



OFFICE OF THE RURAL HEALTH



1. General Consultation

This program provides preventive and curative clinical services who are residents of Alaminos, Laguna and neighboring municipalities.

OFFICE / DIVISION	OFFICE OF THE RURAL HEALTH			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Laboratory Test (If any)			Laboratory Clinic	
Family Record			RHU	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed Patient/Client to the Municipal Health Office	1. Interview the patient	None	3 mins	<i>Barangay Health Worker(s)</i>
2. Proceed to the Medical Records to obtain family record	2. Recording of Vital Signs and interview	None	3 mins	<i>Nurse /Midwife</i>
	2.1 Refer to Municipal Health Officer for consultation	None	5 mins.	<i>Dra. Victoria Josefa F. Basilan</i>
	2.2 Laboratory Procedure to be done (If needed)	fees vary depends on laboratory test to be done	15 mins	<i>Med. Tech.</i>
	2.3 For Treatment / Medication	None	10 mins	<i>Dra. Victoria Josefa F. Basilan/Nurse/ Midwife</i>
	2.4 Referral to higher level of care when necessary	None	5 mins	<i>RHP / PHN</i>
	2.5 Recording / reporting of case	None	3 mins	<i>Public Health Assistant (PHA), Nurse Encoder</i>
Total :			44 mins	



2. Laboratory Services

This is where tests are usually done on specimens to get information about the health of the patients. The services are provided to clients who are in need of laboratory examination to confirm their illnesses. These include - CBC, Hgb determination, Platelet Count, Urinalysis, Fecalalysis, and Sputum.

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TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Laboratory request order by Municipal Health Officer	1. Receive specimen for Actual laboratory test and procedure. -Urinalysis -Fecalalysis -Sputum microscopy -Complete Blood Count/Platelet Count -Pregnancy Test -Fasting Blood Sugar/Random Blood Sugar -Blood Typing -HB Screening -NS1 Malaria Smear -HIV Testing	Urinalysis P 40.00 Fecalalysis P 40.00 CBC P100.00 Preg. Test P 50.00 Blood Typing P 20.00 HGb & Het P 40.00	20 minutes	Ms. Iralyn Robles Med. Tech.
	1.1 Result presented to MHO	NONE	2 minutes	Ms. Iralyn Robles
	1.2 For prescription and Treatment	NONE	10 minutes	Dr. Victoria Josefa F. Basilan
Total :			32 minutes	



3. Maternal Neonatal Child Health and Nutrition

This service caters all pregnant women regardless of number of pregnancies and age of gestation from Alaminos, Laguna. Vaccination and Iron supplementation are provided, at least four pre-natal check-ups are done to each pregnant women.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Medical Record			RHU	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. PRE NATAL CARE		None		
Proceed to Maternal Care Facility	1.1 Interview the pregnant women for registration	None	30 mins	Barangay Health Worker
	1.2 Get the Vital Signs, Physical Assessment and Examination		10-15 mins	
	1.3. For diagnostic test; Pregnancy Test, Complete Blood Count, Urinalysis, Ultrasound	P Test P 50.00 CBC P 100.00 Urinalysis P 40.00	5-10 mins	Nurse/Midwife
	1.4 Referral to Municipal Health Officer for consultation	None	5 mins	Nurse/Midwife
	1.5 Giving of Tetanus Toxoid injection as per schedule and giving ferrous sulfate tablet		5-10 mins	Nurse/Midwife
	1.6 Management of complicated cases and referral to higher facility		10 mins	Service Delivery Network Point Person/Dra. Victoria Josefa F. Basilan



2. POSTPARTUM				
Proceed to Maternal Care Facility	2.1 Home visit	None	10 mins	Barangay Health Worker/ Midwife/ Nurse
	2. 2 Clinic Visit		10 mins	
	2.3 Supplementation of Vitamin A and Iron tablets		5 mins	
	2.4 Initiation to Family Planning (Exclusive breast feeding and postpartum IUD insertion)		10mins	Midwife, Nurse, Municipal Health Officer
3. NEW BORN CARE				
Proceed to Maternal Care Facility	3.1 Umbilical cord care	None	30-45 mins	Nurse/Midwife/Municipal Health Officer
	3.2 Hepa B injection		30-45 mins	
	3.3 Vita K injection		30-45 mins	
	3.4 Eye care		30-45 mins	
	3.5 New Born Screening		30-45 mins	
	3.6 Hearing Test		30-45 mins	
	3.7 Follow up, routine immunization		30-45 mins	
	3.8 Weighing		30-45 mins	
4. FAMILY PLANNING PROGRAM				
Proceed to Maternal Care Facility	1. Registration of Women of Reproductive Age (15-45 yrs old) with unmet needs	None	10 mins	Barangay Health Worker, Midwife
	2. Health Education to all Family Planning acceptor		15mins	Midwife, Nurse
	3. Introduction to Family Planning method		20 mins	Municipal Health Officer, Midwife, Nurse
	4. Schedule of follow up visit		20 mins	



5. PRE MARITAL COUNSELING				
Proceed to Rural Health Unit	1. Couple-to-be to Rural Health Unit	None	3 mins	<i>Barangay Health Worker, Midwife</i>
	2. Registration to Logbook		1 hr	
	3. Lecture on Family Planning and Responsible Parenthood		3 mins	<i>Municipal Health Officer, Midwife, Nurse</i>
	4. Signing and Issuance of Medical Certificate			
6. NUTRITION PROGRAM				
Proceed to Rural Health Unit	1. Weighing of children ages 0-71 months	None	5 mins	<i>Barangay Health Worker</i>
	2. Micronutrient supplementation of Vitamin A, Iron and Deworming		Twice year during GP	<i>Municipal Health Officer, Midwife, Nurse</i>
Total :			processing time vary depends on the program	



4. National Immunization Program

This service provides vaccination for 0 - 12 months babies. Vaccination gives protection against immunizable diseases. The following are the vaccines that are given to babies: BCG, OPV, Penta, PCV, Measles, and IPV.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Family Health Card			Rural Health Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed - Parent/Baby to Municipal Health Officer	1.1 Register for medical records	None	3 min	Nurse/Midwife
	1.2. Review of Records		3 mins	Midwife
	1.3. Refer to Municipal Health Officer for consultation		10 minutes	Municipal Health Officer
	1.4. Immunization by Rural Health Midwife		3 minutes	Barangay Health Midwife
	1.5.Observation for Adverse event following Immunization		20 mins	Midwife
	1.6. Advised of Schedule of next visit/Follow-up		2 minutes	Midwife
	1.7. Recording / Master listing		2 minutes	Clerk
SCHOOL BASED IMMUNIZATION				
2. Present parent's Consent/Assessment prior to vaccination	2.1 Information Education Campaign to School teachers and parents	None	30 mins	School Nurse



	2.2 Master listing	None	2 minutes	School Nurse/ PH Midwife
	2.3. Actual immunization to Grade 1 & 7 - Measles/Tetanus Diphtheria Grade 4 girls only - Human Papilloma Virus	None	5 mins	Rural Health Unit Nurse
C. COMMUNITY BASED IMMUNIZATION - Given during outbreak of communicable diseases				
3. (Measles and Polio) House to House Immunization	(Measles and Polio) House to House Immunization	None	5 mins	PH Midwife/Nurse
D. MASTERLISTING OF SENIOR CITIZEN AND SCREENING				
1. Proceed to RHU for registration	Review masterlist of Senior Citizen	None	5 mins	PH Midwife
	3. Screening of Senior Citizen		15 mins	Ms. Maricel C. Maglalang
	4. Actual Vaccination of Pneumonia vaccine and Flu vaccine		2 minutes	Ms. Nicon D. Castillo
	5. Recording and reporting		3 minutes	Clerk
Total :			25 minutes	



5. Epidemiology and Surveillance

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Family Health Record				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A1 Proceed to RHU	A1.Case Investigation to suspected / confirmed case affected with communicable disease	None	30 mins	Municipal Health Officer
	1.1 Treatment/Referral		10-15 mins	Municipal Epidemiology Surveillance Unit
	1.2 Regular follow-up			Sanitary Inspector
In times of outbreak				
1.Report the case of outbreak to Rural Health Unit	1.Case holding		30 mins	Sanitary Inspector
	1.1 Health Advocacy		30 mins	Rural Health Midwife
	1.3 Environmental Management		30 mins-1hr	Public Health Nurse
Monitoring and Evaluation				
	Recording and Encoding			Surveillance Unit
	Reportable Diseases within 24 hrs			Encoder
Total :			25 minutes	



6. Child Prevention Injury

This service provides injury prevention strategies need to take into account child development in different and sometimes changing contexts.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All citizens residing in Alaminos, Laguna			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Family Health Record			Rural Health Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient/Client to Municipal Health Office	1.1 Interview for Record Purposes	None	5 mins	<i>Barangay Health Worker</i>
	1.2 Triage/Nurse/Rural Health Midwife medical interview and recording of vital signs	None	3 mins	<i>Nurse, Midwife</i>
	1.3 Refer to Municipal Health Office for consultation and treatment	None	5 mins	<i>Nurse, Midwife</i>
	1.4 Referral to high level of care if referable	None	5 mins	<i>Municipal Health Officer</i>
	1.5. Referral to Child Prevention Unit for abused cases	None	10 mins	<i>Municipal Health Officer</i>
	1.6. Counseling	None	30 mins	<i>MSWDO</i>
TOTAL :			58 mins	



7. Control of Diarrhea Diseases

This service aims to prevent dehydration due to fluid loss.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All citizens residing in Alaminos, Laguna			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Family Health Record			Rural Health Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient/Client to Municipal Health Office	1.1 Interview and recording of the patients chief complaints	None	5 mins	<i>Nicon D. Castillo</i>
	1.2 Taking and recording of vital signs	None	10 mins	<i>Nicon D. Castillo</i>
	1.3 Patients referred to Municipal Health Officer for consultation	None	3 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	1.4 Actual consultation and physical assessment	None	5 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	1.5 Municipal Health Officer orders medication according to Control Diarrhea Diseases treatment plan	None	3 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	1.6 Instruction on the above medication and home care	None	5 mins	<i>Dr. Victoria Josefa F. Basilan</i>



	1.7 Medication carries out	None	3 mins	<i>Lelita D. Flores</i>
	1.8 If needed:	None		<i>Dr. Victoria Josefa F. Basilan</i>
	- The Rural Health Physician requesting The patient for stool examination	None	3 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	- Patients referred to Laboratory	None	3 mins	<i>Iralyn M. Robles</i>
	-Actual stool examination procedure	None	15 mins	<i>Iralyn M. Robles</i>
	-Result presents to Rural Health Physician	None	3 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	Rural Health Physician prescribes medication and treatment	None	10 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	-Instruction on the above medication	None	3 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	-Carries out doctor's order	None	5 mins	<i>Public Health Nurse</i>
	Referral of complicated cases to next higher level of care	None	3 mins	<i>Dr. Victoria Josefa F. Basilan</i>
TOTAL :			34 mins to 1 day if necessary	



8. Rabies Control Program

This service aims to eliminate rabies as public health problem with absences of indigenous case for human and animal.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All citizens residing in Alaminos, Laguna			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Family Health Record			Rural Health Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient/Client to Municipal Health Office	1.1 Interview of patient bitten by animals	None	3-5 mins	<i>Nicon D. Castillo</i>
	1.2 Physical examination of bite cases	None	5-10 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	1.3 Injection of Anti-Rabies Vaccine as per category	None	30 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	1.4 Referral to Animal Bite Treatment Center facility for category 3 and complicated cases	None	5 mins	<i>Dr. Victoria Josefa F. Basilan</i>
TOTAL :			50 mins	



9. Non Communicable Disease

This service aims to lessen the impact on individuals and the community.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All citizens residing in Alaminos, Laguna			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Family Health Record			Rural Health Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient/Client to Municipal Health Office	1.1 Registration and Master listing of All citizens residing in Alaminos, Laguna ages old and above	None	10-15 mins	Midwife, Nurse
	1.2 Screening for Hypertension, Cardio Vascular Disease, Diabetes Mellitus, Liver Disease and Mental Health	None	10-15 mins	Municipal Health Officer
	1.3 Laboratory Procedures and Rescue	Depends on	10 mins	Midwife, Nurse
	4. Appropriate Treatment	None	10 mins	Medical Technologist
	5. Health Education of Life Style Disease and Smoking Cessation	None	10 mins	Nurse
	6. Referral	None	10-20 mins	Dr. Victoria Josefa F. Basilan
TOTAL :			approximately 1 day and 20 mins	



10. National Tuberculosis Program

This program caters children and adult residents of Alaminos, Laguna who have cough for 2 weeks or more and with or without other signs and symptoms of tuberculosis and are manageable by DOTS. The program also caters patients with positive result on sputum exam from public and private hospitals and private clinics.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All citizens residing in Alaminos, Laguna			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Family Health Record			Rural Health Unit	
Referral Slip			Rural Health Unit, Private Physician, Hospital Physician	
Direst Sputum Smear Microscopy			Referring Hospital or private doctors	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient/Client to the Municipal Health Office	1.1 Interview by BARANGAY HEALTH WORKER New-accomplish new record Old-Triage Nurse/Rural Health Midwife for vital signs and medical interview	None	5 mins	<i>Barangay Health Worker Public Health Nurse/Midwife</i>
	1.2.Refer to Municipal Health Officer for consultation	None	3 mins	<i>Nurse</i>
	1.3 For Direct Sputum Smear Microscopy / Genexpert X-ray	None	5 mins	<i>Medical Technologist</i>
	1.4 Release of result from medical technologist	None	1day	<i>Nurse Tuberculosis Coordinator</i>
	1.5 Refer to Municipal Health Officer for consultation of laboratory result	None	5 mins	<i>Municipal Health Officer</i>



	1.6 Information Education Campaign / Provider Initiative Counseling and Testing	None	10 mins	<i>Medical Technologist</i>
	1.7 Treatment / DIRECTLY OBSERVED TREATMENT SHORT COURSE	None	6 mos	<i>Nurse Tuberculosis Coordinator</i>
	1.8 Referred of MULTIDRUG RESISTANT TUBERCULOSIS Cases	None	5 mins	<i>Municipal Health Officer</i>
	1.9 For schedule of follow up 2nd Month, 3rd Month 5th Month and 6th Month	None	2 mins	<i>Municipal Health Officer National Tuberculosis Coordinator</i>
	1.10 Recording/reporting and encoding	None	3 mins	<i>Encoder</i>
TOTAL :			1 day & 38 mins up to 6 mos	



11. National Leprosy Program

This service caters residents who has leprosy and other skin problems who needs assessment, diagnosis, treatment, and are manageable by primary health care facility

OFFICE / DIVISION	OFFICE OF THE RURAL HEALTH			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Request			Patient/Relatives	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Client/Patient will proceed to the Rural Health Unit for interviews and necessary check-ups.	1.1 Interview of patient	None	3 mins	<i>Lelita D. Flores</i>
	1.2. Physical assessment and physical examination of patient		5-10 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	1.3. Referral of patient to skin clinic for drugs allocation		3 mins	<i>Dr. Victoria Josefa F. Basilan</i>
2. The Client/Patient will return to the RHU for follow ups and to monitor the case.	2. Follow up and monitoring of cases	none	Monthly	<i>Rural Health Midwife Public Health Nurse Municipal Health Officer</i>
TOTAL :			minimum of 16 mins	



12. Malaria Control Program

To strengthen governance and Human Resources capacity at all level to manage and implement malaria prevention.

OFFICE / DIVISION	OFFICE OF THE RURAL HEALTH			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Request			Client/Relatives	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Interview of patient	1.1 Physical assessment/ examination of patient		5 mins	<i>Nicon D. Castillo and/or Dr. Victoria Josefa F. Basilan</i>
	1.2 Request for Laboratory exam (for suspect cases)		2 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	1.3. Blood smearing			<i>Iralyn M. Robles</i>
	1.4 Reading of results by microscopy		5 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	1.5. Orders giving of medicines		2 mins	<i>Lesiurelly A. Banzuela</i>
	1.6 Giving of anti-malarial drugs		2 mins	<i>Lesiurelly A. Banzuela</i>
	1.7 Case follow up			<i>Midwife</i>



2. The Barangay will go directly to the Rural Health Unit or to their respective Barangays for request.	2.1 The RHU staff will cater and receive the request.		3 mins	<i>Barangay Health Worker/ Barangay Officials</i>
	2.2 Environmental control measures *House Spraying *Bed nets treated/ distribution *Stream clearing *Health Education *Monitoring			<i>Barangay Health Worker/ Barangay Officials, Leisurelly A. Banzuela and midwife</i>
TOTAL :			minimum of 19 mins	



13. Medico-Legal

This service caters residents of and nearby municipalities who needs medical attention and certificate for legal purposes for Senior Citizen and Persons with Disability for their claim of ID's so as to avail of their benefits.

OFFICE / DIVISION		OFFICE OF THE RURAL HEALTH		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C - Government to Citizen		
WHO MAY AVAIL		Residents of and nearby Municipalities		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Police Report			Police Station	
Letter of Request			Relative/Nearest Kin	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. AUTOPSY				
1. The relative or nearest kin will go directly to the police station for a written request to autopsy.	2. Written consent to perform autopsy from the nearest kin or relative		3 mins	<i>Relative</i>
	1. Issuance of written request to Municipal Health Officer from the Philippine National Police Officer		5-10 mins	<i>Philippine National Police Officer</i>
	3. Actual autopsy		30 mins to 1 hr	<i>Dr. Victoria Josefa F. Basilan</i>
	4. Completion of report and submission to Philippine National Police Office		45 mins	<i>Dr. Victoria Josefa F. Basilan</i>
Court Appearance	1. Delivery of subpoena from the Court to the Municipal Health Officer		20-30 mins	<i>Court Personnel, Municipal Health Officer</i>
	2. Testify as ex-officio Medico-Legal Officer			<i>Dr. Victoria Josefa F. Basilan/PNP Officer</i>



B. MEDICAL EXAMINATION OF PHYSICAL INJURIES: SLIGHT, LESS SERIOUS, SERIOUS PHYSICAL INJURY.				
1. The relative will acquire the written letter of request	Issuance of written request from Philippine National Police Officer		5 mins	<i>Philippine National Police Officer</i>
2. The relative will give the letter of request to the Municipal Rural Health Unit.	2.1 RHU staff will receive the letter of request.			<i>RHU Staff</i>
	2.2. Physical Examination		15 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	2.3. Prescription of Medication and treatment		5 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	2.4. Follow up		5 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	2.5. Completion of report and submission to Philippine National Police		30 mins	<i>Dr. Victoria Josefa F. Basilan/PNP Officer</i>
C. OTHERS				
-MEDICAL EXAMINATION OF EMPLOYEES, DETAINEES, STUDENTS, PERSON WITH DISABILITY AND PERSON USING DRUGS				
FOR EMPLOYEES:				
1. Go directly to the Rural Health Unit.	1. Physical Examination of employees	None	30 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	2. Issuance of Medical Certificate			
FOR DETAINEES:				
Present written request from Philippine National Police Officer	Receive the letter of request and arrange the physical examination		5 mins	<i>RHU Staff</i>
	2. Physical Examination		30 mins	<i>Dr. Victoria Josefa F. Basilan</i>



	3. Completion of report and submission to Philippine National Police		15-30 mins	<i>Dr. Victoria Josefa F. Basilan</i>
FOR STUDENTS:				
1. Verbal or written request from Department of Education/Teacher	Receive the letter of request and arrange the physical examination		5 mins	<i>Teacher RHU staff</i>
	2. Physical Examination of students		5-10mins	<i>Dr. Victoria Josefa F. Basilan</i>
	3. Completion of forms and record.		5 mins	<i>Dr. Victoria Josefa F. Basilan</i>
FOR PERSON WITH DISABILITY:				
Go directly to the Rural Health Unit	1. Physical Examination of person with disability		30 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	2. Issuance of Medical certificate		15-30 mins	<i>RHU Staff and/or Dr. Victoria Josefa F. Basilan</i>
FOR PERSON USING DRUGS:				
Go directly to the Rural Health Unit	1. Physical Examination of person who are using drugs		15-30 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	2. Issuance of Medical certificate		15-30 mins	<i>Dr. Victoria Josefa F. Basilan</i>
Total :				



14. Inspection of Notebook Form

OFFICE / DIVISION	OFFICE OF THE RURAL HEALTH			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Complaint		Complaint		
Mission Order		RHU		
Sanitary Order		RHU		
Water Test Result		RHU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PROVISION OF SAFE WATER SUPPLY				
1. Go directly to the Rural Health Unit	1.1. Inspection of water supply sources		10-15 mins	Ms. Leisurelly A. Banzuela
	1.2. Water samples collection		20 mins	Ms. Leisurelly A. Banzuela
	1.3. Water sources disinfection		20 mins	Ms. Leisurelly A. Banzuela
	1.4. Container disinfection of drinking water for Population/houses served by doubtful sources		20 mins	Ms. Leisurelly A. Banzuela
PROVISION OF SANITARY TOILET FACILITIES				
1. Go directly to the Rural Health Unit	1.1. Inspection Of Household with salary toilet to follow up proper use and maintenance		10-15 mins	Ms. Leisurelly A. Banzuela
	1.2. Inspection of household sanitary toilet to campaign for construction		10-15 mins	Ms. Leisurelly A. Banzuela



FOOD SANITATION				
1. Go directly to the Rural Health Unit	1.1 Food Establishment Inspection		10-15 mins	<i>Ms. Leisurelly A. Banzuela</i>
	1.2. Issuance of Sanitary Order		3-5 mins	<i>Dr. Victoria Josefa F. Basilan</i>
	1.3. Sanitary Permit Issuance		3-5 mins	<i>Ms. Leisurelly A. Banzuela</i>
	1.4. Health Certificate Issuance		3-5 mins	<i>Dr. Victoria Josefa F. Basilan</i>
a.) If compliant, get the Order of Payment (O.P.)	a.) Release the Order of Payment (O.P.).		5 minutes	<i>Evaluator / Processor</i>
b.) If for compliance, get deficient documents at the evaluator. (Refer with your design professionals for the necessary corrections as indicated on the evaluation sheets.)	b.) Release the noncompliant documents to the applicant.		10 minutes	
c.) Return the corrected documents.	c.) Evaluate corrected documents if compliant to the NBCP and other referral codes.		Return to item 1.2	
3. <i>Payment of Fees and Charges</i>				
3.1 Pay at the Treasurer's Office	(Issue the official receipt)	Refer to the Schedule of Fees	5 minutes	<i>(Cashier of the Treasurer's Office)</i>
3.2 Bring the official receipt (O.R.) to the Receiving / Releasing Staff	3.2 Encode the O.R. number		20 minutes	<i>Receiving / Releasing Staff</i>



	3.3 Prepare and process of the Certificates of Use / to Operate			
4. Claiming the of the Certificate of Use / Operate				
4.1 How to get your Occupancy Certificate				
Release the certificate of use / to Operate.			5 minutes	<i>Releasing Staff</i>
Present valid ID and notarized authorization letter (if representative) to the Releasing Staff				
END OF TRANSACTION				