

FILING OF LEAVE
(At the Office of the Chief Administrative Officer)

Requirements to be submitted by Client:

- a. Vacation Leave
- b. Sick Leave

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
1	<p>a. For vacation leave/privilege leave/force leave- submit duly accomplished form</p> <p>b. For sick leave (applied in advance like undergoing medical examination)- submit prescribed leave form, medical certificate or referrals</p> <p>c. For sick leave (unanticipated) –submit notice of absence to immediate supervisor</p>	<p>-receive and review the prescribed leave from – compute leave credits</p> <p>- Receive and review the prescribed leave form including signature and other requirements</p> <p>- compute leave credits</p> <p>Affix signature to the reviewed leave form</p> <p style="text-align: center;">3 minutes</p>	Edna V. Ballesteros
2	Seek the approval by the immediate supervisor and Municipal Mayor	<p>Approve the application if in order</p> <p style="text-align: center;">1 minute</p>	Immediate Supervisor of the employee and the Municipal Mayor
3	Submit duly accomplished leave form to HRM office	<p>Retain and file copy of approve prescribed leave form</p> <p style="text-align: center;">1 minute</p>	Kedelyn R. Pascaran
Total Service Time per Client:			5 minutes
E N D O F T R A N S A C T I O N			

SECURING OF SERVICE RECORDS
(At the Office of the Chief Administrative Officer)

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
1	Fill-up request for service records	Update and print at the computer. 5 minutes	Edna V. Ballesteros
2	Submit the service Records To the Chief Administrative Officer	Certify as to the correctness of the date 1 minute	Kedelyn R. Pascarn
Total Service Time per Client: 6 minutes			
END OF TRANSACTION			

PROCESSING OF APPOINTMENTS
(At the Office of the Chief Administrative Officer)

Requirements to be submitted by applicant:

- a. Duly accomplished Personal Data Sheet (PDS)
- b. Original /duly authenticated Transcript of Records.
- c. NBI clearance, Medical Certificate

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
1	Submit duly accomplished PDS and other documents	Receive, review and evaluate supporting documents of the applicant 5 minutes	Edna V. Ballesteros
2		a. Publication of vacant position-15days b. Inform the mayor for the Personnel Selection Board convene of the Sanggumiang Bayan for the department heads position.	
3		Prepare the appointment upon receipt of the concurrence, take final action and be signed by the mayor. 1 hour Release the appointment to the appointee	Kedelyn R. Pascaran
Total Service Time per Client: 1 hour & 5 minutes			
E N D O F T R A N S A C T I O N			