

**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 SANITARY PERMIT

Prepared by:

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OIC-City Health Office

Approved by:

Hon. Edwin L. Olivarez
City Mayor II

**SERVICE OFFERED:
ISSUANCE OF SANITARY PERMIT**

WHO MAY AVAIL OF THE SERVICE:

Any person or party, organization, company who engages in the following business:

*Food

*Water Refilling Station / Water Service Provider

*Tonsorial

*Spa / Massage

*Industrial Establishment

*Other Non-Food Establishment

WHAT ARE THE REQUIREMENTS:

***FOOD**

- | | |
|--|-----------------|
| 1 Bacteriological Analysis of Water and Ice | (New / Renewal) |
| 2 Certificate of Potability | (New / Renewal) |
| 3 Waste Water Test Result /B.O.D. Physical-Chemical Analysis of Product Water | (New / Renewal) |
| 4 (Food Manufacturing / Commissary) Vermin Abatement Program and Certificate of | (New / Renewal) |
| 5 Service Provider | (New / Renewal) |
| 6 Health Certificate of Employees | (New / Renewal) |

***WATER REFILLING STATION**

- | | |
|---|-------|
| 1 Plan Lay-out (signed & sealed by Sanitary Engineer) | (New) |
| >Front View | |
| >Vicinity / Location Plan | |
| >Floor Plan | |
| Water Line Lay-out | |
| Drainage Line Lay-out | |
| >Schematic Diagram | |
| >Isometric Diagram | |
| >Purification Flow Diagram | |

- 2 Photocopy of PRC ID & PTR of Sanitary Engineer (New)
- 3 Certificate of Completion (signed & sealed by Sanitary Engineer) (New)
- 4 Physical-Chemical Analysis of Product Water (Semi-Annual) (New / Renewal)
- 5 Microbiological Test of Product Water (Monthly) (New / Renewal)
- 6 Certificate of Water Potability (Renewal)
- 7 Sanitary Clearance of delivery service vehicle (Renewal)
- 8 Health Certificate of Employees (Renewal)

***SPA / MASSAGE**

- 1 DOH Certificate of Training of Therapist or Masseur / Masseuse (New / Renewal)
- 2 DOH License of Therapist or Masseur / Masseuse (New / Renewal)
- 3 Health Certificate of Employees (Renewal)

***CONDOMINIUMS, HOTELS, MOTELS, CONDOTELS, APARTELLES, ETC.**

- 1 Bacteriological Test of Water (per unit prior to take-over/occupancy) (New / Renewal)
- 2 Bacteriological Test of Overhead Water Tank / Cistern (Monthly) (New / Renewal)
- 3 Physical-Chemical Test of Overhead Water Tank / Cistern (Annually) (New / Renewal)
- 4 Certificate of Water Potability (Renewal)
- 5 Waste Water Test Result /B.O.D. (New / Renewal)
- 6 Vermin Abatement Program and Certificate of Service Provider (New / Renewal)
- 7 Health Certificate of Employees (New / Renewal)

***NON-FOOD (FACTORY, MANUFACTURING / INDUSTRIAL)**

- 1 Bacteriological Analysis of Water and Ice (New / Renewal)
- 2 Certificate of Water Potability (New / Renewal)
- 3 Waste Water Test Result /B.O.D. (New / Renewal)
- 4 Vermin Abatement Program and Certificate of Service Provider (New / Renewal)
- 5 Health Certificate of Employees (New / Renewal)

***NON-FOOD (SECURITY GUARDS, LAUNDRY, CARGO FORWARDERS, ETC.)**

1 Health Certificate of Employees (New / Renewal)

***FUNERAL PARLORS / HOMES**

1 Pre-Inspection before Issuance of Sanitary Permit
 2 Toxic and Infectious Waste MOA from Service Provider (New / Renewal)
 3 Training Certificate and License of Embalmer (New / Renewal)
 4 Health Certificate of Employees (New / Renewal)

***VETERINARY, DENTAL, MEDICAL & DIAGNOSTIC CLINIC, WATER LABORATORY, LYING-IN & HOSPITAL**

1 License to Operate
 2 Phil. Health Accreditation (Lying-In & Hospital) (New / Renewal)
 3 Sharps & Infectious Waste Disposal - MOA with Service Provider (New / Renewal)
 4 Bacteriological Test of Overhead Water Tank / Cistern (Monthly) (Hospital) (New / Renewal)
 5 Physical-Chemical Test of Overhead Water Tank / Cistern (Annually) (Hospital) (New / Renewal)
 6 Certificate of Water Potability (Hospital) (Renewal)
 7 Waste Water Test Result /B.O.D. (Hospital) (New / Renewal)
 8 Vermin Abatement Program and Certificate of Service Provider (New / Renewal)
 9 Health Certificate of Employees (Dietary, Canteen Personnel) (New / Renewal)

***JUNK SHOP**

1 DENR Certificate of Non-Coverage

SCHEDULE OF FEES: IF WITH PENALTIES

| | |
|--|--------------------------------|
| Operating without Sanitary Permit | P5,000 |
| Sanitary Permit not displayed in a conspicuous place | P500 |
| Employees working without | |
| Health Certificate | P500/employee |
| Establishment | P2,000 |
| Employees not wearing Health Certificate while on Duty | P100/employee |
| No monthly Microbiological/Bacteriological Water Testing | P500 (1st month of w/out Test) |
| | P1,000 (for succeeding months) |
| No physical Chemical Analysis of Water | P1,000 |
| No proper Refuse / Waste Segregation | P2,000 |

DURATION:

30 minutes (NO PENALTIES INCURRED); Longer Time Required, if with Penalties

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES) | PERSON IN CHARGE | FEES | FORM |
|---|--|---|--|---|-------------------------|---|
| 1. Submission of Requirements | Proceed to Window 1 and Present required documents | Review and evaluate submitted documents | 15 minutes | Senior Sanitary Inspector | | Statement of Account from BPLO, Official Receipt, Additional: As per nature of Business |
| 2. Assessment A. NO Penalties | Seated at the Waiting Area | 1). Record into proper logbook and encode into Computer 2). Print the Sanitary Permit | 13 minutes | Sanitary Inspector I **Officer of the Day | | Sanitary Permit Logbook, Sanitary Permit |
| | Proceed to Window 1 upon Call of name | Release the Sanitary Permit | 2 minutes | Sanitary Inspector I | | |
| END OF TRANSACTION | | | | | | |
| B. With Penalties | Seated at the Waiting Area | Prepare Order of Payment | 5 minutes | Senior Sanitary Inspector | as per schedule of fees | Order of Payment |
| | Payment of penalties at Cashier in the Treasury Department | | | | | |
| | Return to Window 1 of Sanitation Office and Present Official Receipt | 1). Record into proper logbook and encode into Computer 2). Print the Sanitary Permit | 13 minutes | Sanitary Inspector I **Officer of the Day | | Sanitary Permit Logbook, Sanitary Permit |
| | Proceed to Window 1 upon Call of name | Release the Sanitary Permit | 2 minutes | Sanitary Inspector I | | |
| END OF TRANSACTION | | | | | | |