



### 13. Terminal Leave

Requesting Terminal Leave for Retired Employees

<b>Office or Division:</b>	Human Resource Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Retired Balanga Water District Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Leave Form (1pc., Original)		Human Resource Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the accomplished Leave Form to the Human Resource Personnel	1. Check the Leave Credits Balance of the requesting employee.	None	10 minutes	<i>Human Resource Personnel Bernadette E. Paguio – IRDA A</i>
2. None	2. Validate and approve the Leave Form.	None	10 minutes	<i>Human Resource Division Manager Loreto Q. Palad – Division Manager B  General Manager Engr. Charlito G. Rodriguez – General Manager B</i>
3. None	3. Submit the Leave Form to the Accounting Department for the Releasing of the Terminal Leave.	None	3 minutes	<i>Human Resource Personnel Bernadette E. Paguio – IRDA A</i>
<b>Total:</b>		None	23 minutes	