



**DILG - REGION V**  
**QUALITY**  
**PROCEDURE (QP)**

Document Code		
<b>QP-R05-FAD-25</b>		
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PROCEDURE TITLE	Leave Management		
SCOPE	This process starts from the receipt of the employee's approved application for leave and Compensatory Time Off (CTO) to properly recording and updating of leave card and leave database.		
PURPOSE	To ensure that all leaves and absences of employees are accurately and properly computed and reflected in the leave card.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
Employees	Approved Leave Application	Leave Management	Updated Leave Card/Database HRMO
DESCRIPTIVE STATEMENT: The process starts from the submission of approved leave application of the employee to the HRMO. The HRMO personnel shall check the details and record the submitted leave in the employee leave card/database and compute for the accrued leave balance.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Individual employee/ HRMO or AMO (POs)	Request of leave form and certification of leave balance	Employee requests a leave form and available leave balance from Personnel Section/AMO	CSC Form 6  Leave Card/ Database of leave
2	Individual employee	Submission of Leave application for approval	Employee submits the Leave Application to his/her immediate supervisor for recommended action	CSC Form 6
4	Immediate Supervisor (DCs/PM/CH)	Recommendation for action on the leave application	Recommends action on the Leave application	CSC Form 6
5	PD/ARD/RD	Action on the Leave Application	Approves or disapproves leave application PD acts on the leave application of PO	CSC Form 6

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>personnel for 10 days below.</p> <p>RD acts on leave application of RO and PO personnel for more than 10 up to 60 days</p> <p>CO acts on leave of employees for more than 60 days</p>	
6	Employee	Submission of the approved leave application	Submits the approved leave to the HRMO (for Regional Office employees) or to the AMO in the Provincial Office (for PO and field personnel) for processing and recording	CSC Form 6
7	HRMO and AMO (POs)	Preparation of Consolidated Report of Attendance	Prepared the Consolidated Report of Attendance and submits to the HRMO along with the DTRs	CSC Form 6
8	HRMO	Processing and Recording of Leave application	<p>Stamp the date and time of receipt</p> <p>Check the completeness of information and attachments (in case of sick leave and VL outside of the country)</p> <p>No. of days applied for Date of Application Type of leave applied for</p>	CSC No. 6

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Letter clearance  Ensure that the leave was recommended and approved by the immediate supervisor and head of agency respectively  Reflect the remaining leave balance	
9	HRMO	Post the leave applied in the leave ledger and database	Update leave ledger card/ database  Furnish a copy to the concerned employee	Leave ledger
10	Process Owner	Records in the masterlist	Update the Process Summary Log Sheet  Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documented Information.	Process Summary Log Sheet  Control of Retained Documented Information Procedure (SP-R05-02)  Masterlist of Retained Documented Information

**Definition of Terms:**

- Leave of Absence – is a right granted to officials and employees not to report for work with or without pay as may be provided by law as the rules prescribe in Rule XVI of the Omnibus Rules on Leave.

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- Vacation Leave
- Sick Leave
- Maternity/Paternity Leave
- Special Privilege Leave
- Other special leave benefits

**Legal References:**

- Omnibus Rules on Leave
- CSC Resolution applicable to Leave Laws
- CSC-DBM Joint Circular No. 2 series of 2015



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DILG- REGION V  
**QUALITY  
OBJECTIVE (QO)**

Document Code		
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<b>OFFICE</b>		FINANCE AND ADMINISTRATIVE DIVISION/ HRMO				
<b>QUALITY PROCEDURE TITLE</b>		LEAVE MANAGEMENT				
Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<b>To properly manage the process on leave application and recording</b>	All leave applications received within the month are accurately computed and reflected in the leave card	85% of Leave applications received within the month are accurately computed and recorded in the leave card	<p>Accuracy:  <math display="block">\frac{\text{No. of Leave Card Updated less Leave Card which needs to be revised}}{\text{Number of Leave Card Updated}} \times 100</math></p> <p>Timeliness:  <math display="block">\frac{\text{No. of Leave Cards Updated}}{\text{No. of Leave Cards Received within the month}} \times 100</math></p>	Monthly	Personnel designated as Attendance Monitoring Officer	<p>Monitoring Log Sheet</p> <p>Logbook</p>

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DILG - REGION V  
**PROCESS QUALITY MONITORING AND  
EVALUATION (QME)**

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<b>OFFICE</b>	FINANCE AND ADMINISTRATIVE DIVISION/ HRMO												
<b>PROCEDURE TITLE</b>	LEAVE MANAGEMENT												
<b>OBJECTIVE STATEMENT</b>	All leave applications received within the month are accurately computed and recorded in the leave card												
<b>CURRENT PERIOD</b>	October to December 2019												
	<b>INDICATORS</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>		
	<b>Objective 1: Accurate computation and recording of leave applications in the leave cards</b>												
A	No. of Leave Cards Updated												
B	No. of employees who applied												
C	Formula: A / B X 100	Target Result : 85%											
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)												
	<b>Objective 2 : Timely recording in Leave Cards</b>												
A	No. of Leave Cards updated												
B	No. of Leave Cards revised												
C	Formula: A-B/A x100	Target Results: 85%											
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)												
Note: For unmet targets, QMS Secretariat will initiate correction and corrective action using the Corrective Action Report (CAR) duly signed by the Regional Quality Management Representative.													

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DILG - REGION V

**PROCESS SUMMARY LOGSHEET**Document Code  
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**QUALITY OBJECTIVE:**

To ensure that all leaves and absences of employees are accurately and properly computed and timely recorded in the leave card

FREQUENCY OF MONITORING:

Monthly

COVERED PERIOD:

APRIL - DECEMBER 2019


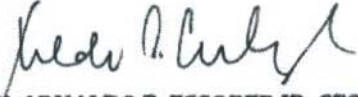
Due Date of Submission:

First week of the month

No.	MONTH	No. of Employees who applied	No. of Leave Cards updated	No. of Leave Cards revised	Objective Results			Remarks/Particulars
					Met	Unmet	Remarks, if unmet	
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								

Total  
Result

0 0 0

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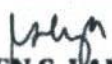
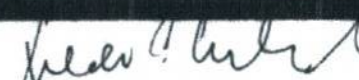
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Name of Bureau/Service/Division: **FINANCE AND ADMINISTRATIVE DIVISION-HRMO**

**MASTERLIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
	Consolidated Report of Attendance						
FM-QP-R05-FAD-25-01	Leave Management Logsheet						
QO-QP-R05-FAD-25	Leave Management Quality Objective						
QP-R05-FAD-25	Leave Management Quality Procedure						
QME-QP-R05-FAD	Leave Management Quality Monitoring and Evaluation						
RRO-QP-R05-FAD-25	Leave Management Objective Risk Assessment						
RRP-QP-R05-FAD-25	Leave Management Process Risk Assessment						

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Name of Bureau/Service/Division: FINANCE AND ADMINISTRATIVE DIVISION

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Control of Document Procedure									
	Consolidated Report of Attendance	HRMO	HR Office	CRA	By period	5 yrs	10 yrs	15 yrs	Shredding
Process Performance Monitoring and Measurement Procedure									
	Process Summary Logsheets	HRMO	HR Office	LOGSHEET	By period	5 yrs	10 yrs	15 yrs	Shredding
	Process Quality Monitoring Evaluation	HRMO	HR Office	QMS	By period				
Management Review Procedure									
QMS Planning Procedure									

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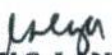
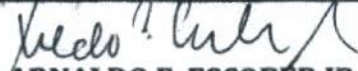
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Name of Bureau/Service/Division: **FINANCE AND ADMINISTRATIVE DIVISION**

**MASTERLIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
	Leave Form CSC Form 6						

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DILG REGIONAL OFFICE V  
RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

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DIVISION FINANCE AND ADMINISTRATIVE DIVISION  
PROCEDURE TITLE LEAVE MANAGEMENT

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK or OPPORTUNITY	RISK TRIGGER (N/A FOR OPPORTUNITY)	CONSEQUENCE (RISK) / BENEFIT (OPPORTUNITY)	EXISTING RISK CONTROL MEASURE (N/A FOR OPPORTUNITY)	RISK ASSESSMENT					
							IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	RISK CONTROL PLAN / OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
To ensure that all leaves and absences of employees are accurately and properly computed and reflected in the leave card	Not all leaves application is acted upon on time	Office Personnel	Approval of Leave Application is sometime delayed due to inavailability of approving authority	The approving authority attends to multiple functions	Delayed submission and recording of leave	Delegation of the approval of application for leave to the ARD or Division Chief	2	2	4	NS	Maintain and sustain the existing control	

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 7	LOW	Not Significant (NS)	No further action required (Maintain and sustain the existing control)
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	8 - 9	MODERATE	Not Significant (NS)	Alert level (Maintain and sustain the existing control)
Risk/Opportunity Rating = Impact X Likelihood	10 - 25	HIGH	Significant (S)	Control (e.g. Avoid or Treat/ Mitigate, Transfer, Terminate)

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**DILG REGION V**  
**RISK REGISTER (PROCESS RISK ASSESSMENT)**

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**DIVISION** FINANCE AND ADMINISTRATIVE DIVISION  
**PROCEDURE TITLE** LEAVE MANAGEMENT

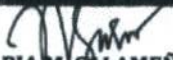
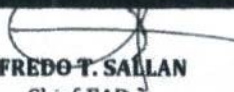
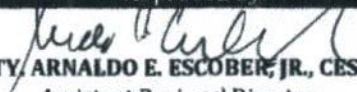
PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT					
					IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	RISK CONTROL PLAN/ OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
Request of leave form and leave balance	Leave balance not updated	Delay in the submission of DTR	Not updated leave balance	Automation of Leave card	2	3	6	NS	No further action required	NS
Certification of Leave Balances	Not updated leave balances	Delayed submission of DTR by the Personnel	Leave Card is not updated	Memorandum Circular on the timely submission of DTRs	2	2	4	NS	No further action required	NS
Submission of Leave Application for approval	Leave Application not readily approved	Approving of authority is not available	Delayed in the approval of leave application	Memorandum Circular on the timely submission of DTRs	2	3	6	NS	No further action required	
Action on the Leave application	Leave Application not readily approved	Signatory not available	Delayed action on the leave application	Delegation of the approval of Leave application to the ARD	2	2	4	NS	No further action required	NS
Preparation of consolidated Report of Attendance	CRA not prepared on time	Delayed submission of approved Leave Application by the Personnel	Delayed action on the leave application	Memorandum Circular on the timely submission of DTRs	2	2	4	NS	Treat	NS
Processing and Recording of Leave Application	Leave application not recorded immediately	Delay in the submission of the approved leave	Delay in the recoding	Automation of Leave card	2	3	6	NS		

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Post the leave application for in the leave ledger card/database of leave	Posting of leave not done right away	posting is done by bulk	delay in the posting	Automation of Leave card	2	3	6	NS	Maintain and sustain the existing control	
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RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 7	LOW	Not Significant	No further action required (Maintain and sustain
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	8 - 9	MODERATE	Not Significant	Alert level (Maintain and sustain the existing
Risk Rating = Impact X Likelihood X Detection	10 - 25	HIGH	Significant	Control (e.g. Avoid or Treat/Mitigate, Transfer,

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