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.

Hun			sonnel Administrative Section (PAS)/ man Resource Management and Development sion (HRMDD)			
Classification: Simple						
Type of Transaction: Government			ment to Government			
Who may avail:	Who may avail: All Divisi			ion/Unit/Section/Center/Residential Care Facilities		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1 fully accomplished leave form (1 originally signed copy)			Personnel Administration Section/ Concerned D/U/S/C/RCFs Records Section (via email) Download Form: https://www.dilg.gov.ph/PDF File/reports resour ces/dilg-reports-resources-2018417_76002d33d9.pdf			
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)				
CLIENT STEPS	AGE ACTI		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit of fully accomplished leave form to PAS	1.Receive application leave form the respective.	on for m from ective	None	1 minute	Admin Aide IV PAS	
*Make sure to provide complete	1.1 Track application	n for		1 minute	Admin Aide IV PAS	

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

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