



CITY HEALTH OFFICE (CHO)

CHO Building, Rizal Street, Tayhi, Tabaco City

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SERVICE	STEPS	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
<p>COMPREHENSIVE MATERNAL AND CHILD HEALTH CARE AND OTHER BASIC HEALTH SERVICES</p> <p>Location of Service:</p> <ul style="list-style-type: none"> • BHS • Lying In Clinics 	1	Client presents herself to center.	3 minutes	<ul style="list-style-type: none"> • Dr. Ramon Moran • Dr. Lydia Ballarbare • Dr. Joaquin Guillermo • Dr. Liezle Duncan • Dr. Loren Bolilan • PHN Bernadette Rodriguez • PHN Aurora Cabrera • PHN Imelda Buitizon • PHN Don Barra • PHN Babette Burce <p>RHM:</p> <ul style="list-style-type: none"> • Marietta Beato 	Free except for deliveries with no PhilHealth (2,500.00)	G2C	Simple
	2	Health worker prepares health records/ Records retrieval					
	3	Health worker conducts and provides the service	15 minutes for regular pre-natal and post-natal check ups				
	4	Discharge and instruct client	1 to 2 days for deliveries				



					<ul style="list-style-type: none"> • Rizalina Barrameda • Norma Capuz • Helen Barcia • Emilena Millena • Cynthia Leonor • Francia Bragais • Lordelyne Tollosa <p>Med Techs:</p> <ul style="list-style-type: none"> • Rowena Berango • Ely Joy Hilario 			
ISSUANCE OF DEATH CERTIFICATE	1	Presents Notification of Death to the Sanitation Section	2 minutes	1. Notification/ certification of death from midwife or barangay official (if the deceased died at his/her residence) 2. When dead on arrival at the hospital, the informant should secure with the certification signed by the attending	<ul style="list-style-type: none"> • Victor C. Bertiz SI-II or • Sanitary Inspector on duty 	None	G2C	Simple
	2	Preparation of death Certificate and affiant of signatures	5 minutes		<ul style="list-style-type: none"> • Personnel at Control Area/ Doctor on duty 			
	3	Proceed to doctor for evaluation of cause of death and signature	3 minutes		c/o Funeral Parlor			
	4	Submit for Embalming: affiant signature of embalmer who conducted embalming						
	5	Proceed to doctor for review and affiant of	2 minutes		<ul style="list-style-type: none"> • Personnel at Control Area/ 			



		Doctor's signature		physician of that hospital	Doctor on duty			
	6	Submit one (1) copy of death certificate at Sanitation Section for CHU's file copy	1 minute		<ul style="list-style-type: none"> • Victor C. Bertiz SI-II or • Sanitary Inspector on duty 			
	7	Proceed to Local Civil Registrar Office for registry numbering and filing			c/o Registry Personnel (Local Civil Registrar Office)			
ISSUANCE OF BURIAL PERMIT	1	Client presents Death Certificate to the Sanitation Section	1 minute	<ol style="list-style-type: none"> 1. Death Certificate 2. Payment Receipt from Treasury Office 3. Transfer of Cadaver (if for transfer out or in) 	<ul style="list-style-type: none"> • Victor C. Bertiz SI-II or • Sanitary Inspector on duty 	None	G2C	Simple
	2	Filling in of Burial Permit Note: Informant should have knowledge where (place of cemetery) and day of the interment prior to the issuance of burial permit	2 minutes					
	3	Client pays for the Burial Permit at the Treasury Office then presents the Burial Permit to City Cemetery officer			c/o Collection Officer			
	4	Client proceeds to Sanitation Section for the entry of receipt	3 minutes		<ul style="list-style-type: none"> • Victor C. Bertiz SI-II or • Sanitary 			



		number and place of cemetery			Inspector on duty			
TRANSFER OF CADAVER PERMIT	1	Present and submit one (1) copy of Death Certificate to Sanitation Section for filling	1 minute	1. Death Certificate 2. Official Receipt of Transfer Permit	<ul style="list-style-type: none"> • Victor C. Bertiz SI-II or • Sanitary Inspector on duty 	None	G2C	Simple
	2	Transfer Permit form preparation	2 minutes					
	3	Proceeds to Treasury Office for payment			c/o Collection Officer/ Treasury Office			
	4	Return to Sanitation Section for the entry Official Receipt No. on the Death Certificate	1 minute		<ul style="list-style-type: none"> • Victor C. Bertiz SI-II or • Sanitary Inspector on duty 			
ISSUANCE OF SANITARY PERMIT	1	Presents Application Form Sanitation Section for Evaluation and Approval	3 minutes	During the BOSS 1. Business Application Form approved by Barangay (Brgy. Clearance), CPDO, Engineering Office 2. Inspection of Site (for New Food Establishments) After the BOSS 1. Business	<ul style="list-style-type: none"> • Victor C. Bertiz SI-II or • Sanitary Inspector on duty 	None	G2C	Simple
	2	Proceed to Treasury Office for payment			c/o Collection Officer			
	3	Presents the Application form and O.R for verification, recording and encoding of the Sanitary Permit	5 minutes		<ul style="list-style-type: none"> • Victor C. Bertiz SI-II or • Sanitary Inspector on duty/ Assisted by Ma. Teresa Burce - JO 			



				Application Form approved by the Barangay (Brgy. Clearance), CPDO, Engineering Office 2. Inspection of Site (for New Food Establishments) 3. Official Receipt of Payment of the Mayor's Permit 4. 2x2 I.D picture				
OCULAR INSPECTION	1	Present request letter, initial inspection report and the minutes to the Sanitation Section for verification	5 minutes	1. Request/ Endorsement letter from the Barangay Captain 2. Photocopy of Inspection Report conducted in the barangay level and the minutes of the confrontation/ settlement initiated by the Brgy. Council	<ul style="list-style-type: none"> • Victor C. Bertiz SI-II or the • Sanitary Inspector/ coordinator assigned in a respective area 	None	G2C	Complex
	2	Conduct ocular inspection	Within 3 days to 1 week					
	3	Delivery of the written inspection report to Brgy. Captain, respondent, complainant and to other concerned offices.	Within 2 weeks					
	1	Client presents	3 minutes	1. Receipt of	• Victor C. Bertiz	None	G2C	Simple



CERTIFICATE GREEN: Non-food Handler YELLOW: Food Handler		application to Sanitation Section for review of Medical requirement		payment from the local treasury	SI-II or • Sanitary Inspector on duty			
	2	Proceed to Treasury Office for payment		2. Community Tax Certificate (cedula)	c/o Collection Officer			
	3	Presents the Official Receipt to the Sanitation Section for recording	1 minute	3. 1 copy of 1x1 I.D picture (colored, latest, formal pose, proper attire, not cut-out and computer paper copied)	• Victor C. Bertiz SI-II or • Sanitary Inspector on duty			
	4	Proceeds to the doctor on duty for evaluation/ signature	3 minutes	For Food Establishment 1. Rectal Swab Result from Regional Laboratory, Hepa-A screening and Stool Examination 2. Sputum Examination/ X-Ray Result 3. Other diagnostic tests as determined by examining physician	• Personnel at Control Area/ Doctor's on duty			