



17. APPLICATION FOR LEAVE

It refers to the filing of leave benefits enjoyed by the employees.

Office/Division:	Administrative Support Division (ASD), Administrative and Finance Services Department (AFSD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PRA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for leave form (CS Form No. 6, Revised 2020)		Civil Service Commission Website www.csc.gov.ph Philippine Retirement Authority Website at www.pra.gov.ph Administrative Support Division (ASD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application for leave form	1.1. Receives and acknowledge receipt of signed leave application form from employees	None	2 minutes	Pauline May Aldea, HRMO I - ASD
None	1.2. Providing the application for leave form the updated employee's certification of leave balances	None	2 Hours	Pauline May Aldea, HRMO I - ASD
None	1.3. Certification of Leave Balances to be signed by the Administrative Officer IV	None	1 Hour	Randy Aviles, AO IV - ASD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4. Forwarding the application for leave form to the assigned division/department of the applicant for the department manager's signature	None	1 Day	Mohammad Khalid Pendatun, Jr. Admin. Staff/UDRCon - ASD
None	1.5. Receiving and filing of the fully accomplished application for leave form	None	30 minutes	Pauline May Aldea, HRMO I - ASD
TOTAL		None	1 Working Day, 3 Hours, 32 Minutes	