

B. Response to Queries on Employment (Internal and External Customers)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Clearance Form No. 7	Give a printed copy of the clearance form	None	3 minutes	Human Resource Management Assistant
2. Submit the required documents for Terminal Leave	Check the completeness of the documents received		20 minutes	Human Resource Management Assistant
Total			23 minutes	