



11. Monetization of Leave Credits Procedure

How to approved or reject monetization of leave credits of employees based on rules and guidelines of BLWD.

Office or Division:	Human Resource Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Balanga Water District Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Leave Form (1pc., Original)		Human Resource Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Leave Form to the Human Resource Personnel	1. Approved monetization of leave credits based on the leave credits monetization guidelines.	None	10 minutes	<i>Human Resource Division Manager Loreto Q. Palad – Division Manager B</i>
2. None	2. If approved, compute the monetized value of leave credits based on the leaved credits monetization guidelines.	None	10 minutes	<i>Human Resource Division Manager Loreto Q. Palad – Division Manager B</i>
3. None	3. Submit the approved Forms to the Finance Department for the processing of monetization to be credited to ATM Payroll or thru check.	None	3 minutes	<i>Human Resource Division Manager Loreto Q. Palad – Division Manager B</i>
Total:		None	23 minutes	