



Republic of the Philippines  
**OFFICE OF THE MAYOR**  
City of Manila

EXECUTIVE ORDER NO. 04  
Series of 2022

**AN ORDER DELEGATING AUTHORITY TO APPROVE LEAVE APPLICATIONS AND REQUESTS FOR TRAVEL AUTHORITY OF CITY GOVERNMENT OFFICIALS AND EMPLOYEES**

WHEREAS, under Section 455 paragraphs (b)(1)(xiv) and (b)(1)(xv) of the Local Government Code of 1991, the City Mayor has the authority to act on leave applications of employees appointed by him and the power to authorize official trips of city officials and employees outside of the city for a period not exceeding thirty (30) days;

WHEREAS, there is a need to expedite action on applications for leave of absences and travel authority of employees in the different departments, offices, and bureaus of the city to enable the applicants to assign their pending work;

WHEREAS, to allow the Mayor of Manila to focus on more pressing matters concerning the city and concentrate on more important duties as such, it is more expedient to delegate the power of approval of leave applications and requests for travel authority to an authorized representative;

THEREFORE, I, **MARIA SHEILAH "HONEY" H. LACUNAPANGAN**, Mayor of the City of Manila, by virtue of the powers vested in me by the 1987 Philippine Constitution, the Local Government Code of 1991, and existing laws, hereby order:

Section 1. The approval of applications for leave of absence shall be made by the following persons:

- (a) The Mayor of the City of Manila, for leave applications of all department heads and other city government officials with salary grade 26 and above;



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(b) The Secretary to the Mayor, by authority of the mayor of the City of Manila, for leave applications of city government officials and employees with salary grade 20 to 25; and

(c) The Human Resource Management Officer, for leave applications of city government officials and employees with salary grade 19 and below.

**Section 2. The approval of applications for travel authority shall be made by the following persons:**

(a) The Mayor of the City of Manila, for requests for travel authority of all department heads and other city government officials with salary grade 26 and above; and

(b) The Secretary to the Mayor, by authority of the Mayor of the City of Manila, for requests for travel authority of all other city government officials.

**Section 3. All department heads and chiefs of offices are required to keep a record of all applications for leaves of absence and travel authorities and shall submit the following to the City Personnel Office:**

1. On or before 31 July 2022, a list indicating the vacation and sick leave balances of all employees as of 01 July 2022;

2. Beginning 01 August 2022, regular monthly reports of all leaves taken by their respective employees during the month. The report for each month shall be submitted not later than the 7<sup>th</sup> day of each month or the next working day if the 7<sup>th</sup> day is a non-working day.




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Section 4. All requests for restoration of leave credits shall have the approval of the Mayor of the City of Manila.

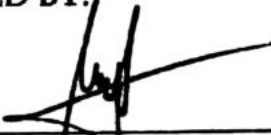
Section 5. All prior inconsistent orders, and issuances, or directives are considered repealed or modified accordingly.

Section 6. This Order consists of only three (3) pages and shall take effect immediately upon issuance.

Done on 01 July 2022, in the City of Manila, Philippines

  
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**MARIA SHEILAH "HONEY" H. LACUNA-PANGAN**  
*Mayor of the City of Manila*

ATTESTED BY:

  
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**ATTY. MARLON M. LACSON**  
Secretary to the Mayor