




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		None	30 min.	 Luzel . Torre AO IV/HRMO	
2. Check the completeness of data and no. of copies of application		None	30 min.	 Luzel . Torre AO IV/HRMO	
3. Compute leave balance of employee and indicate leave balances in leave application form		None	30 min.	 Luzel . Torre AO IV/HRMO	



Luzel . Torre
AO IV/HRMO

4. Verifies leave balance and signs certification of leave credits balance

None

30 min.



Luzel . Torre
AO IV/HRMO

5. Indicate Leave Application No. and encode in Leave Control Sheet

None

30 min.



Lelanie L. Caro
Planning Officer III
OIC-Chief. MSD

6. Recommending Approval of Leave (below 30 days)

None

ARD

Division Chiefs-RO

Regional Office (below Division Chiefs)

20 min.

30 min.


30 min.



Engr. Jurlie D. Zubiaga
Chief, TSD



Merlene B. Aborka
PENR Officer

	<p>(30 days but not to exceed 1 year)</p> <p>Division Chiefs-RO</p> <p>Regional Office (below Division Chief)</p>		<p>1 hour (depends on the availability of the signatory)</p> <p>1 hour (depends on the availability of the signatory)</p>	Regional Executive Director
	10. Return approved Leave application form to Personnel for Attachment to DTR	None	15 min.	 <p><i>Luzel . Torre</i> AO IV/HRMO</p>
	TOTAL:	None	9 hours & 5 min	