

SERVICES

1. The Out-Patient Services of the Rural Health Unit

This service caters to the primary health needs of our constituents. It includes consultation, diagnosis and giving of appropriate medical services. Medical, Minor Surgeries and Dental Health services are available at the Rural Health Unit (RHU) to any person or individual who needs assistance taking in consideration of COVID-19 Pandemic.

Service Schedules: Monday to Friday 8:00 am to 5:00 pm

Fees: No fee is collected in availing of the outpatient services of the Rural Health Unit

1.1 Out Patient Check-Up

Office or Division:	Out Patient Department			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to BHW Station to get a number.	1.1 BHW gives number to the client.	None	1 minute	Imelda F. Laraya, RN Public Health Nurse
2. Go to admitting section for admission and the purpose of consultation.	2.1 BHWs do the interview	None	1 minute	Imelda F. Laraya, RN Public Health Nurse
3. Approach the BHWs, Health Center Nurse or Midwife	3.1 BHW take History, Vital signs (weight, temperature, height, blood pressure).	None	10 minutes	Imelda F. Laraya, RN Public Health Nurse
	3.2 Nurse/Midwife refer patients to the Municipal Health Physician.	None		
4. Approach the Municipal Health Physician according to the number sequence given in the BHW Station.	4.1 Proper physical examination, request for some laboratory exams if needed	None	15 minutes	Marina Go-Ramos, MD Municipal Health Officer
	4.2 Make proper disease diagnosis	None		
	4.3 Administer proper management	None		
	4.4 Prescribe and dispense necessary available medications	None		
	4.5 Advise and discharge patient	None		
5. Approach the Pharmacy for dispensing prescribed medications	5.1 Only available medications are dispensed.	None	2 minutes	Joan N. Maraisgan Pharmacy Assistant
	5.2 Then, patient may go home.	None		Marina Go-Ramos, MD Municipal Health Officer

TOTAL:	None	23 minutes	
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1.2 Dental Services

Office or Division:	Dental Clinic			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to BHW Station to get a number.	1.1 BHW gives number to the client.	None	1 minute	Imelda F. Laraya, RN Public Health Nurse
2. Approach the BHWs, Health Center Nurse or Midwife	2.1 BHW take History, Vital signs (weight, temperature, height, blood pressure).	None	5 minutes	Imelda F. Laraya, RN Public Health Nurse
3. Admit patients for Dental care.	3.1 BHW refer to Dentist on Duty.	None	2 minutes	Imelda F. Laraya, RN Public Health Nurse
4. Approach the Municipal Dentist to the number sequence given in the BHW Station.	4.1 Examine the patient	None	45 minutes	Desiree Mangahas, DDM Municipal Dentist
	4.2 Render necessarily needed dental care.	None		
	4.3 Give dental advise, health teachings and discharge the patient.	None		
5. Approach the Pharmacy for dispensing prescribed medications	5.1 Only available medications are dispensed.	None	2 minutes	Joan N. Maraisgan Pharmacy Assistant
	5.2 Then, patient may go home.	None		Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		None	55 minutes	

2. Pre-Natal Check Up

Maternal Care is one of the featured programs in the Department of Health Reform Agenda in conjunction with the country's Millennium Goal, hence we offer regular pre-natal check up to would-be, and expectant mothers in our community to be able to achieve a zero maternal mortality rate, and to make sure that every delivery is a safe delivery taking in consideration of COVID-19 Pandemic.

Service Schedules: Every Tuesdays 8:00 am to 5:00 am

Office or Division:	Delivery Room Department		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Pregnant Women		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Proper wearing of Face mask		Applicant	
2. Social Distancing			

3. Prenatal Book				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to BHW Station to get a number.	1.1 BHW gives number to the client.	None	1 minute	Imelda F. Laraya, RN Public Health Nurse
2. Go to admitting section for admission and the purpose of consultation.	2.1 BHWs do the interview	None	10 minutes	Imelda F. Laraya, RN Public Health Nurse
3. Proceed to the examination room, to be called according to your number.	3.1 Midwife in the examination room do the prenatal abdominal palpation and other necessary examination suited to the patient.	None	15 minutes	Imelda F. Laraya, RN Public Health Nurse
	3.2 Health Education emphasizing facility-based delivery. Administering Anti Tetanus (TD) Vaccine (as necessary).			
	3.3 Giving of supplements and vitamins (Iron & Calcium).			
	3.4 Patients who need further examinations are referred to the Municipal Health physician for further check-up.			
4. May Go Home	4.1 Midwife/Nurse in charge do the final advice and Schedule patient for follow up visit.	None	3 minutes	Imelda F. Laraya, RN Public Health Nurse
	4.2 Patients referred to physician are advised and discharged by the Municipal Health Physician.	None		Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		None	29 minutes	

3. Family Planning Services

Family Planning is one of the featured programs in the Department of Health Reform Agenda in conjunction with the country's Millennium Goal, hence we offer regular Family Planning services for the purposed of Birth Spacing, responsible parenthood taking in consideration of COVID-19 Pandemic.

Service Schedules: As Patient Comes

3.1 Family Planning Methods

Office or Division:	Nurse Clinic
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Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Reproductive Women ages18-46 yeras old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. In good health				
4. No other illness to avoid complication				
5. Normal Blood Pressure (120/80mmHg)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to BHW Station to get a number.	1.1 BHW gives number to the client.	None	1 minute	Imelda F. Laraya, RN Public Health Nurse
2. Go to admitting section for admission and the purpose of consultation.	2.1 BHWs do the interview	None	1 minute	Imelda F. Laraya, RN Public Health Nurse
3. Approach the BHWs, Health Center Nurse or Midwife	3.1 History Taking, Vital signs (weight, temperature, height, blood pressure) taking.	None	10 minutes	Imelda F. Laraya, RN Public Health Nurse
4. Proceed to the examination room, you will be called according to your numbers.	4.1 Nurse and/or midwife in the examination room do the examination and Health teaching regarding different Family Planning Methods.	None	30 minutes	Imelda F. Laraya, RN Public Health Nurse
5. Nurse and/or midwife in charge do the final advice and schedule patient for further follow up if necessary.	5.1 Patients referred to the Municipal Health Physician are advised and discharged by the physician.	None	15 minutes	Imelda F. Laraya, RN Public Health Nurse
TOTAL:		None	57 minutes	

3.2 Marriage Counseling

Office or Division:	Nurse Clinic			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Reproductive Women ages18-46 year's old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to MSWD at the Municipal Building	1.1 For scheduling and for payment form	None	15 minutes	
2. Go to the Treasurer's Office	2.1 Treasurer's Office collect payment and release official receipt	P 50.00	10 minutes	

3. On the scheduled date, proceed to the Rural Health Unit	3.1 Agencies: Municipal Social Welfare and Development (MSWD), Department of Agriculture and Rural Health Unit facilitates Counseling	None		
TOTAL:		P 50.00		

4. ANTI- TUBERCULOSIS PROGRAM (TB-DOTS)

Tuberculosis has burdened the country for so many years. Presently, it is still a major health hazard. The Municipal Health Office manages an anti- tuberculosis program. It is geared toward preventing and controlling the spread/ transmission of tuberculosis (TB) in the community. The main objective is to identify and treats patients with TB by providing anti-tuberculosis medication for free using the DOTS. This program caters to the so-called TB symptomatic, meaning, patients having a chronic cough of more than two (2) weeks or coughing out blood, afternoon low grade fever, body weakness, and sudden loss of weight for the last six (6) months. The services take consideration of the proper caution for the COVID-19 Pandemic.

Service Schedules: Monday to Friday 8:00 am to 5:00 pm

Office or Division:	TB-DOTS			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to BHW Station to get a number.	1.1 BHW gives number to the client.	None	1 minute	
2. Go to admitting section for admission and the purpose of consultation.	2.1 BHWs do the interview	None	1 minute	Imelda F. Laraya, RN Public Health Nurse
3. Approach the Health Center Nurse or Midwife	3.1 History Taking, Vital signs (weight, temperature, height, blood pressure) taking.	None	10 minutes	Imelda F. Laraya, RN Public Health Nurse
4. All TB Symptomatic patients are referred to the physician.	4.1 Municipal Health Physician further examine the patient for proper evaluation and assessment	None	10 minutes	Marina Go-Ramos, MD Municipal Health Officer
5. Symptomatic Patient proceed to laboratory for sputum examination.	5.1 Medical Technologist, Microscopist, collect sputum specimen.	None	3 minutes	Medical Technologist Marina Go-Ramos, MD Municipal Health Officer
6. Follow up sputum results.	6.1 Medical Technologists release sputum results to midwives or	None	1 day	Medical Technologist Marina Go-Ramos, MD

	directly to the patient			Municipal Health Officer
7. Patient with sputum result proceeds to admitting section.	7.1 Midwife on duty refer patient to the physician.	None	3 minutes	Imelda F. Laraya, RN Public Health Nurse
8. Patient proceed to treatment room	8.1 Municipal Health Physician examine, evaluate and diagnose patient for proper management	None	10 minutes	Marina Go-Ramos, MD Municipal Health Officer
9.A. TB Symptomatic patient with (+) sputum approach the Nurse on duty	9.A.1 Nurse on duty register the patient to Directly Observed Treatment with Short Course Chemotherapy, National Tuberculosis Program (DOTS NTP) registry and endorse to the midwife in charge or BHW as DOTS treatment partner.	None	10 minutes	Imelda F. Laraya, RN Public Health Nurse
9.B. TB Symptomatic patient with (-) sputum requested for chest x-ray exam	9.B.1 Diagnostic Center (noninstitutional) conduct chest x-ray exam as requested		30 minutes	
9.B.A. TB Symptomatic patient with (+) sputum approach the midwife in charge.	9.B.A.1 Midwife in charge properly instruct the patient regarding DOTS and emphasized strict compliance to treatment.	None	20 minutes	Imelda F. Laraya, RN Public Health Nurse Marina Go-Ramos, MD Municipal Health Officer
9.B.B. TB symptomatic patient with (-) sputum and chest x-ray results approach the physician.	9.B.B.1 Physician evaluate patient for further management		5 minutes	
9.B.C. TB Symptomatic patient with (+) sputum start the medication and follow-up as instructed.	9.B.C.1 Midwife and BHW in charge directly supervise the patients' compliance to drug intake.		6 months – 1 year	
9.B.D. TB Symptomatic patients with (-) sputum and with chest x-ray results start medication as instructed by the physician	9.B.D.1 Municipal Health Physician follows up patient and or refer to TB Diagnostic Committee (TBDC) in accordance with the proper assessment.		1. TBDC 2-3 WEEKS 2. OTHER DIAGNOSIS - variable	
TOTAL:		None		

5. NATIONAL IMMUNIZATION PROGRAM (NIP)

This is one of the core programs of the Department of Health, under the Maternal and child care, giving free vaccines for all the different childhood diseases to the susceptible populace from birth to nine (9) months old. The Municipal Health Office gives bacillus Calmette-Guérin (BCG) vaccine, Hepatitis B vaccine, Diphtheria, Pertussis, Tetanus (DPT) vaccine, Oral Polio vaccine (OPV), Inactivated Polio Vaccine (IPV) and measles vaccine to neonates before one year of age. The services take consideration of the proper caution for the COVID-19 Pandemic.

Service Schedules: Wednesday 8:00 am to 12:00 nn

Office or Division:	Nursing Service			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Children under 5 years old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to BHW Station to get a number.	1.1 BHW gives number to the client.	None	1 minute	Imelda F. Laraya, RN Public Health Nurse
2. Go to admitting section to review the immunization record or baby's book and add the name of the client to the master list	2.1 BHWs do the interview	None	1 minute	Imelda F. Laraya, RN Public Health Nurse
3. Approach the Health Center Nurse or Midwife	3.1 History Taking, Vital signs (weight, temperature, height, blood pressure) taking.	None	10 minutes	Imelda F. Laraya, RN Public Health Nurse
4. Proceed to Vaccination area.	4.1 The nurse and midwives administer the necessary vaccines to the client on a first-come, first-served basis	None	5 minutes	Imelda F. Laraya, RN Public Health Nurse
5. Nurses and Midwives advise and give health education and instruct client for follow-up and further discharge.	5.1 Health education and instruct client for follow-up and further discharge.	None	3 minutes	Imelda F. Laraya, RN Public Health Nurse
TOTAL:		None	20 minutes	

6. BASIC LABORATORY EXAMINATION SERVICES

This service caters to all indigent cardholders under the OPD package of the Philippine Health Insurance Corporation for free, but also serves our constituents who would like to avail of the services paying minimum amount for the maintenance and financial assistance of the laboratory in aid of the capitation fund. Laboratory examination such as complete blood count (CBC), urinalysis, fecalysis, and sputum examination are available for free for

Philhealth OPD cardholders. All other non-cardholders are pay patients and may avail of the following services as enumerated below;

Service Schedules: Monday - Friday 8:00 am to 5:00 pm

*The services take consideration of the proper precautionary measures for the COVID-19 Pandemic

6.1 Basic Laboratory Examination Services

Office or Division:	RHU Laboratory			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Physician’s Laboratory Request Form for Complete Blood Count (CBC)		Municipal Health Officer/ Physician / Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult to Municipal Health Officer/ Nurse for laboratory request.	1.1 Prescription of Laboratory Request for CBC made by the Municipal Health Officer/Physician/Nurse	None	10 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. Patient with laboratory request, proceed to the laboratory section and submit it to the Medical Technologist	2.1 Medical Technologist review the laboratory request and instruct the patient about the procedure	None	5 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
3. Patient without Phil Health OPD card should proceed to the Municipal Treasury Department for payment.	3.1 The Treasurer’s Office collect payments and release official receipt	P 60.00	10 minutes	Carmelita Marasigan Municipal Treasurer
4. Medical Technologist collect specimen from the patient	4.1 Medical Technologist get receipt prior to laboratory procedures.	None	3 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
5. Wait for the result at the waiting area.	5.1 Medical Technologist process the specimen.	None	45 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
	5.2 Releasing of Result by the Medical Technologist	None		
6. Submit to Municipal Health Officer	6.1 Municipal Health Office evaluates the result	None	5 minutes	Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		P 60.00	1 hour, 18 minutes	

6.2 Complete Blood Count with Platelet Count

Office or Division:	RHU Laboratory			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Physician's Laboratory Request Form for Complete Blood Count with Platelet Count (CBC with PC)		Municipal Health Officer/ Physician / Nurse		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult to Municipal Health Officer/ Nurse for laboratory request.	1.1 Prescription of Laboratory Request for CBC with PC made by the Municipal Health Officer/Physician/Nurse	None	10 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. Patient with laboratory request, proceed to the laboratory section and submit it to the Medical Technologist	2.1 Medical Technologist review the laboratory request and instruct the patient about the procedure	None	5 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
3. Patient without Phil Health OPD card should proceed to the Municipal Treasury Department for payment.	3.1 The Treasurer's Office collect payments and release official receipt	P 80.00	10 minutes	Carmelita Marasigan Municipal Treasurer
4. Medical Technologist collect specimen from the patient	4.1 Medical Technologist get receipt prior to laboratory procedures.	None	3 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
5. Wait for the result at the waiting area.	5.1 Medical Technologist process the specimen.	None	45 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
	5.2 Releasing of Result by the Medical Technologist	None		
6. Submit to Municipal Health Officer	6.1 Municipal Health Office evaluates the result	None	5 minutes	Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		P 80.00	1 hour, 18 minutes	

6.3 Blood Typing

Office or Division:	RHU Laboratory			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Physician's Laboratory Request Form for Complete Blood Count with Platelet Count (CBC with PC)		Municipal Health Officer/ Physician		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult to Municipal Health Officer/ Nurse for laboratory request.	1.1 Prescription of Laboratory Request for Blood Typing made by the Municipal Health Officer/Physician/Nurse	None	15 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. Patient with laboratory	2.1 Medical Technologist review	None	5 minutes	Thea S. Villaverde, RMT

request, proceed to the laboratory section and submit it to the Medical Technologist	the laboratory request and instruct the patient about the procedure			Registered Medical Technologist
3. Patient without Phil Health OPD card should proceed to the Municipal Treasury Department for payment.	3.1 The Treasurer's Office collect payments and release official receipt	P 80.00	10 minutes	Carmelita Marasigan Municipal Treasurer
4. Medical Technologist collect specimen from the patient	4.1 Medical Technologist get receipt prior to laboratory procedures.	None	3 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
5. Wait for the result at the waiting area.	5.1 Medical Technologist process the specimen.	None	15 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
	5.2 Releasing of Result by the Medical Technologist	None		
6. Submit to Municipal Health Officer	6.1 Municipal Health Office evaluates the result	None	5 minutes	Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		P 80.00	53 minutes	

6.4 Urinalysis

Office or Division:	RHU Laboratory			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Physician's Laboratory Request Form for Urinalysis		Municipal Health Officer/ Physician		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult to Municipal Health Officer/ Nurse for laboratory request.	1.1 Prescription of Laboratory Request for Urinalysis made by the Municipal Health Officer/Physician/Nurse	None	15 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. Patient with laboratory request, proceed to the laboratory section and submit it to the Medical Technologist	2.1 Medical Technologist review the laboratory request and instruct the patient about the procedure	None	5 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
3. Patient without Phil Health OPD card should proceed to the Municipal Treasury Department for payment.	3.1 The Treasurer's Office collect payments and release official receipt	P 80.00	10 minutes	Carmelita Marasigan Municipal Treasurer
4. Medical Technologist	4.1 Medical Technologist get	None	3 minutes	Thea S. Villaverde, RMT

collect specimen from the patient	receipt prior to laboratory procedures.			Registered Medical Technologist
5. Wait for the result at the waiting area.	5.1 Medical Technologist process the specimen.	None	15 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
	5.2 Releasing of Result by the Medical Technologist	None		
6. Submit to Municipal Health Officer	6.1 Municipal Health Office evaluates the result	None	5 minutes	Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		P 80.00	53 minutes	

6.5 Fecalysis

Office or Division:	RHU Laboratory			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Physician's Laboratory Request Form for Fecalysis		Municipal Health Officer/ Physician		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult to Municipal Health Officer/ Nurse for laboratory request.	1.1 Prescription of Laboratory Request for Fecalysis made by the Municipal Health Officer/Physician/Nurse	None	15 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. Patient with laboratory request, proceed to the laboratory section and submit it to the Medical Technologist	2.1 Medical Technologist review the laboratory request and instruct the patient about the procedure	None	5 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
3. Patient without Phil Health OPD card should proceed to the Municipal Treasury Department for payment.	3.1 The Treasurer's Office collect payments and release official receipt	P 60.00	10 minutes	Carmelita Marasigan Municipal Treasurer
4. Medical Technologist collect specimen from the patient	4.1 Medical Technologist get receipt prior to laboratory procedures.	None	3 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
5. Wait for the result at the waiting area.	5.1 Medical Technologist process the specimen.	None	35 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
	5.2 Releasing of Result by the Medical Technologist	None		
6. Submit to Municipal Health Officer	6.1 Municipal Health Office evaluates the result	None	5 minutes	Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		P 60.00	1 hour, 8 minutes	

6.6 Triglycerides

Office or Division:	RHU Laboratory			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Physician's Laboratory Request Form for Triglycerides		Municipal Health Officer/ Physician		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult to Municipal Health Officer/ Nurse for laboratory request.	1.1 Prescription of Laboratory Request for Triglycerides made by the Municipal Health Officer/Physician/Nurse	None	15 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. Patient with laboratory request, proceed to the laboratory section and submit it to the Medical Technologist	2.1 Medical Technologist review the laboratory request and instruct the patient about the procedure	None	5 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
3. Patient without Phil Health OPD card should proceed to the Municipal Treasury Department for payment.	3.1 The Treasurer's Office collect payments and release official receipt	P 60.00	10 minutes	Carmelita Marasigan Municipal Treasurer
4. Medical Technologist collect specimen from the patient	4.1 Medical Technologist get receipt prior to laboratory procedures.	None	3 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
5. Wait for the result at the waiting area.	5.1 Medical Technologist process the specimen.	None	35 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
	5.2 Releasing of Result by the Medical Technologist	None		
6. Submit to Municipal Health Officer	6.1 Municipal Health Office evaluates the result	None	5 minutes	Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		P 60.00	1 hour, 8 minutes	

6.7 Fasting Blood Sugar

Office or Division:	RHU Laboratory			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Physician's Laboratory Request Form for Fasting Blood Sugar		Municipal Health Officer/ Physician		
4. Fasting for 8-12 hours				

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult to Municipal Health Officer/ Nurse for laboratory request.	1.1 Prescription of Laboratory Request for Fasting Blood Sugar made by the Municipal Health Officer/Physician/Nurse	None	15 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. Patient with laboratory request, proceed to the laboratory section and submit it to the Medical Technologist	2.1 Medical Technologist review the laboratory request and instruct the patient about the procedure	None	5 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
3. Patient without Phil Health OPD card should proceed to the Municipal Treasury Department for payment.	3.1 The Treasurer's Office collect payments and release official receipt	P 60.00	10 minutes	Carmelita Marasigan Municipal Treasurer
4. Proceed to the Laboratory the next day (early morning 8:00am Medical Technologist collect blood specimen from the patient)	4.1 Medical Technologist get receipt prior to laboratory procedures.	None	12 hours 3 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
5. Wait for the result at the waiting area.	5.1 Medical Technologist process the specimen.	None	45 minutes	Thea S. Villaverde, RMT Registered Medical Technologist
	5.2 Releasing of Result by the Medical Technologist	None		
6. Submit to Municipal Health Officer	6.1 Municipal Health Office evaluates the result	None	5 minutes	Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		P 60.00	13 hours 23 minutes	

7. Issuance of Sanitary Permit and Health Certificate

In accordance to our implementing rules and regulations of Chapter III Food Establishment of the Code of Sanitation of the Philippines (P.D. 856) No person shall be allowed to engaged in any food related establishment without securing sanitary permit and all other individuals involved in food preparation and handling are required to secure health certificate.

Service Schedules: Monday - Friday 8:00 am to 5:00 pm

*The services take consideration of the proper precautionary measures for the COVID-19 Pandemic

7.1 Issuance of Sanitary Permit for Food Establishments & Non-Food Establishments

Office or Division:	Office of the Municipal Sanitary Inspector (TB-DOTS)	
Classification:	Complex	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Proper wearing of Face mask		Applicant
2. Social Distancing		

3. Inspection Report of the establishment duly signed by the Sanitary Inspector.		Sanitary Inspector		
4. Fully filled up Application form				
5. Health Certificate (not a requirement for Non-Food Establishment)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Sanitary Inspector for transaction brought by the client for application of sanitary permit.	1.1 Sanitary Inspector check and review the necessary requirements	None	5 minutes	Alain Flores Sanitary Inspector
2.A Client with incomplete requirement (Sanitation report)	2.A.1 Sanitary Inspector schedule the date for inspection and subsequent release of inspection report.	For each business, industrial, or agricultural establishments -with an area of 25sq m – More than 1,000 sq P100.00- P500.00 *Additional P500.00 fee for each additional 1000 sq m or a fraction thereof	Vary	Alain Flores Sanitary Inspector
2.B Client with complete requirements go to the Treasurer's office for payment of dues.	2.B.1 Treasurer's Office collect payments and release official receipt		10 minutes	Carmelita Marasigan Municipal Treasurer
3. Go back to the Sanitary Inspector and present the official receipt.	3.1 Sanitary Inspector release /issue the permit.	None	3 minutes	Alain Flores Sanitary Inspector
TOTAL:				

7.2 Health Certificate (For Food Handlers Only)

Office or Division:	Office of the Municipal Sanitary Inspector (TB-DOTS)			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Fecalalysis results		Laboratory		
4. Sputum exam result				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Sanitary Inspector for transaction	1.1 Sanitary Inspector check and review the necessary requirements	None	5 minutes	Alain Flores Sanitary Inspector
2. Go to the laboratory and submit specimen	2.1 Medical Technologist process the specimen		2 minutes	Medical Technologist
A. Sputum examination		None	24 hours	Marina Go-Ramos, MD Municipal Health Officer
B. Stool Examination		P 60.00		
3. Go back to the Sanitary Inspector to submit result of	3.1 Sanitary Inspector collect result of sputum and stool examination	None	5 minutes	Alain Flores Sanitary Inspector

sputum and stool examination.				
4. Proceed to the Treasurer's Office	3.1 Treasurer's Office collect payments and release official receipt	P 35.00	10 minutes	Carmelita Marasigan Municipal Treasurer
5. Go back to the Sanitary Inspector and present the official receipt.	5.1 Sanitary Inspector release /issue the permit.	None	3 minutes	Alain Flores Sanitary Inspector
TOTAL:		P 95.00	1 day 25 minutes	

7.3 Exumation Permit

Office or Division:	Office of the Municipal Sanitary Inspector (TB-DOTS)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Death Certificate		Local Civil Registry		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Sanitary Inspector for transaction Submit Death Certificate to the Sanitary Inspector	1.1 Sanitary Inspector attach the Death Certificate and release /issue the permit	None	5 minutes	Alain Flores Sanitary Inspector
2. Proceed to Treasurer's Office	2.1 Treasurer's Office collect payments and release official receipt	P 300.00	15 minutes	Carmelita Marasigan Municipal Treasurer
3. Go back to the Sanitary Inspector and present the official receipt.	3.1 Sanitary Inspector release /issue the permit.	None	3 minutes	Alain Flores Sanitary Inspector
TOTAL:		P 300.00	23 minutes	

7.4 Sanitary Complaint Regarding Nuisance

Office or Division:	Office of the Municipal Sanitary Inspector (TB-DOTS)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Written Complaint				
4. Endorsement from the Barangay		Barangay		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. After assistance from the Barangay Level, Approach Sanitary	1.1 Sanitary Inspector conduct inspection	None	5 minutes	Alain Flores Sanitary Inspector

Inspector for transaction Submit written complaint to the Sanitary Inspector.				
2. Proceed to the Treasurer's Office collect payments and release official receipt	2.1 The Treasurer's Office collect payments and release official receipt	None	15 minutes	Carmelita Marasigan Municipal Treasurer
3. For Compliance, For Non-Compliance,	3.1 Sanitary Inspector issues Sanitary Order for Compliance The incident is subject for Hearing/ Court Arbitration	None	10 minutes	Alain Flores Sanitary Inspector
TOTAL:		None	30 minutes	

7.5 Medical Certificate for Employment

Office or Division:	Municipal Health Officer Clinic			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Sputum Exam/X-ray				
4. Urinalysis				
5. *Psychiatric Exam (for Teachers)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Go to the office of the Municipal Health Officer	1.1 Municipal Health Officer provides payment form and requests for laboratory examination	None	5 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. Proceed to the Treasurer's Office	2.1 Treasurer's Office collect payments and release official receipt Laboratory Exams: Sputum Exam Urinalysis	P 50.00 P 40.00 P 60.00	10 minutes	Carmelita Marasigan Municipal Treasurer
3. Go to the laboratory and submit specimen Sputum examination Urinalysis	3.1 Medical Technologist process the specimen	None	1 day	Thea S. Villaverde Medical Technologist Marina Go-Ramos, MD Municipal Health Officer
4. Go back to the Laboratory for the result	4.1 Medical Technologist release result of laboratory exam	None	5 minutes	Thea S. Villaverde Medical Technologist Marina Go-Ramos, MD

				Municipal Health Officer
5. Proceed to the Municipal Health Office	5.1 The Municipal Health Officer do health assessment	None	10 minutes	Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		P 150.00	1 day 30 minutes	

7.6 Medical Certificate for Students

Office or Division:	Municipal Health Officer Clinic			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Go to the office of the Municipal Health Officer	1.1 Municipal Health Officer for Physical Assessment and for payment form	None	15 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. Proceed to the Treasurer's Office	2.1 Treasurer's Office collect payments and release official receipt	P 20.00	10 minutes	Carmelita Marasigan Municipal Treasurer
TOTAL:		P 20.00	1 day 30 minutes	

8. Pre and Post Treatment for Animal Bite Victims

The Office provides pre and post treatment for dog and cat bite victims.

Service Schedules: Monday - Friday 8:00 am to 5:00 pm

*The services take consideration of the proper precautionary measures for the COVID-19 Pandemic

Office or Division:	Out-Patient Department			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to BHW Station to get a number.	1.1 Municipal Health Officer for Physical Assessment and for payment form	None	1 minutes	Marina Go-Ramos, MD Municipal Health Officer
2. History taking. Checking vital signs, Accomplished ABTC Individual Treatment Record (ITR). Advises the client to proceed to the Doctor on Duty	2.1 Nurse/Midwife, Municipal Health Officer Evaluates the extent of bite. Provides health information and education. Advises patient for vaccination, if necessary	None	15 minutes	Imelda F. Laraya, RN Public Health Nurse Marina Go-Ramos, MD Municipal Health Officer
3. Nurses Provide wound care. Prepares	3.1 Advises patient to return on the scheduled date for vaccination	None	10 minutes	Imelda F. Laraya, RN Public Health Nurse

and administers vaccination.				
TOTAL:			26 minutes	

9. Delivery Room / Birthing Home

This is one of the core programs of the Department of Health, under the Maternal and child care, F1K strategy ensuring the protection, promotion, and optimal support of infant, young child feeding and pregnant women.

Service Schedules: 24 hours, 7 days a week

Client: Pregnant women with essential normal findings

**The services take consideration of the proper precautionary measures for the COVID-19 Pandemic*

Office or Division:	Delivery Room/Birthing Home			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Pregnant women who've prenatal checkups and of no Risk Pregnancy			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proper wearing of Face mask		Applicant		
2. Social Distancing				
3. Prenatal Checkup book Note: High Risk Pregnancies are advised for Hospital Delivery *High Risk Pregnancies: - Pregnant women 18 years old below - Pregnant women 35 years old and above - Pregnant women with history of multiple pregnancies (twins, triplets or other) - Had problems with previous pregnancies - Women who had Previous CS - Pregnant women with medical complications (TB, High BP, etc.) -Preeclamptic women -Pregnant women with short stature less than 145 cm - Pregnant women who weighs <40 kg and >80 kg -Primi (First Time) Pregnant women		Nurse assigned in the Barangays		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to waiting area	1.1 Nurse/Midwife review the record or Mother's book.	None	15 minutes	Ma. Teresa B. Ustare, RM Evangeline Cuervo, RM Teodora B. Encina, Rm Anayn V. Wasigan, RM (Rural Health Midwives)
	1.2 The Health Center Nurse or Midwife for History Taking, Vital signs (weight, temperature, height, blood pressure) taking.			
2. Proceed to the examination room for Physical examination: Initial IE	2.1 Nurse and/or midwife assist patient to examination room for Physical examination: Initial IE	None	15 minutes	Ma. Teresa B. Ustare, RM Evangeline Cuervo, RM

	2.2 Further assessment, health teaching and interview of other complication or dangers of giving birth.			Teodora B. Encina, RM Anayn V. Wasigan, RM (Rural Health Midwives)
3.A If the patient is in active labor without any complication or not a high-risk pregnant woman,	3.A.1 The nurse and/or midwife assist the patient to admission. Laboratory Tests (as necessary)	None	15 minutes	Ma. Teresa B. Ustare, RM Evangeline Cuervo, RM Teodora B. Encina, Rm Anayn V. Wasigan, RM (Rural Health Midwives)
3.B If the patient is NOT in active labor or is a High-Risk Pregnant woman, If the progress of labor is poor, or if complications are anticipated by the nurse and/or midwife, referral to the nearest hospital is done.	3.B.1 Close monitoring of patient's progress of labor by the nurse and/or midwife Then, the patient is transferred to the referral hospital.	None	20 minutes	Marina Go-Ramos, MD Municipal Health Officer
4. Patient proceed to the Labor Room	4.1 Assist pregnant woman to the Labor room to monitor further progress of labor.	None	vary	Ma. Teresa B. Ustare, RM Evangeline Cuervo, RM Teodora B. Encina, Rm Anayn V. Wasigan, RM (Rural Health Midwives)
5. Internal Examination on the 3 rd stage of labor.	5.1. Assist's patient to the delivery room. Place on the Delivery Room Table. Nurse and/or midwife, in compliance to Essential Intrapartum Newborn Care (EINC) handles the birthing of pregnant woman.	None	15 minutes	Ma. Teresa B. Ustare, RM Evangeline Cuervo, RM Teodora B. Encina, Rm Anayn V. Wasigan, RM (Rural Health Midwives)
6. Nurse and/or midwife, assist the patient to the recovery room.	6.1 Continuous monitoring and health teaching by the nurse and/or midwife.	None	vary	Ma. Teresa B. Ustare, RM Evangeline Cuervo, RM Teodora B. Encina, Rm

				Anayn V. Wasigan, RM (Rural Health Midwives)
7. Proceed to the Treasury Department for payment.	7.1 The Treasurer's Office collect payments and release official receipt	P 1,600.00	10 minutes	Carmelita Marasigan Municipal Treasurer
8. Discharge instruction by the Nurse and/or midwife The patient may now go home.	8.1 Newborn Screening done by the Trained Nurse or midwife. Nurse and/or midwife instruct patient on how to get the NBS Result)	None	10 minutes	Imelda F. Laraya, RN Public Health Nurse Ma. Teresa B. Ustare, RM Evangeline Cuervo, RM Teodora B. Encina, Rm Anayn V. Wasigan, RM (Rural Health Midwives) Marina Go-Ramos, MD Municipal Health Officer
TOTAL:		P 1,600.00	1-2 days	