

**SERVICE STANDARD OF THE  
ENVIRONMENT AND SANITATION SERVICES DIVISION**  
City Government of Paranaque

**Schedule of Availability of Service:**

Mondays - Fridays EXCEPT Holidays  
8:00 AM - 5:00 PM (No Noon Break)

**FRONTLINE SERVICES OFFERED**

- 1 ISSUANCE OF CERTIFICATE OF POTABILITY

**Prepared by:**

**Dr. Ma. Loreleigh S. Obed**  
OIC-City Health Office

**Approved by:**

**Hon. Edwin L. Olivarez**  
City Mayor II

**SERVICE OFFERED:**

**ISSUANCE OF CERTIFICATE OF POTABILITY**

**WHO MAY AVAIL OF THE SERVICE:**

Food Establishment, Water Refilling Stations and other related activities

**WHAT ARE THE REQUIREMENTS:**

**FOOD**

- 1 Bacteriological Test result of Water
- 2 Microbiological Test result of Ice
- 3 Official Receipt of Payment

**WATER**

- 1 Microbiological Test result of Product, Purified or any source of Water
- 2 Official Receipt of Payment of Test

**DURATION:**

14 minutes

**How to Avail of the Service:**

<b>STEP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORM</b>
1. Submission of Requirements	Proceed to Window 1 and Present required documents	Review and evaluate submitted documents	3 minutes	Senior Sanitary Inspector I		Test Results
2. Assessment of Fees	Wait in Line	Prepare Order of Payment	2 minutes	Sanitary Inspector I	P50/ Satisfactory Results	Order of Payment
	Payment of fee at Cashier in the Treasury Department					
3. Encoding		Encode the Certificate	3 minutes	Sanitary Inspector I		
	Return to Window 1 and Present Official Receipt; Seated in Waiting Area for call of name	1). Attach Official Receipt to Certificate of Potability 2). Record Official Receipt into proper logbook 3). Secure signature of City Health Officer into the Certificate	4 minutes	Sanitary Inspector I		Official Receipt
4. Release of Certificate	Proceed to Window 1	Release of signed Certificate	2 minutes	Sanitary Inspector I		Certificate of Potability
<b>END OF TRANSACTION</b>						