

HUMAN RESOURCES DIVISION

1. Processing of Leave Application (within Finance and Administrative Service)

Leave of absence is generally a right granted to PSA officials and employees not to report for work with or without pay as may be provided by law and rules and regulations prescribed by the Civil Service Commission.

Office or Division:	CRCSO-FAS-HRD			
Classification:	Complex			
Type of Transaction:	G2G - Government-to-Government			
Who may avail:	Finance and Administrative Service (FAS) regular employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Civil Service Commission (CSC) Form 6 (Leave Application Form)		Downloadable at PSA Net and CSC Website		
<i>If Sick Leave of more than five (5) days:</i> Medical Certificate		Attending Physician		
<i>If Leave is more than 30 days:</i> Office Clearance		Downloadable at PSA Net and CSC Website		
<i>If Leave under Magna Carta for Women:</i> Medical Certificate Clinical Summary Histopathological Report Operative Technique Duration of the surgery/employee's estimated time of recuperation		Attending physician Attending physician Attending physician Attending physician Attending physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Human Resources Division (HRD) to file leave application or email HRD for assistance	1.1 Assist the employee to the designated computer with Leave Administration System then print filed Leave Application form	None	1 hour	<i>Administrative Officer II</i>

2. Sign filed Leave Application form	2.1 Record and forward the leave application form to the designated processor	None	1 hour	<i>Administrative Officer II</i>
	2.2 Affix initial and forward to immediate supervisor or next in rank for review	None	4 hours	<i>Administrative Officer IV Administrative Officer II</i>
	2.3 Review/Initial and forward the leave application form to the HRD Chief/Designated Officer-in-Charge for review and endorsement	None	4 hours	<i>Administrative Officer V</i>
	2.4 Affix signature on the Certification Leave Credits in box 7.A	None	1 day	<i>Chief Administrative Officer</i>
3. Receive the signed application for leave form from HRD (by client) Receive the application from the HRD Liaison Officer	3.1 Release the certified application for leave form to the client or Release application form to the office Secretary	None	1 day	<i>Administrative Assistant III/ HRD Liaison Officer</i>
4. Forward to office of the immediate supervisor for appropriate recommendation (Box 7.B)	4.1 Forward to the Immediate Supervisor	None	5 hours	<i>Office/Service/Division Secretary</i>
	4.2 Evaluate and act on the application (Box 7.B)	None	1 day	<i>Supervisor/Division Chief/ Unit Head of the client</i>
	4.3 Forward acted form to the approving official	None	2 hours	<i>Administrative Assistant III</i>
	4.4 Evaluate and act on the application form (7.C)	None	1 day	<i>ANS for FAS</i>

	4.5 Release the approved leave application to HRD	None	4 hours	<i>Office/Service/Division Administrative Assistant III (Secretary)</i>
	4.6 Receive, file and sort approved leave application form.	None	1 day	<i>Administrative Assistant II</i>
5. Receive from the HRD Liaison Officer a copy of approved leave application form	5.1 Deliver a copy of the approved leave application form to concerned official or employee	None	1 day	<i>Administrative Assistant II</i>
6. Fill out and submit feedback form	6.1 Issue feedback form for accomplishment of the client and forward accomplished feedback form to the designated HR officer for records and monitoring.	None	20 minutes	<i>Administrative Assistant III</i>
	TOTAL		8 days, 5 hours, and 20 minutes (includes waiting time)	