

Issuance of Certificate of Leave Without Pay (LWOP) No LWOP to Current Officials and Employees

The Certificate of Leave Without Pay (LWOP)/No LWOP is issued to current Officials and employees in the Field Office, which certifies that they have/do not have Leave Without Pay (LWOP) for a certain period.

Office or Division:	Personnel Administration Section (PAS)			
Classification:	Complex			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Current Officials and Employees (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 details to the Certificate, print the issuance and attach the necessary documents		3 hours and 30 minutes	
	2.4 Review and Sign/initial the ELARS and the Certificate	1 day	<i>Ms. Ria O. Mercado AO V – Personnel Administration Section Dir. Benchie B. Gonzales</i>	

¹ Electronic Leave Administration Recording System



Department of Social Welfare and Development

Field Office - National Capital Region

				<i>Dir. III OIC, HRMDD</i>
	2.5 Inform the client that the Certificate is ready (either through chat, e-mail or phone call)		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	