

APPLICATION FOR LEAVE

Leave of absence is a right given to officials and employees not to report for work with or without pay as maybe provided by law and as the rules prescribe in the Civil Service Commission Omnibus Rules on Leave from the Omnibus Rules Implementing Book V of Executive Order No. 292 [The Revised Administrative Code of 1987].

Office or Division:	Office of the City Mayor – Administrative and Records Section, Employee’s Respective Department/Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Current Officials and Employees of the City Government of Gingoog			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Vacation Leave (within Philippines) or Sick Leave of less than 5 consecutive Days				
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
For Vacation Leave (Abroad)				
<input type="checkbox"/> Approved Letter Request (1 original)		Client		
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
<input type="checkbox"/> Clearance from money and property liability (1 original)		Client’s Respective Department/Office		
For Leave due to Gynecological Disorder				
<input type="checkbox"/> Letter Request (1 original)		Client		
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
<input type="checkbox"/> Medical Certificate/ Medical abstract (1 original)		Attending Physician		
<input type="checkbox"/> Clearance from money and property liability (1 original)		Client’s Respective Department/Office		
For Sick Leave of more than 5 consecutive Days				
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
<input type="checkbox"/> Medical Certificate/ Medical abstract (1 original)		Attending Physician		
For Vacation Leave of more than 1 month				
<input type="checkbox"/> Approved Letter Request (1 original)		Client		
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
<input type="checkbox"/> Clearance from money and property liability (1 original)		Client’s Respective Department/Office		
For Terminal Leave				
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
<input type="checkbox"/> Clearance from money and property liability (1 original)		Client’s Respective Department/Office		
For Rehabilitation Leave				
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
<input type="checkbox"/> Medical Certificate (1 original)		Attending Physician		
<input type="checkbox"/> Police Report (1 original)		Police Station		
For VAWC Leave (maximum of 10 Days)				
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
<input type="checkbox"/> Medical Certificate (1 original)		Attending Physician		
<input type="checkbox"/> Barangay Protection Order (BPO) (1 original)		Barangay where the case is filed		
<input type="checkbox"/> Temporary/Permanent Order (TPO/PPO) (1 original)		Court/Judge		
<input type="checkbox"/> Police Report (1 original)		Police Station		
<input type="checkbox"/> CSWD Certification (1 original)		City Social Welfare and Development Office		
For Maternity (105 Days) or Paternity Leave (7 Days - applicable on first 4 deliveries)				
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
<input type="checkbox"/> Birth Certificate of the child (1 photocopy)		Local Civil Registry Office		
<input type="checkbox"/> If married, Marriage Certificate (1 photocopy)		Local Civil Registry Office		
<input type="checkbox"/> Medical Certificate (1 original)		Attending Physician		
For Special Privileged Leave (SPL) (maximum of 3 Days)				
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
For Force Leave (5 Days mandatory)				
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
For Solo Parent Leave (maximum of 7 Days)				
<input type="checkbox"/> Application for Leave form (1 original)		Client’s Respective Department/Office		
<input type="checkbox"/> Solo Parent ID (1 photocopy)		City Social Welfare and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements (depending on the type of Leave applied for)	1. Receive and review the completeness of requirements then evaluate requirements based on the type of leave applied.	None	5 Minutes	<i>Admin. Staff</i> Employee’s Office <i>Admin. Officer</i> Employee’s Office
2. Check entries in the <i>Application of Leave Form</i>	2. Generate the <i>Application for Leave Form</i> and hand it over to the client for verification	None	5 Minutes	<i>Admin. Staff</i> Employee’s Office <i>Admin. Officer</i> Employee’s Office
None	2.1. Receive the said form and endorse it to the Department Head for recommending approval	None	2 Minutes	<i>Admin. Staff</i> Employee’s Office
None	2.2. Decide whether to Approve or Disapprove the Application	None	5 Minutes	<i>Department Head</i> Client’s Office

	based on the recommendation of the Administrative Officer				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
None	1.3. Retrieve the approved <i>Application for Leave</i> form from the Department Head and endorse it to the Administrative and Records Section of the Office of the City Mayor for review of the application and Certification of Leave Credits If disapproved, do not proceed to next step and inform the client immediately. If the client wishes to apply again, go back to Step 1	None	15 Minutes	<i>Admin. Staff/Messenger</i> Employee's Office	
None	2.4. Review and record leave application upon validation	None	5 Minutes	Rodselyn J. Arañez <i>Admin. Asst. V</i> Joy B. Loquero <i>LRC Officer I</i> Angel P. Solejo <i>Laborer</i> Office of the City Mayor	
None	2.5. Certify Leave Credits and endorse the said form to the approving officer	None	3 Minutes	Rodselyn J. Arañez <i>Admin. Asst. V</i> Joy B. Loquero <i>LRC Officer I</i> Angel P. Solejo <i>Laborer</i> Office of the City Mayor	
None	2.6. Approve leave application based on the certification of the Administrative Officer and affix signature on the <i>Application for Leave</i> form	None	5 Minutes	Ms. Jessie F. Reyes <i>CGADH/HRMO</i> Hon. Erick G. Cañosa <i>City Mayor</i> Office of the City Mayor	
None	2.7. Retrieve approved leave application with pertinent documents from the approving officer then file a copy of the said approved leave application	None	3 Minutes	Rodselyn J. Arañez <i>Admin. Asst. V</i> Joy B. Loquero <i>LRC Officer I</i> Angel P. Solejo <i>Laborer</i> Office of the City Mayor	
3. Receive the Approved <i>Application for Leave</i>	3. Release employee's copy of approved <i>Application for Leave</i> form.	None	2 Minutes	Rodselyn J. Arañez <i>Admin. Asst. V</i> Joy B. Loquero <i>LRC Off. I</i> Angel P. Solejo <i>Laborer</i> Office of the City Mayor	
TOTAL:		None	50 Minutes		