

RURAL HEALTH UNIT (RHU)



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A. REGISTRATION/ADMISSION, ASSESSMENT AND TREATMENT OF CLIENTS

Service Information

This service caters to the primary health needs of our constituents. It includes consultation, diagnosis and giving of appropriate medical services.

Medical services such as minor surgeries as well as dental services are available at the Rural Health Unit (RHU) to any person or individual who needs assistance.

Office or Division	RURAL HEALTH UNIT/BARANGAY HEALTH STATION			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		-		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the nearest Rural Health Unit or Barangay Health Station and approach on-duty RHU/BHS Staff.	<p>Admit client for Outpatient (OPD) Check-up.</p> <p>Prepare patient record for new clients.</p> <p><i>*Retrieve patient record for old clients.</i></p> <p>Assess client's vital health data (<i>BP, Temperature, Pulse and Respiratory Rate</i>).</p> <p>Refer to on-duty Nurse/Midwife.</p>	None	10 minutes	<p>Mrs. Nancy N. Rodrigo Job Order</p> <p>On-duty Rural Health Unit Midwife</p> <p>Mrs. Charissa M. Damos, RN Public Health Nurse (PHN) – RHU I</p> <p>Mrs. Flora C. Cuyos, RN Public Health Nurse (PHN) – RHU II</p> <p>Mrs. Queenie Marie Berioso, RN Public Health Nurse (PHN) – RHU III</p>
2. Approach on-duty Nurse/Midwife.	<p>Perform physical examination on client.</p> <p>Record client's chief complaint and clinical history.</p> <p>Manage program-based cases (<i>Provide first-aid treatment to emergency cases</i>).</p> <p>Refer to on-duty Rural Health Physician for further medical management (<i>Provide two-way referral slip for client referrals coming from Barangay Health Stations</i>).</p>	None	10 minutes	<p>On-duty Rural Health Unit Midwife</p> <p>Mrs. Charissa M. Damos, RN Public Health Nurse (PHN) – RHU I</p> <p>Mrs. Flora C. Cuyos, RN Public Health Nurse (PHN) – RHU II</p> <p>Mrs. Queenie Marie Berioso, RN Public Health Nurse (PHN) – RHU III</p>
3. Approach on-duty Municipal Health Officer/ Rural Health Physician.	<p>Review client medical record.</p> <p>Provide medical advice and</p>	None	15 minutes	<p>Dr. Merle M. Visda Municipal Health Officer</p> <p>Dr. Nicomedes Jabel Rural Health Physician/Medical</p>



	treatment appropriate for client needs. <i>*Physician may refer to other medical institution for further medical management.</i>			Consultant
TOTAL:		-	35 minutes	



A.1. DISPENSING OF MEDICATIONS

Service Information

This service caters to the primary health needs of our constituents. It includes provision of medication appropriate to the clients' medical needs.

Office or Division	RURAL HEALTH UNIT/BARANGAY HEALTH STATION			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Physician's prescription		Rural Health Unit/Barangay Health Station or other Medical Institution		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the nearest Rural Health Unit or Barangay Health Station and approach on-duty RHU/BHS Staff.	<p>Review presented Physician's Prescription.</p> <p>Refer to on-duty Nurse/Midwife (<i>for Barangay Health Stations</i>).</p> <p>Provide health education regarding medication precautions, preparations and follow-up instructions.</p> <p>Dispense medications according to physician's prescription.</p>	None	10 minutes	<p>Mrs. Nancy N. Rodrigo Job Order</p> <p>On-duty Barangay Health Worker (<i>for Barangay Health Stations</i>)</p> <p>On-duty Rural Health Unit Midwife</p> <p>Mrs. Charissa M. Damos, RN Public Health Nurse (PHN) – RHU I</p> <p>Mrs. Flora C. Cuyos, RN Public Health Nurse (PHN) – RHU II</p> <p>Mrs. Queenie Marie Berioso, RN Public Health Nurse (PHN) – RHU III</p>
TOTAL:		-	10 Minutes	



A.2. DENTAL HEALTH SERVICES

Service Information

The health of the teeth, the mouth, and the surrounding craniofacial (skull and face) structures is central to a person's overall health and well-being.

The Rural Health Unit of Daanbantayan aims to prevent and control of oral and craniofacial diseases, conditions, and injuries, and improve access to preventive services and dental care.

Office or Division	RURAL HEALTH UNIT			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
COVID-19 Vaccination Card		Any vaccination site where client obtained their COVID-19 vaccination.		
Mineral Water & Face Towel <i>(for clients visiting for dental cleaning/tooth extraction)</i>		-		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Rural Health Unit and approach RHU Dental Aide.	Assess client's vital health data (BP, Temperature, etc.). Prepare dental record for new clients. Retrieve and review dental health record <i>(for old clients)</i> . Refer to Rural Dentist	None	5 minutes	Mrs. Geraldine Casinillo Job Order On-duty Rural Health Unit Midwife
2. Approach RHU Dentist.	Review client dental health record. Provide treatment appropriate for client needs.	None	30 minutes	Dr. Alejandrina Ygot Rural Dentist – RHU I
TOTAL:		-	35 minutes	



B. SPUTUM EXAMINATION

Service Information

One of the leading causes of morbidity and mortality in the Philippines is Pulmonary Tuberculosis (PTB). It has been a disease of all ages, so many NGOs sponsors have helped the country to eliminate PTB but until now PTB is still one of the top disease injuring Filipinos. Our Municipality, with the help of our elected leaders has assisted the Department of Health in this endeavor on TB elimination by appropriating funds for provisions on anti TB drugs to augment the national supply.

This program caters to the so-called TB symptomatic, meaning, patients having a chronic cough of more than two (2) weeks or coughing out blood, afternoon low grade fever, body weakness, and sudden loss of weight for the last six (6) months.

Office or Division	RURAL HEALTH UNIT/BARANGAY HEALTH STATION			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen			
Who may avail	PTB Suspects			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished NTP Referral Form (for all clients especially those for DSSM/Follow-up TB clients)		Rural Health Unit/Barangay Health Station		
Chest X-Ray with indication of possible PTB (for GeneXpert clients below 60 years old)		Any licensed diagnostic laboratory		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the nearest Rural Health Unit or Barangay Health Station and approach on-duty RHU/BHS Staff.	Admit client for Outpatient (OPD) Check-up. Prepare family record for new clients. <i>*Retrieve family record for old clients.</i> Assess client's vital health data (BP, Temperature, etc.). Refer to on-duty Nurse/Midwife.	None	10 minutes	Mrs. Nancy N. Rodrigo Job Order On-duty Barangay Health Worker (for Barangay Health Stations) On-duty Rural Health Unit Midwife
2. Approach on-duty Nurse/Midwife.	Assess and record pertinent client data. Accomplish NTP referral form and prepare sputum cups for TB suspect (<i>Prepare two sputum cups for DSSM procedure; one sputum cup for Genexpert (Xpert MTB/Rif) procedure</i>) Provide instructions on proper preparation and submission of sputum specimen (<i>Instruct client not to fold or crumple NTP referral form; place specimen cups in a separate plastic bag.</i>) Instruct client (or Barangay	None	20 minutes	On-duty Rural Health Unit Midwife Mrs. Charissa M. Damos, RN Public Health Nurse (PHN) – RHU I Mrs. Flora C. Cuyos, RN Public Health Nurse (PHN) – RHU II Mrs. Queenie Marie Berioso, RN Public Health Nurse (PHN) – RHU III



	Health Worker (BHW) or family member for PWD/Senior Citizen clients) to submit sputum specimen together with accomplished NTP referral form to the nearest Rural Health Unit <i>(Instruct Genexpert clients to submit sputum specimen with NTP referral form on any of the following days only: Monday, Wednesday and Friday).</i>			
3. Submit sputum specimen and accomplished NTP referral form to the nearest Rural Health Unit.	Assess status of sputum specimen and review NTP referral form for completeness of client details. Record submission on RHU TB logbook.	None	15 minutes	Ms. Ma. Jonosela A. Rosell Microscopist
4. May go home and wait for RHU/BHS Staff Advice on Sputum Exam Result	Advise client that result which will be sent to the TB-Diagnostic Facility in Bogo City may take 5-7 days to be released and that the result shall be immediately relayed to the patient through the BHW or their provided contact number. <i>*Should a client test positive for TB, they will be called to the RHU for the start of their TB treatment regimen.</i>	None	7 days	Mrs. Charissa M. Diamos, RN Public Health Nurse (PHN) – RHU I Mrs. Flora C. Cuyos, RN Public Health Nurse (PHN) – RHU II Mrs. Queenie Marie Berioso, RN Public Health Nurse (PHN) – RHU III On-duty Rural Health Unit Midwife
	TOTAL:	-	7 days and 45 minutes	



D. FAMILY PLANNING PROGRAM SERVICES

Service Information

In line with the Department of Health FOURmula One Plus strategy and Universal Health Care framework, the Rural Health Unit of the Municipality of Daanbantayan is committed to provide a responsive policy direction and ensure access of Filipinos to medically safe, legal, non-abortifacient, effective, and culturally acceptable modern family planning (FP) methods.

Office or Division	RURAL HEALTH UNIT/BARANGAY HEALTH STATION			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	New Acceptors and Current Users of Family Planning Methods			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE <i>(for New Acceptors)</i>		-		
Family Planning Record <i>(for Current Users)</i>		Rural Health Unit/Barangay Health Station		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Rural Health Unit <i>(clients availing Implanon must visit the RHU) or Barangay Health Station (clients must visit the BHS of the barangays where they reside) and approach on-duty RHU/BHS Staff.</i>	Assess client's vital health data (BP, Temperature, etc.). Refer to on-duty Family Planning Program-trained Nurse/Midwife.	None	15 minutes	On-duty Barangay Health Worker <i>(for Barangay Health Stations)</i> On-duty Rural Health Unit Midwife On-duty Rural Health Unit Midwife
2. Approach on-duty Family Planning Program-trained Nurse/Midwife.	Prepare family planning record for new clients. Retrieve and review family planning record <i>(for old clients)</i> . Provide family planning counselling. Provide client with the family planning method of their choice.	None	20 minutes	All Family Planning Program-trained Rural Health Midwives Mrs. Charissa M. Damos, RN Public Health Nurse (PHN) – RHU I Mrs. Flora C. Cuyos, RN Public Health Nurse (PHN) – RHU II Mrs. Queenie Marie Berioso, RN Public Health Nurse (PHN) – RHU III
TOTAL:		-	35 Minutes	



E. MENTAL HEALTH PROGRAM SERVICES

Service Information

The Rural Health Unit of Daanbantayan aims to promote over-all wellness of all Filipinos, prevent mental, psychosocial, and neurologic disorders, substance abuse and other forms of addiction, and reduce burden of disease by improving access to quality care and recovery in order to attain the highest possible level of health to participate fully in society.

Office or Division	RURAL HEALTH UNIT			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		-		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Family member or any guardian/significant other should accompany client for mental health consultation to the Rural Health Unit and approach on-duty RHU Staff.	Assess client's vital health data (BP, Temperature, etc.). Refer to on-duty Mental Health Program-trained Nurse/Midwife	None	5 minutes	Mrs. Nancy N. Rodrigo Job Order All Mental Health Program-trained Rural Health Midwives
2. Approach on-duty Mental Health Program-trained Nurse/Midwife.	Prepare mental health record for new clients. Retrieve and review mental health record (<i>for old clients</i>). Provide mental health counselling. Mental Health Program-trained RHU Staff may refer client to Mental Health Program-trained Physician for further medical management.	None	20 minutes	All Mental Health Program-trained Rural Health Midwives Mrs. Charissa M. Diamos, RN Public Health Nurse (PHN) – RHU I Mrs. Flora C. Cuyos, RN Public Health Nurse (PHN) – RHU II
3. Approach Mental Health Program-trained RHU Physician.	Review client mental health record. Provide treatment appropriate for client needs. <i>*Physician may refer to psychiatric institution for further medical management.</i>	None	15 minutes (<i>case-to-case basis</i>)	Dr. Merle M. Visda Municipal Health Officer
TOTAL:		-	40 Minutes	



F. IMMUNIZATION SERVICES

Service Information

Immunization saves millions of lives every year and is widely recognized as one of the world's most successful and cost-effective health interventions. Immunization remains to be one of the most effective protection against diseases.

Office or Division	RURAL HEALTH UNIT			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Mother's Book/Record <i>(for pregnant clients)</i>		Rural Health Unit/Barangay Health Station or other medical institution.		
Children's Book/Record <i>(for Routine Immunization)</i>		Rural Health Unit/Barangay Health Station or other medical institution.		
Parent's Consent and Duly Accomplished Immunization Forms <i>(for other vaccination programs such as School-Based Immunizations, Community-Based Immunizations and COVID-19 Vaccinations for Children)</i>		Rural Health Unit/Barangay Health Station or other medical institution.		
Physician's Order <i>(for Anti-Tetanus Immunizations)</i>		Rural Health Unit/Barangay Health Station or other medical institution.		
Vaccination Card <i>(for clients with old vaccination records on COVID-19 vaccination, Flu vaccination, etc.)</i>		Any medical facility/vaccination site where client obtained their vaccinations.		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a. For Routine Immunization (EPI) and Maternal Immunization: Visit the Rural Health Unit and approach on-duty RHU Staff.	Assess and record client's vital health data. Refer to on-duty Nurse/Midwife.	None	5 minutes	All Barangay Health Worker (BHW) on-duty All RHU Nurse/Midwife on-duty
2a. For Routine Immunization (EPI) and Maternal Immunization: Approach on-duty Nurse/Midwife and submit Mother's Book/Record or Children's Book/Record	Review client vaccination record <i>(Mother's Book/Children's Book)</i> . Provide health education based on vaccination service availed. Administer vaccine necessary for client needs.	None	15 minutes	All RHU Nurse/Midwife on-duty
3a. For Routine Immunization (EPI) and Maternal Immunization: Client may go home.	Provide client with appropriate health instructions for follow-up and further discharge.	None	5 minutes	All RHU Nurse/Midwife on-duty.
1b. For other vaccinations (COVID Vaccination, Flu vaccine, Pneumococcal for the Elderly, School-/Community-based Immunization): Visit the Rural Health Unit and approach on-duty RHU Staff.	Assess and record client's vital health data. Refer to on-duty Nurse.	None	5 minutes	All RHU Midwife on-duty.



2b. For other vaccinations (COVID Vaccination, Flu vaccine, Pneumococcal for the Elderly, School-/Community-based Immunization): Visit the Rural Health Unit and approach on-duty RHU Staff.	<p>Review client health record.</p> <p>Provide health education based on vaccination service availed.</p> <p>Administer vaccine necessary for client needs.</p>	None	10 minutes	<p>All RHU Nurse/Midwife on-duty.</p> <p>Dr. Merle M. Visda Municipal Health Officer</p>
3b. For other vaccinations (COVID Vaccination, Flu vaccine, Pneumococcal for the Elderly, School-/Community-based Immunization): Client may go home.	<p>Advise client to stay at monitoring area for 30 minutes.</p> <p>Provide client with appropriate health instructions for follow-up and further discharge.</p>	None	30 minutes	All RHU Nurse/Midwife on-duty.
TOTAL:		-	(1a-1c) 25 minutes / (2a-2c) 45 minutes	



G. LABORATORY AND RADIOSCOPIC SERVICES

Service Information

This service caters to our constituents who would like to avail of the services paying minimum amount for the maintenance and financial assistance of the laboratory in aid of the capitation fund. Laboratory examination such as complete blood count (CBC), urinalysis, fecalysis, and sputum examination are available for free for all constituents.

Office or Division	RURAL HEALTH UNIT			
Classification	Simple			
Type of Transaction	G2C/G2B			
Who may avail	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Physician's Request			Rural Health Unit or other medical institution.	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Rural Health Unit and approach on-duty RHU Staff.	<p>Prepare client health record.</p> <p>Ensure that there is a laboratory request signed by a physician requiring the client to undergo routine laboratory procedures such as Complete Blood Count (CBC), Urinalysis, HB Sag, Blood Typing, Clinical Chemistry, or X-Ray.</p> <p>Refer to Rural Medical Technologist or Radiology Technologist</p>	None	5 minutes	<p>Mrs. Nancy N. Rodrigo Job Order</p> <p>All RHU Nurse/Midwife on-duty</p>
2. Approach RHU Medical Technologist or Radiology Technologist.	<p>Review physician's laboratory request.</p> <p>Provide instructions prior to laboratory or radioscopic procedure.</p> <p>Conduct laboratory or radioscopic test to client as per physician's request.</p> <p>Submit laboratory or radioscopic findings to physician for interpretation.</p>	None	1 hour	<p>Mrs. Ma. Elizabeth R. Ngojo, RMT Medical Technologist I</p> <p>Mrs. Karen T. Garciano, RRT Radiology Technologist I</p>
3. Wait for laboratory/radioscopic result.	<p>Physician reviews laboratory/radioscopic findings (<i>partner Radiologist (Dr. Romel Caminade) reviews radioscopic findings</i>).</p> <p>Forward interpretation to Medical Technologist/Radiology Technologist.</p>	None	15 minutes	Dr. Merle M. Visda Municipal Health Officer



4. Receive laboratory/radioscopic result.	Provide client physician findings of their laboratory/radioscopic test	None	5 minutes	Mrs. Ma. Elizabeth R. Ngojo, RMT Medical Technologist I Mrs. Karen T. Garciano, RRT Radiology Technologist I
TOTAL:		-	1 hour and 25 minutes	



H. ISSUANCE OF MUNICIPAL HEALTH CARD/MEDICAL CERTIFICATE/MEDICO-LEGAL CERTIFICATE/DEATH CERTIFICATE

Service Information

Medical certifications show that you're qualified to perform the specified duties required for a particular position. It can also be important because it can be a way for you to enter the healthcare industry if you're still a student or you're looking to transfer from another industry.

Office or Division	RURAL HEALTH UNIT
Classification	Simple
Type of Transaction	G2C/G2B
Who may avail	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>For Municipal Health Card:</i></p> <p>a. Food Handlers</p> <ul style="list-style-type: none"> - Chest X-Ray - Drug Test - Laboratory Results for the following tests: <ul style="list-style-type: none"> - Complete Blood Count (CBC) - Urinalysis - Stool Exam - Official Receipt for Medical Certificate issued by the Office of the Municipal Treasurer <p>b. Non-Food Handlers</p> <ul style="list-style-type: none"> - Chest X-Ray - Drug Test - Laboratory Results for the following tests: <ul style="list-style-type: none"> - Complete Blood Count (CBC) - Urinalysis - Official Receipt for Medical Certificate issued by the Office of the Municipal Treasurer 	<ul style="list-style-type: none"> - Any licensed diagnostic laboratory - Office of the Municipal Treasurer - Any licensed diagnostic laboratory - Office of the Municipal Treasurer
<p><i>For Medical Certificate:</i></p> <ul style="list-style-type: none"> - Those with medical record in the RHU or BHS: <ul style="list-style-type: none"> - Client's health record only. - Those without medical record in the RHU/BHS: <ul style="list-style-type: none"> - Official Receipt for Medical Certificate issued by the Office of the Municipal Treasurer - For travel purposes: <ul style="list-style-type: none"> - Barangay Certification - For school purposes: <ul style="list-style-type: none"> - Chest X-Ray - Drug Test 	<ul style="list-style-type: none"> - Rural Health Unit/Barangay Health Station - Office of the Municipal Treasurer - Barangay Hall - Any licensed diagnostic laboratory
<p><i>For Medico-Legal Certificate:</i></p> <ul style="list-style-type: none"> - No requirements 	-
<p><i>For Death Certificate:</i></p> <ul style="list-style-type: none"> - Official Receipt for Burial Permit issued by the Office of the Municipal Treasurer 	- Office of the Municipal Treasurer



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Office of the Municipal Treasurer and pay certificate fee (burial permit fee for death certificate).	Acknowledge payment and issue Official Receipt to client	<i>For Students:</i> Php 80.00 <i>For Medical Certificates:</i> Php 105.00 <i>For Medico-Legal:</i> Php 130.00 <i>For Burial Permit:</i> Php 100.00	5 minutes	Any MTO staff
2. Visit the Rural Health Unit and approach on-duty RHU Staff and submit Official Receipt issued by the Office of the Municipal Treasurer for the issuance of Medical/Medico-Legal/Death Certificate	Record pertinent data. Review submitted requirements. Have certificate signed by the Municipal Health Officer. Issue requested certificate.	None	15 minutes	Mrs. Angeles P. Rosell Job Order Ms. Juliet D. Dignos Job Order On-duty RHU Nurse/Midwife Dr. Merle M. Visda Municipal Health Officer
TOTAL:		<i>For Students:</i> Php 80.00 <i>For Medical Certificates:</i> Php 105.00 <i>For Medico-Legal:</i> Php 130.00 <i>For Burial Permit:</i> Php 100.00	20 minutes	



I. ISSUANCE OF SANITARY PERMITS

Service Information

In accordance to the implementing rules and regulations of Chapter III Food Establishment of the Code of Sanitation of the Philippines (P.D. 856) No person shall be allowed to engaged in any food related establishment without securing sanitary permit and all other individuals involved in food preparation and handling are required to secure health certificate.

In line with this, the Rural Health Unit of Daanbantayan aims to provide an easier way of issuing sanitary permits to business establishments in the Municipality all the while strictly adhering to existing laws that preserve environmental health.

Office or Division	RURAL HEALTH UNIT			
Classification	Simple			
Type of Transaction	G2B/G2G			
Who may avail	Business Owners/Establishments wanting to secure a sanitary permit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>For Water Refilling Stations:</i> <ul style="list-style-type: none"> - DOH Operational Permit - Water Sampling Result (Physical and Bacteriological) - Municipal Health Cards of the Staff - Official Receipt for Sanitary Permit - Barangay Clearance 		<ul style="list-style-type: none"> - DOH-Central Visayas Center for Health Development - DOH-Central Visayas Center for Health Development - Rural Health Unit - Office of the Municipal Treasurer - Barangay hall where the business establishment is located 		
<i>For Food Establishments:</i> <ul style="list-style-type: none"> - Inspection Report from Rural Sanitary Inspector - Municipal Health Cards of the Food Handlers - Official Receipt for Sanitary Permit - Barangay Clearance 		<ul style="list-style-type: none"> - Rural Health Unit - Rural Health Unit - Office of the Municipal Treasurer - Barangay hall where the business establishment is located 		
<i>For Industrial Establishments:</i> <ul style="list-style-type: none"> - Certificate of Non-Coverage/Environmental Compliance Certificate - Zoning Clearance - Inspection Report from Rural Sanitary Inspector - Official Receipt for Sanitary Permit - Barangay Clearance 		<ul style="list-style-type: none"> - DENR Region VII - DENR Region VII - DENR Region VII - Rural Health Unit - Office of the Municipal Treasurer - Barangay hall where the business establishment is located 		
<i>For Business Establishments:</i> <ul style="list-style-type: none"> - Duly accomplished forms provided by the Mayor's Office - Official Receipt for Sanitary Permit - Barangay Clearance 		<ul style="list-style-type: none"> - Office of the Municipal Mayor - Office of the Municipal Treasurer - Barangay hall where the business establishment is located 		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a. Visit the Rural Health Unit and approach on-duty Rural Sanitary Inspector.	Record pertinent data.	None	15 minutes	Mrs. Nancy A. Rich (LGU-Hired) Rural Sanitary Inspector
1b. Submit all required documents to on-duty Rural Sanitary	Assess all submitted documents for			Mr. Bryan P. Bote (Province-Hired) Rural Sanitary Inspector Dr. Merle M. Visda



Inspector.	completeness. <i>*Should the submitted documents be deemed complete, sanitary permit can now be paid at the Office of the Municipal Treasurer.</i>			Municipal Health Officer
2. Visit the Office of the Municipal Treasurer and pay Sanitary Permit fee.	Acknowledge payment and issue Official Receipt to client.	<i>For Sanitary Permit: Php 150.00 For Medical Certificate: Php 105.00</i>	10 minutes	Any MTO Staff
3. Wait for Sanitary Permit issuance.	Have permit signed by the Rural Sanitary Inspector and the Municipal Health Officer. Issue requested certificate.	None	10 minutes	Mrs. Nancy A. Rich (LGU-Hired) Rural Sanitary Inspector Mr. Bryan P. Bote (Province-Hired) Rural Sanitary Inspector Dr. Merle M. Visda Municipal Health Officer
TOTAL:		Php 205.00	35 minutes	