



CITY HEALTH DEPARTMENT

ISSUANCE OF HEALTH CERTIFICATE

ABOUT THE SERVICE

Health Card/Certificate is being issued to person after medical and laboratory examinations have been rendered.

WHO CAN AVAIL OF THE SERVICE

All health certificate applicants, walk-ins, employed or seeking employment in any establishment operated for commercial purposes may avail of this service.

REQUIREMENTS

1. Proof of Age (Original and Photocopy of Birth Certificate, Marriage Contract, Driver's License, Voter's ID, Passport, UMID ID and other government-issued IDs)
2. Two (2) 1x1 Photo
3. Chest X-ray Result
4. Stool for Food Handlers
5. STI, HIV & Aids Orientation Cert.

FEES

Physical Exam	Php 50.00
HBsAg Test	Php 200.00
HAV Igm Test	Php 50.00
RPR Test	Php 150.00
Health Card	Php 40.00
ID Card	Php 35.00

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	Submit required documents	INFORMATION DESK: Evaluate required documents	2 minutes	Admin Staff		
2	Proceed to Table - C	Process and give order of payment	5 minutes	Admin Staff		Assessment form and PE form
3	Pay to Cashier	Receive payment and issue Official Receipt	3 minutes	Cashier	See Fees	
4	Proceed to Dental Health Service Extension	Perform Oral Exam, Assess Dental Health Status	2 minutes	Dentist on Duty		Official Receipt PE Form
5	Proceed to Rm 3	Evaluate X-ray result and take vital signs	2 minutes	Nurse		Official Receipt, PE form & X-ray Result
6	Proceed to Rm 9	Conduct Physical Exam	3 minutes	Physician		Official Receipt, PE form & X-ray Result
	Proceed to Rm 2 for female entertainers	Conduct vaginal smear	3 minutes	Nurse		Official Receipt, PE form
	Proceed to Rm 4 for male entertainers	Conduct urethral smear	2 minutes	Nursing Attendant		Official Receipt, PE form
7	Proceed to Rm 6	Perform Laboratory Test	2 minutes	Med Tech		Official Receipt & PE Form
8	Claim Health Certificate on the next day	Issue Health Card	1 minute	Admin Staff		Health Card

Total Time: 25 minutes (excluding waiting time)

AVAILABILITY OF SERVICE: Monday to Friday, 8:00 AM to 5:00 PM; NO NOON BREAK
Reproductive Health & Wellness Center (Social Hygiene Clinic)

TRANSPARENCY & GOOD GOVERNANCE

