



**ADMINISTRATIVE BRANCH (AB) –  
Human Resource Division (HRD)  
Internal Services**



<b>SERVICE NAME:</b>	<b>1. Handling of Request for Application for Leave</b>	
The <b>Application for Leave</b> is issued to officials and employees providing authority not to report for work with or without pay as may be provided by law and in accordance with the Omnibus Rules on Leave.		
<b>Office or Division:</b>	Human Resource Division (HRD), Administrative Branch (AB)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	NTC Officials and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished Application for Leave (CSC Form No. 6) in three (3) original copies 2. Supporting Requirements, as applicable		HRD, AB
<b><u>Checklist of Supporting Requirements:</u></b>		
<b>Vacation Leave</b>		
A. Thirty (30) days and above		
1. Duly approved Clearance from Money, Property and Work-Related Accountabilities		
B. Outside the Philippines		
1. Letter request for issuance of Travel Authority stating details of travel		
2. Endorsement by immediate supervisor allowing the employee's leave of absence		
3. Certificate of No Administrative Case		
<b>Sick Leave</b>		
A. Five (5) days or more or filed in advance		
1. Medical Certificate (Medical Abstract) of the employee or any member of the family		
<b>Mandatory/Forced Leave (5 days)</b>		
1. Approved Schedule of Mandatory Leave		
<b>Expanded Maternity Leave</b>		
under R.A. 11210 (105 days and additional 5 days for solo parent)		
1. Doctor's Certification on expected date of delivery		
2. Duly approved Clearance from Money, Property and Work-Related Accountabilities		
<b>Parental Leave</b> under R.A. 8972		
1. Solo Parent Identification Card		
<b>Paternity Leave</b> under R.A. 8187		
1. Certificate of Live Birth of the child or medical certificate from the hospital, in case of miscarriage		



<p><b>Special Emergency Leave</b> under CSC MC02 s. 2012 (maximum of 5 days)</p> <ol style="list-style-type: none"> <li>1. Calamity declaration by authorized government entity</li> <li>2. Barangay Certification of calamity-stricken area</li> <li>3. Picture of damaged property</li> </ol>
<p><b>Special Leave Benefits</b> under R.A. 9710 (For women who will undergo gynecological treatment)</p> <ol style="list-style-type: none"> <li>1. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract</li> <li>2. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)</li> </ol>
<p><b>Violence Against Women and their Children (VAWC) Leave</b> under R.A. 9262 (maximum of 10 Days)</p> <ol style="list-style-type: none"> <li>1. Proof / Certification of pending case relative to VAWC issued by Barangay Chairman or Barangay Kagawad or Prosecutor of the Clerk of Court</li> </ol>
<p><b>Rehabilitation Leave</b> (job related injuries or accidents sustained in going to or from the office at usual route)</p> <ol style="list-style-type: none"> <li>1. Letter request signed by the employee or in case the employee is unable to write, his/her immediate family</li> <li>2. Police Report (if any)</li> <li>3. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract</li> <li>4. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)</li> </ol>
<p><b>Monetization of Leave Benefits</b></p> <ol style="list-style-type: none"> <li>1. Letter request stating purpose of monetization if more than thirty (30) days</li> <li>2. Proof of purpose</li> </ol>
<p><b>Study Leave</b></p> <ol style="list-style-type: none"> <li>1. Letter of Intent</li> <li>2. Proof of enrolment</li> <li>3. Service Undertaking</li> <li>4. Duly approve Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)</li> </ol>
<p><b>Terminal Leave</b></p> <ol style="list-style-type: none"> <li>1. Acceptance Letter in case of resignation</li> <li>2. Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)</li> <li>3. Clearance from Ombudsman</li> </ol>



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<b>Pre – Assessment Stage</b>				
1. Submits duly accomplished <i>Application for Leave Form</i> and supporting requirements	1. Screens and reviews application as to completeness of supporting requirements	None	1 Hour	Admin Assistant III
<b>Processing Stage</b>				
	2. Certifies leave credits and indicates leave balances  2.1 Recommends approval or provides reason for disapproval  2.2 Approves or provides reason for disapproval	None	23 Hours	Admin Assistant III  Chief, HRD  Authorized Approving Authority
3. Receives the approved (disapproved) Application for Leave	3. Provides a copy of approved (disapproved) application	None	1 Hour	Admin Assistant III
	<b>TOTAL</b>		<b>24 Hours</b>	



<b>SERVICE NAME:</b>	<b>2. Issuance of Clearance from Work-Related, Money and Property Accountabilities</b>
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The **Clearance from Work-Related, Money and Property Accountabilities** is issued to officials and employees pursuant to CSC Memorandum Circular No. 24, s. of 2017 or the *2017 Omnibus Rules on Appointments and Other Human Resource Actions*, to certify that the official or employee is free from accountabilities and has no pending case under any of the following circumstances:

1. Payment of terminal and other retirement benefits
2. Transfer to other regional offices (RO) or other government agencies
3. Promotion and reemployment
4. Retirement and resignation
5. Leave applications for:
  - a. Vacation Leave (more than 30 calendar days)
    - Outside the Philippines:
      - Less than 30 calendar days, clearance from RO
      - More than 30 calendar days, clearance from RO and CO
  - b. Sick Leave (more than 30 calendar days)
  - c. Magna Carta for Women (more than 30 calendar days)
  - d. Expanded Maternity Leave
  - e. Rehabilitation Leave (more than 30 calendar days)
  - f. Study Leave

<b>Office or Division:</b>	Human Resource Division (HRD), Administrative Branch (AB)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	NTC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Request Form 2. Duly accomplished <i>Application for Clearance Form, CSC Form No. 7 s. 2017</i> , (4 copies)  <i>Note: For employees assigned in the Regional Office, Clearance Form approved by the Regional Director.</i>	HRD, AB



Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
<b>Pre – Assessment Stage</b>				
1.Submits Request Form and application for Clearance Form	1. Screens request as to correctness of units/ signatories authorized to issue clearances	None	1 hour	Admin Assistant III (HR Officer)
<b>Processing Stage</b>				
2. Receives a copy of the document	<p>2. Indicates status of accountabilities from the following units:</p> <ul style="list-style-type: none"> <li>a. Work-related</li> <li>b. Supply and Property</li> <li>c. Human resource</li> <li>d. EMPLU</li> <li>e. Finance</li> <li>f. Payroll and remittance</li> <li>g. Legal affairs</li> </ul> <p><i>If employee has no accountability</i>, ticks the box under the "Cleared" column. <i>Otherwise</i>, ticks the box under the "Not cleared" column and attaches the document/s that employee has remaining obligation or accountability.</p> <p>2.1 Reviews clearances from units. <i>If not cleared</i>, provides the employee a copy of the uncleared accountability</p> <p>2.2 Approves Clearance</p>	None	23 hours	Admin Asst III Immediate Supervisor Chief, GSD Chief, HRD EMPLU Pres Chief, FD Chief, FD/HRD Chief, ILAD
3. Receives the Clearance	3. Releases the approved Clearance	None	1 hour	Chief Admin Officer  Commissioner
	<b>TOTAL</b>		<b>24 Hours*</b>	

\*time per unit to issue clearance



<b>SERVICE NAME:</b>	<b>3. Handling of Request for Certification of</b> <b>A. Service Record</b> <b>B. Employment and Compensation</b> <b>C. Leave Balances</b> <b>D. No Pending Administrative Case</b>	
<p>The <b>Certificate of Service Record</b> is issued to officials and employees providing complete employment records pursuant to Executive Order No. 54 dated 10 August 1954 and GSIS Circular No. 58 dated 10 August 1954.</p> <p>The <b>Certificate of Employment and Compensation</b> is issued to officials and employees providing employment status, salaries, benefits and other remunerations.</p> <p>The <b>Certificate of Leave Balances</b> is issued to officials and employees certifying the accumulated leave balances.</p> <p>The <b>Certificate of No Pending Administrative Case</b> is issued to attest that an employee has no disciplinary complaint filed and docketed before the Commission for violation of civil service rules and regulations.</p>		
<b>Office or Division:</b>	Human Resource Division (HRD), Administrative Branch (AB)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Citizen	
<b>Who may avail:</b>	NTC In-Service, Separated from Service, Resigned, Transferred or Retired Officials and Employees, Other Government Office	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Duly accomplished Request Form		Applicant



Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
<b>Pre – Assessment Stage</b>				
1. Submits request form	1. Receives request	None	30 Minutes	Admin Aide III
<b>Processing Stage</b>				
	2. Prepares the Certificate based on Employee 201 File and HR Documents  2.1 Reviews the Certificate  2.2 Approves the Certificate	None	23 Hours	Admin Asst II / Administrative Officer II / Administrative Officer IV  Administrative Officer IV / Administrative Officer V  Chief Administrative Officer / Director II
3. Receives the Certificate	3. Releases the Certificate	None	1 Hour	Administrative Assistant II
	<b>TOTAL</b>		<b>24 Hours</b>	