



4. Apply for Leave of Absence

Application for leave of absence whether Sick Leave, Vacation Leave, Special Leave or COC

Office or Division:	City Engineer's Office – Administration Division, All Divisions			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All permanent employees			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
<p>For Sick Leave: If Absence is 5 Days and below: none If Absence is above 5 Days: 1. Medical Certificate</p> <p>For Vacation Leave: If Absence is below 1 month: none If Absence is 1 month and more: 1. Letter to the City Mayor 2. Approved letter/ Memorandum that the request for vacation is approved 3. Clearance</p> <p>For Emergency Leave/ Filial Leave: none For COC Claim: 1. Certificate of COC</p>		<ul style="list-style-type: none"> ➤ Client's physician ➤ Client ➤ Client/ Admin File ➤ Supplies/ Property and Inventory Section ➤ Leave Administration Clerk/ HRMDO 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Application Form and attach document/s, if necessary	1.1. Check for completeness of information	none	1 minute	Division Secretary concerned, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Initial the application	none	1 minute	Division Chief concerned
	1.3. Record to e-ledger	none	1 minute	Leave Administration Clerk, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Compute leave balances on the e-ledger and reflect on the application	none	3 minutes	Leave Administration Clerk, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.5. Review, approve and sign leave application	none	1 minute	Department Head/ SAO, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6. Record on logbook and release to messenger	none	3 minutes	Leave Administration Clerk, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.7. Record and deliver to HRMDO	none	15 minutes	Messenger, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	none	25 minutes	
END OF TRANSACTION				