



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

FILING OF LEAVE
(At the Human Resource Management Office)

Requirements to be submitted by Client:

- 1.) Duly accomplished prescribed form
 - a.) Vacation Leave
 - b.) Sick Leave
 - c.) Travel Order
- 2.) Service Record/Certificate of Employment

HOW TO AVAIL OF THE SERVICE

WHAT THE CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO AT SERVICE TIME	PERSON IN CHARGE
I. File application for leave (vacation leave/sick leave/privilege leave/forced leave). - Anticipated sick leave may be filed in advance when applicant will undergo operation/medical examination. - A sick leave for five (5) days or more should be accompanied by a medical certificate.	Receive & review the prescribed leave form as to the correctness & completeness of the needed information. <p style="text-align: center;">5 mins.</p>	Rosario I. de Leon Beverly J. Abalos
	Update leave cards & compute leave credits to be posted in the leave form. <p style="text-align: center;">10 mins.</p>	Immediate Supervisor of Applicant HRMO HRMO
	Get the approval/signature of the concerned Department Head/s. <p style="text-align: center;">10 mins.</p>	
	Review/approve certification of leave credits by the HRMO. <p style="text-align: center;">10 mins.</p>	
TOTAL SERVICE TIME PER CLIENT: 25 mins.		
END OF TRANSACTION		
II. Issuance of: Certificate Of Employment/ Notice of Salary Adjustment/ Service Records	Verify data needed for the preparation of the document. <p style="text-align: center;">10 mins.</p>	Beverly J. Abalos Edward A. Dulay
	Print and sign documents. <p style="text-align: center;">10 mins.</p>	
TOTAL SERVICE TIME PER CLIENT: 20 mins.		
END OF TRANSACTION		





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III. Issuance of Travel Order (TO)	Issue/Review correctness of filled-out form (communication letters are requested for out-of-town travel). <p style="text-align: center;">10 mins.</p> Applicants seek the approval of immediate supervisor & the form is transmitted to Municipal Administrator for approval. <p style="text-align: center;">5 mins.</p> Approved forms are recorded and filed in the HR Office. <p style="text-align: center;">10 mins.</p>	Rosario I. de Leon Beverly J. Abalos Razeale M. Juico Edward A. Dulay
TOTAL SERVICE TIME PER CLIENT: 25 mins.		
END OF TRANSACTION		
IV. Preparation of Payroll (Permanent Employees) (Service time begins after Billing is collected from LBP, San Carlos)	Post billing from different banks & other agencies. <p style="text-align: center;">2 hrs.</p> Encode deductions & print out payroll. <p style="text-align: center;">2 hrs.</p> Approval of signatories in payroll. <p style="text-align: center;">1 hr.</p> Transmit to Budget Office for Obligation Report.	Dennis Aldrin R. Malicdem Edward A. Dulay
TOTAL SERVICE TIME: 5 hours		
END OF TRANSACTION		
Preparation of Payroll (Job Orders) (Service time begins after DTR's/ Accomplishment Report have all been collected.)	Collect DTR's & Accomplishment Reports. Check/Verification of DTR's. <p style="text-align: center;">4 hrs.</p> Encoding of Payroll/Posting of deductions/Printing. Counter-checking of payroll. <p style="text-align: center;">4 hrs.</p> Logged/Transmit to Budget Office for Obligation Report.	Beverly J. Abalos Razeale M. Juico Edward A. Dulay Dennis Aldrin R. Malicdem
TOTAL SERVICE TIME: 8 hours		
END OF TRANSACTION		

