

SERVICE: SANITARY PERMIT (NEW)**A. FOOD-RELATED BUSINESSES: Restaurants, Canteens, Sari-sari Stores, Video & Disco Bars (Ordinary), Eatery, Food Carts, Refreshments and Snacks, Vegetable/Fruit Retailers, and other Food-related establishments (lodging houses, apartelles, hotels/motels, coffee shops, consumers cooperative)**

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Request for inspection of establishment	a. Inspects facilities of the establishment to check sanitary requirements b. Submits Inspection Report	1 day	Sanitation Inspector		Business Application/Stub
2	Submission of Health Certificates, Food Handler's Orientation Certificate, Working Permit (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	5 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees (Yellow Card) valid for 1 year and Working Permits Note: Valid for until the end of the year
3	Wait	Approves/Releases Sanitary Permit	2 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

A.1. FOOD-RELATED BUSINESSES: Night Establishments such as Disco Bars, Cabarets, Gay Bars

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Request for inspection of establishment	a. Inspects facilities of the establishment to check sanitary requirements b. Submits Inspection Report	2 days	Sanitation Inspector		Business Application/Stub
2	Submission of Health Certificates, Pink Card, Working Permit (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees (Yellow Card) valid for 1 year and Working Permits Note: Valid for until the end of the year
3	Wait	Approves/Releases Sanitary Permit	2 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B. NON-FOOD-RELATED BUSINESSES: Shuttle Vans, Pharmacy/Drug Stores, Manpower/Recruitment Agencies, Dance Studios, Review Centers, Tutorial Schools, Gym/Fitness Instructors, Caddy Boys, Pony Boys, Janitorial Services

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Request for inspection of establishment	a. Inspects facilities of the establishment to check sanitary requirements b. Submits Inspection Report	2 days	Sanitation Inspector		Business Application/Stub
2	Submission of Health Certificates, Working Permits (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits,
3	Wait	Approves/Releases Sanitary Permit	3 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B.1. NON-FOOD-RELATED BUSINESSES: Spa, Massage Clinics, Massage Therapy

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Request for inspection of establishment	a. Inspects facilities of the establishment to check sanitary requirements b. Submits Inspection Report	2 days	Sanitation Inspector		
2	Submission of Health Certificates, Working Permits, Training Certificate (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits, Training Certificate
3	Wait	Approves/Releases Sanitary Permit	3 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B.2. NON-FOOD-RELATED BUSINESSES: Septage Haulers

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Request for inspection of establishment	a. Inspects facilities of the establishment to check sanitary requirements b. Submits Inspection Report	2 days	Sanitation Inspector		
2	Submission of Health Certificates, Working Permits, Sanitary Engineer's Report (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits, Sanitary Engineer's Report
3	Wait	Approves/Releases Sanitary Permit	3 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B.3. NON-FOOD-RELATED BUSINESSES: Barber Shops, Beauty Parlors, Security Agencies

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Submission of Health Certificates, Working Permits, Assessment of Payment (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits, Assessment of Payment
2	Wait	Approves/Releases Sanitary Permit	3 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B.4. NON-FOOD-RELATED BUSINESSES: Dental Clinic, Veterinary Clinic, Medical & Diagnostic Laboratory

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Request for inspection of establishment	a. Inspects facilities of the establishment to check sanitary requirements b. Submits Inspection Report	2 days	Sanitation Inspector		Business Application/Stub
2	Submission of Health Certificates, Working Permits, Health Care Waste Management Plan (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits, Health Care Waste Management Plan
3	Wait	Approves/Releases Sanitary Permit	3 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

C. OTHER BUSINESSES- Not Requiring Health Certificates

e.g. Real Estate, Dry Goods, Footwear, Ukay-ukay, Kitchenwares, Banks, Cellphone Store, Hardware etc

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Request for inspection of establishment	a. Inspects facilities of the establishment to check sanitary requirements b. Submits Inspection Report	3 days	Sanitation Inspector		Business Application/Stub
2	Wait	Approves/Releases Sanitary Permit	5 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

SERVICE: SANITARY PERMIT (RENEWAL)**A. FOOD-RELATED BUSINESSES: Restaurants, Canteens, Sari-sari Stores, Video & Disco Bars (Ordinary), Eatery, Food Carts, Refreshments and Snacks, Vegetable/Fruit Retailers, and other Food-related establishments (lodging houses, apartelles, hotels/motels, coffee shops, consumers cooperative)**

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Presents updated Health Certificates (Yellow Card) and Working Permits of Employees, Assessment of taxpayer (Rm. 204-Sanitation Division, 2 nd Floor)	Evaluates/Checks documents	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees, Working Permits and Food Handler's Certificate
2	Wait	Approves/Releases New Sanitary Permit	1 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

A.1. FOOD-RELATED BUSINESSES: Night Establishments such as Disco Bars, Cabarets, Gay Bars

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Submission of Health Certificates, Pink Card, Working Permit (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	2 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees, Working Permits, Pink Card
2	Wait	Approves/Releases Sanitary Permit	1 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B. NON-FOOD-RELATED BUSINESSES: Shuttle Vans, Pharmacy/Drug Stores, Manpower/Recruitment Agencies, Dance Studios, Review Centers, Tutorial Schools, Gym/Fitness Instructors, Caddy Boys, Pony Boys, Janitorial Services

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Submission of Health Certificates, Working Permits, Assessment of Payment (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits, Assessment of Payment
2	Wait	Approves/Releases Sanitary Permit	3 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B.1. NON-FOOD-RELATED BUSINESSES: Spa, Massage Clinics, Massage Therapy

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Submission of Health Certificates, Working Permits, Training Certificate, Assessment of Payment (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits, Training Certificate, Assessment of Payment
2	Wait	Approves/Releases Sanitary Permit	3 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B.2. NON-FOOD-RELATED BUSINESSES: Septage Haulers

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Submission of Health Certificates, Working Permits, Assessment of Payment (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits, Assessment of Payment
2	Wait	Approves/Releases Sanitary Permit	2 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B.3. NON-FOOD-RELATED BUSINESSES: Barber Shops, Beauty Parlors, Security Agencies

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Submission of Health Certificates, Working Permits, Assessment of Payment (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	2 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits, Assessment of Payment, Training Certificate
2	Wait	Approves/Releases Sanitary Permit	2 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

B.4. NON-FOOD-RELATED BUSINESSES: Dental Clinic, Veterinary Clinic, Medical & Diagnostic Laboratory

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Submission of Health Certificates, Working Permits, Assessment of Payment (Rm. 204-Sanitation Division, 2 nd Floor)	Assesses/Evaluates submitted requirements	3 minutes	Sanitation Inspector/ Admin Aide IV		Updated Health Certificates of Employees and Working Permits, Assessment of Payment
2	Wait	Approves/Releases Sanitary Permit	3 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

C. OTHER BUSINESSES- Not Requiring Health Certificates**e.g. Real Estate, Dry Goods, Footwear, Ukay-ukay, Kitchenwares, Banks, Cellphone Store, Hardwares, etc**

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Presents Updated Assessment of Payment (Rm. 204-Sanitation Division, 2 nd Floor)	Evaluates/Checks documents	1 minute	Sanitation Inspector/ Admin Aide IV		Updated Assessment of Payment
2	Wait	Approves/Releases Sanitary Permit	1 minute	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

D. Water Refilling Stations, Water Delivery Services and other Water-related Businesses (NEW/RENEWAL)

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Presents updated Health Certificates(Yellow Card) and Working Permit of Employees, Assessment of taxpayer, CWO, monthly bacteriological test of the previous year, updated chemical physical test, certificate from water source, HACCP, Engineer's report, updated bacteriological test during application (Rm. 204-Sanitation Division, 2 nd Floor)	Evaluates/Checks documents	5 minutes	Sanitation Inspector/ Admin Aide IV		a.Photocopy of Certificate of Certified Water Operator's (CWO) Course conducted by DOH accredited organization b.Updated Health Certificate and Working Permits of all employees c.Laboratory analysis of product water for refilling stations issued by DOH accredited laboratories *Bacterial Analysis should be zero bacterial count in all types *Chemical Analysis should pass PNSDW standards d. Hazard Assessment Control plan which include the purification stages and specifications of equipment duly signed and sealed by a Private Sanitary Engineer
2	Wait	Approves Sanitary Permit	2 minutes	Sanitation Inspector, Engineer IV, City Health Officer, Assistant City Health Officer		

Note:

*Certificates of Water Potability shall be acquired once but to be updated if there are changes on the water sources. It shall be presented every renewal period.

*CWO Certificates shall be presented every renewal period.

* Refilling Stations sourcing water from Water Delivery Firms shall ask a certification and updated business permit.

*Barangay Water Systems, Subdivision and other Community Water systems shall submit water sample for laboratory tests.

* To submit monthly bacterial test during the preceding year every renewal period.

SERVICE: DENTAL CARE

Steps	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Requirements
1	Proceed to Dental Clinic (Room 106)	Accomplish clinical record, interviewed client, records complaints and other pertinent informations, retrieves records from file if "old" client, BP taking	15 minutes	Dental Aide		
2	Proceed to the Treatment Room	Oral Examination (Diagnosis)	5 minutes	Dentist		
3	Proceed to the cashier to pay necessary fees	Receive appropriate fees and issue official receipt	2 minutes	Cashier	P55.00/ Tooth Extraction Anesthesia - P40.00 Dental fee- P15.00	
4	Proceed to DENTAL CLINIC (Room 106)	Record payment	2 minutes	Dental Aide		Official Receipt
5	Proceed to Treatment Room	O.P. Cleaning	15-30 minutes	Dentist		
		Tooth Extracting and dressing of wound	15 minutes			
		Filling	30 minutes			

		Post operation instruction	3 minutes			
6	Proceed to pharmacy if oral medicines are needed (Room 103)	Check availability of medicine and charge amount	5 minutes	Pharmacist		Prescription
7	Proceed to cashier for payment (Room 104)	Collect payment	5 minutes	Cashier		

SERVICE: ISSUANCE OF PINK CARD AND WORKING PERMIT
At the Reproductive Health and Wellness Center (RHWC)

Steps	Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Requirements
1	Secure LONG FORM at the RHWC (Rm. 101, 1 st Floor) and fill-in necessary information	Interviews client and issues long form	7 minutes	Laboratory Aide/ Nurse II		3 pcs 2x2 pictures 1 pc 1x1 picture Birth Certificate (NSO)
	If initial visit, client is advised to undergo smear	Conduct initial smear	5 minutes	Physician/ Nurse II	Php 10.00	
	Completion of requirements	Conduct Laboratory examination				
2	Update Negative Smear		2 hours			
	Update Negative Chest X-Ray		15 minutes			
	Negative Stool Result		3 days		Php. 70.00	Stool specimen
	Syphilis Testing		30 minutes		Php. 225.00	
	HIV Testing		3 days			
3	Pay necessary fees at the cashier	Collects payment & issues official receipt	2 minutes	Cashier	Health Certificate Fee Php. 25.00 + other laboratory tests required	
4	Submit Long Form and laboratory results and other requirements at the RHWC	Assess submitted requirements	2 minutes	Nurse/ Laboratory Aide		Negative Results of Smear, Chest X-ray, Stool, Syphilis Testing, HIV Testing, Police Clearance, Working Permit Form, receipt

		Sign Long Form and Countersigns Working Permit	1 minute	RHWC Physician		
5	Have working permit signed and/or fees collected by the following City Offices: City Health Office City Mayor's Office City Treasurer's Office Baguio City Police Office	Signs the working permit	5 minutes	City Health Officer/ Asst. City Health Officer Officer-in-Charge Officer-in-Charge		Working Permit
6	Proceed to RHWC and get Pink Card	Prepares Pink Card to be countersigned by RHWC Physician	15 minutes	RHWC Nurse/ Laboratory Aide/ RHWC Physician		Attendance to STI/HIV Seminar (Every Friday 1:00-3:00 PM, HSO Conference Hall)
		Signs Pink Card	5 minutes	City Health Officer/ Assistant City Health Officer		

SERVICE: ISSUANCE OF HEALTH CERTIFICATE; HEALTH CERTIFICATE with MEDICAL CERTIFICATE/PHYSICAL EXAMINATION/FIT TO WORK

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Secure Application Form and fill-in necessary information (Information Desk/Public Assistance Desk at the Lobby, 1 st Floor)	Issues appropriate form	3 minutes	Construction and Maintenance General Foreman/Fumigator/ Administrative Aides	Urinalysis: Php. 30.00 Fecalysis: Php. 20.00 Chest X-Ray: Php. 100.00	a.Two (2) recent identical 1x1 colored picture, white background b.Stool for examination c.Chest X-Ray Note: Stool Exam and Chest X-Ray may be availed at any accredited laboratories. For Stool: -FDC, TADC, BGH, UB, SLU, Surecheck For Chest X-Ray: -Any lab in Baguio -If outside Baguio, bring X-Ray plate d.Food Handler's Seminar Certificate (Seminar is daily at 8:00 AM, 3 rd Floor Conference Room A) *Certificate is valid for three (3) years e. RPR for bars/entertainers Additional Lab Requirements for Health Certificate with Medical Certificate/Physical Examination/Fit to Work

						f. Urinalysis g. Complete Blood count
2	Proceed to the Lab to submit stool, urine, and for blood extraction. Undergo Chest X-Ray, if needed		Laboratory: 2 hours Chest X-Ray: 30 minutes Result: 3 days	Med Tech X-Ray Technician		
3	For Health Certificate: Present Application Form with Lab Results (Stool, Chest X-Ray, RPR if needed) at the Dispensary (Rm 105)	Evaluates Lab and X-Ray results	10 minutes	Medical Officer		
		If with stool/RPR positive findings, Medical Officer prescribes needed medicines	5 minutes	Medical Officer		
		If with X-Ray findings of PTB or suspected TB	2 days: sputum specimen submission 2 weeks: TBDC evaluation	Medical Officer/Nurse at the TBDC TBDC Committee		
	Pay at the Cashier (Rm. 104)	Cashier accepts payments and issues receipt	3 minutes	Cashier	P25.00	
	Proceed to Room 204 (Sanitation)	Issues Health Card -Yellow Card (Food Handler) -Green Card (Non-Food Handler)	Half-day if with Seminar 5 minutes if w/o Seminar	Sanitation Inspector		
	For Medical Certificate: Present Lab Results for evaluation (Fecalalysis, X-Ray, CBC, urinalysis, others as required)	Conducts Physical Examination/Fit to Work/ Fit for Training	10 minutes	Medical Officer	P50.00	Laboratory Results

4	Proceed to Room 204-Sanitation Complete necessary signatories of Working Permit	Issues Working Permit form	1 minute	For Signing: a. Sanitation Inspector or qualified staff b. City Health Officer/ Asst. City Health Officer c. Baguio City Police Office d. Mayor's Office		
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SERVICE: TREATMENT FOR ANIMAL BITES/ HEPATITIS B VACCINATION/ MEDICAL CHECK-UP

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements				
1	Proceed to Dispensary/ Animal Bite Center (Room 105)	Admits clients, accomplishes clinical record, conducts interview and take vital signs.	15 minutes	Nurse						
2	Proceed to Doctor's room for consultation/evaluation	a.) Medical Consultation	30 minutes	Medical Officer	Php. 350.00/dose					
		b.) Hepatitis B Vaccination- Assesses if client is qualified for vaccination	5 minutes		New: 3 doses= Php. 1050.00 Booster: 1 dose=Php. 350.00					
		c.) For Bite Patients-Doctor Assesses the category of bites	30 minutes							
3	Proceed to the Pharmacy if oral medicines are needed	Check availability of medicines and charge their amounts	5 minutes	Pharmacist						
4	Pay at the Cashier the needed fees	Collects/Records payment and issue official receipt	5 minutes	Cashier	Anti-Rabies Vaccine: FREE	Category II				
					Anti-Rabies Vaccine: P600.00/dose x 3=Php1800.00 PLUS Rabies Immunoglobulin: <table border="0"> <tr> <td>Body weight</td> <td>Amount</td> </tr> <tr> <td>1-25kg</td> <td>P1200.00</td> </tr> <tr> <td>26-50kg</td> <td>P2,400.00</td> </tr> <tr> <td>51-75kg</td> <td>P3,600.00</td> </tr> <tr> <td>76-100kg</td> <td>P4,800.00</td> </tr> </table>		Body weight	Amount	1-25kg	P1200.00
Body weight	Amount									
1-25kg	P1200.00									
26-50kg	P2,400.00									
51-75kg	P3,600.00									
76-100kg	P4,800.00									
					Non-Indigents: To pay in excess of P3000.00 PHIC Benefit Package 4Ps/NHTS: All expenses to be covered by	PHILHEALTH Qualified Patients: (CATEGORY III Bites only) 1.)Get from PHILHEALTH Office -Member Data Record				

					PHIC (No Balance Billing)	(MDR) -Contribution Certificate for Individually paying members 2.)Get Forms from Room 105 -Form CF1 -Form CF2
5	Proceed to Room 105 and present Official Receipt of payment for the vaccines	Inject the needed vaccine	5 minutes	Nurse		

SERVICE: ISSUANCE OF DEATH CERTIFICATE (Home and Dead On Arrival (DOA) at the Hospital)

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Proceed to Room 202 (Administrative Division)	Issues Death Certificate Information Form and directs client to the office of the Medical Officer in charge for the day. Instructs client to accomplish DCIF.	5 minutes	Administrative Aide		Recent discharge summary For Late Registration, Secure Affidavit of Late Registration
2	Proceed to the Medical Officer-in-Charge for interview	Interviews client regarding the deceased's cause of death and other pertinent information; accomplishes 'Cause of death Slip'	5 minutes	Medical Officer-in-charge		
3	Proceed to Room 202 or 206 and present 'Cause of Death' slip and Death Certificate Information Form	Prepares death certificate; asks client to review death certificate and affix signature if OK; Administrative Staff affixes signature. Issues transfer permit if needed. Medical Officer who conducted interview signs death certificate	15 minutes	Administrative Staff and Medical Officer-in-Charge		
4	Proceed to the cashier to pay burial permit/transfer permit	Collects payment and issues receipts	5 minutes	Cashier	a.Burial Permit digging-P300.00 pantheon-P500.00 b.Lot Rental P100.00 c.Condo Tomb: P8,500.00 and above d.Exhumation Fee: P150.00 Transfer Permit: P30.00	Death Certificate
5	Proceed to Rm. 202 to check on the availability of signatory on the "Reviewed by Portion"	Signs Death Certificate/Releases Death Certificate	3 minutes	City Health Officer/Assistant City Health Officer/MOIV		Death certificate form, Official Receipt

SERVICE: PRE-MARRIAGE COUNSELING**Clients: Couples Applying for Marriage License**

Steps	Clients	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Requirements
1	Pay at the Cashier (Pre-Marriage Certificate Fee) Room 104, 1 st Floor	Collect payment and issue receipt	5 minutes	Cashier	Regular Schedule:P20.00	At least one (1) of the following ID w/ Birthdate -UMID ID -Passport -Driver's License -Postal ID -PRC ID
2	Proceed to Rm. 304, 3 rd Floor for registration		10 minutes	PMC Counselor		Official Receipt (PMC Fee)
3	Attend Pre-Marriage Counseling	Conduct Pre-Marriage counselling seminar	3 Hours	PMC Counselor from: -LCR -CEPMO -OCSWD -YWAM -Population Division		
4		Release certificate	15 minutes	PMC Counselor		