



5. Issuance of Certificate of Leave Balance

Certification of actual leave balance of an employee.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Government Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished request form		Office/Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit request form.	Receive the request form and review the information provided.	None	5 minutes	Mary Joy P. Oronan <i>Administrative Asst.</i>
	Prepare the document and forward the same to HRMO-Designate for signature.	None	10 minutes	Mary Joy P. Oronan <i>Administrative Asst.</i>
	Certify the leave balance.	None	5 minutes	Jocelyn A. Sisperez <i>HRMO-Designate</i>
2. Receive the certification.	Record the certification in the logbook and release the same to the requesting employee.	None	5 minutes	Mary Joy P. Oronan <i>Administrative Asst.</i>
TOTAL		None	25 minutes	