

2. Processing of Leave Application

Application filed by an employee to avail leave as authorized by governing laws.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Active Municipal Government Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished leave application form		Office/Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit leave application form, duly approved by concerned department head.	Receive the request form and review the information provided.	None	5 minutes	Mary Joy P. Oronan <i>Administrative Asst.</i>
	Update leave card of the requesting employee.		15 minutes	Mary Joy P. Oronan <i>Administrative Asst.</i>
	Certify leave balance.		5 minutes	Jocelyn A. Sisperez <i>HRMO-Designate</i>
	Forward the application to the Office of the Municipal Mayor/ Office of the Municipal Vice Mayor for approval.		15 minutes	Mary Joy P. Oronan <i>Administrative Asst.</i>
2. Receive the approved leave application.	Record in the logbook and release the same to the requesting employee.	None	5 minutes	Mary Joy P. Oronan <i>Administrative Asst.</i>
TOTAL		None	45 minutes	