



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





# **MUNICIPAL HEALTH OFFICE**

ADMINISTRATIVE SERVICES





11. ISSUANCE OF HEALTH RELATED CERTIFICATIONS

**About the Service:** To ensure optimum health, any person/individual employed at any business establishments that are operating within the municipality are required to secure a health certificate and concern citizen may request the burial transfer and exhumation permit. This certificate is issued by 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 - Photocopy of death certificate (for Burial Transfer and Exhumation Permit) 2. Medical Certificate form (Teachers/other Offices: application of leave, SSS disability, etc.)			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Present the requirements	Assess and validates the requirements	(None)	5 mins.	Health Staff on Duty  Sanitary Inspector for transfer of cadaver (Anita Cañada)
2	Pay fees at the cashier  For transfer of cadaver after payment proceed step no. 5 for issuance of permit	The cashier will release receipt for payment	Certification fee for Transfer of Cadaver— P 500.00 Driver’s License—P50.00 Employment—P50.00 Student—P50.00 Other Purposes—P50.00	5 mins.	Cashier in charge
3	Approach the health staff for the vital signs taking	The health staff will get vital signs (Medical Certificate Issuance)	(None)	5 mins.	Health staff on duty
4	Go to Municipal Health Officer for medical check-up.	The Municipal health officer will conduct check-up and refer to health clerk for encoding diagnosis for Medical Certificate	(None)	10 mins.	Municipal Health Officer (DR. BOB BERNABE P. BATAUSA)
5	Issuance of Medical Certificate/ Permit to Transfer of Cadaver	The Medical Clerk will encode medical certificate/ permit to transfer of cadaver	(None)	5 mins.	Data Encoder (Jenelyn Pelegrino)

Note: PPRF forms are available at the PACD table free of charge.  
The 15-30 minutes processing time is for one client being served at one time. The time is extended when there are two or more clients.

