

OFFICE OF THE CITY HEALTH OFFICER

External Services



1. ISSUANCE OF HEALTH CERTIFICATE/ID

The Health Certificate/ID is issued to individuals applying for employment to either food/non-food establishments to ensure safety of the population availing their services.

Office or Division:	Office of the City Hea	Ith Officer			
Classification:	Simple				
Type of Transaction:	G2C- Government to	Citizen, G2B-	en, G2B- Government to Business Entity		
Who may avail:	General Public (Apply	ving for Emplo			
CHECKLIST OF R	EQUIREMENTS		WHERE TO S	ECURE	
1. Community Tax Certi	ficate (Cedula)	Barangay Ha	all or City Treasure	er's Office	
- 1 original copy					
2. 1x1 Picture - 2 pcs., s			ed by the client		
3. Chest X Ray Result -	 1 original copy and 	Department	of Health Accredit	ed Laboratory Clinic	
1 photocopy					
4. Urinalysis Laboratory	•	Department	of Health Accredit	ed Laboratory Clinic	
copy and 1 photocop	-				
5. Fecalysis Laboratory	•	Department	of Health Accredit	ed Laboratory Clinic	
copy and 1 photocop	-				
Additional requirement fo Workers:	r Food Establishment				
1. Hepatitis B Scree	ning Result - 1	Department	of Health Accredit	ed Laboratory Clinic	
original copy and	•	Department of Health Accredited Laboratory Clinic			
Additional requirement for					
Establishment Workers:					
1. HIV Counseling C	Certificate - 1 original	Home of Bar	nboo, Pandavan,	City of Meycauayan,	
сору	5	Bulacan			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit complete	1.1 Review	None	2 minutes	Wilson C. Rodriguez	
requirements.	documents, record			Sanitation Inspector	
	in the logbook and				
	issue order of			Reyson L. Pila	
	payment			Sanitation Inspector	
				Jahasa Mas C	
				Jehssa-Mae S.	
				Cadurna Ma. Elizabeth E.	
				Bautista	
				Sanitation Inspector	
				Office of the City	
				Health Officer	



	3.	Return to City Health Office, 5 th Floor and present Official Receipt Receive Health Certificate/ID	3.1 Prepare Health Certificate/ID4.1 Release Health Certificate/ID	None	5 minutes 1 minute	Rose M. Nito Ticket Checker Office of the City <u>Treasurer</u> Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector Jehssa-Mae S. Cadurna Ma. Elizabeth E. Bautista Sanitation Inspector Office of the City
TOTAL P 150.00 22 minutes			τοται	D 150.00	22 minutes	Health Officer

2. ISSUANCE OF SANITARY PERMIT (BUSINESS ESTABLISHMENT)

The Sanitary Permit is issued to Business Establishment applying for New and Renewal of Business to ensure safety of their employees and population availing their services.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to	Citizen, G2B- G	overnment to Bus	iness Entity
Who may avail:	General Public (Appli	cants for New ar	nd Renewal of Bu	siness)
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Application Form		City Business I	Permit and Licens	ing Office
2. Sanitary Permit Fee	Sanitary Permit Fee Official Receipt		s Office	
CLIENT STEPS	AGENCY	FEES TO BE		PERSON
	ACTIONS	PAID	TIME	RESPONSIBLE
1. Submit complete	1.1 Review	None	10 minutes	Wilson C. Rodriguez
requirements.	irements. submitted			Sanitation Inspector
	documents, record			Reyson L. Pila
	to logbook and			Sanitation Inspector
	inform the client of			



		the schedule of inspection			Office of the City Health Officer
2.	Assist in the inspection on the scheduled date	2.1 Conduct inspection and inform the client on the release date of sanitary permit	None	4 hours	Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector Jehssa-Mae S.
3.	Receive Sanitary Permit on the scheduled date	3.1 Release Sanitary Permit	None	1 minute	Cadurna Ma. Elizabeth E. Bautista Sanitation Inspector Office of the City Health Officer
		TOTAL	P 500.00	4 hours & 11 minutes	

3. ISSUANCE OF EXHUMATION PERMIT // TRANSFER PERMIT (DEAD PERSON) / BURIAL PERMIT (DEAD PERSON) / CREMATION PERMIT (DEAD PERSON)

The Exhumation Permit is issued to the Immediate Family Member of the deceased.

Office or Division:	Office of the City Hea	Office of the City Health Officer			
Classification:	Simple				
Type of Transaction:	G2C- Government to	G2C- Government to Citizen,			
Who may avail:	Immediate Family Me	mber/ Relative	es of the Decease	d	
CHECKLIST OF RI	REQUIREMENTS WHERE TO SECURE			ECURE	
1. Death Certificate of the	e Deceased	City Civil Reg	gistrar's Office		
(1 Original and 1 Photo	осору)				
2. Valid government issue	ed ID of the				
requestee – 1 photocopy		Social Security System			
SSS UMID Card			Service Insurance	5	
GSIS UMID Card			Regulatory Com	nission	
PRC License		•	ortation Office		
Driver's License	City Social Welfare and Development Office		•		
PWD ID		City Social Welfare and Development Office		opment Office	
Senior Citizen ID					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	



		· · · · · ·		
 Submit complete requirements. 	1.1 Review documents, record and issue order of payment	None	2 minutes	Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector Office of the City Health Officer
 Proceed to the Cashier Window at the City Treasurer's Office, 1st Floor and present the order of payment 	2.1 Issue Official Receipt.	P 50.00 (Exhumatio n / Burial Permit) P 100.00 (Transfer Pemit) P 500.00 (Cremation Permit)	14 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Asst. V Rose M. Nito Ticket Checker Office of the City Treasurer
 Return to the City Health Office, 5th Floor and present the Official Receipt 	3.1 Prepare Exhumation Permit.	None	5 minutes	Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector
4. Receive Exhumation Permit	4.1 Release Exhumation Permit	None	1 minute	Jehssa-Mae S. Cadurna Ma. Elizabeth E. Bautista Sanitation Inspector Office of the City Health Officer
	TOTAL:	P 50.00	22 minutes	



4. ISSUANCE OF PRE-MARRIAGE COUNSELLING CERTIFICATE (PMC) FOR FAMILY PLANNING

The Pre-Marriage Counselling Certificate (PMC) for Family Planning is issued to couple who are planning to get married, to orient them on the basic knowledge regarding Family Planning and Birth Spacing.

Of	fice or Division:	Office of the City Health Officer				
Cla	assification:	Simple				
Ту	pe of Transaction:	G2C- Government to Citizen				
W	no may avail:	General Public (Marri	age License A	pplicant)		
	CHECKLIST OF RI	EQUIREMENTS		WHERE TO S	ECURE	
	Marriage License A ginal copy for reference	pplication Form - 1 e only	City Civil Reg	gistrar's Office		
	te: Couples should per y Health Office	rsonally appear in the				
	CLIENT STEPS	AGENCY ACTIONS			PERSON RESPONSIBLE	
1.	Submit requirements and fill out personal data in the logbook.	1.1 Review submitted documents	None	2 minutes	Christian Edmar L.	
2.	Attend the seminar conducted every Thursday	2.1 Conduct seminar for Pre- Marriage Counseling	None	45 minutes	Belza Nurse II Office of the City	
		2.2 Prepare PMC Certificate.	None	3 minutes	Health Officer	
3.	Receive PMC Certificate	4.1 Release PMC Certificate	None	1 minute		
		TOTAL:	None	51 minutes		



5. MEDICAL SERVICES

Meycauayan City Health Office provides effective and efficient delivery of health services made accessible to the community.

Office or Division:	Office of the City Healt	th Officer			
Classification:	Simple				
Type of Transaction:	G2C- Government to (Citizen			
Who may avail:					
	REQUIREMENTS		WHERE TO S	ECURE	
Ν	lone		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Proceed to Health Information Desk for triage & record verification on respective City Health Unit of Barangay	1.1 Retrieve old record or create new patient record (Individual Treatment Record)	None	2 minutes	Nurse/Midwife of respective CHUs of barangay Office of the City Health Officer (please see attached	
2. Provide Personal Information at designated Health Information Desk. Signs		None	5 minutes	list)	
3. Secure a number and wait for the number to be called	3.1 Provide number based on first come, first serve basis and accessibility law.	None	1 minute	Nurse/Midwife of respective CHUs of barangay	
4. Undergo Medical Consultation	4.1 Assess and examine the patient based on the ITR and its presenting signs and symptoms	None	30 minutes	Office of the City Health Officer (please see attached <i>list</i>)	
5. Wait for the result of medical examination	5.1 Interpret & explain laboratory results (if necessary) 5.2 Issue medical				
	certificate (if necessary) 5.3 Patient may be requested to undergo laboratory examination,				
6. Follow the Doctor's Order	if necessary. 6.1 Advise patient & prescribe medication TOTAL:	None None	5 minutes 43 minutes		
		NULLE	-5 mmule5		



6. DENTAL SERVICES

Meycauayan City Health Office provides effective and efficient delivery of health services made accessible to the community.

Of	Office or Division: Office of the City Health Officer					
	assification:	Simple				
Ту	pe of Transaction:	G2C- Government to	Citizen			
	ho may avail:	General Public				
	CHECKLIST OF RI	EQUIREMENTS		WHERE TO S	ECURE	
	None	e		None		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Proceed to Health Information Desk for record verification.	1.1 Retrieve old record or create new patient record (Individual Treatment Record)	None	1 minute	Dental Aide Office of the City Health Officer (please see attached list)	
2.	Provide Personal Information at designated Health Information Desk.	2. 1 Obtain & record Patient's Profile, Chief Complaint and Vital Signs	None	5 minutes	Dental Aide Office of the City Health Officer	
3.	Secure a number at Health Information Desk and wait for the number to be called	3.1 Provide number based on first come, first serve basis.	None	1 minute	(please see attached list)	
4.	Undergo Dental Consultation	4.1 Assess and examine the patient.	None	10 minutes		
3.	Undergo Oral Prophylaxis	5.1 Perform Oral Prophylaxis (if necessary)	None	30 minutes	City Health Dentist Office of the City Health Officer	
4.	Undergo Tooth Extraction	6.1 Perform Tooth Extraction (if necessary: Topical/ Local Anes)	None	30 minutes	(please see attached list)	
7.	Follow the Doctor's Order	7.1 Advise patient & prescribe medication	None	5 minutes		
		TOTAL	None	1 hour & 22 minutes		



CITY HEALTH OFFICE (List of Personnel)

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION	PLACE OF ASSIGNMENT
ROQUE	CHRISTIAN	BERNARDO	DOCTOR	СНО
BELZA	CHRISTIAN EDMAR	LEGASPI	NURSE	СНО
ORTIZ	GRACE	PONTIGON	NUTRITIONIST	СНО
FRANCISCO	EARL AUDREY	TADEO	COS/ RAD TECH	СНО
CERVANTES	RENE	BAUTISTA	J.O/ DRIVER	СНО
LEJARDE	JOSELITO	LOPEZ	DRIVER	СНО
CADURNA	JEHSSA-MAE	SALUARTIA	J.O/ SANITATION	СНО
HALASAN	RENATO	GARDOSE	ADMIN AIDE	СНО
BAUTISTA	MA. ELIZABETH	ESPIRITU	J/O SANITATION	СНО
RODRIGUEZ	WILSON	COMPLIDO	SANITARY INSPECTOR	СНО
BARCELON	RAYMUNDO		DRIVER	СНО
BELTRAN	MELVIN		DRIVER	СНО
PILA	REYSON	LAZATIN	SANITARY INSPECTOR	СНО
RODRIGUEZ	MARLITA		J/O UTILITY	СНО
SALES	RICHIE		DENTAL AIDE	СНО
BAUSA	CAMILLE		NURSE	СНО
	·	CHU 1 (BAYI	JGO)	·
CONDECIDO	MARIA CHRISTINA	VILLANUEVA	DOCTOR	CHU MAIN
IPAPO	AMELIA	CAMARGO	DENTIST	CHU MAIN
SANTIAGO	FLORINDA	DE LEON	NURSE	CHU MAIN
MENDOZA	JENAILA	EVANGELISTA	MEDTECH	CHU MAIN
DULATAS	ZENAIDA	VICTORIANO	MIDWIFE	BAYUGO GINTA
SORIANO	LEONORA	SUERTEFELIPE	MIDWIFE	GASAK
VIRAY	MA. TERESA	LUAGUE	MIDWIFE	BAYUGO DULO
JACOBO	ANNA LIZA	RESURRECCION	ADMIN AIDE	CHU MAIN
REYES	HONEYLYN	REYES	COS/ DENTAL AIDE	CHU MAIN
ABENDAÑO	JOEL		ENCODER	CHU MAIN
	·	CHU 2 (POBLA	CION)	·
CURIOSO	ERNESTO MOCHTAR	PORTA	DOCTOR	CHU MAIN POBLACION
DUMIGPI	ANA BELEN	JURADO	DENTIST	CHU MAIN POBLACION
ESPIRITU	MELVIN	VICENCIO	MEDTECH	CHU MAIN POBLACION
LEONARDO	HERMINIA	MILAN	MIDWIFE	ZAMORA
ORLANDA	ELIZABETH	CHAVAS	MIDWIFE	TUGATOG
PILONGO	MERCEDITA	NILAY	MIDWIFE	CALVARIO
VILLAVICENCIO	ARMINDA	BAUTISTA	MIDWIFE	POBLACION
DUMALAY	EMELITA	LUCERO	MIDWIFE	LIPUTAN



DIVINO	MAURA RACHEL		DENTAL AIDE/COS	CHU MAIN POBLACION
TEJAS	RIZALYN		J/O MIDWIFE	SALUYSOY
ΥΟΚΟΥΑΜΑ	YOSHIKO		COS/ NURSE	CHU MAIN POBLACION
SILVA	JACQUELINE		NURSE	CHU MAIN POBLACION
		CHU 3 (IB	BA)	
PALAGANAS	FE VICTORIA	PINEDA	DOCTOR	CHU MAIN IBA
MORAGA	GERARDO	RUDICA	DENTIST	CHU MAIN IBA
SANTOS	MARIA BELEN	DELOS SANTOS	COS/ NURSE	CHU MAIN IBA
SISON	MARITES	SAMBILE	COS/ MEDTECH	CHU MAIN IBA
GUEVARRA	CONNIE	SERATA	MIDWIFE	PANTOC
SORIANO	EDUVIGES	BENEDICTO	MIDWIFE	IBA
ZUNIGA	MARILYN	MACATULAD	MIDWIFE	LIBTONG
		CHU 4 (MALH	IACAN)	,
SOLANO	KALIR		DOCTOR	CHU MAIN MALHACAN
BUNING	CHRISTINA	VILLATURA	DENTIST	CHU MAIN MALHACAN
PENA	ANA DIVINA	BONI	NURSE	CHU MAIN MALHACAN
DURAN	ROSEMARIE	SORIENTE	MIDWIFE	CHU MAIN MALHACAN
ENGUILLO	PERLITA	ANDAYA	MIDWIFE	CHU MAIN MALHACAN
ANINIAS	EMILY	NOMBRE	MIDWIFE	LGP
ILDEFONSO	MARISSA	DELA CRUZ	MIDWIFE	CHU MAIN MALHACAN
ALTOVEROS	REYNALDO	VERGARA	UTILITY	CHU MAIN MALHACAN
CARANTO	ROCEL		COS/ MEDTECH	CHU MAIN MALHACAN
AYSON	PATHREA	AQUINO	COS/ DENTAL AIDE	CHU MAIN MALHACAN
ALTOVEROS	MAYLA	CANLAS	MIDWIFE	CHU MAIN MALHACAN
	· ·	CHU 5 (PEI	REZ)	·
RICAFORT	ELAINE THERESE	CORREA	DOCTOR	CHU MAIN PEREZ
VELASCO	JENZEL	DIMASIN	NURSE	CHU MAIN PEREZ
CONCOVAR	LIZA	OLAZO	MIDWIFE	CHU MAIN PEREZ
GATCHALIAN	JULIETA	MACALIPAS	MIDWIFE	CHU MAIN PEREZ
ANGELES	MICHELLE		COS/NURSE	CHU MAIN PEREZ
DELA CRUZ	ROSALINA	CABALONA	DENTAL AIDE	BAHAY PARE
ROSALES	MARIA JO		J/O MIDWIFE	BAGBAGUIN
	CHARMAINE			DAGDAGUIN
GINO GINO	EUNICE GRACE	DELOS REYES	MEDTECH	CHU MAIN PEREZ
		CHU 6 (BAN	ICAL)	
FERNANDEZ	CAROLINA		DOCTOR	CHU MAIN BANCAL
MAGLAQUI	BENJAMIN III	GUTIERREZ	COS/NURSE	CHU MAIN BANCAL
ABACAN	FLORDELIZA	CUBOS	MIDWIFE	LONGOS
CONCEPCION	LILIBETH	LIM	MIDWIFE	BANCAL CENTER
GONZALES	RAQUEL LIZA	PADREGUILAN	MIDWIFE	BANCAL CENTER
POLICARPIO	ALMA	GERONIMO	MIDWIFE	LONGOS
GARCIA	EVELYN		MIDWIFE	CHU 6 – BANGA



EDITHA				
	PANTALEON	MIDWIFE	CHU 6 - BANGA	
	CHU 7 (PANDA	AYAN)		
FREDINAND	CAIMBON	DOCTOR	CHU MAIN PANDAYAN	
ALELI	TUAZON	DENTIST	CHU MAIN PANDAYAN	
EARL BENEDICT	RAMOS	NURSE	CHU MAIN PANDAYAN	
MARICEL	PAGDANGANAN	COS/ NURSE	CHU MAIN PANDAYAN	
RONA MARIE	DE LEON	MEDTECH	CHU MAIN PANDAYAN	
REGINA	VARGAS	MIDWIFE	CHU MAIN PANDAYAN	
MA. PERLA	ΡΑΥΟΥΟ	MIDWIFE	CHU MAIN PANDAYAN	
SUSAN	CERVANTES	MIDWIFE	CHU MAIN PANDAYAN	
LEOPOLDE	А	COS/ DENTAL AIDE	CHU MAIN PANDAYAN	
	CHU 8 (LAW	VA)		
MERIE JANE		COS/DOCTOR	CHU MAIN LAWA	
ELIZABETH	DOMINGO	MIDWIFE	CAINGIN	
RUTCHELL	RODRIGUEZ	COS/ NURSE	CHU MAIN LAWA	
PATRIA	TRAJANO	MIDWIFE	CHU MAIN LAWA	
REBECCA	LEGASPI	MIDWIFE	CHU MAIN LAWA	
ZENAIDA	REYES	MIDWIFE	CHU MAIN LAWA	
ΝΙΚΚΙ		-	CHU MAIN SALUYSOY	
	ΔΟΙ.ΙΙΝΟ	·	CHU MAIN SALUYSOY	
			CHU MAIN SALUYSOY	
			UBIHAN	
			CHU MAIN SALUYSOY	
			CHU MAIN SALUYSOY	
SEREN	•	COS/DOCTOR	CHU MAIN CAMALIG	
ELISA	MENDOZA	MIDWIFE	BAHAY PARE	
	TERMULO	MIDWIFE	CHU MAIN CAMALIG	
IMELDA	TLINIOLO			
IMELDA JOCELYN	BORDADOR	MIDWIFE	PAJO	
	ALELI EARL BENEDICT MARICEL RONA MARIE REGINA MA. PERLA SUSAN LEOPOLDE MERIE JANE ELIZABETH RUTCHELL PATRIA REBECCA ZENAIDA NIKKI CECILIA ROSARIO LORENCIA ANGELIE HAZEL ANN	FREDINANDCAIMBONALELITUAZONEARL BENEDICTRAMOSMARICELPAGDANGANANRONA MARIEDE LEONREGINAVARGASMA. PERLAPAYOYOSUSANCERVANTESLEOPOLDEAMERIE JANECHU 8 (LAWMERIE JANECHU 8 (LAWMERIE JANEDOMINGORUTCHELLRODRIGUEZPATRIATRAJANOREBECCALEGASPIZENAIDAREYESNIKKICHU 9 (SALUYNIKKIAQUINOROSARIORODRIGUEZHAZEL ANNCHU 10 (CAMSERENSEREN	FREDINANDCAIMBONDOCTORALELITUAZONDENTISTEARL BENEDICTRAMOSNURSEMARICELPAGDANGANANCOS/ NURSERONA MARIEDE LEONMEDTECHREGINAVARGASMIDWIFEMA. PERLAPAYOYOMIDWIFESUSANCERVANTESMIDWIFELEOPOLDEACOS/ DENTAL AIDECHU 8 (LAWA)MERIE JANECOS/ DOCTORELIZABETHDOMINGOMIDWIFERUTCHELLRODRIGUEZCOS/ NURSEPATRIATRAJANOMIDWIFEREBECCALEGASPIMIDWIFEZENAIDAREYESMIDWIFENIKKICOS/DOCTORCECILIAAQUINOMIDWIFEROSARIORODRIGUEZMIDWIFELORENCIARODRIGUEZMIDWIFEANGELIENURSEMIDWIFEANGELIENURSEMIDWIFESERENCOS/DOCTORCOS/DOCTOR	