



City of Manila
MANILA HEALTH DEPARTMENT



VISION: To be a strong and dominant force in the health care system of Manila by providing high standard of health care services.

MISSION: Conduct health care services in the highest form of professionalism guided by the high standards of competence, integrity and excellence.

Division of Sanitation

TYPES OF FRONTLINE SERVICE	DOCUMENTARY REQUIREMENTS	CLIENT/Requesting Party	OFFICER/PERSON RESPONSIBLE	STEPS/ PROCEDURE	FORMS TO FILL UP	FEES	PROCESSING TIME
REQUEST FOR ISSUANCE OF HEALTH CERTIFICATE		Applicants 1. Food Handler 2. Non-Food Handler	Evaluator	1. Issue Order of Payment to applicant & proceed to Taxpayer's Lounge for payment	None	P100 (new) P100+surcharge (renewal) * to be paid in the Taxpayers' lounge	1-2 minutes
	Food Handlers: 1. Official Receipt issued by the City of Manila as payment for health certificate 2. Drug test Result 3. Stool Exam Result 4. Sputum Exam Result 5. Cedula (current year) *No need to submit fecalysis for NON-Food Handlers	Applicant shall submit accomplished form		2. Screen requirements & issue application form	Application form	None	3-5 minutes
			Facilitator: Assigned Sanitation Inspector	3. Proceed to training area (for new applicant) for orientation-seminar. *Applicant for Renewal is exempted from attending the seminar	None	None	45 minutes
			Service Provider Eastland PrintInk, Inc.	4. Proceed to biometrix area and pay the service fee before picture taking & release of Health Certificate Card	None	* to be paid to the Authorized Service Provider	5 minutes

For any questions, comment, and recommendations please contact us at Tel. no. : 310-11-98 or email us at sanitation.mhd@gmail.com

BENJAMIN M. YSON M.D., M.P.H.
Acting City Health Officer

***** IN COMPLIANCE TO R.A. 9485 of 2007 / ANTI-RED TAPE ACT *****

|

|

|

|

|

|

|

|

|

SANITARY PERMIT					
New Business (Central Office)	Business Permit	Business owner / representative	Sanitary Inspector	1. Screening and Evaluation of requirements	2 minutes
	Municipal License		Clerk	2. Typing of Sanitary Permit / Data Encoding / Transmittal	2 minutes
	Health Certificate of employees		(OIC, Division of Sanitation & Acting City Health Officer)	3. Signature of Sanitary Permit	2 minutes
				4. Release of Sanitary Permit	2 minutes
Renewal (District Office Concerned)				1. Submission of complete requirements	2 minutes (log-in)
			Sanitary Inspector assigned in the area	2. Ocular inspection (If the business meets minimum sanitation requirements)	2-3 days
			Clerk	3. Preparation / Typing of Sanitary Permit	2 minutes
				4. Submission to Central Office	1 day
			Clerk: Bernardita Casuco	5. Checking / Receiving (Central Office) / Data Encoding / Transmittal	2 minutes
			(OIC, Division of Sanitation & Acting City Health Officer)	6. Signature of Sanitary Permit	2 minutes
				7. Release of Sanitary Permit	2 minutes