

**MUNICIPAL HEALTH OFFICE**

The office formulates implementation guidelines of the Local Government Unit's health program. The operational components of the office includes Health policies, ordinances & program development & implementation, Health information & education, Sanitary inspection, Health Services Administration & Inter-Agency coordination on health policies & programs for Government offices & Non-Government Organization.

**FRONTLINE SERVICES**

Mondays - Fridays from 8:00 AM - 12:00 noon & 1:00 PM - 5:00 PM

**ISSUANCE OF SANITARY PERMIT, HEALTH CERTIFICATE MEDICAL CERTIFICATE**

STEPS/PROCESS		PROCESSING TIME	PERSON(S) IN CHARGE
CLIENT	SERVICE PROVIDED		
1. Present official receipt from the Treasury Office.	1. Laboratory examination of urine, feces, sputum	30 mins	Med. Tech
	2. Refer to other laboratories for X-ray if needed		RHM
	3. Refer result to MHO for interpretation	2 mins	Med. Tech
	4. Do physical examination & interprets result	10 mins	Dr. Cristina L. Quinto
	5. Prescribe medicines if needed	5 mins	Dr. Cristina L. Quinto
	6. Signs the certification	2 mins	Dr. Cristina L. Quinto
	List down certificate Number on log book and release the certification to the client	2 mins	RSI