



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



SERVICE NAME:	1. Handling of Request for Application for Leave	
The Application for Leave 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.		
Office or Division:	Human Resource Division (HRD), Administrative Branch (AB)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	NTC Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Application for Leave (CSC Form No. 6, Revised 2020) in three (3) original copies		HRD, AB
2. Supporting Requirements, as applicable		
<u>Checklist of Supporting Requirements:</u>		
Vacation Leave		
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		
Sick Leave		
A. Exceeding five (5) days or filed in advance		
1. Medical Certificate (Medical Abstract) of the employee or any member of the family		
2. Affidavit, <i>in case medical consultation was not availed.</i>		
Special Privilege Leave (3 days)		
<i>If outside the Philippines,</i>		
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		
Mandatory/Forced Leave (5 days)		
1. Approved Schedule of Mandatory Leave		
Expanded Maternity Leave		
under R.A. 11210 (105 days and additional 5 days for solo parent)		
1. Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery		



<p>2. Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), <i>if needed</i></p> <p>3. Duly approved Clearance from Money, Property and Work-Related Accountabilities</p>
<p>Solo Parent Leave under R.A. 8972 (7 days)</p> <p>1. Solo Parent Identification Card</p>
<p>Paternity Leave under R.A. 8187 (7 days)</p> <p>1. Certificate of Live Birth of the child or medical certificate from the hospital, in case of miscarriage</p> <p>2. Marriage Contract</p>
<p>Special Emergency (Calamity) Leave under CSC MC02 s. 2012 (maximum of 5 days)</p> <p>1. Calamity declaration by authorized government entity</p> <p>2. Barangay Certification of calamity-stricken area</p> <p>3. Picture of damaged property</p>
<p>Special Leave Benefits under R.A. 9710 (For women who will undergo gynecological treatment – maximum of 2 months)</p> <p>1. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract</p> <p>2. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)</p>
<p>Violence Against Women and their Children (VAWC) Leave under R.A. 9262 (maximum of 10 Days)</p> <p>1. Proof / Certification of pending case relative to VAWC issued by Barangay Chairman or Barangay Kagawad or Prosecutor of the Clerk of Court</p>
<p>Rehabilitation Leave (job related injuries or accidents sustained in going to or from the office at usual route – maximum of 6 months)</p> <p>1. Letter request signed by the employee or in case the employee is unable to write, his/her immediate family</p> <p>2. Police Report (if any)</p> <p>3. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract</p> <p>4. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)</p>
<p>Monetization of Leave Benefits</p> <p>1. Letter request stating purpose of monetization if 50% or more of the accumulated leave credits</p> <p>2. Proof of purpose</p>
<p>Study Leave (maximum of 6 months)</p> <p>1. Letter of Intent</p> <p>2. Proof of enrolment</p> <p>3. Service Undertaking</p> <p>4. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)</p>



Terminal Leave				
<ol style="list-style-type: none"> 1. Acceptance Letter in case of resignation 2. Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more) 3. Clearance from Ombudsman or Declaration of Pendency/Non-Pendency of Case 4. SALN as of the date of retirement/resignation 5. Clearance or Approval from GSIS 				
Adoption Leave				
<ol style="list-style-type: none"> 1. Authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD) 				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
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	Administrative Officer II
Processing Stage				
	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	Administrative Officer II Chief, HRD Authorized Approving Authority
3. Receives the approved (disapproved) Application for Leave	3. Provides a copy of approved (disapproved) application	None	1 Hour	Administrative Officer II
	TOTAL		24 Hours	



SERVICE NAME:	2. Issuance of Clearance from Work-Related, Money and Property Accountabilities
----------------------	--

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

Office or Division:	Human Resource Division (HRD), Administrative Branch (AB)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	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
Pre – Assessment Stage				
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	Administrative Officer II (HR Officer)
Processing Stage				
2. Receives a copy of the document	<p>2. Indicates status of accountabilities from the following units:</p> <ul style="list-style-type: none"> a. Work-related b. Supply and Property c. Human resource d. EMPLU e. Finance f. Payroll and remittance g. Legal affairs <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	<p>Administrative Officer II</p> <p>Immediate Supervisor Chief, GSD Chief, HRD EMPLU Pres Chief, FD Chief, FD/HRD Chief, ILAD</p> <p>Chief Admin Officer</p> <p>Commissioner</p>
3. Receives the Clearance	3. Releases the approved Clearance	None	1 hour	Administrative Officer II
	TOTAL		24 Hours*	

*time per unit to issue clearance



SERVICE NAME:	3. Handling of Request for Certification of A. Service Record B. Employment and Compensation C. Leave Balances D. No Pending Administrative Case	
<p>The Certificate of Service Record 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 Certificate of Employment and Compensation is issued to officials and employees providing employment status, salaries, benefits and other remunerations.</p> <p>The Certificate of Leave Balances is issued to officials and employees certifying the accumulated leave balances.</p> <p>The Certificate of No Pending Administrative Case 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>		
Office or Division:	Human Resource Division (HRD), Administrative Branch (AB)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen	
Who may avail:	NTC In-Service, Separated from Service, Resigned, Transferred or Retired Officials and Employees, Other Government Office	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished Request Form		Applicant



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