

PROCEDURE IN PROCESSING APPLICATION FOR SICK LEAVE (MORE THAN 30 DAYS)

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED	WHO ARE ENTITLED	LEGAL BASIS
1	<p>PREPARATION OF LEAVE APPLICATION FORM (CS FORM NO. 6) AND REQUIREMENTS;</p> <p><i>NOTE:</i></p> <p><i>SICK LEAVE MAY BE APPLIED FOR IN ADVANCE IN CASES WHERE THE OFFICIAL OF THE EMPLOYEE WILL UNDERGO MEDICAL EXAMINATION OR OPERATION OR ADVISED TO REST IN VIEW OF ILL HEALTH DULY SUPPORTED BY A MEDICAL CERTIFICATE</i></p>	<p>Personnel Concerned must properly fill-out the Leave Application Form with required documents and submit it to the designated Chief Admin. Officer of their respective unit;</p>	<p>Concerned Employee</p>	<p>a. CS Form No. 6 with CS Form No. 6-A (if applicable); b. Endorsement Memorandum from the Unit Director; c. Office/Unit Clearance; d. LMS Certification (for agents or employees with issued fire arms); e. LPS Certification (for agents or employees with court hearings); f. DEO Case Load Sheet / List of all pending drug cases handled (with current status); g. Affidavit of Undertaking; h. Letter/s to court and trial prosecutor informing them of the nature of leave, period of leave, and that he/she will not be available to appear as witness in court during the time of leave f. Medical Certificate or Medical Record (<i>for sick leave</i>)</p>	<p>PDEA Employees</p>	<p>Omnibus Rules on Leave, EO 292</p>
2	<p>SUBMISSION OF LEAVE FORM/S TO HRMS</p>	<p>Concerned Office/Regional HRMO forwards application with complete requirements for Maternity Leave to HRMS</p>	<p>GELAI</p>			
3	<p>PROCESSING OF LEAVE APPLICATION</p>	<p>Fill-in Leave Credit Balance in the Leave Form</p> <hr/> <p>Prepare Agency Clearance for Routing</p> <hr/> <p>Upon return of Agency Clearance prepare CSW to DG, PDEA for approval</p>	<p>GELAI</p>			
4	<p>APPROVAL OF LEAVE APPLICATION</p>	<p>Approves/Disapproves Leave Applications</p>	<p>Director General, PDEA</p>			

5	UPDATING OF RECORDS	<p>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</p> <p>Update Leave Card and other pertinent records</p>	<p>GELAI BUBOY</p>			
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