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| **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 |  |