

CITY HEALTH OFFICE

City Health Office, Aguinaldo Street, Iligan City, 9200

Tel.: (063) 221-7646 / 221-4824 email : cho_iligan@yahoo.com

Frontline Service : ISSUANCE OF HEALTH / MEDICAL CERTIFICATE FOR NON-FOOD HANDLERS

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 : Anybody at least 18 years old

What are the requirements :

1. Laboratory result of Stool (not more than two (2) months from the date of laboratory examination)
2. Urinalysis (not more than two (2) months from the date of laboratory examination)
3. Laboratory result of Chest X-ray (not more than one (1) year from the date of laboratory examination)
4. Official Receipt (Health Certification Fee Php75.00)

Duration : 12 minutes

How To Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Inquire requirements to secure Health Certificate and/or Medical Certificate.	Provide and explain the checklist of requirements.	2 mins.	Sanitation Inspector on Duty		
2	Present complete laboratory results and Official Receipt of health/medical certificate fee.	Evaluate complete laboratory results together with the Official Receipts.	2 mins.	Sanitation Inspector on Duty	Php75.00 Health Certificate Fee	Official Receipt
	Proceed to CHO-DOTS Section for evaluations or treatment if necessary.	If X-ray laboratory result is not normal refer to CHO-DOTS Section for evaluation.	2 mins.	DOTS Nurse on Duty		
	Comply the required repeat laboratory test (if applicable) and submit results.	If stool and urine laboratory results are not normal refer to physician for assessment.		Medical Officer on Duty		

How to avail the service -**ISSUANCE OF HEALTH / MEDICAL CERTIFICATE FOR NON-FOOD HANDLERS**

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
3	Undergo personal digital photo capture for Health Certificate. Fill-up Medical Certificate Form in the client portion.	Prepare Health Certificate of client and facilitate the signing of employee and physician in the certificate. Fill-up Medical Certificate form in the laboratory results portion and facilitate the signing of concerned employee and physician in the certificate.	5 mins.	Sanitation Inspector on Duty Medical Officer on Duty Sanitation Inspector on Duty Medical Officer on Duty		Health Card- EHS Form 102- A EHS Form 86
4	Receive the Health Certificate of Non-Food Handler. Affix signature in the logbook as proof of receipt.	Release the Health/Medical Certificate and require client to affix signature in the logbook as proof of receipt.	1 min.	Sanitation Inspector on Duty		Health Card- EHS Form 102- A EHS Form 86
END OF TRANSACTION						