

16. ISSUANCE OF SANITARY PERMIT

Description of the Service: FOOD AND NON FOOD BUSINESS ESTABLISHMENTS ARE REQUIRED TO SECURE SANITARY PERMIT TO MAKE SURE THAT THEY OBSERVE THE STANDARD OF THE SANITARY CODE.

Office or Divisions:	CITY HEALTH OFFICE-II			
Classification:	SIMPLE			
Type of Transactions:	GOVERNMENT TO BUSINESS			
Who may avail:	ALL FOOD ESTABLISHMENT FROM 56 BARANGAYS			
CHEKCLIST OF REQUIRMENTS		WHERE TO SECURE		
MEDICAL AND LABORATORY RESULTS 1X1 PICTURE		CITY HEALTH OFFICE/ HOSPITAL		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) SIGN IN TO CLIENT LOGBOOK SECURE REQUIREMENT.	PATIENT LOGGED IN	NONE	1MIN.	JOAN LAGGUI,RN NURSE INCHARGED
2.) PROCEED TO EVS ROOM	DOCUMENTS SUBMITED AND VERIFIED	NONE	3MINS.	ENGR.CHARLES LUYUN SANITARY INSPECTOR
3.) GO TO LABORATORY ROOM	PAYMENTS DONE WITH RECEIPT	Med. CERT. P130.00 ID- P100.00 SAN.PE RMIT P150.00	3MINS.	REVENUE COLLECTOR
4.) GO BACK TO THE SANITARY INSPECTOR AND LICENSING OFFICE	FOR HEALTH AND SANITATION REMINDERS		5-10MINS.	ENGR.CHARLES LUYUN SANITARY INSPECTOR
5.) GO TO DOCTORS ROOM	PERMITSIGNED ISSUED AND SIGNED	NONE	3MINS.	PELAGIA ABBAGO,MD,MSPH CITY HEALTH OFFICER
6.) PROCEED TO MAYOR`S OFFICE FOR FINAL SIGNING OF PERMIT.		NONE	5-10 MINS.	HON.JOSEMARIE L.DIAZ,DMD CITY MAYOR
TOTAL:		P380.00	30MINS.	
<i>(please use additional sheet/s if necessary</i>				