



Internal/External

2. 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 II			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	Women at Reproductive Age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Planning Commodities, Equipment's IEC materials		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 & get the number to be called.	Give the logbook and Admitting Form to client	None	1 minute	CHO staff on duty at Admission area
2. Go to admission area for vital signs for new issuance of HBMR	Vital Sign Recorded and Assessed to Admitting Form	None	3 minutes	CHO staff on duty at Admission area
3. Go to the records section and get family record.	Look for the Records	None	2 minutes	CHO staff on duty at Admission area
4. Proceed to the Family Planning room for assessment,	Interview patient, filled up FP F1, and give the	None	10 minutes	ROWENA BARASI FP Coordinator



counselling and service of chosen FP method	FP commodities patients choose.			
TOTAL:			16 minutes	