**1. Background**

The Schools Division Superintendent, Assistant Schools Division Superintendent, and Unit Heads often need timely information on the whereabouts and availability of their team members. Currently, it is challenging for them to know if subordinates are on travel, on leave, or on Compensatory Time-Off (CTO), which can lead to scheduling conflicts, reduced operational efficiency, and difficulties in managing workload distribution.

**2. Relevance of the App in the Office**

The app is relevant for tracking leave, travel authority, and CTO requests, helping administrators and unit heads monitor and manage staff availability efficiently. With automated application submissions, approvals, and real-time status updates, the app enables leaders to make informed scheduling decisions, optimize resources, and support seamless office operations.

**3. Description of the App**

This application, built using Flask and SQLite, is designed as a web-based solution for submitting, recommending, and approving different types of employee applications:

* **Leave Applications:** Tracks details like leave type, duration, start and end dates.
* **Travel Authority Applications:** Documents details such as purpose, destination, and approving personnel.
* **CTO Applications:** Records compensatory time-off details, with a structured workflow for recommendations and approvals.

The app includes various dashboards for different roles (User, Recommender, Approver, Unit Head, Admin), each with tailored functions and permissions, ensuring relevant access for each office level.

**4. Process of the App**

* **Submission:** Users submit applications for leave, travel, or CTO through dedicated forms, with the option to print forms directly.
* **Review and Recommendation:** Unit Heads and Recommenders review applications, add comments, and recommend approvals or rejections.
* **Approval:** Approvers finalize decisions on recommended applications. Rejection comments are stored for documentation.
* **Tracking and Reports:** The app provides comprehensive tracking for all pending, approved, or rejected applications, with an Excel export feature for administrative reporting.

**5. Effects upon Implementation of the App**

With the app in place:

* **Transparency:** All relevant personnel can view the real-time status of applications.
* **Efficiency:** Automated workflows for approvals and rejections streamline processing.
* **Accountability:** Clear documentation of approvals and rejections with reasons fosters a transparent process.
* **Resource Optimization:** Leaders can better plan workload distribution based on staff availability.

**6. Conclusion**

This app addresses the critical need for organized tracking of personnel availability due to travel, leave, and CTO within the Schools Division. By improving transparency, accountability, and decision-making processes, the app is expected to significantly enhance operational efficiency and support a well-informed administrative structure.