



CITIZEN'S CHARTER NO. RO10-AF-01. PROCESSING AND ISSUANCE OF LEAVE OF ABSENCE

This application for is made by DENR personnel who is requesting for leave of absence either vacation leave, sick leave, maternity leave, special leave, etc.

Office or Division:	Administrative Division/Unit DENR – CENR Office/ PENR Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Internal: Regular Employees of DENR			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application for leave of absence form		Planning and Support Unit/Admin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CENRO				
1. Accomplish application for leave of absence form in 4 copies	1. Receive and check the completeness of submitted leave form.	None	5 minutes	Admin Coordinator/Planning and Support Unit
	1.1. Verify on LEAVE CARD records if the type of leave being applied by the employee is still available or enough earned leave	None	10 minutes	Admin Coordinator/Panning and Support Unit
	1.2. Initial the leave application if recommended for approval	None	15 minutes	Admin Coordinator/ Concerned Section Chief



	and forward to CENRO for signature on the recommending approval.			
	1.3. Receive the application for CENRO's signature	None	10 minutes	Receiving/Releasing Clerk PSU
	1.4. Determine the accuracy of the application and affix signature on recommending approval.	None	1 hour	CENR Officer
	1.5. Forward the leave application to PENRO	None	3 days or less depending on the location of the PENRO Office	Receiving/Releasing Clerk PSU
PENRO				
	1.6. Receive the leave form and forward to Chief, MSD/HRMO	None	1 hour	Receiving/Releasing Clerk Records Unit/Section PENRO
	1.7. Verify/check and compute the accumulated leave of the personnel	None	1 hour	Human Resource Management Officer (HRMO)



	being applied and recommend for approval			
	1.8. Review and initial the application for leave of personnel	None	5 minutes	Chief, MSD (PENR Office)
	1.9. Approved the leave application.	None	1 hour	PENR Officer
	2. Return the approved leave application to CENRO	None	3 days or less depending on the location of the PENRO	
2. Receive the approved leave application. (retain, copy and give the remaining 3 copies to the Admin Coordinator)	2. Receive/file/compile the leave application for submission of report	None	15 minutes	Receiving/Releasing Clerk CENRO-PSU Admin Coordinator
	TOTAL:	None	6days and 4 hours	