

PROCEDURE IN PROCESSING APPLICATION FOR VIOLENCE AGAINST WOMEN AND THEIR CHILDREN

TYPE OF LEAVE: TEN-DAY LEAVE UNDER RA 9262

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED	WHO ARE ENTITLED	LEGAL BASIS
1	PREPARATION OF LEAVE APPLICATION FORM (CS FORM NO. 6)	Personnel Concerned must properly fill-out the Leave Application Form and submit it to the designated Chief Admin. Officer of their respective unit;	Personnel Concerned	PDEA Leave Application Form (CS Form No. 6)	a) Any women employee in the service regardless of employment status, who is a victim of violence defined under RA 9262 B) Any woman employee whose child is a victim of violence as defined therein and whose age is below eighteen (18) or above eighteen (18) but unable to take care of himself/herself	RA 9262 (Anti-Violence Against Women and their CHILDREN at OF 2004)
2	SUBMISSION OF LEAVE FORM/S TO HRMS	The Unit Director will endorse the leave form to HRMS Fill-in Leave Credit Balance in the Leave Form	GELAI			CSC Resolution No. 051206
3	PROCESSING OF LEAVE APPLICATION	Update Leave Card Endorse Application for Leave Form to DDGA for approval				
4	APPROVAL OF LEAVE APPLICATION	Approves/Disapproves Leave Applications	DDGA <i>(Rank and File only)</i>			
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			

HRMS Direct Line : 8920-3760

HRMS Local : 128, 140

PDEA Trunkline : 8927-9702

Email Address: ahrs@pdea.gov.ph