

2. Processing of Leave Application (Other PSA Central Office operating units)

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:	CRCO-FAS-HRD
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government
Who may avail:	PSA regular employees of other Central Office operating units except Finance and Administrative Service
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 Downloadable at PSA Net and CSC Website (to be provided by employees filing leave)
<i>If Leave is more than 30 days:</i> Office Clearance	
<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. Submit personally the accomplished CSC Form 6 (leave application form) or Email/send thru courier	1.1 Receive, record and forward the leave application form to the designated processor	None	2 hours	<i>Administrative Assistant III</i>
	1.2 Retrieve leave card from files and	None	1 day	<i>Administrative Officer IV</i>

	determine leave balance			<i>Administrative Officer II</i>
	1.3 Encode the updated leave balance under certification of leave (Box 7.A of the leave application form) and forward to immediate officer or next in rank for review	None	4 hours	<i>Administrative Officer IV Administrative Officer II</i>
	1.4 Review/Initial and forward the leave application form to the immediate supervisor for review and endorsement to HRD Chief	None	4 hours	<i>Administrative Officer V</i>
	1.5 Affix signature on the Certification Leave Credits in box 7.A	None	2 days	<i>Chief Administrative Officer</i>
2. Receive the signed application for leave form from HRD (by client) Receive the application from the HRD Liaison Officer	2.1 Release the certified application for leave form to the client or Release application form to the office Secretary	None	2 days	<i>Administrative Assistant III/ HRD Liaison Officer</i>
3. Forward to office of the immediate supervisor for appropriate recommendation (Box 7.B)	1. Record and forward to the Immediate Supervisor	None	5 hours	<i>Office/Service/ Division Secretary</i>
	2. Evaluate and act on the application (Box 7.B)	None	3 days	<i>Supervisor/ Division Chief/Unit Head of the employee</i>

	3. Forward acted form to the approving official	None	4 hours	<i>Administrative Assistant III</i>
	4. Evaluate and act on the application form (7.C)	None	3 days	<i>ANS/DNS/NS</i>
	5. Release the approved leave application to HRD	None	1 day	<i>Office/Service/ Division Administrative Assistant III (Secretary)</i>
	3.6 Receive, file and sort approved leave application form.	None	4 hours	<i>Administrative Assistant II</i>
4. Receive from the HRD Liaison Officer a copy of approved leave application form	4.1 Deliver a copy of the approved leave application form to concerned official or employee	None	1 day	<i>Administrative Assistant II</i>
5. Fill out and submit feedback form	5.1 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	None	16 days and 20 minutes (includes waiting time)	