

Issuance of Certificate of Leave Credits (CLC) to Current Officials and Employees

This is a sub-service for issuance of certificates. The CLC is issued to current Officials and employees in the Field Office, which certifies their unutilized leave credit balances for a certain period.

Office or Division:	Personnel Administration Section (PAS)			
Classification:	Complex			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Permanent/ Casual/ Contractual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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: personnel.foncr@dswd.gov.ph		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send mail/e-mail or for walk-in without any written request, accomplish the HRMDD-PAS Request Form and submit to PAS	1.1 Receive the complete documents submitted	None	10 minutes	<i>Ms. Ria O. Mercado AO V – Personnel Administration Section</i>
2. Wait for advice of the Personnel Officer assigned	2.1 Review the documents submitted and encode the details of the Leave Ledger in the ELARS ¹ .		3 days (may take longer hours depending on the period of retrieving files, if needed)	<i>Ms. Ria O. Mercado AO V – Personnel Administration Section</i>
	2.2 Review the ELARS vis-à-vis the Leave Ledger		1 day and 4 hours	
	2.3 Reprinting of the corrected ELARS, if errors are found. Encode the needed details to the CLC, print the issuance and attach the necessary documents		3 hours and 30 minutes	
	2.4 Review and Sign/initial the ELARS and the CLC	2 days	<i>Ms. Ria O. Mercado AO V – Personnel Administration Section Dir. Benchie B. Gonzales</i>	

¹ Electronic Leave Administration Recording System

				<i>Dir. III OIC, HRMDD</i>
	2.5 Inform the client that CLC is ready (either through chat, e-mail or phone call)		10 minutes	
3. Get the CLC issued	3.1 Provide one originally signed CLC to the client and have it properly received. Ask the client to accomplish Customer Feedback Form	None	10 minutes	<i>Ms. Ria O. Mercado AO V – Personnel Administration Section</i>
May be extended depending on the volume of transactions handled and the length of service of the current Official / employee as recorded in the Leave Ledger				
TOTAL		NONE	7 days	