



CITIZEN'S CHARTER
Municipal Health Office



Schedule of availability of service: Monday to Friday

8:00 am to 5:00 pm
No noon break

Duration: 29 minutes

Fees: Php. 30.00

PAGREHISTRO AT PAGGAMOT SA TB DOTS

| STEPS | APPLICANT / CLIENT | SERVICE PROVIDER | DURATION | PERSON IN CHARGE | FEES | FORM |
|-----------------------------------|---|--|----------|------------------------------|------|------|
| 1. | Kumuha ng numero at magpalista at maghintay sa TB DOTS waiting area | Maregistro sa gamutan sa Tuberkulosis | 2 mins | Barangay Health Worker | Wala | Wala |
| 2. | | Kunan ng timbang/ BP at temperature | 2 mins | Kamadrona at sabihin sa NARS | Wala | Wala |
| 3. | | Magsagawa ng karagdagang pagsusuri (Lungs: Heart) | 10 mins | RHP/NARS | Wala | Wala |
| 4. | | Irehistro at gamutin base sa pagsusuri | 10 mins | NARS | Wala | Wala |
| 5. | | Bigyan ng karampatang gamut at kaalaman sa possible side effects | 5 mins | NARS | Wala | Wala |
| TAPOS NG PROSESO = 29 MINS | | | | | | |

Schedule of availability of service: Monday to Friday

8:00 am to 5:00 pm
No noon break

Duration: 21 minutes

Fees: Php. 30.00

PAGPAPABUNOT NG NGIPIN

| STEPS | APPLICANT / CLIENT | SERVICE PROVIDER | DURATION | PERSON IN CHARGE | FEES | FORM |
|-----------------------------------|---|---|----------|------------------|------|-------------------|
| 1. | Kumuha ng numero at magpalista at magpakuha ng BP | Pag susuri ng Dentista at pagbunot ng ngipin kung kinakailangan | 20 mins | Dentista | Wala | Lista ng pasyente |
| 2. | | Pagbibigay ng gamot o reseta ng Dentista | 1 min | Dentista | Wala | Wala |
| TAPOS NG PROSESO = 21 MINS | | | | | | |

Schedule of availability of service: Monday to Friday
 8:00 am to 5:00 pm
 No noon break
Duration: 7 minutes
Fees: Php. 30.00

Mga kinakailangang Dokumento

- Resulta sa CBC, Chest X-ray, Hepatitis B, Determination, Fecalysis, Urinalysis, Bacteriologic test ng tubig

| PAGKUHA NG SANITARY PERMIT | | | | | | |
|-----------------------------------|--------------------------------|---------------------------------------|----------|------------------|------|------------------------|
| STEPS | APPLICANT / CLIENT | SERVICE PROVIDER | DURATION | PERSON IN CHARGE | FEES | FORM |
| 1. | Kumuha ng numero at magpalista | Pagkilatis sa mga dalang requirements | 2 mins | Sanidad | Wala | Resibo ng pagkakabayad |
| 2. | Tanggapin ang permit | Ibibigay ng sanitary permit | 5 min | Sanidad | Wala | Wala |
| TAPOS NG PROSESO = 7 MINS | | | | | | |

Schedule of availability of service: Monday to Friday
 8:00 am to 5:00 pm
 No noon break
Duration: 8 minutes
Fees: Php. 30.00

Mga kinakailangang Dokumento

- Resulta sa CBC, Chest X-ray, Hepatitis B, Determination, Fecalysis, Urinalysis, at Drugtest

| PAGKUHA NG MEDICAL CERTIFICATE | | | | | | |
|---------------------------------------|---|---|----------|------------------|------|------|
| STEPS | APPLICANT / CLIENT | SERVICE PROVIDER | DURATION | PERSON IN CHARGE | FEES | FORM |
| 1. | Kumuha ng numero at magpalista | | 3 mins | MHO Staff | Wala | Wala |
| 2. | Magpakuha ng BP, Temperatura at timbang | Ma-examine ng Doktor at bigyan ng Medical Certificate | 5 min | MHO Staff | Wala | Wala |
| TAPOS NG PROSESO = 8 MINS | | | | | | |