



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





MUNICIPAL HEALTH OFFICE

ADMINISTRATIVE SERVICES



2. AVAILING OF IMMUNIZATION SERVICES (BCG)

About the Service: To Prevent Acquisition Of Diseases.

Schedule of Availability of Service:

Every Wednesday 8:00 a.m. – 5:00 p.m. without noon break

HOW TO AVAIL OF THE SERVICE:

Office or Division:				MUNICIPAL HEALTH OFFICE	
Classification:				SIMPLE	
Type of Transaction:				G2C – for Government Services whose client is the transacting public	
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1.ECCD Card for (0-5YRS.OLD)				Tubigon Birthing Center/ Barangay Health Center	
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Go to the Midwife on Duty for Enlistment/ Registration	The MHO Staff shall enlist all patients of a first come first serve basis. Prepare record for new clients and retrieve/update record for existing clients	(None)	2 mins.	Midwife on duty
2	Approach the Midwife on duty/ Health staff for Vital signs taking	Babies’ data/record are updated such as weight, height, temperature, etc.	(None)	5 mins.	Midwife on duty
3	Approach the Midwife on Duty for your child Immunization	A Registered Health Worker/ Midwife shall administer the immunization	(None)	3 mins.	Midwife on duty
4	Schedule of follow-up check-up	The Midwife/ Health Worker shall advice the companion of the baby when to return for the next immunization schedule to their designated BHS	(None)	5 mins.	Midwife on duty
Fill-out the Client Satisfaction Rating Form					
END OF TRANSACTION					

Note: The immunization service is provided by Barangay Health Centers

Note: PPRF forms are available at the PACD table free of charge.

The 15-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.