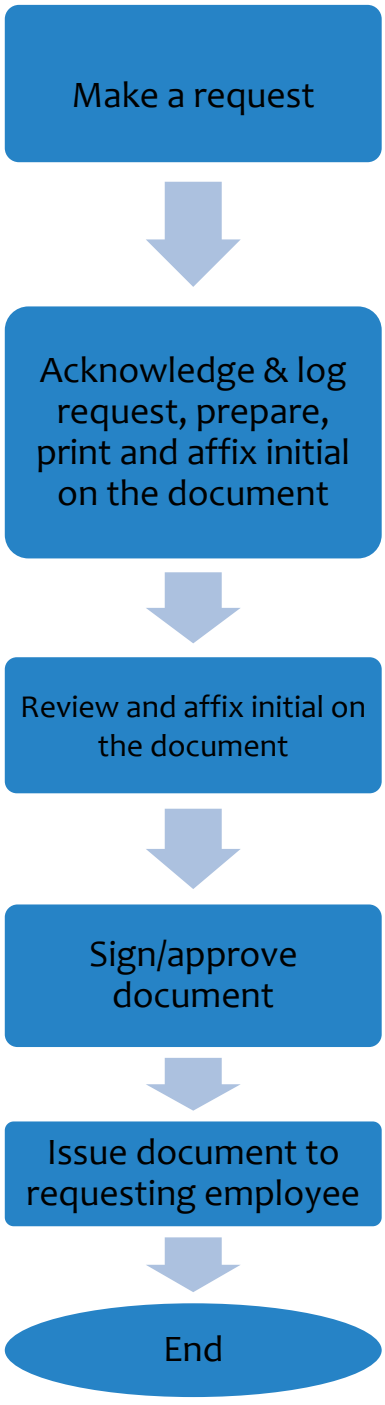
ISSUANCE OF CERTIFICATE OF LEAVE CREDIT BALANCE

RESPONSIBLE PERSON	ACTIVITIES	PROCESS FLOW	PROCESSING TIME (per request)
Concerned employee	1. Make a request to the HRD through the Administrative Service Records and Service Request System		
HRD Administrative Officer IV (LAMS)	2. Acknowledge and log received request from concerned employee; gather data, prepare, print, and affix initial on the document		15 minutes
Supervising Administrative Officer	3. Review completeness and accuracy of document, affix initial, and forward to HRD Chief Administrative Officer for signature		3 minutes
HRD Chief Administrative Officer	4. Sign document and return to HRD Administrative Officer IV (LAMS)		3 minutes
HRD Administrative Officer IV (LAMS)	5. Issue document to requesting employee		2 minutes