

## Processing of Application for Leave

The Application for leave is one of the documentary requirements issued by the Civil Service Commission which serves us proof of leave of absence of an employee from work.

<b>Office or Division:</b>	Personnel Administrative Section (PAS)/ Human Resource Management and Development Division (HRMDD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	All Division/Unit/Section/Center/Residential Care Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 fully accomplished leave form (1 originally signed copy)		Personnel Administration Section/ Concerned D/U/S/C/RCFs Records Section (via email) Download Form: <a href="https://www.dilg.gov.ph/PDF_File/reports_resources/dilg-reports-resources-2018417_76002d33d9.pdf">https://www.dilg.gov.ph/PDF_File/reports_resources/dilg-reports-resources-2018417_76002d33d9.pdf</a>		
1 photocopy of approved RAO/ RSO (for Compensatory Day-Off		Concerned D/U/S/C/RCFs staff		
1 original copy of Certificate of Appearance		Concerned D/U/S/C/RCFs staff		
For Sick leave - Medical Certificate with signature of attending physician (if applicable)		Attending Physician or Government Medical Doctor		
- Clearance ( Maternity leave or if applicable)		Personnel Administration Section Concerned D/U/S/C/RCFs Records Section (via email)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit of fully accomplished leave form to PAS	1.Received the application for leave form from the respective D/S/U/C/RCFs	None	1 minute	<i>Admin Aide IV</i> PAS
*Make sure to provide complete	1.1 Track the application for leave form from		1 minute	<i>Admin Aide IV</i> PAS

<p>attachments of documents and duly signed by respective signatories</p>	<p>respective D/S/U/C/RCFs</p>			
	<p>1.2 Forward the application for leave to concerned personnel staff for processing</p>		1 minute	<p><i>Admin Aide IV</i> PAS</p>
	<p>1.3 Review the completeness and process application for leave filed by staff</p>		2 minutes	<p><i>Admin Aide IV/</i> <i>Admin Asst. II</i> PAS</p>
	<p>1.4 If incomplete, return the leave application to concerned staff for compliance</p>		5 mins for FO & 1 day for C/RCF	<p><i>Admin Aide IV/</i> <i>Admin Asst. II</i> PAS</p>
	<p>1.5 If complete, Compute the application for leave filed by staff for recording</p>		2 minutes	<p><i>Admin Aide IV/</i> <i>Admin Asst. II</i> PAS</p>
	<p>1.6 Record the computed earned leave credits in the leave card.</p>		1 minute	<p><i>Admin Aide IV/</i> <i>Admin Asst. II</i> PAS</p>
	<p>1.7 Forward the processed application for leave to OIC-Head of PAS for signature and approval</p>		1 minute	<p><i>Admin Aide IV/</i> <i>Admin Asst. II</i> PAS</p>
	<p>1.8 Affix</p>		1 minute	<p><i>Admin Officer IV</i></p>

	signature on the processed application for leave			PAS
	1.9 Forward the signed application for leave form to admin aide iv for outgoing to the Assistant Regional Director for Administration (ARDA)		1 minute	<i>Admin Officer IV</i> PAS
	1.10 Forward the leave forms for signature and approval of ARDA		1 minute	<i>Admin Aide IV</i> PAS
	1.11 Sign and approve the application for leave		2 minutes	<i>Asst. Regional Director for Administration</i> ARDA's Office
	1.12 Receive the signed and approved application for leave from ARD's office		1 minute	<i>Admin Aide IV</i> PAS
2.Received the copy of the approved leave from PAS	2. Disseminate the copy of the approved leave to concerned staff leave		1 minute	<i>Admin Aide IV</i> PAS
	<b>TOTAL:</b>	<b>None</b>	<b>21 minutes</b>	