



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"> City Human Resource Management 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"> Fill-up the form with complete name, date of application, and other information indicated thereof. Indicate the following data in the Application for Leave of Absence Form: <ul style="list-style-type: none"> Inclusive dates of leave of absence, The details of leave of absence applied, and Signature of employees and the authorized officer on the space provided 		None		



<p>2. File Application for Leave</p> <p>Submit to the CHRMO the Application for Leave of Absence. Application for sick leave in excess of five (5) days shall be accompanied with by a proper medical certificate.</p>	<p>3. Receives employee application for leave of absence.</p>	<p>None</p>	<p>2 minutes</p>	<p>CRISTINA L. VIBAL Administrative Assistant II (HRMA)</p>
	<p>4. Processing of Leave Form</p> <p>Employee waits while the CHRMO staff records the application for leave, checks the supporting documents and computes the accrued leave credits.</p>	<p>None</p>	<p>3 minutes</p>	<p>CRISTINA L. VIBAL Administrative Assistant II (HRMA)</p>
	<p>5. Certification of Leave Credits</p> <p>Receives and certifies employee leave credits.</p>	<p>None</p>	<p>2 minutes</p>	<p>CRISTINA L. VIBAL Administrative Assistant II (HRMA)</p> <p>NOLASCO E. JESALVA CGADH I (Assistant City HRMO I)</p>
	<p>6. Approval by the City Mayor/ Vice Mayor</p> <p>Employee receives the processed Application for Leave of Absence Form to the City Mayor/ Vice Mayor for approval.</p>	<p>None</p>	<p>2 minutes</p>	<p>NELSON S. LEGACION City Mayor</p> <p>CECILIA VELUZ - DE ASIS Vice Mayor</p>
	<p>7. Receives copy of the approved application for leave for record and file.</p>	<p></p>	<p>2 minutes</p>	<p>CRISTINA L. VIBAL Administrative Assistant II (HRMA)</p>
TOTAL		<p>None</p>	<p>9 minutes</p>	

CITY HUMAN RESOURCE MANAGEMENT OFFICE

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