




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
1559 Matimco Bldg, Km 4., Libertad, Butuan City
caraga.dilg.gov.ph


Document Code		
FM-R13-SP-01A-01		
Rev. No.	Eff. Date	Page
0	10.16.17	1 of 1

Name of Division/FOU: FINANCE AND ADMIN. DIVISION/PERSONNEL SECTION

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Administration of Leave of Absences							
QP-R13-FAD-13	Quality Procedure	10.16.17	4.09.18				
QO-QP-R13-FAD-13	Quality Objective	10.16.17					
QME-QP-R13-FAD-13	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-13-01A	Process Summary Logsheets	10.16.17					
FM-QP-R13-FAD-13-01B	Process Summary Logsheets	10.16.17					

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Document Code		
FM-R13-SP-01B-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU: FINANCE AND ADMIN. DIVISION/PERSONNEL SECTION

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Administration of Leave of Absences							
CSC Form 6	CSC Form 6 (Leave Form)						
Omnibus Rules on Leave	Omnibus Rules on Leave						
Omnibus Rules Implementing Book V of EO No. 292 and other Pertinent Civil Service Laws	Omnibus Rules Implementing Book V of EO No. 292 and other Pertinent Civil Service Laws						
CSC MC No. 16, s. 2012	CSC Memo Circular No. 16, s. 2012						
RA No. 8972	Republic Act No. 8972						
CSC MC No. 25, s. 2010	CSC Memo Circular No. 25, s. 2010						
RA No. 8187	Republic Act No. 8187						
CSC-DBM JC No. 01, s. 2006	CSC-DBM Joint Circular No. 01, s. 2006						
CSC MC No. 01, s. 2016	CSC Memo Circular No 01, s. 2016						
CSC-DBM JC No. 01, s. 2015	CSC-DBM Joint Circular No. 01, s. 2015						
CSC Form No. 7, s. 2017	Office Clearance						
DILG Circular No. 2018-10	DILG Circular 2018-10						
Leave Ledger Card	Leave Ledger Card						

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PROCEDURE TITLE	Administration of Leave of Absences		
SCOPE	This process covers the administration of leave of absences in the field operating units (FOUs) and in the Regional Office (RO).		
PURPOSE	To define the process of Leave Administration		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
Personnel/ Applicant	Leave Application Form (CSC Form 6) with attachments, if necessary	Administration of Leave of Absences	Approved Leave Indorsement with attachments Accounting/COA/File Regional/Central Office
DESCRIPTIVE STATEMENT:			
Personnel Officer/Staff/Designate receives leave application form and other necessary documents of DILG XIII personnel. Applications are then processed for Provincial/City/Regional Director's approval. Once approved, Personnel Officer/Designate updates Leave Ledger Card of applicant; and if necessary, indorses applications/documents to Regional/Central Office for perusal. Documented information are kept and maintained for filing.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Filer/Applicant	Preparation of Leave Application	<ul style="list-style-type: none"> Prepares Leave Application Form, fills out all necessary information required for the type of leave applied for, includes needed documents (if necessary), signs and submits the same to Personnel Officer/Staff/Designate 	<ul style="list-style-type: none"> Leave Application Civil Service Commission Form No 6 (F6) Omnibus Rules on Leave Delegation of Authority – DILG Local Government Sector (DILG Circular No. 2018-10)
2	Personnel Officer/Staff/Designate	Receive and record Application for Leave	<ul style="list-style-type: none"> Receives Application for Leave (F6) of personnel and/or other necessary documents. Stamp received date and time of receipt Checks F6 for correctness and completeness of needed information as well as the required documents necessary for the type of leave being applied for, to wit: <ul style="list-style-type: none"> Vacation Leave: *within in the Philippines (5 days before the actual leave) 	<ul style="list-style-type: none"> Leave Application Civil Service Commission Form No 6 (F6) Omnibus Rules on Leave CSC Form No. 6



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none">*leave applications for travel abroad✚ Sick Leave: *file upon return to work✚ Maternity Leave✚ Paternity Leave✚ Solo Parent Leave✚ Special Leave Benefit for Women [RA 9710 Magna Carta for Women]✚ Rehabilitation Leave	<ul style="list-style-type: none">• CSC Form No. 6, letter request, Regional/Provincial/City Clearance, Indorsement (if assigned in FOU's)• CSC Form No. 6 and Medical Certificate for Sick Leave of more than 5 days• CSC Form No. 6; Medical Certificate; Regional/Provincial/City Clearance, Indorsement from FOU's (if assigned in the field)• CSC Form No. 6; Birth Certificate and Marriage Certificate,• CSC Form No. 6; Solo parent I.D.• Letter request, CSC Form 6, Clearance, (major operations/2 months), Medical Certificate indicated the findings, procedure and recommendation of the physician• CSC Form 6, Letter request, police report, medical certificate acquired from a government physician and others as



QUALITY PROCEDURE (QP)

Document Code		
QP-R13-FAD-13		
Rev. No.	Eff. Date	Page
01	04.09.18	3 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> ✚ Special Emergency Leave ✚ Special Privilege Leave 	<ul style="list-style-type: none"> deemed necessary CSC Form 6 & declaration of state of calamities from LCE CSC Form 6

Note on processing/approval of leave of absences applications per DILG Circular No. 2018-10 re Delegation of Authority is a follows:

- Provincial/HUC Office: except for foreign travel, all types of leave of absences applications of provincial/HUC personnel not exceeding 10 calendar days are to be approved by Provincial/City Director
- Regional Office: all types of leave of absences applications not exceeding sixty (60) calendar days of all regional office personnel including Provincial/City Directors, those leave applications of provincial/HUC personnel of more than 10 calendar days, and leave applications for travel abroad (foreign travel) of all regional personnel SG-23 and below are to be approved by Regional Director
- Central Office: all leave of absences applications of Regional Director including leave applications for travel abroad (foreign travel) of all personnel SG-24 and above; and all types of leave of absences of all regional personnel exceeding sixty (60) calendar days are to be approved in Central Office

3	Personnel Officer/Staff/Designate	Process Leave Application and Certify leave balances	<ul style="list-style-type: none"> Fills out certification of leave credits and signs the same. For leave applications requiring indorsement to Regional/Central Office, Personnel Officer/Staff/Designate prepares Indorsement Letter and Office Clearance; and attaches the same to Leave Application Form (F6); Route Office Clearance Forwards documents to Recommending Authority 	<ul style="list-style-type: none"> Leave Ledger Card Provincial/Regional Clearance Indorsement Letter
4	Recommending Authorities: ✚ RD for leave applications requiring indorsement to Central Office while PD for leave applications of field personnel requiring	Signing of recommending approval of Leave Application	<ul style="list-style-type: none"> Signs recommending approval; RD also signs Office Clearance and Indorsement for documents needed to be indorsed to Central Office while PD signs Office Clearance and Indorsement for documents needed to be indosed to Regional 	<ul style="list-style-type: none"> CSC Form F6 Provincial/Regional Clearance



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	<p>Indorsement to Regional Office</p> <ul style="list-style-type: none"> ARD for Provincial/City Director & Division Chiefs Outcome Managers for field officers (MLGOO) Program Managers for Provincial Office personnel 		Office	
5	Recommending Authorities/Personnel Officer/Staff/Designate	Forwards leave application documents	<ul style="list-style-type: none"> Forwards complete leave application documents to the Approving Authority 	
6	Approving Authorities <i>(refer to Note in Step No. 2)</i>	Approval of Leave Application	<ul style="list-style-type: none"> RD/PD approves/disapproves and signs Leave Application Form Returns documents to Personnel Officer/Staff/Designate 	<ul style="list-style-type: none"> Delegation of Authority – DILG Local Government Sector (DILG Circular No. 2018-10)
7	Personnel Officer/Staff/Designate	Updating of Leave Ledger, transmittal of approved documents, if necessary, and submission of copy of approved leave application documents to Regional Office	<ul style="list-style-type: none"> Updates the Leave Ledger of applicant based on the approved leave application Endorses documents to be transmitted to Central or Regional Office to Records In-Charge (QP-R13-FAD-11) for releasing Retain copy of approved leave application documents to be attached to monthly timesheets of personnel For Provincial/HUC Office, monthly timesheets of personnel 	<ul style="list-style-type: none"> CSC Form 6 Leave Ledger Cards CSC Form 6 Regional Clearance Indorsement



DILG – REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

Document Code

QP-R13-FAD-13

Rev. No.

01

Eff. Date

04.09.18

Page

5 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>together with approved leave application documents shall be submitted to Regional Office on or before the 7th day of ensuing month</p> <ul style="list-style-type: none">Retain approved leave application documents and copy of the documents transmitted to Regional/Central Office (R13-SP-02)	

Definition of Terms:

RD – Regional Director

PD – Provincial Director

CD – City Director

OM – Outcome Manager

PM – Program Manager

RO – Regional Office

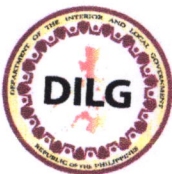
CO – Central Office

Applicant/Filer – Personnel applying for Leave

Legal References:

- Omnibus Rules on Leaves (VL/SL/FL/SPL)
- Magna Carta for Women
- Rehabilitation Leave
- Paternity Leave
- Solo Parent Leave
- Maternity Leave
- Special Emergency Leave
- DILG Circular No. 2018-10

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DILG REGION XIII (CARAGA)

QUALITY OBJECTIVE (QO)

Document Code

QO-QP-R13-FAD-13

Rev. No.

Eff. Date

Page

00

10.16.17

1 of 1

DIVISION/SECTION

Finance and Administrative Division, Personnel Section

QUALITY PROCEDURE TITLE

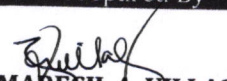
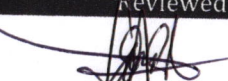
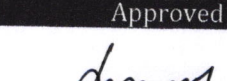
Administration of Leave of Absences

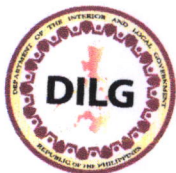
Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker/Logsheet, Summary Logsheet, Report, Memo etc)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> Administration of leave of absences requiring approval of Provincial/City/Regional Director only 	<ul style="list-style-type: none"> Timely processing of received leave applications: Leave applications are processed 3 working days upon receipt of complete leave application documents 	<ul style="list-style-type: none"> 80% 	<ul style="list-style-type: none"> Total number of leave applications processed / Total No. of received leave applications 	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Personnel Officer/Staff/Designate 	<ul style="list-style-type: none"> Logsheet Individual leave cards Approved leave application form
<ul style="list-style-type: none"> Administration of leave of absences requiring approval of Regional/Central Office 	<ul style="list-style-type: none"> Timely transmittal of leave applications requiring approval of the Regional/Central Office: Signed leave application documents are transmitted to Regional/Central Office 2 working days upon receipt of from the Office of the Director 	<ul style="list-style-type: none"> 80% 	<ul style="list-style-type: none"> Total number of leave applications transmitted to Regional/Central Office 2 days upon receipt of signed documents from the Office of the Director/ Total number of received signed documents from the Office of the Director 	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Personnel Officer/Staff/Designate 	<ul style="list-style-type: none"> Logsheet Individual leave cards Approved leave application form File copy of indorsement
<ul style="list-style-type: none"> Submission of copy of approved leave application documents of Provincial/HUC personnel to Regional Office as attachment to monthly timesheet (for Provincial/HUC Office only) 	<ul style="list-style-type: none"> Timely submission of copy of approved leave application documents of Provincial/HUC personnel to Regional Office: Copy of approved leave application documents of Provincial/HUC personnel are attached to individual timesheet, submitted monthly to Regional Office on the 7th day of the ensuing month 	<ul style="list-style-type: none"> 80% 	<ul style="list-style-type: none"> Total number of timesheets with approved leave application documents submitted to Regional Office on the 7th day of the ensuing month/Total number of processed/approved leave applications 	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Personnel Officer/Staff/Designate 	<ul style="list-style-type: none"> Logsheet Transmittal



DILG REGION XIII (CARAGA)
**QUALITY
OBJECTIVE (QO)**

Document Code		
QO-QP-R13-FAD-13		
Rev. No.	Eff. Date	Page
00	10.16.17	2 of 1

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DILG REGION XIII (CARAGA)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code

QME-QP-R13-FAD-13

Rev. No. Eff. Date Page

00 10.16.17 1 of 2

DIVISON/FOU	FINANCE AND ADMINISTRATIVE DIVISION													
PROCEDURE TITLE	ADMINISTRATION OF LEAVE OF ABSENCES													
OBJECTIVE STATEMENT	1. 80% of the total number of received leave applications (F6) are processed 3 working days upon receipt of F6; 2. 80% of the total number of received signed leave application documents requiring approval of Regional/Central Office are transmitted to Regional/Central Office 2 working days upon receipt from the Office of the Director; 3. 80% of the total number of approved leave application documents of Provincial/HUC personnel are attached to individual timesheet, submitted monthly to Regional Office on the 7th day of the ensuing month (for Provincial/HUC Office only)													
CURRENT PERIOD														
INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% of the total number of received leave applications (F6) are processed 3 working days upon receipt of F6;														
A	Total number of leave applications processed 3 working days upon receipt of F6													
B	Total No. of received leave applications													
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Objective 2: 80% of the total number of received signed leave application documents requiring approval of Regional/Central Office are transmitted to Regional/Central Office 2 working days upon receipt from the Office of the Director;														
A	Total number of leave applications transmitted to Regional/Central Office 2 days upon receipt of signed documents from the Office of the Director													
B	Total number of received signed documents from the Office of the Director													
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Objective 3: 80% of the total number of approved leave application documents of Provincial/HUC personnel (photocopy only) are attached to individual timesheet, submitted monthly to Regional Office on the 7th day of the ensuing month (for Provincial/HUC only)														
A	Total number of timesheets with attached approved leave application documents of Provincial/HUC personnel submitted to Regional Office on the 7th day of the ensuing month													
B	Total number of processed/approved leave applications													
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by the DILG-XIII Deputy QMR.														



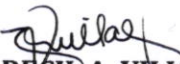
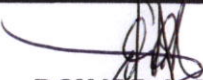

DILG REGION XIII (CARAGA)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code

QME-QP-R13-FAD-13

Rev. No.	Eff. Date	Page
00	10.16.17	2 of 2

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DILG REGION XIII (CARAGA)

Administration of Leave of Absences Process Summary Logsheets (PSL)

Document Code		
FM-QP-R13-FAD-13-01B		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Quality Objective: 3) Copy of approved leave application documents of Provincial/HUC personnel are attached to individual timesheet, submitted monthly to Regional Office on the 7th day of the ensuing month

Frequency of Monitoring: **Monthly**

Covered Period:

Due Date of Submission:

Legend:

No.	Name of Provincial/HUC Office	Total No. of Approved Leave Applications for the month	Total No. of Timesheets with Approved Leave Applications submitted to Regional Office	Date Submitted to Regional Office	Date Received by Regional Office	Objective 3 Result		
						Met	Unmet	Remarks, if unmet
1								
2								
3								
4								
5								
6								

Total
Result

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DILG REGION XIII (CARAGA)

Administration of Leave of Absences Process Summary Logsheets (PSL)

Document Code		
FM-QP-R13-FAD-13-01A		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Quality Objective: 1) Leave applications are processed 3 working days upon receipt of complete leave application documents

2) Signed leave application documents requiring approval of Regional/Central Office are transmitted to Regional/Central Office 2 working days upon receipt from the Office of the Director

Frequency of Monitoring: **Monthly**

Covered Period:

Due Date of Submission:

Legend:

No.	Name of Applicant	Type of Leave Applied	Date/Time Leave Application Received	Completeness of Documents	Time/Date Forwarded to Recommending Authorities	Objective 1 Result			Date of Receipt of Dis/Approved Leave Applications	Date Transmitted to Regional/Central Office	Objective 2 Result			Remarks/Particulars
						Met	Unmet	Remarks, if unmet			Met	Unmet	Remarks, if unmet	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

Total
Result

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