

5. Processing of Leave Application for Terminal Leave

This service is the process of turning available leave credits to monetary value upon retirement, resignation, death, or separation from the service.

Office or Division:	Human Resource Management Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Ended Term of Elective Official, Retired Employee, Resigned Employee, Family Member of the Deceased Employee, or Separated Employee from service.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved Leave Application (2 copies)		Mayor's Office / Vice Mayor's Office
2. Service Record (1 copy)		Human Resource Management Office
3. Leave Card (1 photocopy)		Human Resource Management Office
4. For the resigned employee, approved resignation letter (1 copy)		Mayor's Office / Vice Mayor's Office
5. GSIS Clearance (1 photocopy)		GSIS
6. For the family member of the deceased employee, Death Certificate of employee		Local Civil Registrar
6.1 Special Power of Attorney		NOTARY PUBLIC

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	<i>Process Server</i> Human Resource Management Office
	2 Entry of leave credits.	None	5 minutes	<i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office
	1.3 Provide checklist of other requirements.	None	5 minutes	<i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office
2. Submit complete requirements.	1 Receive and review submitted complete requirements.	None	1 hour	<i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office
	2 Prepare Service Record.	None	1 day	<i>Administrative Officer V (Human Resource Management Officer III)</i>

	2.3 Photocopy employee's Leave Card.	None	1 hour	Human Resource Management Office <i>Process Server</i> Human Resource Management Office
	2.4 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)</i> Human Resource Management Office <i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office
	2.5 Forward Leave Application and submitted complete requirements to the Municipal Mayor/Municipal Vice Mayor for approval.	None	3 days	<i>Process Server</i> Human Resource Management Office
	2.6 Receive approved Leave Application.	None	5 minutes	<i>Municipal Mayor/Municipal Vice Mayor</i>

				Mayor's Office/Vice Mayor's Office <i>Process Server</i> Human Resource Management Office
3. Receive approved Leave Application and other supporting documents.	3.1 Record into logbook and release the approved Leave Application, Service Record and Leave Card.	None	10 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	5 days, 2 hours, 45 minutes	