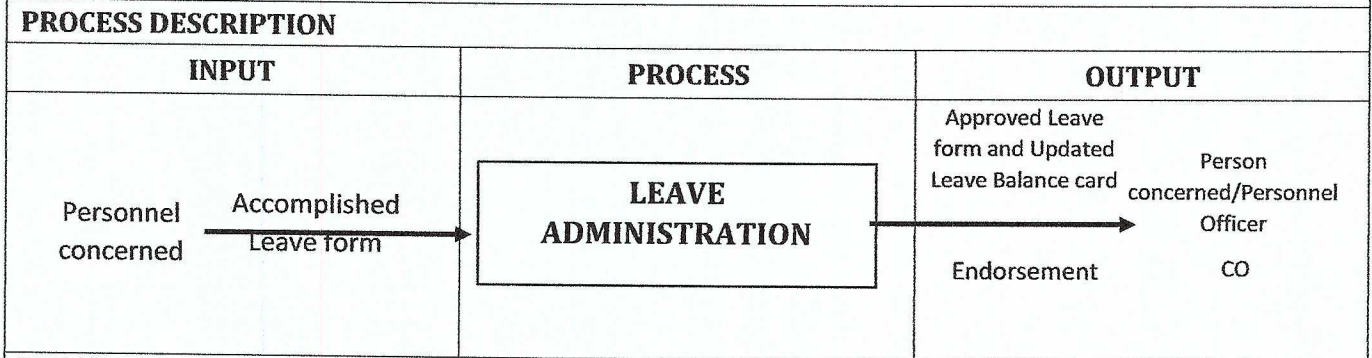




# QUALITY PROCEDURE (QP)

Document Code		
<b>QP-R12-FAD-09</b>		
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<b>PROCEDURE TITLE</b>	<b>LEAVE ADMINISTRATION</b>
<b>SCOPE</b>	This process shall include the administration of leave within RD's approval and those of Central Office's. Leave applications which exceeds sixty (60) days and those made by personnel travelling outside the country are forwarded to the Central Office for its approval.
<b>PURPOSE</b>	To streamline processing of leave applications and balance.



**DESCRIPTIVE STATEMENT:**  
Leave Administration is commenced from the time the concerned personnel submits the accomplished leave form until the same is approved.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
<b>A.</b>	<b>For Salary Grade below 24.</b>			
<b>1</b>	<b>Personnel Officer (Regional Office, Provincial Offices, City Offices)</b>	Receive and record Application for Leave	<ul style="list-style-type: none"> <li>Cause the computation and updating of leave balances and forwards to Division chief/s concerned</li> </ul>	<ul style="list-style-type: none"> <li>Accomplished Leave form</li> </ul>
<b>2</b>	<b>Division chief/ Program Manager/ Outcome Manager</b>	Review and recommend approval	<ul style="list-style-type: none"> <li>Affix signature to the Accomplished Leave Form and forwards to PD/RD.</li> </ul>	<ul style="list-style-type: none"> <li>Signed Accomplished Leave form</li> </ul>
<b>3</b>	<b>PD/RD</b>	Review and approve	<ul style="list-style-type: none"> <li>Affix signature and forward to Personnel Officer/Designate PO (Province,City)</li> </ul>	<ul style="list-style-type: none"> <li>Approved Accomplished Leave form</li> </ul>
<b>4</b>	<b>Personnel Officer/ Designate</b>	Update leave balance card	<ul style="list-style-type: none"> <li>Provide copy of the approved Leave form to concerned</li> </ul>	<ul style="list-style-type: none"> <li>Approved Accomplished Leave form</li> </ul>
<b>5</b>	<b>Process Owner</b>	Retain records	<ul style="list-style-type: none"> <li>Update the Process Summary Log Sheet</li> <li>Retain records in accordance with the Control of Retained Documented Information Procedure and the</li> </ul>	<ul style="list-style-type: none"> <li>Process Summary Log Sheet</li> <li>Control of Documented Information Procedure</li> </ul>





# QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Masterlist of RDI	• Masterlist of Records
<b>B.</b>	<b>1. For Salary Grade 24 and above.</b>			
<b>1</b>	<b>Personnel Officer (Regional Office)</b>	Receives and records Application for Leave	<ul style="list-style-type: none"> <li>Causes the computation and updating of leave balances and forwards to Division chief/s concerned.</li> <li>Causes the preparation of Regional Clearance</li> </ul>	• Accomplished Leave form and Regional Clearance
<b>2</b>	<b>Division chief</b>	Reviews and recommends approval	<ul style="list-style-type: none"> <li>Affixes signature on the Accomplished Leave Form and the Regional Clearance and forwards to RD.</li> </ul>	• Signed Accomplished Leave form and Regional Clearance
<b>3</b>	<b>RD</b>	Reviews and approves	<ul style="list-style-type: none"> <li>Affixes signature and forwards to Personnel Officer</li> </ul>	• Approved Accomplished Leave form and Regional Clearance
<b>4</b>	<b>Personnel Officer</b>	Updates leave balance card and submits Approved Leave Form and Regional Clearance	<ul style="list-style-type: none"> <li>Provides copy of the approved Leave form to concerned personnel</li> <li>Forwards the Approved Leave Form and Signed Regional Clearance to Central Office for approval.</li> </ul>	• Approved Leave form and Signed Regional Clearance
<b>5</b>	<b>Process Owner</b>	Retain records	<ul style="list-style-type: none"> <li>Update the Process Summary Log Sheet</li> <li>Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Records</li> </ul>	<ul style="list-style-type: none"> <li>Process Summary Log Sheet</li> <li>Control of Documented Information Procedure</li> <li>Masterlist of Records</li> </ul>

**Legal References:**

- EO 292 (Leave Laws)
- CSC Resolutions applicable to Leave Laws

Prepared by:		Reviewed by:		Approved by:	
CATHERINE A. MACION Process Owner	DENNIS T. SUCOL Deputy QMR	LAILYN A. ORTIZ, CESE Regional QMR	REYNALDO M. BUNGBUNG, CESO IV Regional Director		





Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R12-FAD-09</b>		
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<b>OFFICE</b>	FINANCE & ADMINISTRATIVE DIVISION – PERSONNEL SECTION
<b>QUALITY PROCEDURE TITLE</b>	LEAVE ADMINISTRATION

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> <li>LEAVE ADMINISTRATION</li> </ul>	<ul style="list-style-type: none"> <li>Leave applications processed within the day upon receipt of the leave form [cut-off time 3 :00 PM]</li> </ul>	100%	Timeliness: Total No. of Leave Applications processed within the day -----X100 Total No. of Leave Applications received within the day	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>Personnel Officer</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Log Sheet</li> <li>Approved Leave Form</li> </ul>

Prepared by:	Reviewed by:	Approved by:
 <b>MARY ANN R. TRASPE</b> Process Owner	 <b>DENNIS T. SUCOL</b> Deputy QMR	 <b>JOSEPHINE CABRIDO-LEYSA, CESO V</b> Top Management

**DILG XII QMS**



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Republic of the Philippines  
 DILG - REGION 12 (SOCCSKSARGEN)  
**PROCESS QUALITY MONITORING AND  
 EVALUATION (QME)**

Document Code		
<b>QME-QP-R12-FAD-09</b>		
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<b>OFFICE</b>	FINANCE & ADMINISTRATIVE DIVISION - PERSONNEL SECTION
<b>PROCEDURE TITLE</b>	LEAVE ADMINISTRATION
<b>OBJECTIVE STATEMENT</b>	1. 100% of Leave applications processed within the day upon receipt of the leave form [cut-off time 3 :00 PM]
<b>CURRENT PERIOD</b>	

INDICATORS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Objective 1: 100% of Leave applications processed within the day upon receipt of the leave form [cut-off time 3 :00 PM]														
A	Total No. of Leave Applications processed within the day													
B	Total No. of Leave Applications received within the day													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 100%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													

Note: For unmet targets, concerned QMS Secretariat to initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.

<b>Prepared by:</b>	<b>Noted by:</b>
Process Owner	Division Chief / Deputy Q,MR

<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
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**DILG XII QMS**





Republic of the Philippines  
 DILG - REGION 12 (SOCCSKSARGEN)  
**LEAVE ADMINISTRATION**  
**Process Summary Logsheets (PSL)**

Document Code		
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QUALITY OBJECTIVE: 1. 100% of Leave applications processed within the day upon receipt of the leave form [cut-off time 3:00 PM]

FREQUENCY OF MONITORING: **Monthly**

COVERED PERIOD:

Due Date of Submission:

No.	Particulars	OBJECTIVE NO. 1 RESULTS					REMARKS, IF UNMET
		Date Received	Date Processed	No. of Days (Target = 1 Day)	Met	Unmet	
1							
TOTAL							

Prepared by:	Noted by:
Process Owner	Deputy Q,MR


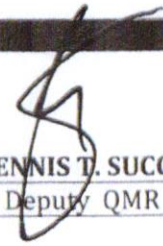

**DILG XII QMS**





Republic of the Philippines  
 DILG - REGION 12 (SOCCSKSARGEN)  
**LEAVE ADMINISTRATION**  
**Process Summary Logsheet (PSL)**

Document Code		
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Prepared by:	Reviewed by:	Approved by:
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**DILG XII QMS**



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REGIONAL OFFICE XII

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Document Code		
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Name of Division/Unit: QMS Secretariat

MASTERLIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>QUALITY MANUAL</b>							
QM-R12-01	INTRODUCTION	10.01.17	07.01.19				
QM-R12-02	DEFINITION OF TERMS	10.01.17	07.01.19				
QM-R12-03	ORGANIZATIONAL BACKGROUND	10.01.17	07.01.19				
QM-R12-04	CONTEXT OF ORGANIZATION	10.01.17	07.01.19				
QM-R12-05	LEADERSHIP	10.01.17	07.01.19				
QM-R12-06	PLANNING	10.01.17	07.01.19				
QM-R12-07	SUPPORT	10.01.17	07.01.19				
QM-R12-08	OPERATION	10.01.17	07.01.19				
QM-R12-09	PERFORMANCE EVALUATION	10.01.17	07.01.19				
QM-R12-10	IMPROVEMENT	10.01.17	07.01.19				
	CORRESPONDENCE						

Prepared By	Reviewed By
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Regional Document Controller	Regional Quality Management Representative

DILG XII QMS



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Division: **FINANCE AND ADMINISTRATIVE DIVISION (PERSONNEL SECTION)**

**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>LEAVE ADMINISTRATION</b>							
Executive Order No. 292	The Revised Administrative Code of 1987 on the Civil Service Commission	1987					
CSC MC No. 21 series Of 2004	CSC Guidelines on Granting Leave	2004					
CSC MC No. 01 series Of 2016	Amendment to Section 20 of the Omnibus Rules on Leave on the Period Within Which to Avail of Paternity Leave	2016					
CSC MC No. 02 series Of 2016	Amendment to the Constant Factor in the Formula Used for Computing Terminal Leave Benefits Section 40 and Computation of Leave Monetization Section 24 of the Omnibus Rules on Leave	2016					
CSC Resolution No. 160115	Adoptive Parents Entitlement to Maternity Leave	2016					

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Division: **FINANCE AND ADMINISTRATIVE DIVISION (PERSONNEL SECTION)**

**MASTER LIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
<b>LEAVE ADMINISTRATION</b>									
QME-QP-R12-FAD-09	Process Quality Monitoring & Evaluation	Personnel Officer	QMS Shelf Leave Form Folder/ Computer Desktop Leave Form Folder	Leave Form Folder	Chronological Order	1 year	1 year	2 years	Shredding
FM-QP-R12-FAD-09-01	Process Summary Logsheet for Leave Administration	Personnel Officer	QMS Shelf Leave Form Folder/ Computer Desktop Leave Form Folder	Leave Form Folder	Chronological Order	1 year	1 year	2 years	Shredding
	CSC Leave Application Form (Annex C)	Personnel Officer	QMS Shelf Leave Form Folder	Leave Form Folder	Chronological Order	1 Year after encoded		1 year	Shredding
	Leave Credit Cards	Personnel Officer	QMS Shelf Leave Form Folder/ Computer Desktop Leave Card Folder	Leave Card Folder	Chronological Order	10 years	5 years	15 years after retired/separated	Shredding

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Document Code		
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**RISK REGISTRY**  
**(A) OBJECTIVE RISK ASSESSMENT**

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION - PERSONNEL SECTION**  
 PROCEDURE: **LEAVE ADMINISTRATION**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT						RISK CONTROL PLAN					
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
<b>LEAVE ADMINISTRATION</b>																		
• 90% Leave applications received before cut-off time 3:00 PM shall be processed within the day	Delayed process of Leave application	organic personnel	Delayed/ Non-Processing of the leave application and Non compliance to the timelines of the leave applications.	Multiple/ Overlapping of tasks	Non-compliance to the established QMS Process and ARTA	Assistant Section Chief signs on behalf of the focal person	4	1	1	4	L	NS	NO ACTION	3	NA	NA	NA	NA
• 90% Leave applications endorsed to Central Office within five (5) WD from its receipt.	Overlapping of Regional and Central activities.	organic personnel	Delayed endorsement to Central Office	Multiple/ Overlapping of tasks		Enforcement of CSC Rules on leave	4	1	1	4	L	NS	NO ACTION	3	NA	NA	NA	NA
<b>RISK ASSESSMENT:</b>				<b>RISK RATING</b>	<b>RISK LEVEL</b>	<b>RISK DESCRIPTION</b>	<b>ACTION REQUIRED</b>			<b>RPN</b>								
<b>IMPACT:</b> 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme				1 - 25	LOW	Not Significant	No further action required (Retain risk by In			3								
<b>LIKELIHOOD:</b> 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain				26-40	MODERATE	Not Significant	Alert level but no further action required for m			2								
<b>DETECTION:</b> 1 - Very Likely; 2 - Likely; 3 - Low; 4 - R				>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Termina			1								
<b>Risk Rating = Impact X Likelihood X Detection</b>																		

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
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			 REYNALDO M. BUNGUBUNG, CESO IV Regional Director





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**RISK REGISTRY**  
**(B) PROCESS RISK ASSESSMENT**

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION – PERSONNEL SECTION**  
 PROCEDURE: **LEAVE ADMINISTRATION**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN			
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (If risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Review and recommend approval	Delayed computation of leave balances and preparation of required attachment (if applicable)	Multiple tasks and overlapping activities	Delayed processing of the Leave Application with required attachment (if applicable)	Memorandum Circular No. 2018-197 Re: Relative to Policies and guidelines on foreign travel authority of Local Government officials and employees	4	2	1	8	L	NS	3	NA	NA	NA	NA	NA
Review and approve	Delayed processing of leave application	Incomplete leave application attachments	delayed approval of the Leave Application with required attachment (if applicable)	Next in rank or designated OIC approves it	5	3	1	15	L	NS	3	NA	NA	NA	NA	NA
Update leave balance card	unaccuracy or inconsistency in the computation	Untimely updating	Inconsistent database	Assistant Section Chief /designated personnel updates the leave	5	1	1	5	L	NS	3	NA	NA	NA	NA	NA
<b>RISK ASSESSMENT:</b>		<b>RISK RATING</b>	<b>RISK LEVEL</b>	<b>RISK DESCRIPTION</b>	<b>ACTION REQUIRED</b>							<b>RPN</b>				
<b>IMPACT:</b>		1-Insignificant; 2-Minor;	1 - 25	LOW	Not Significant							No further action required (Retain risk by informed decision)	3			
<b>LIKELIHOOD:</b>		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant							Alert level but no further action required for now	2			
<b>DETECTION</b>		1 - Very likely, 2 - Likely;	>40	HIGH	Significant							Control (e.g.. Treat/Mitigate Transfer, Terminate)	1			
<b>Risk Rating = Impact X Likelihood X Detection</b>																

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
 <b>CATHERINE A. MACION</b> Process Owner	 <b>DENNIS T. SUZOL</b> Deputy QMR	 <b>IAN JON S. CLEMENTE</b> Risk Review Committee Head	 <b>LAILYN A. ORTIZ, CESE</b> Regional QMR
			 <b>REYNALDO M. BUNGBUNG, CESO IV</b> Regional Director

