



CITIZEN'S CHARTER
Head Office Internal Services

8. Processing of Resignation

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LBRDC provides a proper offboarding procedure upon submission of employee resignation.

Office/Division: Personnel Unit

Classification: Simple

Type of Transaction: C2C – Citizen to Citizen

Who may avail: LBRDC Employees

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Checklist Requirements

Resignation Letter

LBRDC Certificate of Clearance

LBRDC Release, Waiver and Quitclaim

Where to Secure

Resigning employee

Personnel Unit

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 a resignation letter at least 30 days prior to its effectivity.	Review and take action (approve or disapprove) upon receipt.	None	1 Day	Immediate supervisor
2. Endorsement of the resignation letter to the Personnel Unit	If the resignation is approved, instruct the resigning employee of the exit requirements he needs to comply.	None	1 Day	HR Personnel
3. Route the Certificate of Clearance to authorized signatories	Check the records of the company if the resigning employee has accountability or none.	None	2 weeks	Authorized signatories as stipulated in the LBRDC Certificate of Clearance
TOTAL		None	2 weeks and 2 days	