



CITIZEN'S CHARTER NO. R6-AF-10.PROCESSING OF LEAVE APPLICATION

This service is made to increase efficiency of this service to PENRO personnel. This service also provides database of all leave applications processed by the HR Unit and creates a means for tracking the document through the use of Leave Control Sheet.

Office or Division:	PENRO Management Services Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Internal: Permanent Employees of PENROs and CENROs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Leave Application (4 Copies)			HRMO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits properly accomplished Leave Form in four (4) copies	2. Check the completeness of data and no. of copies of application	None	2 min.	<i>HR Staff</i>
	3. Compute leave balance of employee and indicate leave balances in leave application form	None	5 min.	HR Staff
	4. Verifies leave balance and sign certification of leave credits balance	None	2 min.	<i>AO IV/HRMO II</i>



	5. Indicate Leave Application No. and encode in Leave Control Sheet	None	2 min.	<i>AO IV/ HRMO II</i>
	6. Recommending Approval of Leave	None	2 min.	<i>Division Chief (MSD/TSD)</i>
	7. Recommending Approval of Leave	None	2 min.	PENR Officer
	8. Return approved Leave application form to Personnel for Attachment to DTR	None	2 min.	<i>HR Staff</i>
	TOTAL:	None	17 min	