


APD ADVISORY	2022- 020
FOR:	ILS OFFICIALS AND EMPLOYEES
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SUBJECT:	FILING OF LEAVE AND COMPENSATORY TIME-OFF PROCESS IMPROVEMENT TO TIMEKEEPING, ACCOMPLISHMENTS, AND LEAVE MANAGEMENT SYSTEM (TALMS)
DATE:	10 NOVEMBER 2021
MESSAGE: <p>In view of the issuance of Memorandum Circular No. 2022-1, regarding the Guidelines on the grant of the Performance-Based Bonus (PBB) for fiscal year 2022 under executive order (EO) no. 80, S. 2012 and EO no. 201, S. 2016, dated 24 March 2022, issued by AO25 Inter-Agency Task Force (IATF), and inline with the Administrative Order No. 98, series of 2021, regarding the Timekeeping, Accomplishment and Leave Management System (TALMS), and implementation of alternative work arrangements in the new normal, the APD-IT Unit has improved the filing of leaves through TALMS to comply with the directives of streamlining one internal process as required by AO25 under the PBB FY2022.</p> <p>This new filing of leave process will automate the routing of documents for approval. It will also allow employees to monitor the progress of their request through its document log and email notifications. Further, the leave dashboard provides view of the last certified available vacation leave, sick leave, and CTO credits.</p> <p>Previously filed leaves prior to this TALMS system update will be archived. Employees can access the archived leaves through https://ilsaam.ils.dole.gov.ph/archived-leaves.</p> <p>Also, please note that once a leave/CTO request has been approved by all its signatures, it will be marked as complete, and the download button will be disabled. To unlock, users are required to accomplish a survey by clicking the Take Survey button.</p> <p>Further, attached herewith is the updated TALMS manual to guide employees on the new process.</p> <p>The improved module will be available in TALMS starting 14 November 2022.</p> <p>For your information and guidance.</p>	
ATTACHMENT/S:	<u>TALMS-User-Manual-2nd Edition</u>