



Internal/External

9. SERVICENAME: WOMEN'S HEALTH SERVICES (SOCIAL HYGIENE CLINIC)

Description of the Service: The social hygiene clinic performs examination for reproductive tract infection such as Gram staining

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	GOVERNMENT TO BUSINESS			
Who may avail:	Women working at the nightclubs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Laboratory Request		City Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration	Record of data	None	2 minutes	Janica P. Catipay Administrative Aide I
2. Assessment of requirements and order of payment	Assessment and verification were done and order of payment was given	Gram staining- P100 Hepa B - P250 Syphilis - P250	5 minutes	Janica P. Catipay Administrative Aide I
3. Pay the required fee at the City Treasurer's Office	Official receipt given by the City Treasurers	None		Josephine Cadeleña CTO Rep



or its representative	Office or its representative			
4. Collection of specimens	Collect specimen and examine	None	2-3 hours	Reymark Fortin Medtech I or April Jenneth B. Chu Medtech II
5. Release of results	Releasing of result	None	3 minutes	Reymark Fortin Medtech I or April Jenneth B. Chu Medtech II
TOTAL			2-3 Hours and 10 minutes	