

## Processing of Leave Application

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government Official/Employee			
<b>Who may avail:</b>	Government Officials/Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form		HRMO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up application for leave and submit to HRMO	1.1. Verify leave credits available	None	2 Minutes	<i>HRMO</i>
	1.2. Indicate on the leave form the credits available	None	3 Minutes	<i>HRMO</i>
	1.3. Sign and endorse to the Mayor's Office for his approval	None	2 Minutes	<i>HRMO</i>
	1.4. Sign application for leave and indicate if approved or disapproved	None	5 minutes	<i>Municipal Mayor</i>
	1.5. Return to HRMO signed application for leave	None	2 minutes	Administrative Aide VI/Clerk
2. Receive copy of filed Leave Form	Inform employee on the disapproved/ approved application for leave	None	2 minutes	HRMO
		<b>TOTAL</b>	16 Minutes	