



Internal/External

3. SERVICENAME: LEAVE APPLICATION FORM

Description of the Service: The leave applicants are issued to employees needing this document to support his/her applied vacation, sick and other types of leave.

Office or Division:	City Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government
Who may avail:	Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
----------------------------------	------------------------

Leave Application Form Vacation Leave Sick Leave (Medical Certificate for more than 5 days)	City Human Resource Management Office City Health Office – RHU I & City Health Office – RHU II San Antonio City Hospital
---	--

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get Application Leave Form (2 copies)	Give Application Leave Form.	None	2 minutes	Grace V. Lugo Admin. Asst. IV Noemi R. Simon Admin. Asst. I
2. Submit the accomplished Application Leave Form.	Receive the Application Leave Form for computation of leave credits.	None	5 minutes	Norie M. Liban HRMO III Narice Bernadette V. Bravo Admin. Officer V



					Grace V. Lugo Admin. Asst. IV Mark Elison B. Cabasal Admin. Officer I Noemi R. Simon Admin. Asst. I
3. Secure approval of leave applied	Record & posting of leave applied in the employees leave card.	None	5 minutes		Norie M. Liban HRMO III Narice Bernadette V. Bravo Admin. Officer V Grace V. Lugo Admin. Asst. IV Mark Elison B. Cabasal Admin. Officer I Noemi R. Simon Admin. Asst. I
4. Submit the approved leave	Receive the approved leave for filling & reference	None	5 minutes		Narice Bernadette V. Bravo Admin. Officer V Grace V. Lugo Admin. Asst. IV
TOTAL			17 minutes		