



SANITARY PERMIT

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 3 rd Floor or at Health and Sanitation Office at PBM Compound, Brgy. Longos	<p>CITY HALL</p> <ul style="list-style-type: none"> • Elmer De Guzman • Jose Ferolino <p>PBM</p> <ul style="list-style-type: none"> • Mylene De Guzman • Jose Ferolino • Ricky De Jesus 	15 mins.	All business establishments in Malabon	<p>1. For Food Establishments: Health Certificate of Employees</p> <p>2. For Water Refilling Station: Water Laboratory Analysis (2 mos.)</p>	P40.00	* Incomplete requirements
2. Pay Health Certification Fee at the 3 rd Floor City Hall or at PBM Laboratory	<p>CITY HALL</p> <ul style="list-style-type: none"> • Melissa Santos (Window 2) • Syra Matito (Window 3) <p>PBM</p> <ul style="list-style-type: none"> • Jose Manalang, Jr. 	10 mins.				
3. Evaluation and inspect business establishment	<ul style="list-style-type: none"> • Ramoncito Manuel • Orlando Guevarra • Elmer De Guzman 	3 days				
4. Processing of Sanitary Permit	<ul style="list-style-type: none"> • Mylene De Guzman • Jose Ferolino • Ricky De Jesus 	1 hour				
5. Approval of Sanitary Permit	<ul style="list-style-type: none"> • Dr. Isauro Garcia • Dr. Billy Goco • Orlando Guevarra • Ramoncito Manuel 					
6. Releasing of Sanitary Permit	<ul style="list-style-type: none"> • Mylene De Guzman • Jose Ferolino • Ricky De Jesus 	15 mins.				