

PROCEDURE IN PROCESSING APPLICATION FOR TRAVEL ABROAD

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED
1	<p>PREPARATION OF LEAVE APPLICATION FORM (CS FORM NO. 6) AND REQUIREMENTS;</p> <p><i>NOTE:</i></p> <p><i>FILED AT LEAST THIRTY (30) DAYS BEFORE THE PERIOD OF TRAVEL</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);</p> <p>b. Endorsement Memorandum from the Unit Director;</p> <p>c. Office/Unit Clearance;</p> <p>d. LMS Certification (for agents or employees with issued fire arms);</p> <p>e. LPS Certification (for agents or employees with court hearings);</p> <p>f. DEO Case Load Sheet / List of all pending drug cases handled (with current status);</p> <p>g. Affidavit of Undertaking;</p> <p>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</p>
2	<p>SUBMISSION OF LEAVE FORM/S TO HRMS</p>	<p>Concerned Office/Regional HRMO forwards application with complete requirements for Travel Abroad to HRMS</p>	<p>GELAI</p>	
3	<p>PROCESSING OF LEAVE APPLICATION</p>	<p>Fill-in Leave Credit Balance in the Leave Form</p> <p>Prepare Agency Clearance for Routing</p> <p>Upon return of Agency Clearance prepare CSW and Authority to Travel Abroad for approval of DG, PDEA</p>		
4	<p>APPROVAL OF LEAVE APPLICATION</p>	<p>Approves/Disapproves Leave Applications</p>	<p>Director General, PDEA</p>	

5	UPDATING OF RECORDS	Upon approval, forward approved leave and original copy of Authority to Travel Abroad to concerned Service/Regional Office 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