

3. Processing of Leave Application for Foreign Travel (Less than 3 Months)

This service processes the formal request submitted by the officials and employees to take time off from work for the purpose of traveling to a foreign country due to personal business.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Municipal Officials and Employees.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Leave Plan (1 Photocopy)			Human Resource Management Office	
2. Approved Leave Application (2 Copies)			Mayor's Office / Vice Mayor's Office	
3. Certificate of Authority to Travel (2 Copies)			Mayor's Office / Vice Mayor's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Request Form and Leave Application Form.	1.1 Receive filled-out Request Form and Leave Application Form.	None	5 minutes	Process Server Human Resource Management Office
	2 Entry of leave credits.	None	5 minutes	

	1.3 Provide checklist of other requirements.	None	5 minutes	<i>Administrative Officer V (Human Resource Management Officer III) Human Resource Management Office</i> <i>Administrative Officer V (Human Resource Management Officer III) Human Resource Management Office</i>
2. Submit complete requirements.	2.1 Receive and review submitted complete requirements.	None	1 hour	<i>Administrative Officer V (Human Resource Management Officer III) Human Resource Management Office</i>
	2.2 Process Leave Application, initials, and forward to Municipal Government Department Head I (Human Resource Management Officer) for review and signature.	None	1 day	<i>Administrative Officer V (Human Resource Management Officer III) Human Resource Management Office</i> <i>Municipal Government Department Head I(Human Resource Management Officer)</i> Human Resource Management Office
	2.3 Forward submitted complete requirements to the Municipal	None	3 days	Human Resource Management Office

	<p>Mayor/Municipal Vice Mayor for approval of Leave Application and issuance of Certificate of Authority to Travel.</p> <p>2.4 Receive approved Leave Application and Certificate of Authority to Travel.</p>	None	5 minutes	<p><i>Process Server</i> Human Resource Management Office</p> <p><i>Municipal Mayor/Municipal Vice Mayor</i> Mayor's Office/Vice Mayor's Office</p> <p><i>Process Server</i> Human Resource Management Office</p>
3. Receive approved Leave Application, Certificate of Authority to Travel, and original copies of submitted documents.	3.1 Record into logbook and release the approved Leave Application, Certificate of Authority to Travel, and original copies of submitted documents.	None	10 minutes	<i>Process Server</i> Human Resource Management Office
	3.2 Secure 1 photocopy of submitted documents for filing.	None	20 minutes	<i>Process Server</i> Human Resource Management Office
4. Accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box.	4.1 Request client to accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box	None	15 minutes	<i>Process Server</i> Human Resource Management Office
TOTAL:		None	4 days, 2 hours, 5 minutes	