



Internal/External

16. 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 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 form the City Health Midwife		City Health Office – II/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	CHO staff on duty at Admission area
2. Go to the sanitation Inspector for further instruction and verification	Call the nurse for validation the check the master list of water source	None	5 minutes	MARISSA BALISI, RN Sanitary Inspector
3. Signing of name at the chlorine dispensing logbook	Logbook was given	None	3 minutes	MARISSA BALISI, RN Sanitary Inspector



4. Get free chlorine granules	Free chlorine was given	None	1 minutes	MARISSA BALISI, RN Sanitary Inspector
TOTAL:			10 minutes	