

## SERVICES: HEALTHY LIFESTYLE DISEASES (Tobacco Cessation)

To give information, health education and counselling about tobacco smoking/vaping.

<b>Office or Divisions:</b>	City Health Office/ Tobacco Cessation Clinic			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government Citizens/Client			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
BOOKLET and ID		NONE		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook at the information desk & get the number to be called.	1. Give the logbook and number.	None	1 minute	<b>Wilson Alamo</b> <i>Admin Aide III</i> <b>Johnny Peralta</b> or Guard on Duty
2. Proceed to the Tobacco Cessation Clinic for the information, counseling & services.	2. Counselling and services given.	None	20 minutes	<b>Michael Crisologo</b> <i>Nurse I</i> <b>Karla Grace Pararuan</b> <i>Nurse II</i>
	<b>TOTAL:</b>		21 minutes	