

**Application for Leave**

Office or Division:	Human Resource Non-Teaching Unit	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	DepEd SDO, QC Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Vacation Leave		
1. CS Form 6 (3 originals)		HR Non-Teaching Unit
2. Clearance Form, only if traveling abroad, or if traveling local for more than 15 days (4 originals)		
3. Letter request, if necessary (1 copy)		
Additional Requirements for Vacation Leave more than 30 days:		
1. Endorsement Letter from School head/Head of agency (2 copies)		Client
2. Certificate of No Pending Case (1 copy)		HR Non-Teaching Unit
3. Photocopy of Leave Card (1 copy)		Client
Sick Leave		
1. CS Form 6 (3 originals)		HR Non-Teaching Unit
2. Medical Certificate, if more than 5 days sick leave (1 copy)		
3. Letter request, if necessary (1 copy)		
Additional Requirements for Vacation Leave more than 30 days:		
1. Endorsement letter from School head/Head of agency (2 copies)		Client
2. Certificate of No Pending Case (1 copy)		HR Non-Teaching Unit
Paternity Leave		
1. CS Form 6 (3 originals)		HR Non-Teaching Unit
2. Letter request, if necessary (1 copy)		
Additional Requirements:		
1. PSA Marriage Contract (1 photocopy)		PSA
2. Birth Certificate of Child/Medical Certificate of Wife if Miscarriage (1 photocopy)		PSA/Client
Maternity Leave		
1. CS Form 6 (3 originals)		HR Non-Teaching Unit
2. Letter request, if necessary (1 copy)		
3. Endorsement Letter (2 copies)		
4. Last day of Service (2 copies)		
Additional Requirements:		
1. Special Order Form (3 originals)		HR Non-Teaching Unit
2. Medical Certificate (1 copy)		
3. Clearance (4 originals)		
Solo Parent Leave		
1. CS Form No. 6 (Revised 1995) Application for Leave (3 originals)		HR Non-Teaching Unit
2. Letter request, if necessary (1 copy)		Client
Additional Requirements:		
1. PSA Birth Certificate of Child (1 photocopy)		PSA
2. Photocopy of Solo Parent ID (1 photocopy)		Client
Special Privilege Leave		
1. CS Form 6 (3 originals)		HR Non-Teaching Unit



CITIZEN'S CHARTER

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements within the prescribed timeline from the concerned Office	1.1. Check for the completeness and receive the documents	None	10 minutes	Records Section Staff
	1.2. Forward the complete document to the HR Non-Teaching Unit for appropriate action	None	10 minutes	Records Section Staff
	1.3. Review the submitted complete document and provide appropriate action	None	30 minutes	HR Non-Teaching Unit Staff
	1.4. Forward to the Office of the SDS/ASDS for Approval (Administrative Section for Maternity Leave)	None	20 minutes	HR Non-Teaching Unit Staff
	1.5. Forward the approved Form 6 to the Records Section for release	None	15 minutes	ASDS/SDS Office Staff
2. Receive the approved Form 6	2.1. Release the approved Form 6	None	10 minutes	Records Section Staff
TOTAL		None	1 hour, 35 minutes	