



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 client, and issue an order of	None	3 minutes	Staff CHO-EHSS



	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	<i>Treasury Office (Cashier) Employee</i>
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	<i>Staff CHO-EHSS</i>
	3.2 Prepare/type the Health Certificate	None	3 minutes	<i>Staff CHO-EHSS</i>
	3.3. Assist the client in signing and logging, recording of Health Certificate	None	2 minutes	<i>Staff CHO-EHSS</i>
	3.4. Release the Health Certificate.	None	2 minutes	<i>Staff CHO-EHSS</i>
	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 b. Microbiological Water Test -		DOH accredited water testing laboratories



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	Signed and prepared by anyone who



Point/Water Safety Plan (1 Original Copy)		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 and logging,	None	2 minutes	Staff CHO-EHSS



	recording of Sanitary Permit to Operate.			
2. Receive the Sanitary Permit to Operate	2. Release the Sanitary Permit to Operate.	None	2 minutes	<i>Staff</i> CHO-EHSS
	TOTAL:	None	14 Minutes	



3. Cremation Permit

The Cremation Permit is an official document issued as a prerequisite for the cremation of a deceased body by a crematorium within the City of San Pedro. The City Health Office is responsible for the issuance of burial, cremation, transfer, and exhumation permits. This is covered under Presidential Decree No. 856 (Code on Sanitation of the Philippines), as well as other related memorandum orders, ordinances, and policies.

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 (registered or not), duly signed by the attending physician from the point of origin (1 original copy, 1 photocopy)		Medical facility or hospital where the deceased passed away or Funeral parlor and local health office if the deceased did not die in a medical facility.		
2. Certificate of Transfer or Transfer Permit of Cadaver, Bones, or Ashes issued by the Health Office from the point of origin if the remains were transferred from another city or municipality (1 original copy, 1 photocopy)		Health Office of the Local Government Unit where the remains were transferred from		
3. Authorization Letter to Process Cremation Permit signed by the principal requestor, with an attached copy of their valid ID (showing signature) and a copy of the valid ID of the authorized representative (1 original copy, 1 photocopy)		Authorizing Party/Data Subject and Authorized Representative		
4. Notarized Barangay Affidavit of Kinship or Barangay Certificate of Guardianship stating that no other known relatives are available to process the necessary documents, if no available documents are presented to prove the client's relationship to the deceased (1 original copy, 1 photocopy)		Prepared by the affiant (claimant) and notarized by a lawyer or notary public		
5. Valid I.D. for verification (1 original copy)		Authorizing party/authorized representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the	1. Receive and validate the	Php 200.00	5 minutes	Staff CHO-EHSS



application form. Present the required documents. Once approved, receive the order of payment for Cremation Permit, proceed to the Treasury Office/Cashier, and pay the fee.	application form and submitted requirements. Incomplete or invalid documents will be returned. Issue an order of payment if the submitted document is validated.			
2. Photocopy the Cremation Permit Official Receipt, then proceed back to the City Health Office – Environmental Health and Sanitation Service Office. Present the original Official Receipt, submit the photocopy of the official receipt, and the photocopies of the required documents and receive the cremation permit.	2. Receive the photocopy of official receipt and requirements. Indicated that the Official Receipt has been utilized. 2.1 Assist the client in signing and recording the received Cremation Permit	None None	2 minutes 2 minutes	<i>Staff</i> CHO-EHSS <i>Staff</i> CHO-EHSS
	TOTAL:	PHP 200.00	9 Minutes	



4. Transfer Permit of Cadaver, Bones or Ashes

The Transfer of Cadaver, Bones, or Ashes Permit/Certificate is issued when a deceased body is to be transferred to another location for viewing or burial. The City Health Office is responsible for the issuance of burial, cremation, transfer, and exhumation permits. This is covered under Presidential Decree No. 856 (Code on Sanitation of the Philippines), as well as other related memorandum orders, ordinances, and policies.

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 the authorized representative of the deceased, and/or the family 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. Death Certificate (registered or not), duly signed by the attending physician from the point of origin (1 original copy, 1 photocopy)		Medical facility or hospital where the deceased passed away or Funeral parlor and local health office if the deceased did not die in a medical facility.
2. Certificate of Transfer or Transfer Permit of Cadaver, Bones, or Ashes issued by the Health Office from the point of origin if the remains were transferred from another city or municipality (1 original copy, 1 photocopy)		Health Office of the Local Government Unit where the remains were transferred from
3. Authorization Letter to Process Transfer Permit of Cadaver, Bones and Ashes signed by the principal requestor, with an attached copy of their valid ID (showing signature) and a copy of the valid ID of the authorized representative (1 original copy, 1 photocopy)		Authorizing party/data subject and authorized representative
4. Notarized Barangay Affidavit of Kinship or Barangay Certificate of Guardianship stating that no other known relatives are available to process the necessary documents, if no available documents are presented to prove the client's relationship to the deceased (1 original copy, 1 photocopy)		Prepared by the affiant (claimant) and notarized by a lawyer or notary public
5. Valid I.D. for verification (1 original copy)		Authorizing party/authorized representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the application form. Present the required documents. Once approved, receive the order of payment for transfer permit of cadaver, bones and ashes, proceed to the treasury office/cashier, and pay the fee.	1. Receive and validate the application form and submitted requirements. Incomplete or invalid documents will be returned. Issue an order of payment if the submitted document is validated.	PHP 200.00	5 minutes	Staff CHO-EHSS
2. Photocopy the transfer permit of cadaver, bones and ashes official receipt, then proceed back to the City Health office – Environmental Health and Sanitation Service Office. Present the original official receipt, submit the photocopy of the official receipt, and the photocopies of the required documents. Receive the Transfer Permit of Cadaver, Bones and Ashes.	2. Receive the photocopy of official receipt and requirements. Indicate that the official receipt has been utilized.	None	2 minutes	Staff CHO-EHSS
	2.1 Assist the client in signing the received Transfer Permit of Cadaver, Bones and Ashes.	None	2 minutes	Staff CHO-EHSS
	TOTAL:	PHP 200.00	9 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 orders, ordinances, and policies.

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 (registered or not), duly signed by the attending physician from the point of origin (1 original, 1 photocopy)		Medical facility or hospital where the deceased passed away or Funeral parlor and local health office if the deceased did not die in a medical facility.		
2. Certificate of Transfer or Transfer Permit of Cadaver, Bones, or Ashes issued by the Health Office from the point of origin if the remains were transferred from another city or municipality (1 original, 1 photocopy)		Health Office of the Local Government Unit where the remains were transferred from		
3. Authorization Letter to Process Exhumation Permit signed by the principal requestor, with an attached copy of their valid ID (showing signature)		Authorizing party/data subject and authorized representative		
4. Notarized Barangay Affidavit of Kinship or Barangay Certificate of Guardianship stating that no other known relatives are available to process the necessary documents, if no available documents are presented to prove the client's relationship to the deceased (1 original, 1 photocopy)		Prepared by the affiant (claimant) and notarized by a lawyer or notary public.		
5. Valid I.D. for verification (1 original copy)		Authorizing party and authorized representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the application form. Present the required documents. Once approved, receive	1. Receive and validate the application form and submitted requirements. Incomplete or invalid documents	PHP 200.00	5 minutes	Staff CHO-EHSS



the order of payment for exhumation permit, proceed to the treasury office/cashier, and pay the fee.	will be returned. Issue an order of payment if the submitted document is validated.			
2. Photocopy the Exhumation Permit Official Receipt, then proceed back to the City Health Office – Environmental Health and Sanitation Service Office. Present the original Official Receipt, submit the photocopy of the Official Receipt, and the photocopies of the required documents. Receive the Exhumation Permit.	2. Receive the photocopy of official receipt and requirements. Indicate that the Official Receipt has been utilized. 2.1 Assist the client in signing and recording the received Exhumation Permit.	None None	2 minutes 2 minutes	<i>Staff</i> CHO-EHSS <i>Staff</i> CHO-EHSS
	TOTAL:	Php 200.00	9 Minutes	



6. Burial Permit

The burial permit is issued as a prerequisite for the burial of remains in burial grounds within the City of San Pedro. The City Health Office is responsible for the issuance of burial, cremation, transfer, and exhumation permits. This is covered under Presidential Decree No. 856 (Code on Sanitation of the Philippines), as well as other related memorandum orders, ordinances, and policies.

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, and/or the family of the deceased
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Death Certificate (registered or not), duly signed by the attending physician from the point of origin, for recent deaths or Registered Death Certificate for reinternment 3 to 5 years after the date of death (1 original copy, 1 photocopy)	Medical facility or hospital where the deceased passed away or Funeral parlor and local health office if the deceased did not die in a medical facility
2. Burial Ground Contract or Receipt (1 original copy, 1 photocopy)	Public Cemetery or Private Cemetery
3. Certificate of Transfer or Transfer Permit of Cadaver, Bones or Ashes issued by the Health Office from the point of origin if the remains were transferred from another city or municipality (1 original copy, 1 photocopy)	Health Office of the Local Government Unit where the remains was transferred from
4. Authorization Letter to Process Burial Permit signed by the principal requestor, with an attached copy of their valid I.D. (showing signature) and a copy of the valid I.D. of the authorized representative (1 original copy, 1 photocopy)	Authorizing party/data subject and authorized representative
5. Notarized Barangay Affidavit of Kinship or Barangay Certificate of Guardianship stating that no other known relatives are available to process the necessary documents, if no available documents are presented to prove the client's relationship to the deceased (1 original copy, 1 photocopy)	Prepared by the affiant (claimant) and notarized by a lawyer or notary public
6. Valid I.D. for identification (1 original copy)	Authorizing party and authorized representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the application form. Present the required documents. Once approved, receive the order of payment for burial permit, proceed to the treasury office/cashier, and pay the fee.	1. Receive and validate the application form and submitted requirements. Incomplete or invalid documents will be returned. Issue an order of payment if the submitted document is validated.	PHP 200.00	5 minutes	Staff CHO-EHSS
2. Photocopy the Burial Permit Official Receipt, then proceed back to the City Health Office – Environmental Health and Sanitation Service Office. Present the original Official Receipt, submit the photocopy of the Official Receipt, and the photocopies of the required documents. Receive the Burial Permit. The Official Receipt serves as the Burial Permit.	2. Receive the photocopy of official receipt and requirements. Indicate that the Official Receipt has been utilized.	None	2 minutes	Staff CHO-EHSS
	2.1 Assist the client in signing and recording the received Exhumation Permit.	None	2 minutes	Staff CHO-EHSS
	TOTAL:	Php 200.00	9 Minutes	