



## 6. Request for Certificate of Leave Without Pay and/or Requested Documents from 201 File (Application via Electronic Mail)

This service pertains to the Human Management Resources Management Division for the processing of requests for documents such as Certificate of Leave Without Pay and/or Documents from 201 File by active and separated officials and employees of OSG<sup>1</sup>.

<b>Office or Division:</b>		Human Resource Management Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Active and Separated OSG Officials and Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request form (HRMAS-HRMD-TPR-F-20-00) (one copy)		OSG Website and OSG Intranet		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>

<sup>1</sup> The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.



1. Fills out the downloaded request form and sends filled up request form to <a href="mailto:personnel.records@osg.gov.ph">personnel.records@osg.gov.ph</a> .	1.1 Prepares requested document/s	None	3 days	<i>Administrative Officer III and</i>  <i>Administrative Assistant III</i>  Human Resource Management Division
	1.2 Submits to HRMD Chief Administrative Officer or HRMD Supervising Administrative Officer for review and signature.			
	1.3 Affixes office dry seal (if necessary)			
	1.4 Releases document/s requested			
Total Processing Time			3 days <sup>2</sup>	

<sup>2</sup> Each requested document will be processed within three (3) working days. Request(s) for multiple documents may take more than three (3) working days to process.