

Filing an Application for Leave

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Employee of Municipal Government of Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Forms – 2 copies		Human Resource Management Office		
Medical Certificate for sick leave (exceeding 5 days) – 1 original		Attendant Physician		
Clearance from money and / or property responsibilities if claiming terminal leave (the monetary equivalent of accumulated leave credits)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Forms	1. Receive and record Leave of Absence	None	10 Minutes	<i>Human Resource Management Officer I</i> Human Resource Management Office
2. Get the Application Leave Form for the recommendation of the immediate supervisor and submit to the of the Municipal Mayor for approval	2. Wait for the employee / officials to return to the office	None	30 minutes	<i>Human Resource Management Officer I</i> Human Resource Management Office
3. Get the approved application for leave and furnish copy to HRMO	3. Receive and file a copy of the Application of Leave Form	None	5 Minutes	<i>Human Resource Management Officer I</i> Human Resource Management Office
TOTAL:		None	45 Minutes	