

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 75 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	LEAVE APPLICATION	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. ACCOMPLISHMENT OF APPLICATION FORM] Step1 --> Step2[2. ENDORSEMENT] Step2 --> Step3[3. EVALUATION AND CERTIFICATION] Step3 --> Step4[4. FINAL ACTION] Step4 --> Step5[5. DISTRIBUTION OF APPROVED FORM 6] Step5 --> End([End]) </pre>	<p>Fills-up Form 6 in two copies.</p> <p>Endorses application.</p> <p>Evaluates application.</p> <p>Certifies leave balance.</p> <p>Acts on the application.</p> <p>Forwards all acted leave forms; Distributes Form 6 as follows:</p> <ul style="list-style-type: none"> • Copy 1 - HRDO File (original) • Copy 2 - unit • Copy 3 - Accounting (for Leave Without Pay only) <p><i>Note: SHS and CAD Offices follow the above procedures and also colleges processing leave application for more than 15 days.</i></p> <p><i>While other units/college approval for leaves below 15 days is delegated to their respective heads.</i></p>	<p>End User</p> <p>Dean/Director</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>VCA/VCAA</p> <p>HRDO Staff</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: