

PROCEDURE IN PROCESSING LEAVE APPLICATION

TYPE OF LEAVE: VACATION, MANDATORY, SICK, SPECIAL PRIVILEGE LEAVE (5 days or more)

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED
1	<p>PREPARATION OF LEAVE APPLICATION FORM (CS Form No. 6)</p> <p><i>MANDATORY LEAVE/FORCED LEAVE (Sec. 25, Rule XVI, Omnibus Rules Implementing EO No. 292)</i></p> <p><i>SICK LEAVE (Sec. 43, Rule XVI, Omnibus Rules Implementing EO No. 292)</i></p> <p><i>SPECIAL LEAVE PRIVILEGE (Sec. 21, Rule XVI, Omnibus Rules Implementing EO No. 292)</i></p>	<p>Personnel Concerned must properly fill-out the Leave Application Form and submit it to the designated Chief Admin. Officer of their respective unit;</p>	<p>Personnel Concerned</p>	<p>PDEA Leave Application Form (CS Form No. 6)</p>
2	<p>SUBMISSION OF LEAVE FORM/S TO HRMS</p>	<p>The Unit Director will endorse the leave form to HRMS</p> <hr/> <p>Fill-in Leave Credit Balance in the Leave Form</p>	<p>Regional/Office HRMO</p>	
3	<p>PROCESSING OF LEAVE APPLICATION</p>	<p>Update Leave Card</p> <hr/> <p>Endorse Application for Leave Form to DDGA for approval</p>	<p>GELAI</p>	
4	<p>APPROVAL OF LEAVE APPLICATION</p>	<p>Approves/Disapproves Leave Applications</p>	<p>DDGA <i>(Rank and File only)</i></p>	

5	UPDATING OF RECORDS	If approved, the concerned Regional office shall be furnished a copy of the approved leave. Otherwise, employee concerned shall be approved of the reason of disapproval Update Leave Card and other pertinent records	GELAI BUBOY	
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HRMS Local : 128, 140

PDEA Trunkline : 8927-9702

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