



## 6. Acceptance of Resignation Letters

Resignation is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer/authority.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	Permanent LGU Employees/Casual Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resignation Letter		Employee who is resigning		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit resignation letter	1. Receives resignation letter 1.1. Forward resignation letter to the Mayor	None	2 minutes	<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor <b>Gellie B. Marquez</b> OMM- Staff <b>Ashley G. Oganía</b> Clerk <b>Crizaline O. Enriquez</b> Clerk
2. Personal appearance to the Municipal Mayor	2. Interviews Client (official/employee)	None	5 minutes	<b>Hon. Ma. Caridad P. Clacio</b> – Municipal Mayor
	2.1. Encodes Acceptance letter of resignation of the employee	None	3 minutes	<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor
	2.2. Signs acceptance letter for the resignation	None	30 seconds	<b>Hon. Ma. Caridad P. Clacio</b> – Municipal Mayor
3. Receives acceptance letter for resignation	3. Releases acceptance letter for resignation to the employee/official	None	1 minute	<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor <b>Gellie B. Marquez</b> OMM- Staff <b>Ashley G. Oganía</b> Clerk <b>Crizaline O. Enriquez</b> Clerk
		<b>TOTAL</b>	<b>11 minutes &amp; 30 seconds</b>	