



Internal/External

8. SERVICENAME: INFORMATION AND SERVICES ON FAMILY PLANNING

Description of the Service: The City Health Office provides comprehensive family planning services both Natural and Artificial method.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Women at Reproductive Age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FP Client record		Barangay Health Station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the information desk and get your number.	Give the logbook and Admitting Form to client	None	1 Minute	Wilson Alamo Admin Aide III or Johnny Peralta Admin Aide I Guard on Duty
2. Go to the admission area for assessment and recording of vital signs.	Vital Sign Recorded and Assessed to Admitting Form	None	5 Minutes	Janica P. Catipay Administrative Aide I
3. Go to the records section and get family record.	Look for the Records	None	2 minutes	Janica P. Catipay Administrative Aide I



4. Proceed to Family Planning Room for information, Counselling and Service on chosen FP method	Interview patient, filled up FP F1, and give the FP commodities patient choose.	None	10 Minutes	Vanessa E. Cabalonga Nurse I
TOTAL			18 Minutes	