



Internal/External

1. SERVICENAME: IBLOODS “Ilagan Blood Depository System”

Description of the Service: SECURING OF BLOOD FOR ILAGUEÑO PATIENTS

| | |
|-----------------------------|----------------------------------|
| Office or Division: | Office of the City Administrator |
| Classification: | Simple |
| Type of Transaction: | G2C - Government to Citizen |
| Who may avail: | Citizens |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|------------------------------|
| 1. Doctor's Request | 1. Hospital / Doctor / Nurse |
| 2. Barangay Clearance of Patient and Borrower | 2. Respective Barangays |
| 3. Voter's I.D / Certification of Patient and Borrower | 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 | A. Get information | No fees to be collected | A. 2 minutes | Babyjean Pascua Administrative Aide -1 Admin's office |
| | B. Check the availability of blood | | B. 1 to 2 minutes | Janice Marquez Blood Coordinator Admin's Office |
| | | | C. 2 minutes | |



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|---|---|-------------------------|-------------------|---|
| | C. Prepare withdrawal form D. Approval of the City Administrator | | D. 1 minute | Reynolds R. Lora City Administrator |
| 2. Submit withdrawal form to blood station CIMC Lab Department. | Dispense blood | No fees to be collected | 5 minutes | Officer in charge / duty CIMC Lab Department |
| TOTAL | | | 12 MINUTES | |



ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT

