

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

**Schedule of Availability of Service:**

Monday - Friday EXCEPT Holidays  
8:00 AM - 5:00 PM (No Noon Break)

**FRONTLINE SERVICES OFFERED**

- 1 ISSUANCE OF HEALTH CERTIFICATE (WHITE CARD)

**Prepared by:**

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OIC-City Health Office

**Approved by:**

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

**SERVICE OFFERED:**

**ISSUANCE OF HEALTH CERTIFICATE (WHITE CARD)**

**WHO MAY AVAIL OF THE SERVICE:**

Any person employed by any establishment in Paranaque City **EXCEPT:**

Employees working in Night Establishments / KTV Bars

Employees working in Massage Parlors / Spa / Sauna Baths

**WHAT ARE THE REQUIREMENTS:**

1 Chest X-ray

2 Complete Blood Count / Hematology

3 Urinalysis

4 Fecalysis

5 Medical Clearance / Certificate from a Physician, if results are **NOT** within Normal Limits

**DURATION:**

18 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>FEEES</b>	<b>FORM</b>
1. Submission of Requirements	Proceed to Window 2 and Present required documents	Review and evaluate submitted documents	5 minutes	Sanitary Inspector I **Officer of the Day		Results of Basic Laboratory tests and chest x-ray
2. Assessment <b>A. Normal Results</b>	Fills out Application Form	Prepare Order of Payment	1 minute	Sanitary Inspector I	P30	Application Form, Order of Payment
	Payment at Cashier in the Treasury Department					
	Present Official Receipt and Filled-up Application Form at Window 2	1). Review Application Form for completeness of data 2). Record Card Number into proper logbook 3). Encode results of tests	10 minutes	Sanitary Inspector I		Official Receipt, Filled-up Application Form
	Seated at the Waiting Area for Call of name	Release of Health Certificate	2 minutes	Sanitary Inspector I		Health Certificate
<b>END OF TRANSACTION</b>						
<b>B. With Findings in the Tests</b>	Recieves Instruction on next step	Instructs client to secure Medical Clearance/Certificate from Physician	2 minutes	Sanitary Inspector I **Officer of the Day		
<b>END OF TRANSACTION</b>						