

## PROCEDURE IN PROCESSING STUDY LEAVE APPLICATION

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED
1	<p><b>PREPARATION OF LEAVE APPLICATION FORM (CS Form No. 6) WITH ATTACHED REQUIREMENTS</b></p> <p><i>Note: Study Leave must be filed at least thirty (30) days prior to the effectivity of the applied leave</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>Personnel Concerned</p>	<ul style="list-style-type: none"> <li>a. CS Form No. 6;</li> <li>b. Endorsement Memorandum from Unit Director;</li> <li>c. Office/Unit Clearance;</li> <li>d. LMS Certification (for agents or employees with issued fire arms);</li> <li>e. LPS Certification (for agents or employees with court hearings);</li> <li>f. DEO Case Load Sheet / List of all pending drug cases handled (with current status);</li> <li>g. Affidavit of Undertaking;</li> <li>h. IPCR Rating for two (2) consecutive semesters (most recent);</li> <li>i. Latest Statement of Assets, Liabilities, and Net Worth (SALN);</li> <li>j. Enrollment / Review School Registration or Certification;</li> <li>k. Service Record;</li> <li>j. Latest Personal Data Sheet (PDS)</li> <li>k. Service Obligation</li> </ul>
2	<p><b>SUMBISSION OF LEAVE FORM AND REQUIREMENTS TO HRMS</b></p>	<p>Concerned Office/Regional HRMO forwards application with complete requirements for Study Leave to HRMS</p>	<p>Regional/Office HRMO</p>	

3	<b>PROCESSING OF LEAVE APPLICATION</b>	Fill-in Leave Credit Balance in the Leave Form;	GELAI	
		Prepare Agency Clearance for Routing;		
		Upon return of Agency Clearance prepare CSW to DG, PDEA for approval		
4	<b>APPROVAL OF LEAVE APPLICATION</b>	Approves/Disapproves Leave Applications	Director General, PDEA	
5	<b>UPDATING OF RECORDS</b>	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](mailto:ahrs@pdea.gov.ph)**