

City Health Office – Environmental Health and Sanitation Service External Services

1. Issuance of Health Certificate

This certificate is issued to all food handlers/non-food handlers applying for an employment and presently employed to business establishments like manufacturing companies, funeral parlor, food establishments, laundry shops, schools and other related establishments. This is covered under Presidential Decree No. 856 (Code on Sanitation) and other related memorandum and ordinances.

Office or Division:	City Health Office – Environmental Health and Sanitation Service			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All individuals seeking employment or currently employed in Food & Non-Food establishments / businesses within the City of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Diagnostic/laboratory test result for Chest X-Ray result and film. (1 Original, 1 Photocopy)		DOH accredited medical laboratories		
2. Diagnostic/laboratory test result for Urinalysis and Fecalalysis Laboratory Test Results (1 Original, 1 Photocopy)		DOH accredited medical laboratories		
3. Drug test from DOH-accredited laboratories, and other medical tests as may be deemed necessary by each respective employer (1 Original Copy)		DOH accredited medical/drug testing laboratories		
For pregnant women:				
1. Diagnostic/laboratory test result for Hepatitis B (1 Original, 1 Photocopy)		DOH accredited medical laboratories		
If done through a representative:				
1. Authorization Letter (1 Original Copy)		Authorizing Party		
2. Valid ID of Principal requestor (1 Photocopy)		Requesting Party		
3. Valid ID of Representative (1 Photocopy)		Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the original copy and photocopy of the required documents.	1. Receive and validate the required documents presented, return required documents upon validation to the	None	3 minutes	Staff CHO-EHSS

	client, and issue an order of payment.			
2. Receive order of payment and pay the required fees at the Treasury Office.	2. Receive the Order of Payment and Payment and Issue an Official Receipt.	PHP 150.00	2 minutes	Treasury Office (Cashier) Employee
3. Present the original copy and photocopy of the Official Receipt, and required documents to the City Health Office-Environmental Health and Sanitation Service.	3.1. Receive original and photocopy of documents	None	2 minutes	Staff CHO-EHSS
	3.2 Prepare/type the Health Certificate	None	3 minutes	Staff CHO-EHSS
	3.3. Assist the client in signing and logging, recording of Health Certificate	None	2 minutes	Staff CHO-EHSS
	3.4. Release the Health Certificate.	None	2 minutes	Staff CHO-EHSS
	TOTAL:	PHP 150.00	14 Minutes	

2. Sanitary Permit to Operate (New and Renewal)

The Sanitary Permit is a written authorization or certification issued by the City Health Officer which signifies the establishment's compliance with the existing requirements upon inspection or evaluation by the Sanitation Engineer, Sanitary Inspector or Evaluator. This permit is issued to all business establishments as a pre-requisite for the issuance of business permit. This is covered under Presidential Decree No. 856 (Code on Sanitation) and other related memorandum and ordinances.

Office or Division:	City Health Office – Environmental Health and Sanitation Service	
Classification:	Simple / Complex (For Water Refilling Station)	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	Business Owners	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Business Permit (1 Original, 1 Photocopy)	Business Permit and Licensing Office
	2. Drinking Water Service Provider / Water Refilling Station Sanitary Permit (1 Photocopy)	Drinking Water Service Provider / Water Refilling Station
	3. Photocopy of Health Certificate/s New Food or Non-Food(depending on the nature of business) (1 Photocopy)	City Health Office – Environmental Health and Sanitation Service
	4. Original copy and photocopy of Pest Control Service Reports/Results (1 Original, 1 Photocopy) For Food Establishment – done twice a month (original service report) For Grocery/Supermarket / Non-Food Establishment / Others – done monthly (original service report)	Private Pest Controller Service Provider
	5. Original copy and photocopy of Ice Test Reports / Result (1 Original, 1 Photocopy)) For Food and Beverage establishments that serves ice - done every other month	DOH accredited water testing laboratories
	6. Water Test Results (1 Original, 1 Photocopy) For Restaurants / Fast Food a. Physical-Chemical Water Test - done once a year	DOH accredited water testing laboratories

b. Microbiological Water Test - done every other month) Note: Present year and previous year (for renewal)	
For piggery/manufacturing and other related establishments:	
1. ECC/CNC/FDA certificate (1 Original, 1 Photocopy)	DENR / FDA
For clinics, laboratories, waste processing, reverse logistics and similar companies that outsource or has third party waste collection / waste hauler / waste processor:	
1. Memorandum of Agreement between the establishment / company and their service provider of waste collection and processing / hauler. (1 Photocopy)	Waste collection, processing and disposal / Hauler service provider / company
For business establishment such as manufacturing / computer shop / funeral parlors/ resto-bars / located near schools or establishments located with the residential area:	
1. Neighbor's consent (1 Original Copy)	Neighbors beside/near the establishment
For Wet Market, Food Establishments:	
1. Photograph of Kitchen Sink grease trap (. Can be printed or e-mailed to CHO-EHHS, photo must include the owner/representative)	By client
For Wet Market, Food Establishments:	
1. Photograph of Kitchen Sink grease trap (. Can be printed or e-mailed to CHO-EHHS, photo must include the owner/representative)	By client
For establishments with toilet facilities / Kitchen Facilities that generate wastewater:	
1. Photograph of Septic Tank (Can be printed or e-mailed to CHO-EHHS, photo must include the owner / representative)	By client
For establishments that has toilet facilities:	
1. Photograph of Toilet Facilities (Can be printed or e-mailed to CHO-EHHS, photo must include the owner / representative)	By client
For Water refilling stations:	
1. Initial Clearance / Operational Permit/feasibility study / Engineering report using DOH Standard Form for Level I water source only (1 Original Copy)	DOH Region 4A, Quezon City
2. Sanitary Plan and Specifications signed and sealed by a licensed Sanitary Engineer (1 Original Copy)	Licensed Sanitary Engineer

3. Hazard Analysis Critical Control Point/Water Safety Plan (1 Original Copy)	Signed and prepared by anyone who completed the 40-Hour training course for water refilling stations			
4. Certification of DOH / FDA for certified containers, caps & dispensers to be used by water stations (1 Original Copy)	From Supplier / Distributor / Manufacturers			
5. Certification of DOH/FDA for certified / approved washing & sanitizing solution to be used by water stations (1 Original Copy)	Supplier/Distributor/Manufacturers			
6. Recent and previous year's water test results for Microbiological/ Physical-Chemical tests (1 Original, 1 Photocopy)	DOH accredited water testing laboratories			
7. Water Test Results (For Water Refilling Station) (1 Original Copy) 12.8.1 Physical-Chemical Water Test -done twice a year 12.8.2 Microbiological Water Test - done monthly	DOH accredited water testing laboratories			
8. Certificate of 40-hour certification course for water refilling stations. (1 Original, 1 Photocopy)	College of Public Health, UP, Manila			
9. Photocopy of Health Certificate of all Personnel (1 Photocopy each)	City Health Office – Environmental Health and Sanitation Office			
10. Certificate of Product Registration/Specifications of equipment used (Certified True Copy)	DOH authorized installer			
Representative:				
1. Authorization Letter (1 Original Copy)	Requesting Party			
2. Valid ID of Principal Client (1 Photocopy)	Requesting Party			
3. Valid ID of Representative (1 Photocopy)	Representative			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present original copy and photocopy of business permit and other sanitary requirements	1. Receive and validate the requirements.	None	5 minutes	Staff CHO-EHSS
	1.1 Prepare the sanitary permit once requirements are validated.	None	5 minutes	Staff CHO-EHSS
	1.2 Assist the client in signing	None	2 minutes	Staff CHO-EHSS

	and logging, recording of Sanitary Permit to Operate.			
2. Receive the Sanitary Permit to Operate	2. Release the Sanitary Permit to Operate.	None	2 minutes	Staff CHO-EHSS
TOTAL:		None	14 Minutes	

3. Cremation Permit

The Cremation Permit is a document/certificate issued as a pre-requisite for the cremation of dead body. The City Health Office is responsible for the issuance of burial, cremation, transfer and exhumation permit. This is covered under Presidential Decree No. 856 (Code on Sanitation) and other related memorandum and ordinances.

Office or Division:	City Health Office – Environmental Health and Sanitation Service			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Spouse, Nearest Relative and/or Authorized Representative of the deceased			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate with Registry Number (1 Original, 1 Photocopy)		City Civil Registrar's Office		
If the deceased body is located in another locality:				
1. Certificate of Transfer of Cadaver (1 Original Copy)		City Health Office or the Local Government Unit Department where the deceased body is located		
If done through a representative:				
1. Authorization Letter (1 Original Copy)		Requesting Client		
2. Valid ID of the Principal Client (1 Photocopy)		Requesting Client		
3. Valid ID of the Representative (1 Photocopy)		Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements.	1. Receive and validate the required documents.	None	3 minutes	Staff CHO-EHSS
	1.1 Issue the order of payment.	None	2 minutes	Staff CHO-EHSS
2. Receive Order of Payment and pay the required fees at the Treasury Office.	2. Receive the Payment and Issue an Official Receipt.	PHP 200.00	2 minutes	Treasury Office (Cashier) Employee
3. Present the original copy and photocopy of the Official Receipt, and required documents.	3.1. Receive requirements.	None	2 minutes	Staff CHO-EHSS
	3.2 Prepare the Cremation Permit	None	3 minutes	

	3.3. Assist the client in signing and logging, recording of Cremation Permit	None	2 minutes	
4. Receive the cremation permit.	4. Release the Cremation Permit	None	2 minutes	Staff CHO-EHSS
	TOTAL:	PHP 200.00	14 Minutes	

4. Transfer of Cadaver/Bones/Ashes

The Transfer of Cadaver/Bones/Ashes permit/certificate is issued if the dead body is to be transferred to other place for viewing and burial purposes. The City Health Office is responsible for the issuance of burial, cremation, transfer and exhumation permit. This is covered under Presidential Decree No. 856 (Code on Sanitation) and other related memorandum and ordinances.

Office or Division:	City Health Office – Environmental Health and Sanitation Service			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Spouse, Nearest Relative and/or Authorized Representative of the deceased only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate with Registry Number (1 Original, 1 Photocopy)		City Civil Registrar's Office		
If the deceased body is located in another locality:				
1. Certificate of Transfer of Cadaver (1 Original Copy)		City Health Office or the Local Government Unit Department where the deceased body is located		
If done through a representative:				
1. Authorization Letter (1 Original Copy)		Requesting Client		
2. Valid ID of the Principal Client (1 Photocopy)		Requesting Client		
3. Valid ID of the Representative (1 Photocopy)		Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements.	1. Receive and validate the required documents.	None	3 minutes	Staff CHO-EHSS
	1.1 Issue the order of payment.	None	2 minutes	Staff CHO-EHSS
Note: For cases involving un-reviewed Death Certificate, the client may proceed to JLAEH & present the said death certificate for review and signature of the				

	City Health Officer.			
2. Receive order of payment pay the required fees at the Treasury Office.	2. Receive the Order of Payment and Payment and Issue an Official Receipt.	PHP 200.00	2 minutes	Treasury Office (Cashier) Employee
3. Present the original copy and photocopy of the Official Receipt, and required documents to the City Health Office-Environmental Health and Sanitation Service.	3. Receive original and photocopy of documents.	None	2 minutes	Staff CHO-EHSS
	3.1 Prepare/type the Transfer of Cadaver/ Bones/ Ashes Permit/Certificate.	None	3 minutes	Staff CHO-EHSS
	3.2 Assist the client in signing and logging, recording of Transfer of Cadaver/ Bones/ Ashes Permit / Certificate.	None	2 minutes	Staff CHO-EHSS
4. Receive the Transfer of Cadaver/ Bones/ Ashes Permit / Certificate	4. Release the Transfer of Cadaver/ Bones/ Ashes Permit /Certificate.	None	2 minutes	Staff CHO-EHSS
	TOTAL:	PHP 200.00	12 Minutes	

5. Exhumation Permit

The exhumation permit is issued as a prerequisite for exhumation/removal of remains from place of interment. The City Health Office is responsible for the issuance of burial, cremation, transfer and exhumation permit. This is covered under Presidential Decree No. 856 (Code on Sanitation) and other related memorandum and ordinances.

Office or Division:	City Health Office – Environmental Health and Sanitation Service			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Spouse, Nearest Relative and/or Authorized Representative of the deceased only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate with Registry Number (1 Original, 1 Photocopy)		Office of the Local Civil Registrar		
2. Special Project Office (SPO) Clearance (1 Original Copy)		Special Project Office (SPO)		
If the deceased body is located in another locality:				
1. Certificate of Transfer of Cadaver (1 Original Copy)		City Health Office or the Local Government Unit Department where the deceased body is located		
If done through a representative:				
1. Authorization Letter (1 Original Copy)		Requesting Client		
2. Valid ID of the Principal Client (1 Photocopy)		Requesting Client		
3. Valid ID of the Representative (1 Photocopy)		Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements.	1. Receive and validate the required documents.	None	3 minutes	Staff CHO-EHSS
	1.1 Issue the order of payment.	None	2 minutes	Staff CHO-EHSS
Note: For cases involving un-reviewed Death Certificate, the client may proceed to JLAEH & present the said death certificate				



	for review and signature of the City Health Officer.			
2. Receive order of payment and pay the required fees at the Treasury Office.	2. Receive the Order of Payment and Payment and Issue an Official Receipt.	PHP 200.00	3 minutes	Treasury Office (Cashier) Employee
3. Present the original copy and photocopy of the Official Receipt, and required documents to the City Health Office-Environmental Health and Sanitation Service.	3.1. Receive original and photocopy of documents	None	2 minutes	Staff CHO-EHSS
	3.2 Prepare/type the Exhumation Permit	None	5 minutes	Staff CHO-EHSS
	3.3. Assist the client in signing and logging, recording of Exhumation Permit	None	2 minutes	Staff CHO-EHSS
	TOTAL:	None	17 Minutes	