

## Service Description

<b>Service Provided:</b>	Issuance of Health Certificate for Food Handlers (Individual and by Bulk or per Establishment)  * By Bulk - 20 applicants and above (3-7 Days)
<b>Simple, Complex, or Highly Technical</b>	Simple and Complex
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Workers Working or Will Be Working in a Food Establishments and Industrial Establishment in Taguig

# FINAL CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
For Food Handlers- X-ray, Fecalysis and Hepa A Screening Test			Any Department of Health (DOH) Accredited Medical/ Diagnostic Laboratories			
Client Steps(List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
1.Present original or certified true copy of medical results  *Bulk – summarized results attested by their laboratory professionals. - requested date of seminar thru letter	1.1Receive and check if the medical results are complete (validity and the authenticity) *refer to doctor if needed  1.2 Fill out the form  1.3 Give an order of payment		3 minutes	<ul style="list-style-type: none"> <li>• <b>Xray</b> - 6 months validity period</li> <li>• <b>Fecalysis</b> - 3 months validity period</li> <li>• <b>Anti HAV Igm</b> - 6 months validity period (for food handlers and masseurs only)</li> </ul>	P.D 856	G.Marco E. Lituan C. Lorenzo A. Pasana W.Ampolitud C. Guiang J.M. Santos M.V.Cayanan C.Encinares L. Quintana R. De Guia C. Iñigo
2. Pay to the cashier	C/o treasury	₱ 100.00 Food Handlers	5 minutes			Cashier - Treasury
3. Present the proof of payment / original receipt together with the filled out form.	Receive, encode OR number, personal details and date of medical results		6 minutes			G.Marco E. Lituan C. Lorenzo A. Pasana W.Ampolitud C. Guiang J.M. Santos M.V.Cayanan C.Encinares L. Quintana R. De Guia C. Iñigo
4. Attend the seminar (for food handlers)	Seminar thru continuous video (Loop) Release of health certificate *Bulk – will conduct seminar as scheduled and will notify them as to when to claim Health Certificate		45 minutes  1 minute  3-7 Days			D. Clemente I. Natividad R. San Antonio S. Cruz

**Total**

**₱ 100.00**

**1 hour**

## Service Description

<b>Service Provided:</b>	Issuance of Health Certificate for Non Food Handlers (Individual and by Bulk or per Establishment)  * By Bulk – 20 applicants and above (3-7 days)
<b>Simple, Complex, or Highly Technical</b>	Simple and Complex
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Workers Working or Will Be Working in a Non Food Establishments and Industrial Establishment in Taguig

# FINAL CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
X-ray - w/in 6 months (validity period) Fecal <sub>y</sub> l <sub>y</sub> sis - w/in 3 months (validity period)	Any Department of Health (DOH) Accredited Medical/ Diagnostic Laboratories

Client Steps(List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
1. Present original or certified true copy of medical results  *For Bulk - summarized results attested by their laboratory professionals	1.1 Receive and check if the medical results are complete (validity and the authenticity) *refer to doctor as needed  1.2 Fill out the form  1.3 Give an order of payment		3 minutes	X-ray - w/in 6 months (validity period)  Fecal <sub>y</sub> l <sub>y</sub> sis - w/in 3 months (validity period)	P.D 856	G.Marco E. Litan C. Lorenzo A. Pasana W.Ampolitud C. Guiang J.M. Santos M.V.Cayanan C.Encinares L. Quintana R. De Guia C. Iñigo
2. Pay to the cashier	C/o treasury	₱ 50.00 Non Food Handlers	5 minutes			Cashier - Treasury
3. Present the proof of payment / original receipt together with the filled out form.	Receive, encode OR number, personal details and date of medical results  Release of Health Certificate  *For Bulk - will notify them as to when to claim health certificate		6 minutes  1 minute  3-7 Days			G.Marco E. Litan C. Lorenzo A. Pasana W.Ampolitud C. Guiang J.M. Santos M.V.Cayanan C.Encinares L. Quintana R. De Guia C. Iñigo

Total	₱ 50.00	15 minutes
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## Service Description

<b>Service Provided:</b>	Issuance of Sanitary Permit to all Businesses, Commercial and Industrial Establishments including Public Schools and Government Hospitals, Government Facilities and Government Institutions
<b>Simple, Complex, or Highly Technical</b>	Simple
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	Business, Commercial and Industrial Establishments including households, Public Schools and Government Hospitals in Taguig

# FINAL CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Endorsement from BPLO	BPLO
Updated Health Certificate For School Teachers and Canteen Staff, Hospital Dietary Staff and Food Handlers at Government Institution and Facilities	Clients

Client Steps(List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
<p>1. Submit requirements to Sanitation Office</p> <p>1.a. BPLO will submit names and details of establishment</p> <p>1.b. Public schools, government hospitals and institutions will submit their updated Health certificate</p>	<p>1.a.1. Receive the names and details of the establishment from BPLO, encode and print the sanitary permit</p> <p>1.a.2. Give sanitary permit with sticker to BPLO for release to the clients.</p> <p>1.b.1. Receive and check the updated health certificate, print and encode the sanitary permit</p> <p>1.b.2 Release of sanitary permit</p>	Depending on the BPLO's assessment	3 minutes per application		P.D 856	C. Lorenzo W. Ampolitud A. Pasana C. Guiang J. Santos L. Quintana

## Service Description

<b>Service Provided:</b>	Issuance of Certificate of Water Potability to All Businesses, Commercial and Industrial Establishments including households, Public Schools and Government Hospitals
<b>Simple, Complex, or Highly Technical</b>	Simple
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	<ul style="list-style-type: none"><li>• Business, Commercial and Industrial Establishments including households, Public Schools and Government Hospitals in Taguig</li><li>• Applicants securing occupancy permit</li></ul>

# FINAL CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Passed test result of water	Taguig City accredited water laboratories

Client Steps(List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
1.Present PASSED water laboratory test result from Taguig accredited Water Testing Laboratories  For Bulk - present PASSED water laboratory test result from Taguig accredited Water Testing Laboratories	1.a. Receive and evaluate water result.  1.b. Give an order of payment		3 minutes	PASSED water test result	P.D. 856  City Ordinance No.8 Series of 2008	M. Alfaro
2. Pay to the cashier	2. a. c/o treasury	₱ 50.00 / certificate				Cashier - Treasury
3. Present the proof of payment	3.a. Receive the official receipt 3.b. Encode the details of the certificate 3.c. Sign and release the certificate  *For Bulk - the applicant will be notified when to get their Certificate of Water Potability		2 Minutes  5 Minutes  3 Days			M. Alfaro

Total	₱ 50.00	10 minutes for single application 3 days for Bulk
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## Service Description

<b>Service Provided:</b>	Issuance of Transfer/ Exhumation/Transit Permit of Deceased Person
<b>Simple, Complex, or Highly Technical</b>	Simple
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	representative or relatives of the deceased persons who died in Taguig and/or whose remains were buried/cremated in Taguig

# FINAL CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Copy of Death Certificate	<ul style="list-style-type: none"> <li>* Relatives or Representative's Copy</li> <li>* Civil Registry Office of Local Government Unit (LGU) where the death is recorded</li> </ul>

(List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
1. Present the death certificate of the Deceased Person	1a. Evaluate, receive the death certificate and fill out form, encode the details of the deceased person and save for file  1b. Release of permit	none	Ten (10) Minutes	Copy of Death Certificate	P.D. 856	G.Marco E. Litan C. Lorenzo A. Pasana W.Ampolitud C. Guiang J.M. Santos M.V.Cayanan C.Encinares L. Quintana

Total	10 Minutes
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## Service Description

<b>Service Provided:</b>	Disinfection and Misting of Residential and Government Offices Larviciding Operation
<b>Simple, Complex, or Highly Technical</b>	Simple
<b>Internal or External</b>	Internal and External
<b>Who may avail of Service</b>	Residential and Government Offices in Taguig

# FINAL CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter, E-Mail, Phone Call or Text Message and verbal request from different Taguig health facilities	Requesting Party

Client Steps(List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
1. Request disinfection, misting and larviciding through e-mails, letters, phone calls, text messages, and verbal request.	1.a Receive the request  and  schedule for the said operation within Two (2) days  1.b perform the operation	None	Five (5) minutes  2 Days  Thirty (30) minutes actual operation	none	none	G. Gregorio W.Natividad G. Arcavado D. Bulandus J. Coching A. Lara A. Esteban V. Ambagan S. Polintan R. Delos Santos
		Total	2 Days and 35 minutes			