

CITIZEN'S CHARTER

Frontline Service: Issuance of Health Certificate

Office: City Health Office
3rd Floor, City Hall Building

- White Health Card - Food Industry Workers and General Services (office personnel, clerks, drivers, utility)
- Green Health Card - Manufacturing and Commercial Industry Workers
- Pink Health Card - Entertainment/Nocturnal Industry Workers

Schedule of Availability of Service:

Monday - Friday
8:00a.m.-5:00p.m. without noon break

Note: Issuance of Pink Health Card is available at Reproductive Health & Wellness Center
Surla St., Balibago, Angeles City

Who may Avail of the Service?

- Workers from various Business / Commercial Establishments

What are the Requirements?

- Common Requirements:
 - Birth Certificate
 - Residence Certificate
 - X-Ray examination result (taken within 6 months prior to application)
 - Stool and urine examination result (taken within 6 months prior to application)
 - 2 pieces recent 1x1 I.D. picture
 - Certification on Food Sanitation Orientation Seminar (for Applicants in Food Establishments)
 - For White and Green Health Card:
Notarized Parental Consent for minor applicants
- Additional Requirements for Pink Health Certificate:
 - Previous Health Certificate
 - Gram-Staining Smear Result

Note: Minors are prohibited to secure Pink Health Card

Fees/Charges: P200.00 for White and Green Health Card
P300.00 for Pink Health Card

Duration (under normal circumstances):

White and Green Health Card - 25 minutes
Pink Health Card - 50 minutes

How to Avail of the Service:

For Pink Health Card

| Step | Applicant/ Client | Service Provider | Duration of Activity (Under normal circumstances) | Person in Charge | Fees/ Charges | Forms |
|------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|
| 1 | Submit all the requirements | Receive and review the requirements | 3 minutes | Environmental Health Services Processing Clerk | None | None |
| 2 | | For complete requirements and approved X-ray result and laboratory findings: Process application Issue Order of Payment to the Applicant and advise to proceed to Reproductive Health & Wellness Center (RHWC) Cashier for payment | 5 minutes | | | |
| 3 | Proceed to the Cashier of RHWC | Accept payment and issue Official Receipt | 5 minutes | Local Revenue Collection Officer / Deputized Cashier | P300.00 | Order of Payment |
| 4 | Return to RHWC Environmental Health Services Processing Clerk and present the Official Receipt | Record and encode the information and data of the Applicant Endorse the Applicant to City Health Office- RHWC Physician for smear test | 2 minutes | Environmental Health Services Processing Clerk | None | None |
| 5 | | Conduct smear test procedure to the Applicant | 30 minutes | RHWC Physician and Medical Technologist | | |
| 6 | | Final assessment of Health Certificate <u>For approved smear test:</u> Endorse the Health Certificate to the City Health Officer for signature <u>For Disapproved smear test:</u> Endorse the Applicant for proper medication/ treatment | 3 minutes | Environmental Health Services Processing Clerk City Health Officer or the authorized representative RHWC Physician/ Rural Health Nurse | | |
| 7 | Receive the Health Certificate | Release the Health Certificate / Health Card | 2 minutes | Releasing Clerk | | |

END OF TRANSACTION

NO TO FIXERS & REDTAPE!

