

SERVICES: SECURING SANITARY PERMIT

This service is intended for business establishment and government office requiring sanitary permits to operate.

Office or Divisions:	City Health Office			
Classification:	Simple			
Type of Transaction:	Government to businessman/ Government to Government			
Who may avail:	Businesses in the City of Ilagan and government office			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<p>Laboratory requirements:</p> <p>Food Business: Chest Xray/Sputum Exam Hepa A Fecalysis</p> <p>Non Food Business: Chest Xray/Sputum Exam Complete Blood Count Urinalysis</p> <p>Bar Clubs/EEW: Hepa B Screening, Syphilis, Gram Staining/Smearing HIV testing (optional if positive in STI)</p> <p>Water Refilling Station and Water Work System: Water test Result and Water Potability</p> <p>*All Laboratory are for screening purposes only once result becomes reactive, patient is subjected for confirmatory test</p>		<p>Government Hospital/ Private Hospital/ Private Laboratory</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in the client logbook at the information desk & get the number to be called.	Give the logbook and number.	None	1 minute	Wilson Alamo <i>Admin Aide III</i> Johnny Peralta <i>Admin Aide I</i> or Guard on Duty
2. Go to Sanitary Inspector & get the required list.	Give laboratory Requirements	None	3 minutes	Jocelyn Angela Alcaraz <i>City Sanitation Inspector-I</i>
3. Present laboratory requirements and Submit documents for assessment	Verification & assessment & get order of payment.	None	3 minutes	Roberto B. Loristo <i>Admin. Aide III</i> Jocelyn Angela Alcaraz <i>City Sanitation Inspector-I</i>
4. Pay the required fee at the City Treasurer's Office.	Official receipt given by the City Treasurers Office	150 Php	10 minutes	Roberto B. Loristo <i>Admin. Aide III</i> josephine Cadeleña <i>Admin Aide I</i> City Treasure's Office
5. Go back to Sanitary Inspector for health & sanitation reminders, printing & signing of permits.	Printing and signing of sanitary permits	None		Jocelyn Angela Alcaraz <i>City Sanitation Inspector-I</i> City Health Office-I
6. Proceed to doctors room for		None		

signing of sanitary permit	Sanitary permit signed		5 minutes	Dr. Red G. Cachapero <i>OIC-CHO/DTTB</i> City Health Office- I
	TOTAL:		2 minutes	
			24 minutes	