



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





MUNICIPAL HEALTH OFFICE

ADMINISTRATIVE SERVICES





12. SECURING A HEALTH CERTIFICATE/CARD/PERMIT

About the Service: All business establishments operating within the municipality for public patronage are required to secure a Sanitary permit pertaining to health and sanitation that are based on the Implementing Rules and Regulations stated in IRR of PD 856 and Municipal Resolution No. 2005-09-228. The permit can be obtained from the Municipal Health Office.

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:			SIMPLE		
Type of Transaction:			G2C – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Laboratory Results: Chest X-RAY, Sputum and Stool Exam			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Approach the Sanitary Inspector for Validation of Requirements	Validation of submitted requirements Refer to physician if there is medical complications in his/her laboratory results	(None)	3 mins.	Sanitary Inspector (Anita Cañada)
2	Pay fees at the cashier	The cashier will release receipt for payment	Health Card Fee—P 10.00	2 mins.	Cashier
3	Wait for processing and Claim your Health Certificate/Card	The Sanitary Inspector will Log and Release the Health Certificate/Card	(None)	10 mins.	Sanitary Inspector (Anita Cañada)

Note: PPRF forms are available at the PACD table free of charge.
The 15 minutes processing time is for one client being served at one time. The time is extended when there are two or more clients.

