

SERVICES: AVAILMENT OF CHLORINE GRANULES

Conducts quarterly chlorination of all water sources to maintain its potability.

Office or Divisions:	City Health Office			
Classification:	Simple			
Type of Transaction:	Government to client			
Who may avail:	Client who needs chlorine to disinfect their water sources			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Masterlist of water source per Barangay/ letter from the City health Midwife		City Health Office-I / Environmental Sanitation		
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 the environmental sanitation for assessment and validation	Call the midwife for validation then Check the master list of water source	None	5 minutes	Jocelyn Angela Alcaraz <i>City Sanitation Inspector-I</i> Roberto B. Loristo <i>Admin. Aide III</i>
3. signing of name at the chlorine dispensing logbook	Logbook was given	None	3 minutes	Jocelyn Angela Alcaraz

<p>4. Get free chlorine granules</p>	<p>Free chlorine was given</p>	<p>None</p>	<p>1 minute</p>	<p><i>City Sanitation Inspector-I</i></p> <p>Roberto B. Loristo</p> <p><i>Admin. Aide III</i></p> <p>Jocelyn Angela Alcaraz</p> <p><i>City Sanitation Inspector-I</i></p> <p>Roberto B. Loristo</p> <p><i>Admin. Aide III</i></p>
	<p>TOTAL:</p>		<p>10 minutes</p>	