



Internal/External

18. SERVICENAME: WOMEN’S HEALTH SERVICES (SOCIAL HYGIENE)

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

Office or Division:	City Health Office II			
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	CHO staff on duty at Admission area
2. Assessment of requirements and order of payment	Assessment and verification were done and order of payment was given	Gram Staining- P100 Hepa B- P200 Syphilis – P250	5 minutes	CHO staff on duty at Admission area



3. Pay the required fee at the City Treasure's Office or its representative	Official receipt given by the City Treasures office or its representative	None	3 minutes	DANILO DOMINGO CTO Rep
4. Collection of specimens	Collect specimen and examine	None	3 minutes	Jacqueline C. Cureg, RMT Medtech I
5. Release of results	Releasing of result	None	1 minute	Melissa B. Iglesias Lab Aide
TOTAL:			14 minutes	