



Filing of Application for Leave of Absence

ABOUT THE SERVICE

Employees of the city appointed on a permanent, temporary and casual are entitled to 15 days' vacation and 15 days' sick leave with full pay. Employees accrue leave credits of 1.25 days each for vacation and sick leave every month.

Actual leaves are deducted from the leave credits. However, if an employee's leave of absence goes beyond the accrued credits, he/she shall be on leave without pay.

Applications for vacation leave must be filed at least 5 days before the leave. For sick leave, the application must be filed immediately after an employee returns from such leave.

Department / Office:		CITY HUMAN RESOURCE MANAGEMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Government Employees (Permanent and Casual)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Application for Leave (CSC Form No. 6) – 3 copies 		<ul style="list-style-type: none"> CHRM Office 		
<ul style="list-style-type: none"> Medical Certificate for sick leave exceeding 5 days 		<ul style="list-style-type: none"> Naga City Hospital or at the Naga City Health Office 		
<ul style="list-style-type: none"> Clearance from money and / or property accountabilities if leave will last for 30 days or more 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Properly accomplish the Form: <ul style="list-style-type: none"> Write the complete name in the space provided, date of application, position and monthly salary Write inclusive dates of leave Check where the leave will be spent Print name and sign on the space provided Submit to the CHRM Office for Certification of Leave credits 		None		
2. File Application for Leave Submit to the CHRM Office application for Leave together with the requirements.	HRMO employee receives employee's application for leave	None	2 minutes	CRISTINA L. VIBAL



				Administrative Assistant II (HRMA)
	3. Processing of Leave Form Employee waits while the HRMO staff records the application for leave; check the supporting documents and computes the accrued leave credits.		3 minutes	CRISTINA L. VIBAL Administrative Assistant II (HRMA)
	4. Certification of Leave Credits Receives and certifies employee leave credits	None	2 minutes	NOLASCO E. JESALVA CGADH I (Acting CHRMO)
5. Employee receives the processed Application for Leave and submit the form to the City Mayor / Vice Mayor for approval.	6. Approval by the City Mayor/ Vice Mayor	None	2 minutes	NELSON S. LEGACION City Mayor CECILIA VELUZ - DE ASIS Vice Mayor
	7. Receives copy of the approved application for leave for record and file.		2 minutes	CRISTINA L. VIBAL Administrative Assistant II (HRMA)
TOTAL		None	8 minutes	

CITY HUMAN RESOURCE MANAGEMENT OFFICE

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