



Municipal Health Office

External Services



1. Issuance of Sanitary Permit for Sari-sari Store

Sanitary permit is a standard requirement in compliance to Health regulations.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Food handlers, piggeries, poultries, water refilling stations and other business establishments found in the Santol.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Laboratory results		Municipal Health Office Laboratory		
One (1) Environmental Clearance Certificate (ECC)		Department of Environment and Natural Resources (DENR)		
One (1) Original Operational Permit		Department of Health (DOH)-Region I (Water Refilling Stations)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Assesses and evaluates the submitted requirements	None	1 minute	<i>Rural Sanitary Inspector</i> Municipal Health Office
2. Provide information on the questions being asked	2. Interviews patient for personal information.	None	2 minutes	<i>Rural Sanitary Inspector</i> Municipal Health Office
3. Pay corresponding fees and receives Official Receipt (OR)	3. Assesses fees and issues Official Receipt (OR).	1. Warehouses and service stations- P150.00 2. Piggeries or poultries- P300.00 3. Amusement places- P150.00 4. Importers, exporters & wholesalers- P300.00 5. Public eating places, beauty parlors-	2 minutes	<i>Cashier</i> Municipal Treasury Office



		P112.50 6. Houses for rent, boarding houses, retailers- P112.50		
4. Submit Official Receipt (OR)	4.1. Prepares Sanitary Permit and signs recommendatory approval	None	2 minutes	<i>Rural Sanitary Inspector</i> Municipal Health Office
None	4.2. Approves and signs Sanitary Permit	None	10 seconds	<i>Municipal Health Officer</i> Municipal Health Office
None	4.3. Records the sanitary permit in the logbook	None	1 minute	<i>Rural Sanitary Inspector</i> Municipal Health Office
None	4.4. Forwards to the Office of the Municipal Mayor for signature	None	3 minutes	<i>Rural Sanitary Inspector</i> Municipal Health Office
5.	5.1. Signs Sanitary Permit	None	3 minutes*	<i>Municipal Mayor</i> Municipal Health Office
None	5.2. Releases Sanitary Permit to the PLS Clerk	none	1 minute	<i>Rural Sanitary Inspector</i> Municipal Health Office
	TOTAL	1,125.00	25 minutes	

* It depends upon the availability of the Municipal Mayor



2. Issuance of Sanitary Permit for Piggeries, Poultryes, Rice Mill and Junk Shops

Sanitary permit is a standard requirement in compliance to Health regulations.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Food handlers, piggeries, poultryes, water refilling stations and other business establishments found in the Santol.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Laboratory results		Municipal Health Office Laboratory		
One (1) Environmental Clearance Certificate (ECC)		Department of Environment and Natural Resources (DENR)		
One (1) Original Operational Permit		Department of Health (DOH)-Region I (Water Refilling Stations)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit laboratory results to the Sanitary Inspector together with the requirements.	1.1. Reviews all requirements if it is complete	None	3 minutes	<i>Rural Sanitary Inspector</i> Municipal Health Office
	1.2. Conduct a Sanitation Inspection	None	1 day	<i>Rural Sanitary Inspector</i> Municipal Health Office
2. Pay corresponding fees	2.1. Assesses fees and issues Official Receipt (OR).	1. Warehouses and service stations- P150.00 2. Piggeries or poultryes- P300.00 3. Amusement places- P150.00 4. Importers, exporters & wholesalers- P300.00 5. Public eating places, beauty parlors-	1 minute	<i>Cashier</i> Municipal Treasury Office



		P112.50 6. Houses for rent, boarding houses, retailers- P112.50		
None	2.2. Prepares Sanitary Permit	None	2 minutes	<i>Rural Sanitary Inspector Municipal Health Office</i>
3. Receive the Sanitary Permit	3. Releases Sanitary Permit.	None	1 minute	<i>Municipal Health Officer Municipal Health Office</i>
	TOTAL	1,125.00	1 day 7 minutes	



3. Issuance of Pre-Marriage Certificate

It is a requirement in compliance with Presidential Decree 965.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Clients applying for marriage license in Santol, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Information Sheet	1. Prepares Pre-Marriage Certificate	None	3 minutes	Population Program Worker Municipal Population Officer Designate Municipal Health Office
2. Attend to Responsible Parenthood Orientation and Family Planning Counseling	2. Conducts Responsible Parenthood Orientation and Family Planning Counseling to the client.	None	1 hour	Population Program Worker Municipal Population Officer Designate Municipal Health Office
3. Receive the pre – marriage certificate	3. Releases pre-marriage certificate	None	3 minutes	Population Program Worker Municipal Population Officer Designate Municipal Health Office
	TOTAL	None	1 hour & 6 minutes	



4. Iron Supplementation to Pregnant and Lactating Mothers

It is a service given free to reduce the incidence of anemia among pregnant and lactating mothers.

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		Pregnant and Lactating mothers in Santol.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Home Based Mother's Record		Barangay Health Stations/Santol Lying-in Clinic Diagnostic Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Home Based Mother's Record (HBMR)	Reviews Home Based Mother's Record (HBMR)	None	3 minutes	Midwife Municipal Health Office
Receive the vitamins given	Gives and instructs the mother for the dosage of the vitamins given	None	5 minutes	Midwife Municipal Health Office
TOTAL		None	8 minutes	



5. Giving of Multivitamins to Underweight Children

It is a service given free to reduce the incidence of anemia among pre-school children in Santol.

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		Children ages 0 to 5 years old		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Growth Monitoring Chart		Barangay Health Stations		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit your child to the Barangay Health Station for weighing and present the Growth Monitoring Chart (GMC)	1.1. Weighs the child and records the weight at the Growth Monitoring Chart (GMC)	None	3 minutes	<i>Midwife assigned at the Barangay Health Station Municipal Health Office</i>
None	1.2. Advises the parent if the child is underweight and instructs to go to the Municipal Nutrition Officer (MNAO) for validation	None	5 minutes	<i>Midwife assigned at the Barangay Health Station Municipal Health Office</i>
2. Go to the Office of the Municipal Nutrition Officer	2.1. Validates nutritional status of the child	None	5 minutes	<i>Midwife assigned at the Barangay Health Station Municipal Health Office</i>
None	2.2. Refers to the Municipal Health Officer if child is found underweight for consultation and recommendation	None	2 minutes	<i>Midwife assigned at the Barangay Health Station Municipal Health Office</i>



3. Present Growth Monitoring Chart (GMC)	3. Reviews the Growth Monitoring Chart (GMC)	None	3 minutes	<i>Midwife assigned at the Barangay Health Station Municipal Health Office</i>
4. Receive the vitamins given	4. Gives and instructs the parent of the child on the dosage of the vitamins given	None	5 minutes	<i>Midwife assigned at the Barangay Health Station Municipal Health Office</i>
	TOTAL	None	23 minutes	