

Office or Divisions:	Office of the City Administrator			
Classification:	Simple			
Type of Transactions:	G2C - Government to Citizen			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOCTOR'S REQUEST 2. BARANGAY CLEARANCE OF PATIENT AND BORROWER 3. VOTER'S ID / CERTIFICATION OF PATIENT AND BORROWER		1. HOSPITAL / DOCTOR / NURSE 2. RESPECTIVE BARANGAYS 3. COMELEC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to the office of the City Administrator to get withdrawal form 2. Submit withdrawal form to blood station CIMC Lab Department.	1. A. Get information B. Check the availability of blood C. Prepare withdrawal form D. Approval of the City Administrator 2. Dispense blood	No fees to be collected	1. A. 2 minutes B. 1 to 2 minutes C. 2 minutes D. 1 minute 2. 5 minutes	<ul style="list-style-type: none"> • Janice Marquez Blood coordinator Admin's office / Babyjean Pascua Administrative aide 1 Admin's office Reynolds R. Lora City Administrator • Officer in charge / duty CIMC Lab Department.
TOTAL:			12 MINUTES	