



1. Application for Leave

The application for leave is a proof that the employee is absent from his/her office. It might be on the account of sickness on the part of the employee or any member of his immediate family or for personal reasons.

Office or Division:	Human Resource Development Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All permanent, coterminous, casual and elective officials of the local government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up requisition form		Human Resource Development Division		
For Sick Leave/Maternity/Special Leave Benefits for Women: Medical certificate (1 photocopy)		Employee		
For Solo Parent Leave: Valid Solo Parent ID (original)		Employee		
For VAWC Leave: Police Report (1 photocopy)		Employee		
Letter of Intent (for the monetization of leave) 1 original copy		Employee		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit filled up requisition form at the staff in-charge.	1. Receive the filled-up requisition form and record it at the index of leave cards	None	1 Minute	<i>Sr. Administrative Assistant II</i> Human Resource Development Division
	1.1 Encode and print the Leave Application Form (CSC Form No. 6)	None	1 Minute	
2. Sign the form, present to the HRMO and secures the signature of his/her immediate supervisor	2. Receive the signed application for leave form and the HRMO certifies as to the actual leave credits and forward the same at the LCE/VM Office for action	None	2 Minutes	<i>Administrative Officer V</i> Human Resource Development Division



3. Claim the approved Application for Leave	3. File for office copy and release the approved Application for Leave to the concerned personnel	None	1 Minute	<i>Administrative Aide II</i> Human Resource Development Division
	TOTAL:	None	5 Minutes	

Note: Duration is accounted on average individual transaction time and does not include queuing time, volume of requests factor and/or compliance of incomplete requirements and the time the requesting party secures the approval of his/her immediate supervisor.