OF EXEMPLARY MANAGERIAL PERFORMANCE

\_\_\_\_\_  
Name

*In recognition of your exemplary managerial performance, you are hereby granted one “authorized leave” day, pursuant to Personnel Order No. 88/5, as amended by Personnel Order No. 92/7, dated December 21, 1992.*

*This “authorized leave” day must be used within one year of the date on this certificate.*

\_\_\_\_\_  
Agency Head/Designee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Instructions to Manager: Attach the original form to your time sheet when an “authorized leave” day is granted. Attach a signed, dated and approved copy to your time sheet when an “authorized leave” day is used.

\_\_\_\_\_  
Date of Usage

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date