



CITIZEN'S CHARTER

Head Office Internal Services

3.Filing of Leave

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This is to provide a standardized process for requesting and approving leave.

Office/Division: Personnel Unit

Classification: Simple

Type of Transaction: C2C – Citizen to Citizen

Who may avail: LBRDC Employees

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Checklist Requirements

LBRDC Leave Application Form

Where to Secure

Personnel Unit



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<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
1. File for application for any type of leave using the approved and prescribed form. Fill up the necessary data in Item 1 – Item 6.D	Review the form submitted and input data in Item 7. A or the Certification of Leave Credits	None	5 minutes	HR Personnel LBRDC Head Office
2. Forward the Application for Leave to the immediate supervisor	Recommend action to be taken (Item 7. B)	None	5 Minutes	Immediate Supervisor LBRDC Head Office
3. Forward the Application for Leave to the authorized official	Take action: approved or disapproved (Item 7.C or Item 7.D)	None	5 minutes	Admin Manager LBRDC Head Office
TOTAL		None	15 Minutes	