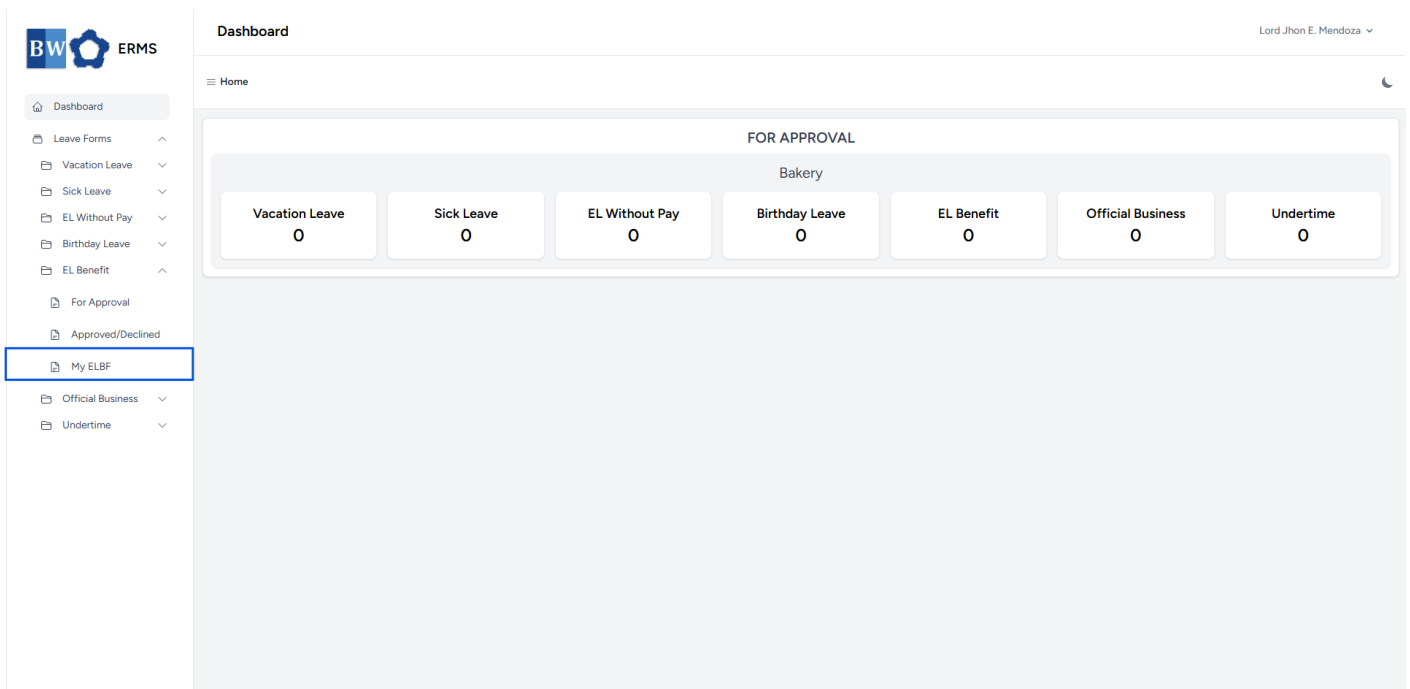


Approver Managers/Supervisors Application

To access the Emergency Leave Benefit page:

- In the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **EL Benefit**.
- Then, click **My ELBF** to view your filed emergency leave benefit.



The screenshot shows the ERMS dashboard interface. On the left is a sidebar with a 'Leave Forms' dropdown menu. The 'My ELBF' option is highlighted with a blue border. The main content area is titled 'FOR APPROVAL' and displays a 'Bakery' section with seven leave type cards, each showing a count of 0:

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

- It will open the **EL Benefit (My ELBF)** page.

- Dashboard
- Leave Forms
 - Vacation Leave
 - Sick Leave
 - EL Without Pay
 - Birthday Leave
 - EL Benefit
- For Approval
- Approved/Declined
- My ELBF**
- Official Business
- Undertime

Home > Forms | ELBF | My ELBF

EMERGENCY LEAVE BENEFIT (ELB)

File ELBF

10 entries per page Search...

EMERGENCY LEAVE BENEFIT

No Emergency Leave Benefit Filed

Showing 1 to 1 of 1 entries

- On the **EL Benefit (My ELBF)** page, click the **File ELBF** button to open the form.

- Dashboard
- Leave Forms
 - Vacation Leave
 - Sick Leave
 - EL Without Pay
 - Birthday Leave
 - EL Benefit
- For Approval
- Approved/Declined
- My ELBF**
- Official Business
- Undertime

Home > Forms | ELBF | My ELBF

FILE CREATION

Date:

Department:

From:

This is to apply for:

Reason:

Nature of Notification:

- Fill out the required fields, then click **Submit**.
- After submitting, a notification will appear saying that the ELBF has been created. The filed leave will be added to the list




- Dashboard
- Leave Forms
 - Vacation Leave
 - Sick Leave
 - EL Without Pay
 - Birthday Leave
 - EL Benefit
- For Approval
- Approved/Declined
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- Undertime

Home > Forms | ELBF | My ELBF

EMERGENCY LEAVE BENEFIT (ELB)

[File ELBF](#)

10 entries per page

LEAVE STATUS	Leave Type	Leave From	Leave To	
For HRD Approval	Calamity Leave (house fire, earthquake, typhoon, flood)	July 16, 2025	July 16, 2025	  

Showing 1 to 1 of 1 entries

- You can also use this page to check the status of your leave.

Revision #2

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