

**QUALITY  
PROCEDURE (QP)**

PROCEDURE TITLE	Leave Administration	
SCOPE	This process starts from the receipt of the application for leave of personnel to posting in the ledger card of used/enjoyed leave	
PURPOSE	To define the process of Leave Administration	
PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
<div>Leave Application Form CSC Form 6</div>	<div>Leave Administration</div>	<div>Updated Leave Ledger Cards</div>
<b>DESCRIPTIVE STATEMENT:</b> The personnel concerned submit Leave Application Form (CSC Form 6) duly signed and recommended by the Division Chief to Personnel Section for verification and certification of available leave credits. Leave Form is forwarded to the Office of the RD for signature and approval. The ARD recommends leave application for Division Chiefs and RD approves/disapproves. Once approved, the Personnel Section posts used/applied leaves.		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Concerned Personnel	Preparation of Leave Application	Concerned personnel prepares Leave Application Form and fill out information required of the type of leave applied for  Submit properly filled out Leave Application to Personnel Section	Leave Application Civil Service Commission Form No 6
2	Personnel Section	Receive and record Application for Leave	Receives application for Leave and indicate the date and time of receipt  Check Leave Application for accuracy and completeness.	Leave Application Civil Service Commission Form No 6
3	Personnel Section	Process the Leave application	Determine document requirement/s based on	CSC Form No. 6

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DILG-REGION II (CAGAYAN VALLEY)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>the type of leave applied for, to wit:</p> <p>Vacation Leave with Travel Abroad –</p> <p>Indorsement letter from PDs/DCs with attachments -</p> <p>Provincial/Regional Clearance</p> <p>Sick Leave for more than five (5) days – require Medical Certificate</p> <p>Maternity Leave – Require Birth Certificate and Medical Certificate and appropriate clearances</p> <p>Paternity Leave – Require Birth Certificate of child and Marriage Contract</p> <p>Solo Parent Leave – Require updated Solo parent ID</p> <p>Special Leave Benefit for Women – Require letter request and documents prescribed in the Magna Carta for Women and appropriate clearance if leave exceeds 30 days</p> <p>Rehabilitation Leave – require submission of: Letter request Police report Provincial/Regional Clearance Medical certificate from a government physician</p>	<p>Omnibus Rules on Leave</p> <p>Letter Request for Travel Authority</p> <p>Medical records</p> <p>Magna Carta for Women</p>



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		Certify Leave balances	<p>specifying the number of days for the recuperation</p> <p>Special Emergency Leave – Barangay Certification that personnel are within calamity declared area</p> <p>Study Leave- Require submission of: Letter request Provincial/Regional Clearance School Credentials</p> <p>Personnel in-charge fills out leave balances and deducts corresponding number of days of leaves applied and forwards to HRMO III or HRMO II for review and certify the balance</p>	
4	RD or ARD	Approval of Leave Application	Personnel in charge release the Application for Leave to the Office of the Regional Director	
			<p>RD evaluates the Application for Leave and approve if found in order</p> <p>RD's Secretary forwards approved leave to Personnel Section for recording.</p>	
6	Personnel Section	Posting of approved Application for Leave in the Leave ledger Card	<p>Personnel in charge receive approved Leave Application and reflect the number of days applied in the leave ledger card</p> <p>Provide copy of approved Application for Leave to concerned personnel</p>	<p>Leave Ledger Card</p> <p>Leave application Logbook</p>
7	Personnel Section	Filing of approved leave application	Retain records	Leave Application File





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### Legal References:

- Omnibus Rules on Leaves
- Rehabilitation Leave
- Magna Carta for Women

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# **QUALITY OBJECTIVE (QO)**

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<b>BUREAU/SERVICE</b>	Finance and Administrative Division, Personnel Section
<b>QUALITY PROCEDURE TITLE</b>	Leave Administration

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker/Logsheets, Summary Logsheets, Report, Memo etc)
	Objective	Target	Indicator/Formula (if applicable)			
<b>Leave Administration</b>	Timely certification of leave balances of Leave Applications	90% of Leave Applications received	Total Number of Leave Applications certified on leave balances 2 hours upon receipt / Total Number of Leave Applications Received	QUARTERLY	SAO HRMO III	Leave Application  Leave Card  Logbook  Mandatory leave Schedule
	Timely posting/carding of approved leave applications	90% of approved leave applications	Total Number of approved Leave Applications carded 2 hours upon receipt / Total Number of Approved Leave Applications Received	QUARTERLY	SAO HRMO III	Approved Leave Application  Leave Card

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DILG-REGION II (CAGAYAN VALLEY)

**PROCESS QUALITY MONITORING AND EVALUATION (QME)**

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<b>OFFICE</b>	FINANCE AND ADMINISTRATIVE DIVISION-PERSONNEL SECTION					
<b>PROCEDURE TITLE</b>	LEAVE ADMINISTRATION					
<b>OBJECTIVE STATEMENT</b>	1. 90% of Leave Applications certified on leave balances 2 hours upon receipt 2. 90% of Approved Leave Applications carded 4 hours upon receipt					
	<b>INDICATORS</b>	<b>1<sup>ST</sup> QUARTER</b>	<b>2<sup>ND</sup> QUARTER</b>	<b>3<sup>RD</sup> QUARTER</b>	<b>4<sup>TH</sup> QUARTER</b>	<b>Total</b>
1. 90% of Leave Applications certified on leave balances 4 hours upon receipt						
A	Total Number of Leave Applications certified on leave balances 4 hours upon receipt					
B	Total Number of Leave Applications received					
C	Formula: A / B      Target Result : 90%					
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
2. 90% of Approved Leave Applications carded 4 hours upon receipt						
A	Total Number Approved Leave Applications carded 4 hours upon receipt					
B	Total Number of Approved Leave Applications received					
C	Formula: A/B      Target Result : 90%					
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
<b>Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.</b>						

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DILG-REGION II (CAGAYAN VALLEY)

# LEAVE ADMINISTRATION PROCESS SUMMARY LOGSHEET

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QUALITY OBJECTIVE 1: 90% of Leave Applications certified on leave balances 4 hours upon receipt

QUALITY OBJECTIVE 2: 90% of Approved Leave Applications carded 2 hours upon receipt

FREQUENCY OF MONITORING: Weekly

CURRENT PERIOD:

NO.	DATE LEAVE APPLICATION RECEIVED	TIME LEAVE APPLICATION RECEIVED	NAME	LEAVE APPLICATION CONTROL NO.	TIME LEAVE APPLICATION CERTIFIED ON LEAVE BALANCES	OBJECTIVE 5 RESULTS			TIME APPROVED LEAVE APPLICATION RECEIVED	TIME APPROVED LEAVE APPLICATION CARDED	OBJECTIVE 6 RESULTS		
						MET	UNMET	REMARKS			MET	UNMET	REMARKS
						Put 1 if F four (4) hours upon receipt	Put 1 if F is beyond four (4) hours upon receipt	(Why Unmet/Others)			Put 1 if K is two (2) hours upon receipt	Put 1 if K is beyond two (2) hours upon receipt	(Why Unmet/Others)
A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													
2													
3													
4													
5													
6													
7													
8													
9													

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