

**Issuance of Health and Medical Certificate**

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- General public

*What are the requirements:*

- Community Tax Certificate (Sedula)
- Laboratory result (for Restaurant & Food Handlers)
  - CBC
  - Urinalysis
  - Sputum
  - Stool Exam

*Total Processing Time:*

- 18 minutes

*How to avail the service:*

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	File request together with the requirements and provide the necessary information during interview	Review the submit documents and interview the client	3 minutes		Evelyn Gucilatar
2	Proceed to MTO and pay the required fees			P150.00	Revenue Collection Clerk
3	Go back to MHHO and present the Original Official Receipt issued by MTO	Administer medical examination/ assessment	14 minutes		Dr. Abelardo Jose
4	Claim the Certificate	Issue Certificate	1 minute		