



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





MUNICIPAL HEALTH OFFICE

ADMINISTRATIVE SERVICES



13. FILLING OF SANITATION NUISANCE AND COMPLAINT

About the Service: The Sanitary nuisance and complaint ensures the investigation and abatement of various types of sanitary nuisances reported by citizens and other government agencies to the Municipal Health Office. This program investigates sanitary nuisances specifically related to food mishandling, water contamination, mosquito breeding and environmental odors hazardous to health.

Schedule of Availability of Service:

Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			HIGHLY TECHNICAL		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SUBMIT		
1. Written Complaint			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Submit written complaint to sanitary inspector	Validation of submitted requirements Interview the complainant	(None)	15 mins.	Sanitary Inspector (Anita Cañada)
2	Wait for the schedule of inspection	The Sanitary Inspector will give schedule for inspection* Issuance of Sanitary Closure for the establishment once found violated upon inspection.	(None)	5 mins.	Sanitary Inspector (Anita Cañada)

Note: PPRF forms are available at the PACD table free of charge.
The 20 minutes processing time is for one client being served at one time. The time is extended when there are two or more clients.

*The schedule of inspection varies to the available date given by the sanitary inspector. Referral to Barangay Lupon for Legal Action if needed.