



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-02-01		
Rev. No.	Eff. Date	Page
0	10.16.17	1 of 1

Name of Division/FOU: PERSONNEL SECTION/FAO

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Leave Administration									
	APPROVED LEAVE APPLICATION (VL, SL, FL, SPL)	PERSONNEL SECTION	Steel Cabinet	CRA & DTR	by month	1 year	3 years	4 years	
	APPROVED LEAVE APPLICATION (TRAVEL ABROAD, MATERNITY, MAGNA CARTA, REHABILITATION LEAVE), INDORSEMENT, REGIONAL CLEARANCE WITH SUPPORTING DOCUMENTS	PERSONNEL SECTION	Steel Cabinet	201 folder (tab no. 14)	per personnel	1 year	3 years	4 years	
				CRA & DTR	by month	1 year	3 years	4 years	
	LEAVE LEDGER CARDS	PERSONNEL SECTION	Personnel-PC(D:)-Personnel Files-Leave Card-Leave Cards (Active)	Leave Cards (Active)	By Field Operating Units	Personnel are still in government service			

Prepared By
 M. REC. L.A. VILLASAN AD-IV / HRMO
Process Owner

Reviewed By
 DONALD A. SERONAY Chief Admin. Officer / OIC, Asst. Regional Director
Deputy QMR






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

Name of Division/FOU: Finance and Administrative Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Leave Administration							
QP-R13-FAD-13	Quality Procedure	10.16.17					
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-13-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-FAD-13-02	Leave Ledger Card	10.16.17					
FM-QP-R13-FAD-13-03	Regional Office Clearance	10.16.17					
FM-QP-R13-FAD-13-04	Indorsement Letter	10.16.17					

Prepared By

JOB DANIEL B. CASSION
ICOG III
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Noted By

DONALD A. SERONAY
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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 Administrative Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Leave Administration							
	CSC Form 6 (Leave Form)						
	Omnibus Rules on Leave						
	CSC Memo Circular No. 16, s. 2012						
	Republic Act No. 8972						
	CSC Memo Circular No. 25, s. 2010						
	Republic Act No. 8187						
	CSC-DBM Joint Circular No. 01, s. 2006						
	Medical Certificate for Sick Leave, Maternity Leave, Magna Carta for Women Leave, Rehabilitation Leave						
	Police Report for Rehabilitation Leave						
	Resolution for State of Calamity Declaration						
	CSC Memo Circular No 01, s. 2016						
	CSC-DBM Joint Circular No. 01, s. 2015						

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PROCEDURE TITLE	Administration of Leave of Absences	
SCOPE	This process starts from the receipt of the application for leave of Regional Office personnel and other leave applications from Field Operating Units (FOUs) that require RD's approval	
PURPOSE	To define the process of Leave Administration	
PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
Personnel/ Applicant	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Administration of Leave of Absences </div>	Approved Leave Form Accounting/COA/File Indorsement with attachments Central Office
Leave Application Form (CSC Form 6) with attachments		
DESCRIPTIVE STATEMENT: Personnel Section receives leave application form and other necessary documents from regional office personnel and from FOUs for applications that require RD's approval/endorsement. Applications are then processed for RD's approval. Once approved, Personnel Section updates Leave Ledger Card of applicant, and/or indorse documents to CO, if so requires, and keeps documented information for filing.		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	RO Personnel/Applicant/FOU	Preparation of Leave Application	<ul style="list-style-type: none"> Prepares Leave Application Form and fill out all necessary information required for the type of leave applied for and submit the same to Personnel Section. Meanwhile, FOUs transmit leave application documents to Regional Office 	<ul style="list-style-type: none"> Leave Application Civil Service Commission Form No 6 (F6) Omnibus Rules on Leave
2	Personnel Section	Receive and record Application for Leave	<ul style="list-style-type: none"> ADA IV receives Application for Leave (F6) of RO personnel and/or transmitted documents from FOUs. Stamp received date and time of receipt Check 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"> Leave Application Civil Service Commission Form No 6 (F6) Omnibus Rules on Leave





DILG - REGION XIII (CARAGA)
**QUALITY
 PROCEDURE (QP)**

Document Code

QP-R13-FAD-13

Rev. No.	Eff. Date	Page
00	10.16.17	2 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>✚ Vacation Leave: *within in the Philippines (5 days before the actual leave)</p> <p>*Travel abroad (approval in Central Office) : -complete documents will be forwarded to CO 10 working days before the departure date</p> <p>✚ Sick Leave: *file upon return to work</p> <p>✚ Maternity Leave</p> <p>✚ Paternity Leave</p> <p>✚ Solo Parent Leave</p> <p>✚ Special Leave Benefit for Women [RA 9710 Magna Carta for Women]</p>	<ul style="list-style-type: none"> • CSC Form No. 6 • CSC Form No. 6, letter request, Regional/Provincial/City Clearance, Indorsement (if assigned in FOU's) • CSC Form No. 6; for more than five (5) days - require Medical Certificate • 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





Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> ✦ Rehabilitation Leave ✦ Special Emergency Leave ✦ Special Privilege Leave 	<p>Certificate indicated the findings, procedure and recommendation of the physician</p> <ul style="list-style-type: none"> • CSC Form 6, Letter request, police report, medical certificate acquired from a government physician and others as deemed necessary • CSC Form 6 & declaration of state of calamities from LCE • CSC Form 6
3	Personnel Section	Process Leave Application and Certify leave balances	<ul style="list-style-type: none"> • ADA IV determines available leave balance of applicant and fills out certification of leave credits. Forwards the form to HRMO III for review and certification of leave balances. • HRMO III signs the form. • For Maternity and Magna Carta Leave Applications, ADA IV also prepares Regional Clearance to be routed to concerned signatories. • For travel abroad, and Rehabilitation Leave, 	<p>Leave Ledger Card</p> <ul style="list-style-type: none"> • Regional Clearance • Regional Clearance &





DILG - REGION XIII (CARAGA)
**QUALITY
 PROCEDURE (QP)**

Document Code
QP-R13-FAD-13

Rev. No.	Eff. Date	Page
00	10.16.17	4 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			ADA IV also prepares Regional Clearance to be routed to concerned signatories, and Indorsement Letter to Central Office for RD's signature.	Indorsement
4	ARD or DC	Signing of recommending approval of Leave Application	<ul style="list-style-type: none"> Concerned Division Chief or ARD signs recommending approval for RO personnel applicants 	<ul style="list-style-type: none"> CSC Form F6
5	Personnel Section/RO Applicant	Route documents to ORD	<ul style="list-style-type: none"> Forwards leave form of RO personnel and/or leave application documents of FOU's to the Office of the Regional Director for approval. 	
6	RD	Approval of Leave Application	<ul style="list-style-type: none"> RD signs leave applications For Travel Abroad and Rehabilitation Leave applications, RD countersigns leave application form and signs Regional Clearance and Indorsement Letter 	
7	ORD	Returns approved leave application documents	<ul style="list-style-type: none"> Forwards approved leave and/or Regional Clearance/Indorsement to Personnel Section for recording and/or transmission to Central Office 	
8	Personnel Section	Updating of Leave Ledger and transmittal to CO	<ul style="list-style-type: none"> ADA IV updates the Leave Ledger of applicant based on the approved leave application For Travel Abroad and Rehabilitation Leave: Endorse documents to Records Section (QP-R13-FAD-11) 	<ul style="list-style-type: none"> CSC Form 6 Leave Ledger Cards CSC Form 6 Regional Clearance Indorsement





Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
9	Personnel Section	Filing of Documents	<ul style="list-style-type: none"> Retain approved leave application to support individual DTR and copy of the documents transmitted to Central Office (R13-SP-02) 	

Definition of Terms:

ORD – Office of the Regional Director

Applicant – 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

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Process Owner	Regional QMR	Top Management





DILG REGION XIII (CARAGA)
QUALITY OBJECTIVE (QO)

Document Code		
QO-QP-R13-FAD-13		
Rev. No.	Eff. Date	Page
00	00.00.00	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"> Leave Administration (VL/FL,SL,SPL,Magna Carta, Solo Parent, Paternity, Maternity, Special Emergency) 	<ul style="list-style-type: none"> Timely processing of received leave applications 	<ul style="list-style-type: none"> 80% of received leave applications in a day are processed within the day 	<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"> HRMO III / HRMO II & Staff 	<ul style="list-style-type: none"> Logsheet Individual leave cards Approved leave application form
<ul style="list-style-type: none"> Leave Administration (VL - travel abroad & Rehabilitation Leave Request) 	<ul style="list-style-type: none"> Timely transmittal of leave application for request of authority to travel abroad and Rehabilitation Leave Requests 	<ul style="list-style-type: none"> 80% of received leave applications for travel abroad and Rehabilitation Leave requests are transmitted to Central Office 3 days upon receipt of documents 	<ul style="list-style-type: none"> Total number of leave applications transmitted to Central Office 3 days upon receipt of documents / Total number of received applications 	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> HRMO III / HRMO II & Staff 	<ul style="list-style-type: none"> File copy of indorsement

Prepared By	Reviewed By	Approved By
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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
0	10.16.17	1 of 1

DIVISION/FOU	FINANCE AND ADMINISTRATIVE DIVISION												
PROCEDURE TITLE	ADMINISTRATION OF LEAVE OF ABSENCES												
OBJECTIVE STATEMENT	1. 80% of received leave applications in a day are processed within the day; 2. 80% of received leave applications for travel abroad and Rehabilitation Leave requests are transmitted to Central Office 3 days upon receipt of documents												
CURRENT PERIOD													
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% of received leave applications in a day are processed within the day													
A	Total No. of leave applications acted in a day												
B	Total No. of received leave applications in a day												
C	Formula: $\frac{A}{B} \times 100$		Target Result: 80%										
D	Gap Analysis: Not met, put your analysis why it is not met												
Objective 2: 80% of received leave applications for travel abroad and Rehabilitation Leave requests are transmitted to Central Office 3 days upon receipt of documents													
A	Total No. of leave applications for travel abroad and rehabilitation leave requested acted 3 days upon receipt of documents												
B	Total No. of received leave applications for travel abroad and rehabilitation leave requests transmitted 3 days upon receipt of documents												
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/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.													

Prepared By	Reviewed By	Approved By
 MARICEL A. VILLASAN AO IV / HRMO II Process Owner	 DONALD A. SERONAY Chief Admin. Officer/OIC-Asst. Regional Director Regional QMR	 LILIBETH A. FAMACION, CESO III Regional Director Top Management





DILG REGION XIII (CARAGA)

Administration of Leave of Absences Process Summary Logsheets (PSL)

Document Code

FM-QP-R13-FAD-13-01

Rev. No.	Eff. Date	Page
00	10.16.17	1 of 2

QUALITY OBJECTIVE: 1. 80% of received leave applications in a day are processed within the day

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

Due Date of Submission:

Legend:

No.	Name of Applicant/FDU	Type of Leave	Time & Date Application is received by Personnel Section	Completeness of Necessary Documents	Time & Date Returned to Concerned Personnel/Division (for recommending approval)	Date Received from RD's Office (Upon approval)	Objective Results			Remarks/Particulars
							Met	Unmet	Remarks, if unmet	
1										
2										
3										
4										
5										
6										
7										
8										

Total
Result





DILG REGION XIII (CARAGA)

Leave Administration Process Summary Logsheets (PSL)

Document Code		
FM-QP-R13-FAD-13-01		
Rev. No.	Eff. Date	Page
00	10.16.17	2 of 2

QUALITY OBJECTIVE: 2) 90% of received leave applications for travel abroad and Rehabilitation Leave requests are transmitted to Central Office 3 days upon receipt of documents.

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

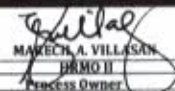
Due Date of Submission:

Legend:

No.	Name of Applicant/FOU	Type of Leave	Time & Date Application is received by Personnel Section	Completeness of Necessary Documents	Time & Date Forwarded to the Office of the Regional Director	Date Received from RD's Office (Upon approval)	Date Forwarded/Transmitted to Central Office	Objective Results			Remarks/Particulars
								Met	Unmet	Remarks, if unmet	
1											
2											
3											
4											
5											
6											
7											
8											

Total
Result

Prepared By:



MARIBEL A. VILLASAN
JRMDO II
Process Owner

Rated By:



DONALD A. BIRONAY
CAO/OIC/Asst. Regional Director
Regional QMR





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Document Code		
FM-QP-R13-FAD-13-02		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

EMPLOYEE'S LEAVE LEDGER CARD

Name: _____ Appointment: _____ Unit Station: _____
 Leave Credits Carried to DILG: _____ Status: _____ Date Entered to DILG: _____

Period	Particular	VACATION LEAVE				SICK LEAVE				Total	Date & Action taken on application for leave
		Earned	Absence/Undertime W/Pay	Balance	Absence Undertime W/O Pay	Earned	Absence Undertime W/ Pay	Balance	Absence Undertime W/O Pay		
Year: _____											
JANUARY											
FEBRUARY											
MARCH											
APRIL											
MAY											
JUNE											
JULY											
AUGUST											
SEPTEMBER											
OCTOBER											
NOVEMBER											
DECEMBER											
TOTAL											

Prepared by:

MARECIL A. VILLASAN
 Admin. Officer IV / HRMO II

Certified Correct:

MARIE JOY S. LUENGAS
 Admin. Officer V / HRMO III

Prepared By	Reviewed By	Approved By
 MARECIL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO/OIC-Assst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





Document Code		
FM-QP-R13-FAD-13-03		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 2

**Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)**

REGIONAL OFFICE
CLEARANCE

PURPOSE :

To Whom It May Concern:

This is to CERTIFY that _____, of this office, stationed at _____ is CLEARED of all accountabilities and responsibilities as far as the Regional Office is concerned.

Done this ____ day of _____ 20__ .

RAY GREGORY F. JARANILLA
Chief, LGMED

JOCELYN C. JAYOMA
OIC-Chief, LGCDD

Recommending Approval

DONALD A. SERONAY
Chief, Finance & Administrative Division /
OIC- Asst. Regional Director

APPROVED

LILIBETH A. FAMACION, CESO III
Regional Director

Leave Credits as of _____
Vacation Leave _____
Sick Leave _____



NOTE:

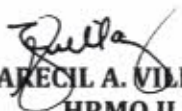


1. In case an official or employee who has been cleared is subsequently discovered to still have either cash or property accountabilities, the approved clearance DOES NOT RELIEVE him/her of the said accountability [GAO Circular No. 62 dated 23 December 1957]
2. Field personnel shall attach their regional clearance.

"Matino, Mahusay at Maaasahan"



Document Code		
FM-QP-R13-FAD-13-03		
Rev. No.	Eff. Date	Page
00	10.16.17	2 of 2

**Republic of the Philippines
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Process Owner	Regional QMR	Top Management



“Matino, Mahusay at Maaasahan”



Document Code		
FM-QP-R13-FAD-13-04		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

**Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)**

BASIC: _____

2nd Indorsement
Date:

Respectfully forwarded to **EDUARDO M. AÑO**, Officer - In-Charge, Department of the Interior and Local Government, NAPOLCOM Center, Quezon Avenue, EDSA, Quezon City thru **AUSTERE A. PANADERO**, Undersecretary for Local Government, Attention: **Atty. JENA J. JAVAREZ**, Acting-Director, Administrative Service, the herein basic communication with the information that this level recommends favorable action.

LILIBETH A. FAMACION, CESO III
Regional Director



Prepared By	Reviewed By	Approved By
 MARICEL A. VILLASAN HRMO II	 DONALD A. SERONAY CAO/ØIC-Assst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
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"Matino, Mahusay at Maaasahan"