

## 11 .Issuance of Sanitary Certificate/Permit

### 11.1 Certificate of Sanitation Standard

This service ensures that facilities and establishments maintain proper sanitation practices to safeguard public health and safety.

<b>Office or Division:</b>	Municipal Health Office/Sanitation			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B- Government to business			
<b>Who may avail:</b>	All individuals or various types of establishments and facilities that are subject to sanitation regulations and standards			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Form		Municipal Health Office /Sanitation		
Sanitary Inspector's Inspection Report		Municipal Health Office /Sanitation		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client must fill up the Application Form and Present the complete requirements	Review the filled-up application form and review the requirements presented	None	15 minutes	<i>Sanitary Inspector IV, VI and Administrative Aide I</i> Municipal Health Office
2. Pay to the Municipal Treasurer's Office and present the official receipt to the Sanitary Inspector at the Municipal Health Office	Get the Official Receipt and record the OR number	200.00	15 minutes	<i>Municipal Treasure's Office and Sanitary Inspector IV, VI</i> Municipal Health Office

3. Claim the Certificate of Sanitation Standards	3. Release Certificate of Sanitation Standards	None	15minutes	<i>Sanitary Inspector IV, VI</i> Municipal Health Office
4. Request client to client satisfaction survey (CSS) Form	Accomplished the CSS Form and drop it in the feedback box	None	10 minutes	<i>Sanitary Inspector and Administrative Staff</i> Municipal Health Office
<b>TOTAL:</b>			55 minutes	

## 11.2 Certificate of Water Potability

This service aims to protect public health by certifying that water intended for human consumption is safe, clean and free from contaminants.

<b>Office or Division:</b>	Municipal Health Office/Sanitation			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B- Government to business			
<b>Who may avail:</b>	All individuals or various entities involved in providing or managing drinking water sources			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
▪ Application Form		▪ MHO/Sanitation		
▪ Result of latest Water Sampling (With in the month)		▪ DOH Accredited Water Laboratory		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client must fill up the Application Form and present the complete requirements	Review the filled-up application form	None	10 minutes	<i>Sanitary Inspector IV, VI and Administrative Aide I</i> Municipal Health Office
2. Pay to the Municipal Treasurer's Office and present the official receipt to the Sanitary Inspector at the Municipal Health Office	Get the Official Receipt and record the OR number	100.00	15 minutes	<i>Municipal Treasure's Office and Sanitary Inspector IV, VI</i> Municipal Health Office
3. Claim Certificate of Water Potability	4. Release certificate of Water Potability	None	15 minutes	<i>Sanitary Inspector IV, VI and Administrative Aide I</i>

				Municipal Health Office
4. Request client to accomplish the client satisfaction survey (CSS) Form	Accomplished the CSS Form and drop it in the feedback box	None	10 minutes	<i>Sanitary Inspector IV, VI and Administrative Aide I</i> Municipal Health Office
<b>TOTAL:</b>			50 minutes	

### 11.3 Health Certificate for Food and Non-Food Handlers

This certificate serves to ensure individuals involved in food handling or other related activities maintain proper health standards to prevent the spread of diseases and ensure food safety.

<b>Office or Division:</b>	Municipal Health Office/Sanitation			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Client, G2B- Government to business			
<b>Who may avail:</b>	All individuals, businesses and organizations across various industries and sectors.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
▪ Application Form		▪ MHO/Sanitation		
▪ Latest Chest Xray		▪ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client must fill up the Application Form and present the complete requirements	Review the filled-up application form and review the requirements presented	None	5 hours	<i>Sanitary Inspector IV, VI and Administrative Aide I</i> Municipal Health Office
2. Claim the Certificate of Health card for food and non- food handlers	2. Release Certificate Of Health card for food and non-food handlers	None	15minutes	<i>Sanitary Inspector IV, VI and Administrative Aide I</i> Municipal Health Office
3. Request client to accomplish the client satisfaction survey (CSS) Form	3. Accomplished the CSS Form and drop it in the feedback box	None	10 minutes	<i>Sanitary Inspector VI, IV and Administrative Aide I</i> Municipal Health Office
<b>TOTAL:</b>			5 hours and 25 minutes	

## 11.4 Permit to Exhume

This service ensures compliance with health and sanitation regulations to protect public health and safety during the exhumation process.

<b>Office or Division:</b>	Municipal Health Office/Sanitation			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to client			
<b>Who may avail:</b>	All individuals or entities who have a valid reason to exhume human remains			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
▪ Application Form		▪ MHO/Sanitation		
▪ Official Receipt		▪ Tagoloan Parish Office and Municipal Treasurer's Office		
▪ Death Certificate		▪ Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client must fill up the Application Form and present the complete requirements	Review the filled-up application form	None	10 minutes	<i>Rural Sanitary Inspector IV, VI</i> Municipal Health Office
2. Pay to the Municipal Treasurer's Office and present the official receipt to the Sanitary Inspector at the Municipal Health Office	Get the Official Receipt and record the OR number	200.00	15 minutes	<i>Municipal Treasures Office and Sanitary Inspector IV, VI</i> Municipal Health Office
3. Claim Permit to Exhume	Release Permit to Exhume	None	15 minutes	<i>Municipal Treasures Office and Sanitary Inspector IV, VI</i> Municipal Health Office

4. Request client to client satisfaction survey (CSS) Form	Accomplished the CSS Form and drop it to the feedback box	None	10 minutes	<i>Sanitary Inspector IV, VI and Administrative Aide I</i> Municipal Health Office
<b>TOTAL:</b>			50 minutes	

## 11.5 Transfer of Cadaver Permit

Permit to Transfer Cadaver service which is managed by the Sanitation Department of the Municipal Health Office, facilitates the lawful and safe transfer of the deceased individuals remains for various purposes, including relocation, funeral arrangements, or repatriation. This service ensures compliance with health and sanitation regulations to protect public health and safety during the transfer process.

<b>Office or Division:</b>	Municipal Health Office/Sanitation			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to client			
<b>Who may avail:</b>	All individuals or entities who have a valid reason to transfer the remains of the deceased			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
▪ Application Form			▪ MHO/Sanitation	
▪ Official Receipt			▪ Client	
▪ Death Certificate (1 photocopy)			▪ Family Member	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client must fill up the Application Form and present the complete requirements	Review the filled-up application form	None	15 minutes	<i>Rural Sanitary Inspector IV, VI</i> Municipal Health Office
2. Pay to the Municipal Treasurer's Office and present the official receipt to the Sanitary Inspector at the Municipal Health Office	Get the Official Receipt and record the OR number	200.00	15 minutes	<i>Municipal Treasure's Office and Sanitary Inspector VI, IV</i> Municipal Health Office



3. Claim Permit to Transfer of Cadaver	Release Permit Transfer to Cadaver	None	15 minutes	<i>Rural Sanitary Inspector IV, VI</i> Municipal Health Office
4. Request client to accomplish the client satisfaction survey (CSS) Form	Accomplished the CSS Form and drop in the feedback box	None	10 minutes	<i>Sanitary Inspector IV, VI and Administrative Aide I</i> Municipal Health Office
<b>TOTAL:</b>			55 minutes	

## 11.6 Transfer Permit for food

This service ensures compliance with health and sanitation regulations to safeguard public health and safety during the transportation and distribution of food items.

<b>Office or Division:</b>	Municipal Health Office/Sanitation			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B- Government to business			
<b>Who may avail:</b>	All individuals or entities involved in the handling, distribution or transportation of food products			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
▪ Application Form			▪ MHO/Sanitation	
▪ Sanitary Inspector Inspection Report			▪ Client	
▪ Business Permit			▪ Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client must fill up the Application Form and present the complete requirements	Review the filled-up application form	None	10 minutes	<i>Sanitary Inspector IV, VI and Administrative Aide I</i> Municipal Health Office
2. Pay to the Municipal Treasurer's Office and present the official receipt to the Sanitary Inspector at the Municipal Health Office	Get the Official Receipt and record the OR number	200.00	15 minutes	<i>Municipal Treasure's Office and Sanitary Inspector IV, VI</i>
3. Claim Transfer Permit for Food	Release Transfer Permit for Food	None	10 minutes	<i>Sanitary Inspector IV, VI</i>

				<i>Municipal Health Office</i>
4. Request client to accomplish the client satisfaction survey (CSS) Form	Accomplished the CSS Form and drop in the feedback box	None	10 minutes	<i>Sanitary Inspector IV, VI and Administrative Aide I Municipal Health Office</i>
<b>TOTAL:</b>			45 minutes	