

CITY MAYOR'S OFFICE

Room 205, 2nd Floor, Main Building, City Hall, Iligan City

Tel.: (063) 221-9516 / 221-9060 (Fax), email : iligancityinformation@gmail.com

Frontline Service : GRANTING OF BLOOD REQUEST

Schedule of Availability of Service: 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : General Public

What are the requirements :

- 1) Signed Doctor's Request
- 2) Certificate of Indigency from barangay, if applicable
- 3) City Mayor's Office referral (blue card) for new beneficiary
- 4) Donor's Card, for blood donor
- 5) Php1,800/bag of blood processing fee, if non-indigent

Duration : 1 hr



How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Proceed to the City Mayor's Office and submit requirements.	Receive the doctor's request of blood, indicating the blood type, units of blood of bag requested and other documents required. Conduct initial interview/assessment of the request.	6 mins. 1 min.	CMO Bloodletting Working Team (CMO-BWT) on duty		

How to avail the service -

GRANTING OF BLOOD REQUEST

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
2	Ask for CMO referral & present to the Bloodletting Office.	Ask the client of any assistance provided by his/her barangay in relation to the request made. If no assistant was made, assist the client & facilitate the granting of the blood. For new beneficiary: Get the profile of the client & instruct to secure City Mayor's Office referral (blue card) from the CMO front desk.	2 mins. 30 mins. 15 mins.	CMO-BWT		
3	Present the Blood Donor's Card.	If blood donor- Ask the client to present the Blood Donor's Card.	1 min.			
4	Proceed to the Cashier for payment.	If Non-Indigent- Instruct client to proceed to the Cashier for the blood processing fee.	2 mins.	Red Cross Cashier	Php1,800.00 Processing of Blood fee	
5	Proceed to the PNRC for withdrawal of the blood.	Advice client to proceed to the PNRC for the availment/withdrawal of the blood requested.	2 mins.	CMO-BWT		
END OF TRANSACTION						

Note: Blood processing (screening & matching) will be done in the PNRC