

## Issuance of Certificate of LWOP/ No WLOP to Separated Officials and Employees

The Certificate of Leave Without Pay (LWOP)/ No LWOP is issued to separated Officials and employees in the Field Office who have been cleared of money, property, and legal accountabilities, which certifies that they have/do not have Leave Without Pay (LWOP) for certain period.

<b>Office or Division:</b>	Personnel Administration Section (PAS)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Transacting Public			
<b>Who may avail:</b>	Separated Officials and employees (Permanent/ Casual/ Contractual)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PAS Request form or formal letter or e-mail		Request form for Documents employees/workers (Request form are available at PAS) at receiving Area or Email: <a href="mailto:personnel.foncr@dswd.gov.ph">personnel.foncr@dswd.gov.ph</a>		
CO Clearance Certificate		Client or if none, FILE 201 / PER 16		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send mail/e-mail or for walk-in without any written request, accomplish the HRMDD-PAS Request Form (Write contact details as well for courier purposes, if needed) and submit to PAS together with complete supporting documents.	1.1 Receive the complete documents submitted	None	5 minutes	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
2. Wait for advice of the assigned PAS Focal Person	2.1 Review the documents submitted and encode the details of the Leave Ledger in the ELARS.	None	2 days, 5 hours (may take longer hours depending on the period of retrieving files, if needed)	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
	2.2 Review the ELARS vis-à-vis the Leave Ledger		1 day and 4 hours (May take longer hours depending on the volume of transactions being reviewed and on the length of service of the separated)	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>

			Official/ employee)	
	2.3 Reprinting of the corrected ELARS, if errors are found.			
	2.3.1 Encode details to the Certificate, print the issuance and attach the necessary documents			<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
	2.3.2 Review and Sign/initial the ELARS and the Certificate		2 days	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>  <i>Ms. Liezavel V. Gonzales SWO IV – Chief, HRMDD</i>
3. Inform PAS of preferred method of receiving the duly-signed Certificate.	3.1 Inform the client that the Certificate is ready and ask if for pick-up or for courier service (either through chat, e-mail or phone call)	None	10 minutes	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
	3.2 If the Certificate is to be sent via courier service, wait until the parcel is sent to given address.		20 minutes	
	3.2.1 Prepare and print the transmittal letter with information on how to return customer feedback. Attach one originally signed Certificate and one Customer Feedback Form for accomplishment.		20 minutes	
	3.2.2 Review and Sign/Initial the transmittal letter		20 minutes	<i>Dir. Benchie B. Gonzales Dir. III – OIC, HRMDD</i>

	3.2.3 Encode tracking details in the e-DTMS		15 minutes	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
	3.2.4 Forward the document to the RAMS for courier service		10 minutes	
4. If the Certificate is for pick-up, proceed to PAS and get the requested document.	4.1 Provide one originally signed Certificate to the client and have it properly received.	None	10 minutes	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
	4.2 Request the client to accomplish Customer Feedback Form			
<b>TOTAL</b>		<b>NONE</b>	<b>7 days</b>	