

9. Issuance of Covid -19 Certificate

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to client			
Who may avail:	All Public sector vaccinated with Covid-19 Vaccine by the Tagoloan Rural Health Unit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Vaccination Card (original) 			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to client's logbook in the Triage area	2. Register and guide clients to the business area.	none	15 minutes	<i>Administrative Aide I</i> Municipal Health Office
2. Proceed to the Business Area and Submit the needed requirements.	2.1 Verify the Vaccine Card Thru VasLine and DVAS. 2.2 Input/Encoding of client's data at "vaxcert.doh.gov.ph". 2.3 Print Vaccine Certificate	none	30 minutes	<i>Administrative Aide I</i> Municipal Health Office
3. Claim Vaccine Certificate	3. Release Vaccine Certificate to the Client	none	15 minutes	<i>Administrative Aide I</i> Municipal Health Office
4. Request client to accomplish the CSS (Client Satisfaction Survey) form	4. Accomplished the CSS form and drop it to feedback box	none	10 minutes	<i>Administrative Aide I</i> Municipal Health Office
TOTAL:			1 hour and 10 minutes	

This service can generate Digital Vaccination Certificates (DVC) for Covid-19 for Filipinos and non-Filipinos vaccinated in the Philippines based on Vaccination card data.