



**Internal/External**

**24. SERVICENAME: SECURING SANITARY PERMIT**

**Description of the Service:** This service is intended for business establishment and government office requiring sanitary permits to operate.

<b>Office or Division:</b>	City Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to business man/ Government to Government
<b>Who may avail:</b>	Businesses in the City of Ilagan and government office

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>Laboratory requirements:</p> <p><b>Food Business:</b> Chest Xray/Sputum Exam Hepa A Fecalysis</p> <p><b>Non Food Business:</b> Chest Xray/Sputum Exam Complete Blood Count Urinalysis</p> <p><b>Bar Clubs/EEW:</b> Hepa B Screening, Syphilis, Gram Staining/Smearing HIV testing (optional if positive in STI)</p> <p><b>Water Refilling Station and Water Work System:</b> 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>



<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.	Give the logbook and number.	None	1 minute	<b>Wilson Alamo</b> Admin Aide III <b>Johnny Peralta</b> Admin Aide I <b>or</b> Guard on Duty
2. Go to Sanitary Inspector & get the required list.	Give laboratory Requirements	None	3 minutes	<b>Jocelyn Angela Alcaraz</b>  Sanitary Inspector-I
3. Present laboratory requirements and Submit documents for assessment	Verification & assessment & get order of payment.	None	3 minutes	<b>Jocelyn Angela Alcaraz</b>  Sanitary Inspector-I
4. Pay the required fee at the City Treasurer's Office.	Official receipt given by the City Treasurers Office	150 Php	10 minutes	<b>Josephine Cadeleña</b> Admin Aide 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	5 minutes	<b>Jocelyn Angela Alcaraz</b>  Sanitary Inspector-I
6. Proceed to doctor's room for signing of sanitary permit	Sanitary permit signed	None	2 minutes	<b>Dr. Red G. Cachapero</b> OIC-CHO
<b>TOTAL</b>			24 minutes	