

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

This service is made to increase efficiency of this service to 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:	Personnel Section, Administrative Division, Regional Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Internal: Permanent/Casual Employees of Regional Office and PENROs/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	30 min.	<p style="text-align: center;"><i>Gloria A. Drilon</i> <i>Administrative Officer II</i> <i>Personnel Section</i></p> <p style="text-align: center;"><i>Sharon J. Sombrador</i> <i>Administrative Officer II</i> <i>Personnel Section</i></p> <p style="text-align: center;"><i>Phoebe R. Badoy</i> <i>Administrative Officer I</i> <i>Personnel Section</i></p> <p style="text-align: center;"><i>Ma. Dona B. Cordenillo</i> <i>Administrative Asst. I</i> <i>Personnel Section</i></p>

	3. Compute leave balance of employee and indicate leave balances in leave application form	None	30 min.	<p>Gloria A. Drilon Administrative Officer II Personnel Section</p> <p>Sharon J. Sombrador Administrative Officer II Personnel Section</p> <p>Phoebe R. Badoy Administrative Officer I Personnel Section</p> <p>Ma. Dona B. Cordenillo Administrative Asst. I Personnel Section</p>
	4. Verifies leave balance and signs certification of leave credits balance	None	30 min.	<p>Rhonelyn J. Miravalles Administrative Officer IV (Human Resource Management Officer II) OIC- Chief, Personnel Section</p>
	5. Indicate Leave Application No. and encode in Leave Control Sheet	None	30 min.	<p>Gloria A. Drilon Administrative Officer II Personnel Section</p> <p>Sharon J. Sombrador Administrative Officer II Personnel Section</p> <p>Phoebe R. Badoy Administrative Officer I Personnel Section</p>

				Ma. Dona B. Cordenillo <i>Administrative Asst. I Personnel Section</i>
	6. Recommending Approval of Leave (below 30 days)	None		
	ARD		20 min.	Livino B. Duran <i>Regional Executive Director Office of the Regional Executive Director</i>
	Division Chiefs-RO		30 min.	Andres T. Untal <i>ARD for Management Services Office of the ARD for Management Services</i>
	Regional Office (below Division Chiefs)		30 min.	Edna B. Locsin <i>Chief, Planning and Management Division</i> Amellee D. Sardia <i>Chief, Finance Division</i>

				<p>Ernest C. Federiso Chief, Administrative Division</p> <p>Noel C. Empleo Chief, Legal Division</p> <p>Danilo L. Lorilla Chief, Conservation and Development Division</p> <p>Meliton B. Solas Chief, Surveys and Mapping Division</p> <p>Elizur G. Militar Chief, Licenses Patents and Deeds Division</p> <p>June Melissa C. Garol Chief, Enforcement Division</p>
	<p>7. Recommending Approval of Leave (30 days but not to exceed 1 year)</p> <p>Division Chiefs-RO</p>	None	30 min. (depends on the availability of the signatory)	<p>Andres T. Untal ARD for Management Services Office of the ARD for Management Services</p>

	<p>Regional Office (below Division Chief)</p>		<p>30 min. (depends on the availability of the signatory)</p>	<p>Edna B. Locsin Chief, Planning and Management Division</p> <p>Amellee D. Sardia Chief, Finance Division</p> <p>Ernest C. Federiso Chief, Administrative Division</p> <p>Noel C. Empleo Chief, Legal Division</p> <p>Danilo L. Lorilla Chief, Conservation and Development Division</p> <p>Meliton B. Solas Chief, Surveys and Mapping Division</p> <p>Elizur G. Militar Chief, Licenses Patents and Deeds Division</p> <p>June Melissa C. Garol Chief, Enforcement Division</p>
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	<p>8. Approval of Leave (below 30 days)</p>	None		
	ARDs		1 hour (depends on the availability of the signatory)	Livino B. Duran <i>Regional Executive Director</i> <i>Office of the Regional Executive Director</i>
	Division Chiefs-RO		1 hour (depends on the availability of the signatory)	Livino B. Duran <i>Regional Executive Director</i> <i>Office of the Regional Executive Director</i>
	Regional Office (below Division Chief)		30 min (depends on the availability of the signatory)	Andres T. Untal <i>ARD for Management Services</i> <i>Office of the ARD for Management Services</i>

	<p>9. Approval of Leave (30 days but not to exceed 1 year)</p> <p>Division Chiefs-RO</p> <p>Regional Office (below Division Chief)</p>	None	<p>1 hour (depends on the availability of the signatory)</p> <p>1 hour (depends on the availability of the signatory)</p>	<p>Livino B. Duran <i>Regional Executive Director</i> <i>Office of the Regional Executive Director</i></p> <p>Livino B. Duran <i>Regional Executive Director</i> <i>Office of the Regional Executive Director</i></p>
	<p>10. Return approved Leave application form to Personnel for Attachment to DTR</p>	None	15 min.	<p>Gloria A. Drilon <i>Administrative Officer II</i> <i>Personnel Section</i></p> <p>Sharon J. Sombrador <i>Administrative Officer II</i> <i>Personnel Section</i></p> <p>Phoebe R. Badoy <i>Administrative Officer I</i> <i>Personnel Section</i></p>

				Ma. Dona B. Cordenillo <i>Admin Asst. I</i> <i>Personnel Section</i>
	TOTAL:	None	9 hours & 5 min	