

A. Receipt of Applications for Employment (Internal and External Customers)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward properly filled-out Application for Leave form (CSC Form No. 6)	Check the Application for Leave Form for approval or disapproval	None	5 minutes	Human Resource Management Assistant
2. Submit application form	Receive form for posting of record and updating of leave balances in the leave ledger		5 minutes	Human Resource Management Assistant
3. Wait for the certification of the Leave form	Certification of the Leave form		5 minutes	Human Resource Management Officer
4. Wait for personal copy of the Leave form	Leave form for approval or disapproval		5 minutes	Regional Director
Total			20 minutes	