

I. HUMAN RESOURCE UNIT

Office or Division:	Finance and Administrative Services
Classification:	Simple
Type of Transaction:	G2C - for services whose client is the transacting public G2G - for services whose client is another government agency, government employee or official
Who may avail:	Internal and External Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	Not Applicable

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	

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	