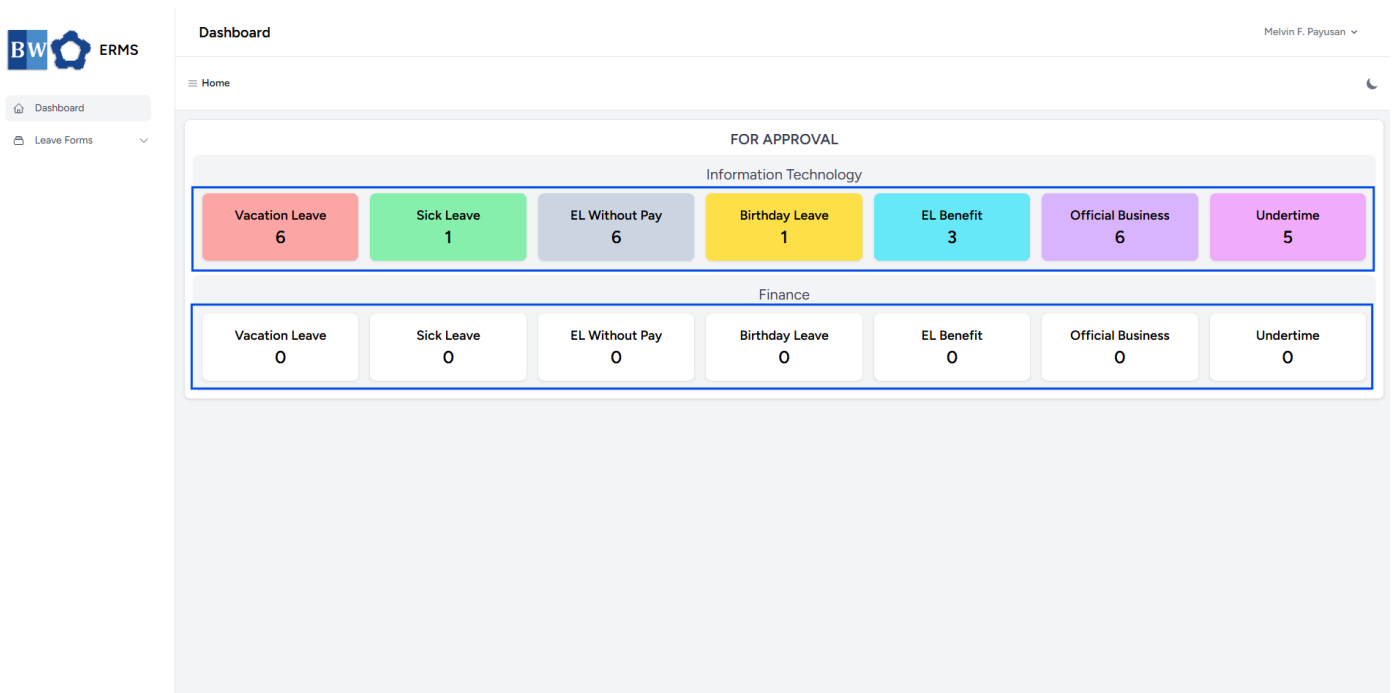


Department Head - Managers/Supervisors

This section provides a clear and complete guide on how to approve requests as a Department Head, outlining the steps and responsibilities involved.

To access the For Approval page of specific Leave, you can do either of the following:

- On your Dashboard, click desired **Filed Leave** under the **For Approval** section.



The screenshot shows the ERMS dashboard interface. The top left corner features the 'BW ERMS' logo. The main content area is titled 'FOR APPROVAL' and is divided into two sections: 'Information Technology' and 'Finance'. Each section contains a row of seven colored boxes representing different leave types and their counts. The 'Information Technology' section shows: Vacation Leave (6), Sick Leave (1), EL Without Pay (6), Birthday Leave (1), EL Benefit (3), Official Business (6), and Undertime (5). The 'Finance' section shows: Vacation Leave (0), Sick Leave (0), EL Without Pay (0), Birthday Leave (0), EL Benefit (0), Official Business (0), and Undertime (0). The sidebar on the left includes a 'Leave Forms' dropdown menu.

Department	Vacation Leave	Sick Leave	EL Without Pay	Birthday Leave	EL Benefit	Official Business	Undertime
Information Technology	6	1	6	1	3	6	5
Finance	0	0	0	0	0	0	0

- Or, in the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **desired Filed Leave**.
- Then, click **For Approval** to view your employee's **Filed Leave**.

Dashboard Melvin F. Payusan

Home

FOR APPROVAL

Information Technology

Vacation Leave 6	Sick Leave 1	EL Without Pay 6	Birthday Leave 1	EL Benefit 3	Official Business 6	Undertime 5
---------------------	-----------------	---------------------	---------------------	-----------------	------------------------	----------------

Finance

Vacation Leave 0	Sick Leave 0	EL Without Pay 0	Birthday Leave 0	EL Benefit 0	Official Business 0	Undertime 0
---------------------	-----------------	---------------------	---------------------	-----------------	------------------------	----------------

Left sidebar menu items: Dashboard, Leave Forms, Vacation Leave, For Approval, Approved/Declined, My VLF, Sick Leave, For Approval, Approved/Declined, My SLF, EL Without Pay, Birthday Leave, EL Benefit, Official Business, Undertime.

- It will open the specific **Leave** page you clicked.

Vacation Leave Melvin F. Payusan

Home > Forms | VLF | For Approval

VACATION LEAVE (VL)

10 entries per page Search...

EMPLOYEE NAME	Department	Leave From	Leave To
Mendoza, Lord Jhon E.	Information Technology	July 4, 2025	July 4, 2025
Payusan, Melvin F.	Information Technology	July 2, 2025	July 2, 2025
Payusan, Melvin F.	Information Technology	June 11, 2025	June 11, 2025
Payusan, Melvin F.	Information Technology	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	June 5, 2025	June 6, 2025

Showing 1 to 6 of 6 entries

Left sidebar menu items: Dashboard, Leave Forms, Vacation Leave, For Approval, Approved/Declined, My VLF, Sick Leave, EL Without Pay, Birthday Leave, EL Benefit, Official Business, Undertime.

- On the specific **Leave (For Approval)** page, select the leave request you want to approve.

Melvin F. Payusan

Home > Forms | VLF | For Approval

FILE VIEWING

10 entries per page

EMPLOYEE NAME

Mendoza, Lord Jhon E.

Payusan, Melvin F.

Payusan, Melvin F.

Payusan, Melvin F.

Payusan, Melvin F.

Payusan, Melvin F.

Showing 1 to 6 of 6 entries

Date: 07/16/2025

Department: Information Technology

From: Mendoza, Lord Jhon E.

This is to apply for Vacation Leave: From 07/04/2025 To 07/04/2025 1 Day(s)

Reason:
asdasddf

Decline
Approve

Search...

Leave To

- July 4, 2025
- July 2, 2025
- June 11, 2025
- June 3, 2025
- June 3, 2025
- June 6, 2025

- Click the **Approve** button to authorize the employee's leave request.
- After approving, a notification will appear saying that the specific Leave has been approved.
- The approved leave request will be removed in your For Approval list and will be forwarded to HR for final approval.

VLF Approved

Home > Forms | VLF | For Approval

VACATION LEAVE (VL)

10 entries per page

EMPLOYEE NAME

EMPLOYEE NAME	Department	Leave From	Leave To
Payusan, Melvin F.	Information Technology	July 2, 2025	July 2, 2025
Payusan, Melvin F.	Information Technology	June 11, 2025	June 11, 2025
Payusan, Melvin F.	Information Technology	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	June 5, 2025	June 6, 2025

Showing 1 to 5 of 5 entries

Search...

Revision #3

Created 22 July 2025 05:09:24 by Lord Jhon E. Mendoza

Updated 22 July 2025 05:28:30 by Lord Jhon E. Mendoza