

6. Processing of Monetization of Leave Credits (10 Days and 50% from Vacation/Sick Leave)

This service is the process of turning available leave credits to monetary value. For 50% from Vacation/Sick Leave, this can be availed for valid and justifiable reason such as health, medical and hospital needs of the employee and the immediate members of his/her family; financial aid and assistance brought by force majeure event; educational needs; payment of mortgages and loans; in cases of extreme financial needs; and other analogous cases.

Office or Division:	Human Resource Management Office	
Classification:	Complex	
Type of Transaction:	G2G– Government to Government	
Who may avail:	Elective Officials, Permanent, Casual, and Coterminous Employees.	
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 50% from Vacation/Sick Leave:		
4.1 Approved Letter Request from Mayor's Office/Vice Mayor's Office	Mayor's Office / Vice Mayor's Office	
4.2 Any of the following (1 photocopy):		
•Medical Abstract/Hospital Bill; or	ATTENDING PHYSICIAN/HOSPITAL BILLING SECTION	
•Student's School Requirements; or	SCHOOL ATTENDED	
•Fire Incident Report; or	BFP	
•Statement of Account	BANK/LENDING ENTITIES	

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
	1.2 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	Human Resource Management Office <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 Human Resource Management Office</i>
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 Human Resource Management Office</i>
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 Human Resource Management Office</i>
TOTAL:		None	5 days, 2 hours, 45 minutes	