



## 18. APPLICATION FOR MONETIZATION

It refers to the filing of leave commutation of employees.

<b>Office/Division:</b>	Administrative Support Division (ASD), Administrative and Finance Services Department (AFSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	PRA employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application for leave form (CS Form No. 6, Revised 2020)		Civil Service Commission Website <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> Philippine Retirement Authority Website at <a href="http://www.pra.gov.ph">www.pra.gov.ph</a> Administrative Support Division (ASD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled out application for leave form	1.1. Receive 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	30 Minutes	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, Administrative Officer 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 OGM for the General Manager's signature	None	1 Day	Mohammad Khalid Pendatun, Jr. Admin. Staff/UDRCon
None	1.5. Receiving and filing of the fully accomplished application for leave form.	None	30 Minutes	Pauline May Aldea, HRMO I - ASD
None	1.6. Preparation of DV/BUS with the proper amount of leave commutation.	None	1 Hour	Kimberly Mae Ambo-an-Manese, HRMO II - ASD
None	1.7. Endorse the Financial Management Division for approval/ appropriate action.	None	10 Minutes	Mohammad Khalid Pendatun, Jr. Admin. Staff/UDRCon
<b>TOTAL</b>		<b>None</b>	<b>1 Working Day, 3 hours, 12 minutes</b>	