**ISSUANCE OF CERTIFICATE OF LEAVE CREDITS TO SEPARATED CENTRAL OFFICE OFFICIALS/EMPLOYEES**

1. **Schedule of Availability of Service**

**\***During office hours at 8:00 A.M to 5:00 P.M. with no noon break

1. **Who may Avail of the Service**

**\***Officials and employees separated from the DSWD Central Office (CO)

1. **What are the Requirements**

**\***Duly accomplished request form and CO Clearance Certificate

1. **Processing Fee (if any)**

**\***None

1. **Processing Time**

\*5 to 7 working days

*(because the leave card is to be encoded first)*

1. **How to Avail of the Service**

|  |  |  |  |
| --- | --- | --- | --- |
| **Steps** | **Person-in-charge** | **Processing Time** | **Location** |
| Fill up a request form | The requesting party |  | PAD’s incoming/receiving area |
| Submit the accomplished form with the copy of CO Clearance Certificate | The requesting party |  | PAD’s incoming/receiving area |
| Prepares certification | PAD |  | PAD’s Leave Admin. Section |
| Signs Certification | PAD’s Division Chief (DC) |  | PAD |