



CITY HEALTH OFFICE BACOLOD CITY

1. Death Certificate Review

CHO shall review and sign Death Certificates prior submission for registration to the City Civil Registrar.

Office or Division:		City Health Office – Administrative Division (Room 27)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All Department/Offices of Bacolod City Government		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Death Certificate with Embalmer Signature			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Death Certificate	1.1 Review Death Certificate and affix initial and date	None	1 minutes	Ligaya Dela Fuente Nursing Attendant I
	1.2 Return to Client for Doctor's signature	None	1 minute	Medical Officer on Duty
	1.3 Client to proceed to Bacolod City Government Center	None		
TOTAL		None	2 minutes	

2. Certificate of Indigency Approval

City Health Officer shall approve the Certificate of Indigency prior availment of Dental or X-Ray services.

Office or Division:		City Health Office – Administrative Division (Room 27)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Indigents, Senior Citizens and Persons with Disabilities		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Certificate of Indigency and 4 P's ID, OSCA ID, PWD ID, Voter's ID or National ID			Respective Barangay/Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Certificate of indigency	1.1 Check Certificate of Indigency and affix initial	None	2 minutes	Ligaya Dela Fuente Nursing Attendant I
	1.2 Return to Client for availment of Dental or X-Ray Services			
TOTAL		None	2 minutes	

3. Issuance of Medical Certificates (Medical Condition or Fit to Work)

CHO shall issue medical certificates upon request from the public.

Office or Division:		City Health Office – Administrative Division (Room 27)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Doctor's diagnosis and Official Receipt			Room 1 and Cashier	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay to the Cashier	1. Accept payment and issue Official Receipt for Medical Certificate	PHP 50.00	2 minutes	Cashier
2. Present Official Receipt and	2.1 Review documents,	None	2 minutes	Kevin D. Balbin Nursing Attendant I

Doctor's diagnosis to Window 1 (Room 27)	encode and print Medical Certificates (3 copies for Medical Condition or 2 copies for Fit to Work)			
	2.2 Return to Client for Doctor's signature	None	1 minute	Medical Officer on Duty
TOTAL		PHP 50.00	5 minutes	

4. Pre-Natal Check-up

CHO shall provide pre-natal check-up to all women.

Office or Division:		City Health Office – Prenatal Section (Room 4)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All Women		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Referral, Mother's Book, Original and Photocopy of Old and New Laboratory Results with Ultrasound			Respective Barangay Health Station and Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queuing number and wait to be called	1. Write Client's name in the list and provide form	None	3 minutes	Ma. Leonora Theresa Galang Population Program Worker II
2. When number is called, present requirements	2.1 Interview Client, get vital signs and check requirements	None	5 minutes	Ma. Leonora Theresa Galang Population Program Worker II
	2.2 Check fundal height and fetal heart beat	None	3 minutes	
	2.3 Consultation and Internal Examination	None	10 minutes	Dr. Fretzie Roullo Medical Officer III
	2.4 Provide home instructions and schedule for follow-up checkup	None	3 minutes	Ma. Leonora Theresa Galang Population Program Worker II
TOTAL		None	24 minutes	

5. DEATH CERTIFICATE

CHO shall provide services to all citizens

Office or Division:		City Health Office – Death Certificate Section (Room 26)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Barangay certificate, Police blotter report, Birth certificate, ID			ADMINISTRATIVE OFFICER IV	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Client undergoes interview	1.1 Interview client	None	5 – 10 minutes	Nestor Belleza Jr. Admin Aide I
	1.2 Encodes data	None	3 – 5 minutes	Diana Begañez Admin Officer IV
1.2 Client review encoded data		None	2 – 3 minutes	
1.3 Client signs the correct encoded data		None		
2. Client photocopies supporting documents	2. Check if documents are complete	None	3-10 minutes	
3. Wait for further instructions	3.1 Refer client to room 1 for interview the cause of death of the deceased after that return again, for the typing the cause of death of the deceased	None	5-10 minutes	Nestor Belleza Jr. Admin Aide I Diana Begañez Admin Officer IV
	3.2 Direct client back to room 1 for the signature of the doctor	None	3-5 minutes	

	3.3 After the signature of the doctor client returns again, so that we can get a file copy, and then release the documents to the client and discuss the procedure		3-5 minutes	Nestor Belleza Jr. Admin Aide I Diana Begañez Admin Officer IV
TOTAL		None	54 minutes	

6. SOCIAL HYGIENE CLINIC

CHO shall provide CONSULTATION/COLLECTION OF SPECIMEN

Office or Division:		City Health Office – Social Hygiene Clinic Section (Room 6)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Present receipt and fill-out individual clients record			Respective Barangay	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present receipt and fill-out Individual Clients Records (ICR)	1. Assists client in filling out Individual Clients Records (ICR)	None	5 minutes	Jade Pansoy Receptionist Rebecca Arsenio Job Order
2. Proceed to the Pre and Post Counseling	2. Conducts Pre and Post Counseling	None	5 – 10 minutes	Maria XZ Martinez Nurse III Dr. Baby Drillon SCH Physicians

3. Undergo consultation and various tests	3.1 A. Consults and/or collects specimen	None	5 – 10 minutes	Maria XZ Martinez Nurse III Dr. Baby Drillon SCH Physicians
	B. Executes Blood extraction and releasing of results	None	5 – 10 minutes	
	3.2 Treats patients accordingly	None	20 minutes	
4. Go to ROOM 11 to claim the Pink Card	3. Releases Pink Card for Registered Sex Worker	None	1 minute	Jade Pansoy Receptionist Trixia Piramo Job order
TOTAL		None	56 minutes	

7. TB MICROSCOPY

CHO shall provide Patient enrolled and to be enrolled in TB dots program.

Office or Division:		TB Microscopy (Room 5)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Patients enrolled in TB dots program of the department of health		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Patient request and result form Request from physician X-ray result with findings			Barangay Health Center Doctor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present patient request and result form for verification	1.1 Verifies patient's request and result form	None	5 minutes	Receptionist
	1.2 Evaluate specimen based on quantity and quality		5 minutes	Receptionist/ Medical Technologist

2. Claim result	2. Release result	None	Gene Expert Procedures: 4PM of the same day Direct Sputum Smear Microscopy (DSSM): 1 day	Receptionist
TOTAL		None	2 days and minutes	

8. DRUG TESTING ACTIVITIES

CHO shall provide Drug testing.

Office or Division:		Drug Testing (Room 14)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Client ID Request form			Client CHO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Drug Test	1.1 Review Drug Test request		2 minutes	Receiving Clerk
	1.2 Client verification/ interview		2 minutes	Encoder / Drug Analyst
	1.3 Collection of urine specimen with labeling and sealing		2 minutes	Authorize Specimen Collector
	1.4 Performs drug testing		3 minutes	Drug Analyst
	1.5 Encoding		3 minutes	Encoder
	1.6 Payment to cashier	Php 200.00		Cashier

	1.7 Release of result		1 minute	Receiving Clerk
TOTAL		Php 200.00	13 minutes	

9. SWAB TEST RESULT RELEASING

CHO shall provide swab test result.

Office or Division:		Swab Test Result (Room 102)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Patients name and date of swab			Physician	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a form and fill up patient's name and date of swab taken	1. Verifies patient's name for existing record and assist on the process of releasing swab result	None	3 – 5 minutes	Richard D. Begasa
2. Claim Swab Test result	2.1 Print out hard copy of swab test result and countersigned by Bacolod City Health Office Doctors	None	3 – 5 minutes	
	2.2 Releasing of Swab Test result	NONE	2 – 3 minutes	
TOTAL		None	13 minutes	

10. PERSON WITH DISABILITY

CHO shall provide issuance of certification on disability and application.

Office or Division:		Person with Disability (Room 102)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All PWD		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	

Medical certificate			Physician	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present medical certificate of PWD applicant for evaluation, approval, and issuance certification on disability.	1. Assist client on submission of PWD application form for evaluation, approval, and issuance of certification on disability.	None	3 – 5 minutes	Encoder
	Have application form countersigned.	None	2 minutes	Jovy T. Vergara, MD City Gov't. Asst. Dept. Head II Bacolod City Health Office
	Check Clients record	None	1 minute	Claire C. Caperal, MD Medical Officer III
	Advice clients on procedure	None	1 minute	Carlo Gabriel G. Ortega, MD Medical Officer III
TOTAL		None	9 minutes	

11. ROENTOLOGY SECTION

CHO shall provide X-ray to all.

Office or Division:		Radiology (X-RAY) Section (Room 8)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Patients with physician's request of chest X-RAY school and employment purposes		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Physician's Request			Physician	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (procedure Poster in wall)	1. Respond to the	None	1 minute	X-ray Clerk

	client's/patient's inquiry accordingly			
2. Fill out form to request for a specific type of X-ray	2.1 Assess physician's request/fees Payment of specific chest X-ray:	None	1 – 2 minutes	X-ray Clerk
	A. PA (Postero-anterior)	Php 100.00	5 – 10 minutes	Cashier Personnel only
	B. AP (Antero-posterior)	Php 100.00	5 – 10 minutes	
	C. Lateral projection	Php 100.00	5 – 10 minutes	
	D. Apicolordotic projection	Php 100.00	5 – 10 minutes	
	E. (anterior and lateral)	Php 200.00	5 – 10 minutes	
	2.2 Processing of data	None	1 minute	X-ray Clerk
3. Wait to be called for X-ray	3.1 Prepare patient for X-ray	None	1 minute	Glenn Delosreyes, MP, DPBR Medical Officer III
	3.2 Radiographic shots taken	None	1 minute	
	3.3 Film processing (developing)	None	3 – 7 minutes	
	3.4 Interpretation or reporting result	None	2 – 3 minutes	
4. Claim result	4. Release of result	None		
TOTAL		Php 600.00	67 minutes	

12. Pharmacy Division

CHO shall provide medicine to everyone.

Office or Division:			City Health Office – Pharmacy Division	
Classification:			Simple	
Type of Transaction:			G2C – Government to Citizen	
Who may avail:			All	
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present prescription	1.1 Receive prescription	None	1 minute	Mary Jean Providencia Pharmacist II
	1.2 Validates & prepares prescription	None	3 minutes	
	1.3 Dispenses medication(s) and returns prescription	None	2 minutes	Megan Marie Habaradas Pharmacist II
	1.4 Patient counseling by physician	None	3 – 5 minutes	
TOTAL		None	11 minutes	

13. Laboratory Division

Office or Division:			City Health Office – Laboratory Division (Room 7)	
Classification:			Simple	
Type of Transaction:			G2C – Government to Citizen	
Who may avail:			All	
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
FBS – Fasting Blood Sugar RBS – Random Blood Sugar Lipid Profile Cholesterol, Triglycerides Urinalysis Fecalalysis			Physician	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Present laboratory request to the receptionist for verification	1. Check laboratory request and assist client where to go	None	5 minutes	Charmaine Caryl C. Manzano Medical Tech. I
2. Pay at the Cashier	2. Direct client to the Cashier	CBC, PLATELET Php 100.00 BLOOD TYPING WITH RH Php 80.00 HBsAg (Hepatitis B) Php 100.00 RPR/VDRL Php 90.00 URINALYSIS Php 40.00 STOOL EXAM Php 40.00 PREGNANCY TEST Php 100.00 FBS/RBS Php 80.00 BUN Php 90.00 URIC ACID Php 80.00 CREATINE Php 80.00 CHOLESTEROL Php 80.00	15 minutes	Cashier Personnel only

		TRIGLYCERIDES Php 200.00		
		LIPID PROFILE Php 400.00		
3. Present official receptionist and wait for schedule & instructions (urinalysis & fecalysis)	3. Instruct client on the process of collecting samples for urinalysis and/or fecalysis	None	5 minutes	Charmaine Caryl C. Manzano Medical Tech. I
3.1 Prepare for blood extraction (for CBC, HBsAg, VDRL & Chemistry test)	3.1 Perform blood extraction		5 minutes	
4. Turn – around Time			2 hours	
5. Claim results	5. Release results	None	3 – 5 minutes	Charmaine Caryl C. Manzano Medical Tech. I
TOTAL		Php 1560.00	2 hours and 35 minutes	

14. Issuance of Sanitary Permit to Operate/Sanitary Clearance

CHO shall provide Issuance of Sanitary permit to operate/sanitary clearance.

Office or Division:		City Health Office – Environmental Sanitary (Room 11)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Updated health certificate of all employees			Room 11/ employees	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client present all necessary	1.1 Review thoroughly the	None	3 minutes	Sanitation Inspector

documents needed depending on the nature of business to Sanitary inspector in-charge	provided documents and prepare necessary response			In-charge per Barangay
	1.2 Evaluation of document payment for sanitary permit requiring business	Php 100.00	2 minutes	Sanitation Inspector In-charge per Barangay
	1.3 Encoding and printing of sanitary permit/sanitary clearance	None	2 minutes	Sanitation Inspector In-charge per Barangay
2. Claim duly accomplished Sanitary Permit to Operate/Sanitary Clearance	2. Release Sanitary Permit to Operate/Sanitary Clearance	None	1 minute	Sanitation Inspector In-charge per Barangay
TOTAL		Php 100.00	8 minutes	

15. Issuance of Health Certificate

CHO shall provide Issuance of health certificate.

Office or Division:		City Health Office – Environmental Sanitation (Room 11)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
X-ray 1x1 Picture Online Appointment			Laboratory or Physician Client Website	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online registration for health certificate to get appointment schedule	None	None	3 minutes	Applicant

2. Personal appearance to CHO to secure health certificate for chosen schedule date & present necessary sanitary requirements	2.1 Evaluate submitted documents	Health Certificate Fee Php 50.00	2 minutes	Sanitation Inspector In-charge per Barangay
	2.2 Encoding of Health Certificates		2 minutes	Sanitation Inspector In-charge per Barangay
3. Claim Health Certificate	3. Release Health Certificate		2 minutes	Sanitation Inspector In-charge per Barangay
TOTAL		Php 50.00	9 minutes	

16. TB-DOTS Division

CHO shall provide Issuance of health certificate.

Office or Division:		City Health Office – Environmental Sanitation (Room 11)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
DSSM Result GeneExpert Result Chest X-ray Result Other pertinent medical documents			Doctor or Laboratory	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register	1. Assist client on the registration process	None	1 minute	TB-DOTS Staff
1.1 Wait for your number to be called for interview/assessment of requirements	1.1 Assess client's requirements and interview once		30 – 45 minutes	

	requirements are complete			
2. For Patients without Chest X-ray and GeneXpert MTB/RIF Test: Present Laboratory Request to TB-DOTS Staff	2.1 Assist client to go to Radiology Room 8 for Chest X-ray	Php 100.00	1 day	
	2.2 Assist client to go to Sputum Screening Area for GeneXpert MTB/RIF Test		2 – 4 hours	GeneXpert Technician
3. For Patients with complete requirements & BHW partner: Wait for your name to be called for consultation	3. Conduct consultation	None	10 – 15 minutes	Physician
4. After consultation, submit yourself for HIV provider initiated counseling and testing 4.1 HIV testing and waiting for result	4.1 Interview and counsels client	None	15 – 20 minutes	Nurse on duty
	4.2 Performs HIV Testing		30 minutes	Medical Technologist on duty
5. Patients and BHW wait for drug dispensing and logbook signing	5. Release result	None	3 – 5 minutes	NTP Staff
TOTAL		Php 100.00	1 day, 5 hours and 56 minutes	

17. Leprosy Department

CHO shall provide Issuance of health certificate.

Office or Division:		City Health Office – TB-DOTS Division (Room 10)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Doctor's medical/certificate and for lab request			Doctor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask directly whose, in-charge of the program	1. Accommodate client	None	1 minute	
2. Submit yourself for assessment and physical examination	2. Assess client and do physical examination	None	30 – 40 minutes	
3. Slit skin smear testing If yes If no	3. Perform Smear Testing	None	10 – 15 minutes	
4. Wait for the result Note: If with (+) SSL Result or referral forms either from other private practitioner, wait for the consultation	4.	None	30 minutes – 1 hour	
5. Drug dispensing and health teaching	5. Release result	None	30 minutes	
TOTAL		None	2 hours and 26 minutes	

18. Answering Sanitation Related Complaints

CHO shall provide to answer sanitation related complaints.

Office or Division:	City Health Office – Environmental Sanitary (Room 11)
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Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complainant to personally log in complaint	1.1 Sanitation inspector to assess and evaluate nature of complaint	None	5 minutes	Sanitation Inspectors
	1.2 Sanitation inspector to conduct onsite inspection and validate	None	1 day	Sanitation Inspectors
	1.3 Sanitation inspector to make report after inspection as to findings & recommendations – time given to respondent to comply as needed	None	2 minutes	Sanitation Inspectors
TOTAL		None	1 day and 7 minutes	

19. Treatment for Rabies

CHO shall provide Consultation

Office or Division:		City Health Office – Outpatient Consultation at the Main Dispensary (Room 1)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Prescription from the Doctor			Room 1	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Inquire about the service given in the requirements	1.1 Present prescription at the nurse station (instruction area)	Php 40.00 Registration (1 st time consultation) and Skin Testing Fee	4 minutes	Nurse in-charge Midwife Barangay Health Workers Job Order Personnel
	1.2 Submit self to assessment take note of the advice		10 minutes	Any of the Station Nurse and midwife as may be available at the moment
	1.3 Submit self to physical examination and administration of the following: <ul style="list-style-type: none"> • Active anti-rabies vaccine • Passive anti-rabies immunoglobulin 		2 minutes 1 hour	Allysa S. Trinidad Nurse III – Rabies Prevention And Control Program Nurse Coordinator Hydee T. Zulueta Nurse III
	1.4 Take note of the schedule of follow-up anti-rabies injections/shots		5 minutes	Any of the Station Nurse and midwife as may be available at the moment
	TOTAL	Php 40.00	1 hour and 21 minutes	

20. Outpatient Consultation at the Main Dispensary

CHO shall provide Consultation

Office or Division:	City Health Office – Outpatient Consultation at the Main Dispensary (Room 1)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All
<div>CHECKLIST REQUIREMENTS</div> <div>WHERE TO SECURE</div>	

Health declaration			CHO Triage	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait your number to be called and present health declaration	1.1 Receive health declaration	First time consultation Php 20.00	2 minutes	Regular Personnel
	1.2 Checking assessment and provide the needed data vital signs	Issuance of Medical Certificate Php 50.00	5 minutes	Nurse in-charge Midwife Barangay Health Workers Job Order Personnel
	1.3 Physical examination		Depends on illness	Dr. Claire C. Caperal Medical Officer III Dr. Karen Yvette M. Gensoli Medical Officer III Dr. Carlo Gabriel G. Ortega Medical Officer III
TOTAL		Php 70.00		

21. Dental Division

CHO Shall Provide Teeth Extraction

Office or Division:		Dental Division		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Indigency, if required			Barangay (Certified by Room 27)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Fill out forms	None	1 minute	Dental Aide

1. Submit self for assessment	1.2 Taking of vital signs and history taking	None	1 minute	Dental Aide
	1.3 Assessment/check-up oral examination and others procedures	None	1 minute	Dental Aide
	1.4 For dental extraction and other procedures	Extraction Fee Php 150.00	Depends on the procedure	Dental Aide
TOTAL		Php 150.00		