

## 6. Family Planning Services

### 6.1 Family Planning Counselling

This service aims that the client chooses the methods that best satisfy their personal, reproductive and health needs based on a thorough understanding of their contraceptive options. The Municipal Health Office renders counseling as well as giving Family Planning [FP] commodities to Women of Reproductive Age and couples who wants to avail of the free Family Planning methods Available, following the guidelines on Informed Choice Voluntarism. This is available Monday – Friday 1:00 pm excluding holidays.

|   |  |                        |  |   |
|---|--|------------------------|--|---|
| <b>Office or Division:</b>  | Municipal Health Office  |                        |  |   |
| <b>Classification:</b>  | Complex  |                        |  |   |
| <b>Type of Transaction:</b>   | G2C- Government to client  |                        |  |   |
| <b>Who may avail:</b>   | Women of Reproductive Age within Tagoloan (19 – 49 years old)  |                        |  |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  |                        | <b>WHERE TO SECURE</b>   |   |
| <ul style="list-style-type: none"> <li>Referral Slip forms</li> </ul>   |  |                        | <ul style="list-style-type: none"> <li>Barangay Health Station (BHS)</li> <li>Referring care facility</li> </ul> |   |
| <ul style="list-style-type: none"> <li>Individual Treatment Record</li> </ul>   |  |                        | <ul style="list-style-type: none"> <li>Municipal Health Office</li> </ul>  |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>   | <b>PERSON RESPONSIBLE</b>                               |
| 1. Sign in to the client's logbook in the triage area and get the Individual treatment record [ITR] with family serial number | Register and get client's Information and Demographic Data.<br>1.2 Take Vital Signs [ temp. pulse rate, respiratory rate, BP, weight/height)<br>1.3 Take a medical history | none                   | 30 minutes   | <i>Nurse I, Midwife I,II</i><br>Municipal Health Office |

|  |   |      |                       |   |
|--|---|------|-----------------------|---|
| 2.Proceed to the counseling room   | 2.1 Conduct Health Education on Family Planning<br>2.2 Introduce the different Methods of Family Planning including The advantages & Disadvantages. | none | 1 hour and 30 minutes | <i>Nurse I, Midwife I,II</i><br>Municipal Health Office |
| 3.Request client to accomplish the client satisfaction survey (CSS) Form | 3.Accomplished client satisfaction survey and drop it to the feedback box   | none | 10 minutes            | <i>Administrative Aide I</i><br>Municipal Health Office |
| <b>TOTAL:</b>  |   |      | 2 hours & 10 minutes  |   |

## 6.2 Family Planning Commodities

This service aims to give the client their chosen Family Planning Commodities.  
This is available on Monday-Friday 1:00pm excluding holidays.

|   |  |                        |  |   |
|---|--|------------------------|--|---|
| <b>Office or Division:</b>  | Municipal Health Office  |                        |  |   |
| <b>Classification:</b>  | Complex  |                        |  |   |
| <b>Type of Transaction:</b>   | G2C- Government to client  |                        |  |   |
| <b>Who may avail:</b>   | Women of Reproductive Age within Tagoloan (19 – 49 years old)  |                        |  |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  |                        | <b>WHERE TO SECURE</b>   |   |
| <ul style="list-style-type: none"> <li>▪ Referral Slip forms</li> </ul>   |  |                        | <ul style="list-style-type: none"> <li>▪ Barangay Health Station (BHS)</li> <li>▪ Referring care facility</li> </ul> |   |
| <ul style="list-style-type: none"> <li>▪ Individual Treatment Record</li> </ul>   |  |                        | <ul style="list-style-type: none"> <li>▪ Municipal Health Office</li> </ul>  |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>   | <b>PERSON RESPONSIBLE</b>                       |
| 1. Sign in to the client's logbook in the triage area and get the Individual Treatment Record [ITR] with family serial number | Register and get client's Information and Demographic Data.<br><br>1.2 Take Vital Signs (Temp., Pulse Rate, Respiratory Rate, BP, Weight/Height) | none                   | 30 minutes   | <i>Midwife I, II</i><br>Municipal Health Office |

|  |  |      |                        |  |
|--|--|------|------------------------|--|
|  | 3 Take medical history   |      |                        |  |
| 2.Proceed to the Family Planning Room and receive commodities            | 2.1 Dispense needed FP supplies, IEC on dosages, route and schedule of intake of commodities, give IEC on FP Services and remind to follow-up.<br><br>2.2 Perform chosen FP Method | none | 2 hour and 30 minutes  | <i>Nurse I, Midwife I, II</i><br>Municipal Health Office |
| 3.Request client to accomplish the client satisfaction survey (CSS) Form | 3.Accomplished client satisfaction survey and drop it to the feedback box  | none | 10 minutes             | <i>Nurse I</i><br>Municipal Health Office                |
| <b>TOTAL:</b>  |  |      | 3 hours and 10 minutes |  |