

Issuance of Sanitary Permit/Health Certificate

This service is to ensure health REGULATION in all food and non- food establishments in the city. This will be necessary to protect its constituents from any food-borne diseases and other diseases caused by poor sanitation.

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Establishment and Food Handlers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sanitary Permit: Inspection Report Health Certificate: Urianalysis results Fecalysis results Chest X-ray results Hepa A test results Hepa B Test Results Complete Blood Cout Results		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the office of the Sanitary Inspector	1. Sanitary Inspector check and review the necessary requirements brought by the client for application of sanitary permit and Health Certificate	None	20 minutes	<i>Sanitary Inspector</i> Municipal Health Office
2. 1 Sanitary Permit Client with incomplete requirement (Sanitation report) set an appointment for inspection schedule	2.1 Sanitary Permit Sanitary Inspector schedule the date for inspection and subsequent release of inspection report.	None	2 Minutes	<i>Sanitary Inspector</i> Municipal Health Office
2.2 Client with complete requirements go to the Treasurer's office for payment of dues.	2.2 Treasurer's Office collect payments and release official receipt	25 sqm to less than 50 sqm – Php 400.00 50 sqm- 100 sqm – Php 500.00 100 sqm – 200sqm – Php 600.00 200sqm -	5 Minutes	<i>Revenue Collection Clerk I</i> <i>Administrative Aide I</i> Office of the Municipal Treasury

		500sqm - Php 700.00 500sqm - not above 1000 sqm – Php 1000.00 1000sqm up – Php 2000.00 Health CertificatePhp 100.00 None		
	2.3 Health Certificate Receive payment and issue official receipt 2.4 Physician evaluate clients for further management		5 Minutes 5 Minutes	
2.3 Health Certificate Client with normal laboratory results goes to the treasurer's office for payment of dues 2.4. client with abnormal results is referred to the physician				<i>Municipal Health Officer</i> Municipal Health Office
3. Go back to the Sanitary Inspector and present the Official receipt	3. Sanitary Inspector release/issue the permit	None	3 Minutes	<i>Sanitary Inspector</i> Municipal Health Office
TOTAL:			Sanitary Permit Incomplete - 27 minutes Complete - 28 Minutes Health Certificate Normal – 18	



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