



Municipal Health Office

External Services



1. Issuance of Medical Certificate

Medical certificate is issued to every patient seen and examined in the health facility for whatever purpose/s the patient needs.

Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	All patients/clients who need medical certification for any purpose/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly filled up request form, 1 original copy			Municipal Health Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queue number folder at the information and present at the admitting section.	1.1 Receives queue number folder.	None	5 Minutes	<i>Nurse on duty Midwife on duty Sanitary Health Inspector Municipal Health Office</i>
	1.2 Retrieve old medical records or make new medical records.	None	5 Minutes	<i>Nurse on duty Midwife on duty Sanitary Health Inspector Municipal Health Office</i>
	1.3 Interview the patient, get the vital signs and record the data.	None	10 Minutes	<i>Nurse on duty Midwife on duty Sanitary Health Inspector Municipal Health Office</i>
2. Go to the consultation/Treatment Room/MHO Room	2.1 Take medical history and perform physical examination.	None	30 Minutes	<i>Municipal Health Officer Municipal Health Office</i>



3. Get order of payment	3.1 Issues order of payment.	None	20 Minutes	<i>Midwife on Duty</i> Municipal Health Office
4. Present the order of payment and pay the fees at the Municipal Treasury Office	4.1 Receives the order of payment and payment, issue the official receipts.	1. Consultation Fee-Php30.00 2. Medical Certificate Fee: Regular-Php100.00 Food Handlers-Php150.00 Students-Php75.00	10 Minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
5. Present the official receipts	5.1 Prepares Medical Certificate.	None	5 Minutes	<i>Midwife on Duty</i> Municipal Health Office
	5.2 Sign the Medical Certificate.	None	5 Minutes	<i>Municipal Health Officer</i> Municipal Health Office
Total		Depends on the type of Medical Certificate	1 Hour 30 Minutes	

Note: The above fees are free if client is a member of the PhilHealth Konsulta Package.

2. Issuance of Health Certificate Card

Health Certificate Card is issued to job applicants or current employees or business owners in the municipality yearly.

Office/Division:	Municipal Health Office
Classification:	Simple



Type of Transaction:	G2B - Government to Business			
Who may avail:	Business owners and employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly filled up Application/Request Form, 1 original copy			Rural Sanitary Inspector Office	
2. Laboratory Examination Result, 1 original copy			RHU Laboratories and Clinics	
3. Chest X-ray Result, 1 original copy			X-ray Clinics	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly filled up application/request form, and other requirements	1.1 Receive the documents and evaluates.	None	5 Minutes	<i>Sanitary Health Inspector</i> Municipal Health Office
	1.2 Forward the documents to the Municipal Health Officer	None	5 Minutes	<i>Sanitary Health Inspector</i> Municipal Health Office
	1.3 Evaluate the documents	None	10 Minutes	<i>Municipal Health Officer</i> Municipal Health Office
2. Get order of payment	2.1 Issue order of payment	None	20 Minutes	<i>Midwife on duty</i> <i>Sanitary Health Inspector</i> Municipal Health Office
3. Present the order of payment and pay the fees at the Municipal Treasury Office	3.1 Receives order of payment and payment, issue the official receipts	Health Certificate Card Fee = PHP 150.00	10 Minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office



4. Present the official receipts	4.1 Prepares the Health Certificate Card	None	10 Minutes	<i>Sanitary Health Inspector Municipal Health Office</i>
	4.2 Sign the Health Certificate Card	None	5 Minutes	<i>Municipal Health Officer Municipal Health Officer</i>
5. Receive the Health Certificate Card and sign in the log book	5.1 Issue the Health Certificate Card	None	5 Minutes	<i>Sanitary Health Inspector Municipal Health Office</i>
TOTAL		PHP150.00	1 Hour, 10 Minutes	

3. Issuance of Sanitary Permit

It is a commitment of the Municipal Health Office to maintain environment protection and safety thereby developing standards and measures for all business establishments to assure cleanliness and safety for the general public and issue the appropriate Sanitary Permit.

Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All business establishments owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly filled up Application/Request Form, 1 original copy			Rural Sanitary Inspector Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled up application/request form.	1. Submit duly filled up application/	None	3 Hours	<i>Sanitary Health Inspector Municipal</i>



	request form.			Health Office
	1.2 Verify violation of the business establishment	None	1 Hour	<i>Sanitary Health Inspector</i> Municipal Health Office
2. Get order of payment	2.1 Issues order of payment	None	20 Minutes	<i>Midwife on duty</i> <i>Sanitary Health Inspector</i> Municipal Health Office
3. Present the order of payment and pay the fees at the Municipal Treasury Office	3.1 Receives order of payment and payment, issue the official receipts	Sanitary Permit Fee- PHP150.00	10 Minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office

4. Present the official receipt	4.1 Prepares Sanitary Permit	None	5 Minutes	<i>Sanitary Health Inspector</i> Municipal Health Office
	4.2 Sign the Sanitary Permit	None	5 Minutes	<i>Municipal Health Officer</i> Municipal Health Office
5. Receive the Sanitary Permit and sign in the log book	5.1 Issue the Sanitary Permit	None	5 Minutes	<i>Sanitary Health Inspector</i> Municipal Health Office
TOTAL		PHP150.00	4 Hours, 45 Minutes	

4. Permit to Transfer, Burial, Exhumation of Cadaver

It is a requirement for every entombment within the municipality that the permit will be issued as required by law under P.D. 856 specifically the disposal of cadaver.

Office/Division:	Municipal Health Office
-------------------------	-------------------------



Classification:	Simple				
Type of Transaction:	G2C - Government to Citizens				
Who may avail:	Relatives of departed individuals				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Death Certificate, 1 photocopy 2. Permit from origin of cadaver, if transfer cadaver from other municipality, 1 photocopy 3. Filled up application/request form, 1 original copy			Municipal Civil Registrar Office Municipal Health Office of origin Rural Sanitary Inspector Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Receive the documents and evaluates	None		5 Minutes	<i>Sanitary Health Inspector</i> Municipal Health Office
2. Get order of payment	2.1 Issues order of payment	None		20 Minutes	<i>Midwife on duty</i> <i>Sanitary Health Inspector</i> Municipal Health Office
3. Present the order of payment and pay the fees at the Municipal Treasury Office	3.1 Receives order of payment and payment, issue the official receipts	Burial Permit Fee- PHP150.00 Exhumation Fee = PHP350.00 Transfer of Cadaver Fee = PHP350.00 Removal/Disinterment of Cadaver- Php300.00		10 Minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
4. Present the official receipts	4.1 Prepares the Transfer/Burial/Exhumation Permit	None		10 Minutes	<i>Midwife on duty</i> <i>Sanitary Health Inspector</i> Municipal Health Office
	4.2 Sign the Transfer/Burial/Exhumation Permit	None		10 Minutes	<i>Municipal Health Officer</i> Municipal



				Health Office
5. Receive the Transfer/Burial/Exhumation Permit and sign in the log book	5.1 Issue the Transfer/Burial/Exhumation Permit	None	5 Minutes	Sanitary Health Inspector Municipal Health Office
TOTAL		PHP1,150.00	1 hour	

5. Medical Consultation

The Municipal Health Office provide medical check-up for all individuals who needs medical assistance and provides them the appropriate medical prescriptions, medicines if available as needed.

Municipal Health Office		Municipal Health Office		
Simple		Simple		
G2C - Government to Citizens		G2C - Government to Citizens		
The General Public		The General Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NONE			NONE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queue number folder at the information and present at the admitting section	1.1 Receives queue number folder ask the household family folder number to retrieve old records or make new medical records	None	10 Minutes	Nurse on duty Midwife on duty Municipal Health Office
	1.2 Interview the patient, get the vital signs, record the data.	None	10 Minutes	Nurse on duty Midwife on duty Municipal Health Office
2. Go to Consultation Treatment Room/MHO Room	2.1 Take medical history and perform the physical examination and do	None	1 hour	Municipal Health Officer Municipal



	treatment procedures			Health Office
3. Get order of payment	3.1 Issue order payment	None	20 Minutes	Midwife on duty Municipal Health Office
4. Present the order of payment and pay the fees at the Municipal Treasury Office	4.1 Receives the order of payment and payment, issue the official receipts	Consultation fee = PHP 30.00 Other fees – see schedule below	10 Minutes	Revenue Collection Clerk II Municipal Health Treasury
5. Present the official receipts, receive the medicines (if available) and/or prescription, health teachings/instructions and sign the log book	5.1 Issue medicines (if available) and/or prescription and give health teachings/instructions	None	5 Minutes	Midwife on duty Municipal Health Office
TOTAL		PHP 30.00 Other Fees- See schedule below	1 Hour 55 Minutes	

Schedule of other fees:

Non-Members of PhilHealth <u>KONSULTA Package</u>	Member of PhilHealth <u>KONSULTA Package</u>
--	---

1. Medical/Surgical/General Fees

Admission fee, per day or fraction	100.00	-
Consultation Fee	30.00	Free
Minor Surgery/Suturing	150.00	-
Dressing Fee	50.00	

6. Laboratory/Diagnostic Services

The Municipal Health Office provides laboratory services as requested by the Doctor/Municipal Health Officer. The office caters tests/examinations.

Municipal Health Office	Municipal Health Office
Simple	Simple
G2C - Government to Citizens	G2C - Government to Citizens



The General Public	The General Public
--------------------	--------------------

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Laboratory Request, 1 copy			Municipal Health Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient must go to the laboratory room and present the laboratory request	1.1 List and record patient data and instruct patient to provide the required laboratory samples.	None	10 Minutes	Medical Technologist Municipal Health Office
	1.2 Conducts the laboratory tests.	None	3 Hours	Medical Technologist Municipal Health Office
2. Get order of payment	2.1 Issue order of payment.	None	20 Minutes	Medical Technologist Municipal Health Office
3. Present the order of payment and pay the fees at the Municipal Treasury Office	3.1 Receives the order of payment and payment, issue the official receipts	As Assessed, per schedule of fees below.	10 Minutes	Revenue Collection Clerk II Municipal Treasury Office
4. Present official receipts, receive the laboratory examination result and sign in the log book.	4.1 Issue the laboratory exam result	None	3 Minutes	Medical Technologist Municipal Health Office
TOTAL		As assessed	3 Hours, 43 Minutes	

Schedule of Laboratory/Diagnostic Fees

Non-Members of PhilHealth
KONSULTA Package

Member of PhilHealth
KONSULTA Package

2. Laboratory/Diagnostic Fees

Complete Blood Count	200.00	Free
Platelet Count	100.00	Free



Hemoglobin	100.00	Free
Hematocrit	100.00	Free
Pregnancy Test	150.00	-
Urinalysis	100.00	Free
HBAIC	1,000.00	Free
Oral Glucose Tolerance Test (OGTT)	1,000.00	Free
RPR Test	250.00	-
RBS/HGT	50.00	-
Complete Blood Chemistry	1,000.00	
Fecalysis	100.00	Free
Blood Typing	100.00	-
Fasting Blood Sugar (FBS)	150.00	Free
Lipid Profile	600.00	Free
Total Cholesterol	150.00	Free
LDL	150.00	Free
HDL	150.00	Free
Triglycerides	150.00	Free
SGPT	180.00	-
SGOT	180.00	-
Blood Urea Nitrogen (BUN)	150.00	-
Creatinine	150.00	Free
Blood Uric Acid (BUA)	150.00	-
Electrolytes Na	100.00	-
Electrolytes K	100.00	-
HIV Screening Test	300.00	-
Hepatitis B Surface Antigen Screening Test	200.00	-
Widals Test	250.00	-
Dengue Test	400.00	-
COVID-19 Rapid Antigen Test	200.00	-
PAP Smear	250.00	Free
Sputum Microscopy	100.00	Free
Gram Staining	150.00	-
Newborn Screening	1,750.00	-
Fecal Occult Blood Test	100.00	Free
12 L ECG	350.00	Free
Chest X-ray, PA View	250.00	Free
Chest X-ray, AP Lateral View	400.00	Free
Ultrasound-		
Pelvic	750.,00	-
Transvaginal	750.00	-
Whole Abdomen	1,000.00	-
Dialysis Treatment, per session	5,000.00	Free for 156 sessions a year if PhilHealth Member



7. Dental Health Services

To provide dental services to the constituents, the Municipal Health Office employs a Municipal Dentist to implement programs on Oral Health Education, dental examination and provision for tooth extraction and prophylaxis.

Office/Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	The General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NONE			NONE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a queue number folder at the information and present at the admitting section.	1.1 Receives the queue number, ask the household/family folder number to make dental record.	None	10 Minutes	<i>Dentist Nurse on duty Midwife on duty Municipal Health Office</i>
	1.2 Interview the patient, get the vital sign and record data.	None	20 Minutes	<i>Dentist Nurse on duty Midwife on duty Municipal Health Office</i>
2. Go to Dental Room	2.1 Take history, do dental examination perform necessary procedures.	None	2 Hours	<i>Dentist Municipal Health Office</i>
3. Get order of payment	3.1 Issue order of payment	None	20 Minutes	<i>Dentist Midwife on duty Municipal Health Office</i>
4. Present the order of payment and pay the fees at	4.1 Receives order of payment and payment,	Tooth Extraction= PHP100.00/tooth Tooth	10 Minutes	<i>Revenue Collection Clerk II</i>



the Municipal Treasury Office	issue the official receipts	Restoration- Php300.00/tooth Oral Prophylaxis - PHP 200.00 Given Treatment = PHP 100.00		Municipal Treasury Office
5. Present the official receipts and sign in the log book	5.1 Verifies official receipt.	None	5 Minutes	<i>Nurse on duty Midwife on duty Municipal Health Office</i>
TOTAL		Tooth Extraction= PHP100.00/tooth Tooth Restoration- Php300.00/tooth Oral Prophylaxis - PHP 200.00	3 Hours, 5 Minutes	

8. Birthing Services

The Municipal Health Office is an accredited Birthing Home Facility and caters all pregnant women having a term age of gestation, aged 19-35, with no comorbidities, not multiple pregnancies and in cephalic presentation. If ever emergencies will arise referral to hospital of choice will be done.

Office/Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail:		All pregnant women in labors		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Mother's Book/HBMR			Midwife-in-charge	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the mother's book/HBMR at the admitting section	1.1 Receive the mother's book/HBMR and retrieve prenatal records/ make new	None	10 Minutes	<i>Municipal Health Officer Nurse on duty Midwife on duty Municipal</i>



	records.			Health Office
	1.2 Get the vital signs and record.	None	10 Minutes	<i>Municipal Health Officer Nurse on duty Midwife on duty Municipal Health Office</i>
2. She will be placed at the examination room	2.1 Examination will be done.	None	30 Minutes	<i>Municipal Health Officer Nurse on duty Midwife on duty Municipal Health Office</i>
3. She will be placed in the Labor Room	3.1 Admits the pregnant mother and progress of labor will be monitored.	None	15 Hours	<i>Municipal Health Officer Nurse on duty Midwife on duty Municipal Health Office</i>
4. Patient will be placed in the Delivery Room	4.1 Attends the delivery of the baby.	None	5 Hours	<i>Municipal Health Officer Nurse on duty Midwife on duty Municipal Health Office</i>
5. The mother will then be transported to the ward	5.1 Finish the charts, monitor baby and mother and record data for 24 hours.	None	6 Hours	<i>Municipal Health Officer Nurse on duty Midwife on duty Municipal Health Office</i>
	5.2 Gives necessary medications and instructions to the mother and watcher.	None	6 Hours	<i>Municipal Health Officer Nurse on duty Midwife on duty Municipal Health Office</i>
	5.3 Injects BCG and Hepatitis B vaccine to the	None	6 Hours	<i>Municipal Health Officer Nurse on duty</i>



	baby.			<i>Midwife on duty Municipal Health Office</i>
	5.3 Injects BCG and Hepatitis B vaccine to the baby.	None	6 Hours	<i>Municipal Health Officer Nurse on duty Midwife on duty Municipal Health Office</i>
6. The watcher gets order of payment	6.1 Issue order of payment.	None	1 Hour	<i>Nurse on duty Midwife on duty Municipal Health Office</i>
7. Pay the fees at the Municipal Treasury Office	7.1 Receives the order of payment and payment, Issue official receipt.	Delivery Fee: PHP 2,000.00 (Free for member of the Konsulta Package)	10 Minutes	<i>Revenue Collection Clerk II Municipal Treasury Office</i>
8. Present the official receipt and sign in the logbook	8.1 Issues the growth chart, immunization record, gives health teachings and instructions, counseling, sent clients home.	None	1 Hour	<i>Nurse on duty Midwife on duty Municipal Health Office</i>
TOTAL		PHP2,000.00 (Free for members of Konsulta Package)	1 Day, 22 Hours	