HEALTH CERTIFICATE

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Submit requirements to the Health and Sanitation Office at the 3rd Floor or at Health and Sanitation Office at PBM Compound, Brgy. Longos	CITY HALL • Elmer De Guzman • Jose Ferolino PBM • Mylene De Guzman • Jose Ferolino • Ricky De Jesus	15 mins.	Food handlers, employees, factory workers, job applicants, walk-in clients	1. Chest X-ray 2. Stool examination	P40.00	Two (2) days for applicants' examination / laboratory tests
2. Pay Health Certification Fee at the 3rd Floor City Hall or at PBM Laboratory	CITY HALL • Melissa Santos (Window 2) • Syra Matito (Window 3)	10 mins.				
3. Attend the Food Handler's class at 2nd Floor Conference room, PBM Cmpd. (for new applicants only)	• Ramoncito Manuel • Orlando Guevarra	2 hrs.	Food handlers only			
4. Processing of Health Certificate	• Mylene De Guzman • Jose Ferolino • Ricky De Jesus	1 hr.	Food handlers, employees, factory workers, job applicants, walk-in clients			
5. Approval of Health Certificate	• Dr. Isauro Garcia • Dr. Billy Goco • Orlando Guevarra					
6. Releasing of Health Certificate	• Mylene De Guzman • Jose Ferolino • Ricky De Jesus	15 mins.		3. Official Receipt / Proof of payment (included in the business permit)		