



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





# **MUNICIPAL HEALTH OFFICE**

ADMINISTRATIVE SERVICES



### 3. AVAILING OF FAMILY PLANNING SERVICES

**About the Service:** Family planning service provides not only family planning commodities but also includes Basic Family Planning Education, Information on different Family Planning Methods as well as Family Planning Counseling to all women of reproductive age geared towards responsible parenthood.

**Schedule of Availability of Service:**

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

IUD insertion and removal (Tubigon Birthing Center ) – as they come  
IMPLANT insertion and removal (Tubigon Birthing Center ) – as they come

**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. For Philhealth Patient—Member Data Record (MDR) 2. Family Planning Form 1				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 in Charge for interview and fill-up the Family Planning form.	The Midwife in Charge may interview the client for Family Planning Benefits and ask to fill-up the Family Planning form.	(None)	5 mins.	Midwife in Charge
2	Approach the Midwife for Vital signs taking	Get the vital signs of client. Conduct initial Rural Health Midwife physical examination before referring to the physician.	(None)	3 mins.	Midwife in Charge
3	Listen to Midwife in Charge for Family Planning Counseling	The Midwife in Charge will assess the client, counsel the client on the family planning methods available.	(None)	10 mins.	Midwife in Charge
4	Choose what type of family planning will you avail and Listen to the Midwife in charge for family planning orientation	Orient the client on the family planning method selected.	(None)	5 min.	Midwife in Charge
5	Schedule of follow-up check-up	Remind the client on the regular follow-up	(None)	2 min.	Midwife in Charge
Fill-out the Client Satisfaction Rating Form					

<b>END OF TRANSACTION</b>
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Note: PPRF forms are available at the PACD table free of charge.  
The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.