



Internal/External

27. SERVICENAME: : AVAILMENT OF CHLORINE GRANULES

Description of the Service: Conducts quarterly chlorination of all water sources to maintain its potability.

Office or Division:	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 REQUIREMENTS		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 Admin Aide III Johnny Peralta Admin Aide 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 Sanitation Inspector-I



3. signing of name at the chlorine dispensing logbook	Logbook was given	None	3 minutes	Jocelyn Angela Alcaraz Sanitation Inspector-I
4. Get free chlorine granules	Free chlorine was given	None	1 minute	Jocelyn Angela Alcaraz Sanitation Inspector-I
TOTAL			10 minutes	