

**OFFICE OF THE
CITY HEALTH OFFICER**
External Services

1. Delivery of Pregnant Women and New Born Care Services

Manage normal and uncomplicated pregnancy/birth delivery and refer complicated cases to tertiary hospitals.

Office or Division:	Cavite City lying - In			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pregnant women / New Born Child			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Home Base mother record (HBMR) - Ultrasound result, CBC, Blood typing, Urinalysis, Hepatitis B, RPR, HIV - Barangay Clearance		Cavite City Rural Health Center / Personal Record		
		Hospital / Laboratory Clinic		
		Barangay		
For Birth Certificate		Local Civil Registrar		
- Marriage Contract (Local Civil Registrar Copy) - Cedula for non-marriage		Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Home Base Mother Record (HBMR) and result of laboratory exam	1.1. Receive the copy of prenatal-check up	None	2 mins	Ana Consuelo P. Bernardo, RN Nurse I Or Charmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade, RN
	1.2. Prepare for I.E. and assessment	None	5 mins	Rea R. Bernal, RM Midwife I Or Guandalyn H. Samonte, RM Midwife I

	1.3. If for admission, fill up admission chart	None	5 mins	Ana Consuelo P. Bernardo,RN Nurse I Or Chairmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade, RN
	1.4. If non-admission issued referrals	None	5 mins	Dr.Janno R. Morada Medical Officer III
2. Ask relative to prepare clients and baby's needs and buy the necessary medicine as prescribed by the doctor	2.1. Prescribe medicines and things to prepare	None	5 mins	Dr.Janno R. Morada Medical Officer III and/or Ana Consuelo P. Bernardo,RN Nurse I Or Chairmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade, RN
	2.2. Check things prepared and medicines bought	None	5 mins	Ana Consuelo P. Bernardo,RN Nurse I Or Chairmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade, RN Nurse I
3. After delivery, mother clean nipples and prepare for breast feeding	3. Encourage exclusive breast feeding and discuss its benefits	None	3 mins	Rea R. Bernal, RM Midwife I Or Guandalyn H. Samonte, RM Midwife I
4. Transfer mother to OB ward	4.1. Monitor vital signs and instruct the mother to call attention of Nurse on Duty for possible bleeding	None	30 mins	Ana Consuelo P. Bernardo,RN Nurse I Or Chairmaine S. Bernal, RN Nurse I Or

				Kristelle Airiel C. Andrade, RN Nurse I
5. Take prescribe postpartum medication	5.1. Prescribe Post-partum medications and instruct frequency of intake	None	3 mins	Dr.Janno R. Morada Medical Officer III
	5.2. Perform perineal care	None	5 mins	Rea R. Bernal, RM Midwife I Or Guandalyn H. Samonte, RM Midwife I
6. Submit HBMR card request for newborn screening and issuance growth monitoring card	6.1. Accepts HBMR card and issue request for newborn screening and growth monitoring card	None	5 mins	Ana Consuelo P. Bernardo,RN Nurse I Or Chairmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade, RN Nurse I
	6.2. Discharge mother and newborn if asymptomatic and advise to return after 2 days for the processing of birth certificate	None	1 day	Ana Consuelo P. Bernardo,RN Nurse I Or Chairmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade, RN Nurse I
Birth Certificate				
7. Two days after discharge, come to City Health Office for processing of Birth Certificate	7.1. Give the draft form for birth certificate	None	1 min	Rowell B. Bertis Job Order Encoder Or Ephraim R. Guiling Job Order Encoder

8. Fill – up draft form for birth Certificate	8.1. Receive and check draft data form and assure its accuracy	None	5 mins	Rowell B. Bertis Job Order Encoder Or Ephraim R. Guiling Job Order Encoder
	8.2. After reviewing the draft copies, sign four copies of Birth Certificate.	None	5 mins	
	8.3. Release of Birth Certificate	None	1 min	
9. Accept Birth Certificate	9.1. Advice the Client to proceed to Local Civil Registrar for registration of Birth Certificate	None	1 min	Rowell B. Bertis Job Order Encoder Or Ephraim R. Guiling Job Order Encoder
TOTAL:		None	1 day, 1 hour, and 26 mins	

2. Issuance of Certified true copy of Laboratory result, Medical Clearance Certificate and Certificate of Quarantine

Office issues certified true copy of positive and negative results of contagious disease (Covid19) to clients or relatives claiming result of swab test. Medical clearance certificate and Certificate of Quarantine issued by the Medical Officer and City Epidemiology and Surveillance Unit Head to requesting client or relatives with complete documentation and requirements.

Office or Division:	City Health office / CESU
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizen

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True Copy of Laboratory Result Recommendation for Lockdown of Barangays/Government and Private Offices/Institution. Recommendation for Quarantine of Close Contacts Based in contact tracing investigation		City Epidemiology and Surveillance Unit		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log to Contact Tracing log sheet and Client Transaction Logbook	1.1. Give the required documentary requirements before securing any Certified True Copy of Laboratory Result or Clearance	None	10 mins	Elvin John S. Mariano,RM,RN Midwife II
2. Query	2.1. Receive Requirements	None	10 minutes	John Ray C. Capito,RN Nurse I Or Elvin John S. Mariano,RM,RN Midwife II
Submit Requirements	2.2. Determine needed request			
3. Wait for the processing of Needed Document to be issued	3.1. Case 1 Certified true copy of Laboratory Result	None	10 mins	John Ray C. Capito,RN Nurse I Or Elvin John S. Mariano,RM,RN Midwife II
	3.2. Case 2 Medical Clearance Certificate	None	10 mins	Jeffrey H. Dela Rosa, MD, FPPS Medical Specialist III

	3.3. Case 3 Certificate of Quarantine			
4. Receive needed Satisfactory document				John Ray C. Capito,RN Nurse I Or Elvin John S. Mariano,RM,RN Midwife II
TOTAL:		None	40 minutes	

3. Issuance of Death Certificate, Burial Permit and Transfer Permit

To ensure proper observance of hygiene and sanitary procedure in handling of cadaver and opening of grave.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Death Certificate - Burial Permit - Transfer Permit		Funeral Parlor / City Health Office, 1 st floor, Left wing, city Hall Bldg. City Health Office, 1 st floor, Left wing, city Hall Bldg. Municipality/ City Health Office, 1 st floor, Left wing, city Hall Bldg.		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1.1. Received Requirements	None	5 mins	Rachel S. Perez Administrative Aide VI (Clerk III)
	1.2. Issuance of order of payment	None	4 mins	

2. Pay the corresponding fee	2.1. Case 1 (Death Processing Fee and Burial Permit/ transfer permit) • If the client died at their house or declare dead on arrival)	Php 350.00	5 mins	Vym Novelle A. Salud Or Julee R. Laudato Or Jasmin M. Oczon
	2.2. Case 2 (burial permit) • If the client died at the hospital and to be buried at Cavite City	Php 200.00	5 mins	
	2.3. Case 3 (transfer permit) • If the client will transfer from Cavite City to another town	Php 200.00	5 mins	
	2.4. Case 4 (cremation permit) • If the client chooses to cremate the cadaver	None	5 mins	Vym Novelle A. Salud Or Julee R. Laudato Or Jasmin M. Oczon
	2.5. Case 5 Lot Rental (construction)	Php 200.00	5 mins	
	2.6. Receive payment	None	1 min	
	2.7. Issuance of Official Receipt	None	2 mins	
3. Submit Official Receipt to CHO staff	3.1. Accept & Verify Official Receipt	None	3 mins	Rachel S. Perez Administrative Aide VI (Clerk III)
	3.2. Prepare for encoding details	None	5 mins	

	for Death Certificate / Burial Permit / Transfer Permit			
	3.3. Death Certificate • Checking the entries • Proceed to Local Civil Registrar for registration	None	5 mins	
4. Wait for the death certificate to registered	4.1. Registration of Death Certificate	None	10 mins	Desiree D. Mariano
	4.2. forwarding the registered death certificate to the CHO	None	3 mins	
5. Receiving of Death Certificate/ Burial / Transfer Permit	5.1. Releasing of Death Certificate/ Burial Permit / Transfer Permit	None	2 mins	Rachel S. Perez Administrative Aide VI (Clerk III)
TOTAL:	Case 1 Case 2 Case 3 Case 4 Case 5	Php 350.00 Php 200.00 Php 200.00 None Php 200.00	1 hour and 5 minutes	Vym Novelle A. Salud Or Julee R. Laudato Or Jasmin M. Oczon

4. Issuance of Lot Rental, Exhumation, Catacomb and Cremation Permit

To ensure proper observance of hygiene and sanitary procedure in handling of cadaver and opening of grave.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Notice from City Cemetery Administrator		City Cemetery Administrative office, Brgy 48 M Cavite City		
Notice to open the grave from City Cemetery Administrator		City Cemetery Administrative office, Brgy 48 M Cavite City		
Barangay Clearance		Barangay		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1.1. Receive Requirements	None	5 mins	Gemma R. Despojo, RM Sanitation Inspector III
	1.2. Check and determine the cause of death of the person	None	10 mins	Or Rhopi C. Dela Cruz Sanitation Inspector I
	1.3. Issuance of order of payment for Exhumation, Lot Rental, Transfer, Cremation and Catacomb Permit	None	5 mins	Or Christopher Airon C. Pasco Sanitation Inspector I
2. Pay the corresponding fee	2.1. Receive payment			
	- Lot Rental Permit - Exhumation Permit	Php 200.00 Php 150.00	20 mins	Vym Novelle A. Salud Or Julee R. Laudato Or

	• Transfer Permit • Cremation Certificate • Catacombs Permit	Php 200.00 Php 130.00 None		Jasmin M. Oczon
	2.2. Issuance of Official Receipt		5 mins	
3. Submit Official Receipt to CHO staff	3.1. Accept & Verify Official Receipt	None	5 mins	Gemma R. Despojo, RM Sanitation Inspector III
	3.2. Prepare for encoding details for Exhumation, Cremation and	None	15 mins	Or Rhopi C. Dela Cruz Sanitation Inspector I
	3.3. Catacomb Permit	None	15 mins	Or Christopher Airon C. Pasco Sanitation Inspector I
	3.4. Record the details on Computer System			Or Jan Augustine S. Alvarez Sanitation Inspector I
4. Receiving of exhumation permit	4.1. Releasing of Exhumation Permit	None	5 mins	Gemma R. Despojo, RM Sanitation Inspector III
				Or Rhopi C. Dela Cruz Sanitation Inspector I
				Or Christopher Airon C. Pasco Sanitation Inspector I
				Or Jan Augustine S. Alvarez Sanitation Inspector I
TOTAL:	Lot Rental Permit Exhumation Permit	Php 200.00 Php 150.00	1 hour and 25 mins	Vym Novelle A. Salud Or Julee R. Laudato Or

	Transfer Permit	Php 200.00		Jasmin M. Oczon
	Cremation Certificate	Php 130.00		
	Catacombs Permit	None		

5. Issuance of Medical Certificate

For medical clearance as a requirement in applying for a job or as supporting documents for sick leave application or similar legal circumstance.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Laboratory Result - X-ray Result For Employment - Police Clearance - Barangay Clearance - Doctor's order for treatment and management		Laboratory Clinic, P. Paterno St. Cavite City / hospitals Hospitals Police Stations Barangay Cavite City Rural Health Centers / Cavite City Lying-in / City Health Office, 1st Floor, Left wing City Hall bldg..		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient's inquire to the staff to secure Medical Certificate	1.1. Taking vital signs	None	5 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center)

	1.2. Make a patient Record	None	5 mins	Ana Consuelo P. Bernardo,RN Nurse I Or Charmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade (Mega Health Center) Rowena F. Rey Nursing Attendant I
2. Submit Patient to Medical Officer for Medical Check up	2.1. Assist patient	None	3 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center)
	2.2. Prepare for Medical Certificate	None	3 mins	Ana Consuelo P. Bernardo,RN Nurse I Or Charmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade (Mega Health Center) Rowena F. Rey Nursing Attendant I
	2.3. Accomplished Medical Certificate	None	5 mins	Dr. Jerome R. Morada OIC- Office of the City Health Officer Dr. Jenilyn P. Dela Cruz Medical Officer III Dr. Elmer R. Camarse Medical Officer IV Dr. Arnold C. Mendoza, DPBS Medical Officer IV Dr. Maria Cristina Notario Medical Officer IV Dr. Derrick Allen Pulido

				Medical Officer IV Dr. Janno R. Morada Medical Officer III
3. Wait for the issuance of the Medical Certificate	3.1. Staff will seal the Medical certificate	None	2 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center)
	3.2. Releasing of Medical Certificate	None	1 min	Ana Consuelo P. Bernardo,RN Nurse I Or Charmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade (Mega Health Center) Rowena F. Rey Nursing Attendant I
TOTAL:		None	24 minutes	

6. Issuance of sanitary and Health permits for all business establishments and health permits for personnel of food establishment

To ensure observance of sanitary and health regulations in business operations.

Office or Division:	City Health Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizen

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Non-Food Establishment • Brgy Clearance • Community Tax Certificate (Cedula) • Picture 1x1 • Sputum Exam or Chest X-Ray Additional Requirements for Food Establishment • Urinalysis • Fecalysis • Hepa B Screening Additional Requirements for Massage Therapist and Restobar • Smear Test • HIV Test		Barangay Treasurer's office Photo Printing Shop Laboratory Clinic Laboratory Clinic Social Hygiene Clinic		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the data requirement to the Sanitary Inspector	1.1. Receive and Check the requirements	None	5 mins	Gemma R. Despojo, RM Sanitation Inspector III Or
	1.2. Interview the client for the issuance of a sanitary / health permit	None	10 mins	Rhopi C. Dela Cruz Sanitation Inspector I Or Christopher Airon C. Pasco Sanitation Inspector I Or Jan Augustine S. Alvarez Sanitation Inspector I
2. Pay the required health card fee at the cashier and get official receipt	2.1. Receive payment • Sanitary Permit for food related • For non-food establishment For health certificate Case 1 Non-Food	Php 250.00 Php 150.00	15 mins	Vym Novelle A. Salud Or Julee R. Laudato Or Jasmin M. Oczon

	• Carwash boy / woman • Gasoline boy / woman • Laundry boy / woman • Life guard • Manicurist • Massage attendant • Refiller • Driver • Sales lady/ boy	Renew Php 177.00 New Php 522.00		Vym Novelle A. Salud Or Julee R. Laudato Or Jasmin M. Oczon
	Food • Food handler • Food server • Helper • Kitchen staff	Renew Php 177.00 New Php 522.00		
	Case 2 Non-Food • Cashier • Delivery Rider • Gaffer • Hair dresser • Merchandizer • Store Crew • Tailor • Beautician • Assistant Pharmacist • Barber • Butcher • Foot Spa Attendant	Renew Php 239.50 New Php 202.00		
	Food • Assistant Cook • Chief Cook • Cook			

	• Service Crew • Waiter/ waitress • Store Crew Case 3 Non-Food • Appraiser • Embalmer • Assistant Manager Food • Baker • Dietician • Nutritionist Case 4 Non-Food • GRO • Manager • Pharmacist • Supervisor • Floor Manager, owner/ operator 2.2. Issuance of Official Receipt	Renew Php 302.00 New Php 252.00 Php 302.00		Vym Novelle A. Salud Or Julee R. Laudato Or Jasmin M. Oczon
3. Submit Official Receipt	3.1. Accept & Verify Official Receipt 3.2. Prepare Health / sanitary permit	None	5 mins 15 mins	Gemma R. Despojo, RM Sanitation Inspector III Or Rhopi C. Dela Cruz Sanitation Inspector I Or Christopher Airon C. Pasco Sanitation Inspector I Or Jan Augustine S. Alvarez Sanitation Inspector I
4. Wait for the releasing of health/	4.1. Release Health/ Sanitary Permit	None	5 mins	Gemma R. Despojo, RM Sanitation Inspector III Or

sanitary permit				Rhopi C. Dela Cruz Sanitation Inspector I Or Christopher Airon C. Pasco Sanitation Inspector I Or Jan Augustine S. Alvarez Sanitation Inspector I
TOTAL:	Sanitary Permit • Food Related • Non-Food Case 1 Case 2 Case 3 Case 4	Php 250 Php 150.00 New Php 177.00 Renew Php 522.00 Renew Php 239.50 New Php 202.00 Renew Php 302.00 New Php 252.00 Renew/ New Php 302.00	55 mins	Vym Novelle A. Salud Or Julee R. Laudato Or Jasmin M. Oczon

7. Provision of Anti- Tuberculosis Treatment/ Medicines

To ensure that TB diagnostic, treatment and information services are available and accessible to the community and to control TB symptomatic by identifying the TB Patient among individuals with suspected signs and symptoms of TB.

Office or Division:		City Health Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Family Health Card • Sputum (Gene expert/ DSSM) • Chest X-ray		Cavite City Rural Health Centers Laboratory Clinic / Hospitals Hospitals		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure patient number found in the admission table	1.1. Give patient number	None	5 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (san Antonio)

2. Proceed to assigned midwife in their respective barangay and present family card	2.1. Case 1 (new patient) create patient record / family health card	None	30 mins	Rosalie V. Tarac,RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva,RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo,RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac,RM Midwife II(san Antonio)
	Case 2 (Retreatment) check and update Family Health Card	None	15 mins	
3. Present the three sputum and chest x-ray result	3.1. Check sputum and chest x-ray	None	10 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center)
	3.2. Submit for Physical check-up and counseling and get the NTP card on TB program	None	40 mins	
4. Take the free initial drug and come back to RHU daily to take the remaining drugs until the completion of the treatment period	4.1. Prepare the initial drug and educate the patient on how to take the medicine.	None	30 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center)
	4.2. Advice the patient to come back to the RHU for his/her daily medicine until the treatment is complete	None	15 mins	

	Case 3 (Patient is not visiting daily) Locate the patients address and go to the house to give the prescribe medicine	None	1 hour	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (san Antonio)
	4.3. Issue medical certificate clearance	None	5 mins	Dr. Jerome R. Morada OIC- Office of the City Health Officer Dr. Jenilyn P. Dela Cruz Medical Officer III Dr. Elmer R. Camarse Medical Officer IV Dr. Arnold C. Mendoza, DPBS Medical Officer IV Dr. Maria Cristina Notario Medical Officer IV Dr. Derrick Allen Pulido Medical Officer IV
TOTAL:	Case 1 Case 2	None None	2 hours and 15 mins 2 hours	

	Case 3	None	2 hour and 45 mins	
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8. Provision of Dental Services

To ensure that service is available to pre-school and school age children, pregnant mothers and other adults to prevent treat and mange dental.

Office or Division:	City Health Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizen

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- No requirements for new patient - Home Base Mother Record (HBMR) - For pregnant mothers - Pre-school and school age growth monitoring chart	Rural Health Centers / Personal Record Schools

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to City Dental Clinic and write the name on the board outside the dental clinic	1.1. Check the board outside the dental clinic	None	5 mins	Clarissa R. Tambuon Nursing Attendant I
2. Stay in the waiting area and wait for your name to be called	2.1. Call the name of the patient	None	30 mins	Clarissa R. Tambuon Nursing Attendant I
3. Proceed to dental clinic for appropriate	3.1. Interview the patient and create a patient record	None	10 mins	Clarissa R. Tambuon Nursing Attendant I

treatment or dental advice	3.2. Take appropriate treatment / dental advice	None	30 mins	David S. Cajulis Dentist II
	3.3. Educate the patient on how to take the medicines	None	2 mins	David S. Cajulis Dentist II
	3.4. Discharge patient			
TOTAL:	Scheduled Clients, Pregnant Women, Pre-School and School Age	None	1 hr and 17 minutes	

9. Provision of DOH health care delivery services

Treatment and Consultation

To diagnose, treat, and manage illnesses and provide appropriate medical attention.

Office or Division:	City Health Office / First Aid & Emergency Facility (Lying-in)		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Growth Monitoring Chart		Cavite City Rural Health Centers	
No requirement for new patient			
Home Base Mother Record (HBMR)		Cavite City Rural Health Centers	
Patient Record		Cavite City Rural Health Centers	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach any health personnel at health centers	1.1. Give number and refer to free health personnel	None	2 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center) Ana Consuelo P. Bernardo,RN Nurse I Or Charmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade (Mega Health Center) Rosalie V. Tarac,RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva,RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo,RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac,RM Midwife II(san Antonio)
2. Relay to the staff the	2.1. Secure patient record	None	2 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban

reason for consultation	2.2. Take Vital sign	None	3 mins	Nurse III Arlene C. Lubag Nurse III (District Health Center)
	2.3. Interview patient regarding condition ex. Days of symptoms	None	5 mins	Ana Consuelo P. Bernardo,RN Nurse I Or Charmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade (Mega Health Center) Rosalie V. Tarac,RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva,RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo,RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac,RM Midwife II(san Antonio)
3. Wait for your turn to be called	3.1. Call the patient and assist to doctors' room	None	25 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center) Ana Consuelo P. Bernardo,RN

				Nurse I Or Charmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade (Mega Health Center) Rosalie V. Tarac,RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva,RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo,RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac,RM Midwife II(san Antonio)
4. Go to the doctor's room	4.1. Check and assess the patient 4.2. Prescribe medication and educate the patient 4.3. Advice the patient to give the patient record on the assign midwife	None None None	15 mins 10 mins 5 mins	Dr. Jerome R. Morada OIC- Office of the City Health Officer Dr. Jenilyn P. Dela Cruz Medical Officer III Dr. Elmer R. Camarse Medical Officer IV Dr. Arnold C. Mendoza, DPBS Medical Officer IV Dr. Maria Cristina Notario Medical Officer IV Dr. Derrick Allen Pulido Medical Officer IV Dr. Janno R. Morada

				Medical Officer III
5. Give the patient record	5.1. Receive and file the patient record	None	2 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center) Ana Consuelo P. Bernardo,RN Nurse I Or Charmaine S. Bernal, RN Nurse I Or Kristelle Airiel C. Andrade (Mega Health Center) Rosalie V. Tarac,RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva,RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo,RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac,RM Midwife II(san Antonio)
TOTAL:		None	1 hour and 9 mins	

10. Provision of Family Planning Services

To maintain high quality services and ensure quality family planning acceptance, to promote and assist couples in deciding their reproductive behavior.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Family Health Card - No requirement for new patients		Cavite City Rural Health Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure patient number found in the admission table and wait to be called	1.1. Give patient number	None	5 mins	Rosalie V. Tarac, RM Midwife III (Dalahican)
	1.2. Interview and Determine if old or new patient	None	15 mins	Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
2. Give information needed	2.1 A. Case 1 (New Patient) A.1 Interview and create patient record B. Case 2 (Old Patient)	None	10 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad)

	B.1 Check and update Patient Record A.2 Case 1 Inform the Dr. about the new patient for assessment	None None	5 mins 15 mins	Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
A. Case 1 A.1 Go to the Dr. Office	A.3. Case 1 Interview and Examine the patient A.4 Case 1 Give Prescribe Medicine	None None	15 mins 10 mins	Dr. Jerome R. Morada OIC- Office of the City Health Officer Dr. Jenilyn P. Dela Cruz Medical Officer III Dr. Elmer R. Camarse Medical Officer IV Dr. Arnold C. Mendoza, DPBS Medical Officer IV Dr. Maria Cristina Notario Medical Officer IV Dr. Derrick Allen Pulido Medical Officer IV Dr. Janno R. Morada Medical Officer III
3. Give the Prescription to the assign midwife	3.1. Prepare prescribe medicine	None	10 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque)

				Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
4. Wait for the medicine to be prepare	4.1. Write down the details on the logbook / family planning TCL	None	10 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
5. Receive the Medicine	5.1. Give and Educate the patient and tell them for their next schedule	None	10 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM

				Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
TOTAL:	Case 1	None	1 hour and 40 mins	
	Case 2	None	55 mins	

11. Provision of Laboratory Services

To deliver free laboratory services populace the city.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizens of Cavite City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Request Form		Cavite City Rural Health Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Case 1 Urinalysis, Fecalysis and Sputum 1. Give Medical request form	1.1. Check the medical request form	None	5 mins	Melody Inocencio Job Order
	1.2. Ask the patient to write down the name and age on the specimen bottle	None	5 mins	Melanie B. Reyes Medical Technologist I Jonaliza S. Moreno Medical Technologist I

2. Write down the name and age on the specimen bottle	2.1. Advise the patient to return at 3pm for the results	None	3 mins	Melody Inocencio Job Order Melanie B. Reyes Medical Technologist Jonaliza S. Moreno Medical Technologist
	2.2. Process the specimen	None	4 hours	Melanie B. Reyes Medical Technologist Jonaliza S. Moreno Medical Technologist
3. Return to the Laboratory clinic on the said time	3.1. Check the name of the patient and look for the result	None	15 mins	Melody Inocencio Job Order Melanie B. Reyes Medical Technologist Jonaliza S. Moreno Medical Technologist
4. Receive the result	4.1. Give the result to the patient	None	5 mins	Melody Inocencio Job Order Melanie B. Reyes Medical Technologist Jonaliza S. Moreno Medical Technologist
Case 2 Blood Test 1. Give Medical request form	1.1. Check the medical request form	None	5 mins	Melody Inocencio Job Order Melanie B. Reyes Medical Technologist Jonaliza S. Moreno Medical Technologist
	1.2. Advise the patient to wait	None	2 mins	
	1.3. Prepare for the things to be use	None	5 mins	
2. Wait to be extract	2.1. Perform the examination request	None	5 mins	Melanie B. Reyes Medical Technologist Jonaliza S. Moreno Medical Technologist
	2.2. After performing the examination request advice the	None	2 mins	Melody Inocencio Job Order Melanie B. Reyes

	patient to return at 3pm for the result 2.3. Processing of Specimens		5 hours	Medical Technologist Jonaliza S. Moreno Medical Technologist
3. Return to the Laboratory clinic on the said time	3.1. Check the name of the patient and look for the result	None	15 mins	Melody Inocencio Job Order Melanie B. Reyes Medical Technologist Jonaliza S. Moreno Medical Technologist
4. Receive the result	4.1. Give the result to the patient	None	5 mins	Melody Inocencio Job Order Melanie B. Reyes Medical Technologist Jonaliza S. Moreno Medical Technologist
TOTAL:	Urinalysis, Fecalysis, Sputum Chemistry Blood Test	None	4 hours and 33 mins 5 hours and 39 minutes	

12. Provision of Leprosy Treatment and Medication

To treat and manage patients with leprosy medicines free of charge.

Office or Division:	City Health Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizen
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- No requirement for new patient - Medication Card	Personal / Cavite City Rural Health Center

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach any health personnel	1.1. Instruct the patient to get a patient number	None	5 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM
	1.2. Check vital sign	None	15 mins	Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (san Antonio)
2. Inquire about skin problem	2.1. Interview client's personal information, past medical history and present illness	None	25 mins	Sarahbi M. Giron, RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center)
	2.2. Submit for physical examination and further assessment. Request for Slit-skin smear is given	None	15 mins	Dr. Jenilyn P. Dela Cruz Medical Officer III Dr. Elmer R. Camarse Medical Officer IV Dr. Arnold C. Mendoza, DPBS Medical Officer IV Dr. Maria Cristina Notario Medical Officer IV Dr. Derrick Allen Pulido

				Medical Officer IV
3. Patient will go to a clinic where slit-skin smear test is done (Skin Clinic)	3.1. Wait for the result	None	5 days	Personnel of Clinic
4. Patient will go to health center to present the result of slit-skin smear	4.1. refer the result to Physician	None	10 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center)
	4.2. Doctor will interpret the result of the test and will decide if the patient will start treatment or not	None	5 mins	Dr. Jenilyn P. Dela Cruz Medical Officer III Dr. Elmer R. Camarse Medical Officer IV Dr. Arnold C. Mendoza, DPBS Medical Officer IV Dr. Maria Cristina Notario Medical Officer IV Dr. Derrick Allen Pulido Medical Officer IV
5. Patient will present the order of the doctor	5.1 If the test is negative patient will be health educated and will be instructed to come back if any problem arises	None	10 mins	Sarahbi M. Giron,RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag Nurse III (District Health Center)
	5.2 If the test is positive, patient will start the treatment, health educated and will be instructed to come back every month for 2 years or if any problem arises	None	7 mins	
TOTAL:		None	5 days, 1 hour, and 32 mins	

13. Provision of National Immunization Program Services

- To immunize children 0-11 months old from the common childhood disease, missed opportunity children and defaulter children.
- To immunize pregnant mother for tetanus toxoid in order to prevent the occurrence of Tetanus Neonatorum in infants.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Immunization Card • No requirements for new patient		Personal / Cavite City Rural health Center		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Parent will approach any personnel in the Health Center	1.1. Instruct the patient to secure a Patient Number	None	15 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM
	1.2. Check Vital Signs	None	10 mins	Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM
	1.3. Interview baby's personal information, past medical history, past immunization history	None	10 mins	Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
2. Client will proceed to the Nurse for immunization	2.1. Nurses will assess the overall health of the baby and post	None	15 mins	Sarahbi M. Giron, RN Nurse III Earasel Y. Panganiban Nurse III Arlene C. Lubag

	immunization counselling			Nurse III (District Health Center)
TOTAL:		None	50 minutes	

14. Provision of Pre-Marriage Counselling

To make the prospective couple aware on the importance of reproductive health including the different Family planning methods and responsible parenthood. This is also in compliance with Executive Order 2019 Article 16 Family Code of the Philippines. Prospective couples are required to undergo this counseling for the issuance of their marriage license from the City Civil Registrar Office after 10 Days publication.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Official Receipt of Family Planning Counselling • Birth Certificate • Cenomar (Applicants Above 25 years old)		Treasurer's Office Local Civil Registrar PSA		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to City health center	1.1. Approach the client and interview	None	10 mins	Armida C. Sosa,RN Nurse IV And/Or Pearly C. Alvarez,RM Midwife III
	1.2. Issuance of order of payment and advice the client to pay it to city treasurer's office and comeback with O.R. (official Receipt)	None	5 mins	

2. Pay the corresponding fee	2.1. Receive payment • Family planning • Pre-marriage Counselling 2.2. Issuance of Official Receipt	Php 150.00 Php 100.00 None	10 mins 10 mins 2 mins	Vym Novelle A. Salud Or Julee R. Laudato Or Jasmin M. Oczon
3. Return to san roque health center	3.1. Lecture on the importance of reproductive health and family planning methods	None	40 mins	Armida C. Sosa,RN Nurse IV And/Or Pearly C. Alvarez,RM Midwife III
4. Client Receive the Family Planning Certificate and proceed to local civil registrar for filling of marriage application	4.1. Give the family planning certificate and advice to proceed to local civil registrar for filling of marriage application	None	10 mins	Armida C. Sosa,RN Nurse IV And/Or Pearly C. Alvarez,RM Midwife III
TOTAL:	• Family Planning • Pre-marriage counselling	Php 150.00 Php 100.00	1 hour and 27 mins	Vym Novelle A. Salud Or Julee R. Laudato Or Jasmin M. Oczon

15. Provision of Prenatal and Post-Partum Care

Provides a comprehensive maternal care program for all pregnant and post-partum mothers in the city.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Pregnant and Post-partum Mother			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- No requirement for new patient - Home Base Mother Record (HBMR)		Cavite City Rural Health Center		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Case 1 Prenatal				
1. Secure number found in the admission table	1.1. Approach and give number 1.2. Take vital sign, temperature and weight	None None	5 mins 5 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)

2. Proceed to assign midwife	2.1. admission and examination of patient for 1 st check-up and follow up check-up	None	20 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque)
	2.2. Assessment of patients by doing Leopold's maneuver	None	20 mins	Laila G. Fernandez Midwife II (San Roque)
	2.3. Give request for lab, dental check-up and rpr • Hiv testing • Pre- natal counselling was given especially to teenage pregnancy	None	25 mins	Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio)
	2.4. Show them what they should do and when to return	None	10 mins	Precilla G. Isaac, RM Midwife II (San Antonio)
3. Complete the given request	3.1. Perform the procedure base on the request	None	1 day	Melanie B. Reyes Medical technologist I David S. Cajulis Dentist II Rosalie V. Sequancia Midwife II
4. Return to the health center once the request is done	4.1. Check and assess the results	None	15 mins	Sarahbi M. Giron, RN Nurse III Earasel Y. Panganiban Nurse III
	4.2. Prescribe medicines	None	10 mins	Arlene C. Lubag Nurse III (District Health Center) Dr. Jenilyn P. Dela Cruz Medical Officer III Dr. Elmer R. Camarse Medical Officer IV

				Dr. Arnold C. Mendoza, DPBS Medical Officer IV Dr. Maria Cristina Notario Medical Officer IV Dr. Derrick Allen Pulido Medical Officer IV
5. Receive the medicines	5.1. Giving the FeSo4 on the 1 st trimester and schedule for the next visit	None	5 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
Case 2 Post-partum 1. Secure number found in the admission table	1.1. Approach and give number	None	5 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM

				Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
2. Proceed to assigned midwife	2.1. Admit and interview the patient	None	15 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM
	2.2. Check and update the patient record	None	5 mins	Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM
	2.3. Take vital sign	None	3 mins	Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio) Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
	2.4. Advise the patient to look onto any possible discharges	None	10 mins	
3. Receive Medicine and HBMR	3.1. Give vitamins A on check-up and FeSo4 to the patient	None	5 mins	Rosalie V. Tarac, RM Midwife III (Dalahican) Annaliza S. Moreno, RM
	3.2. Advice to return for well-baby schedule	None	5 mins	Midwife II (Sta. Cruz) Fleriza E. Leyva, RM Midwife II (Caridad) Menicia F. Ocampo Midwife II (Caridad) Pearly S. Alvarez, RM
	3.3. Advised exclusive breast feeding for 6months	None	5 mins	Midwife III (San Roque) Laila G. Fernandez Midwife II (San Roque) Rita DG. Levardo, RM Midwife III (San Antonio)
	3.4. Introduce Family Planning	None	20 mins	

				Precilla D. Buenaventura, RM Midwife II (San Antonio) Precilla G. Isaac, RM Midwife II (San Antonio)
TOTAL:	Case 1	None	1 day, 1 hr, and 55 mins	
	Case 2	None	1 hr and 13 mins	

16. Provision of Management and Treatment of Animal Bite and Anti-Rabies injection

To prevent and properly treat clients with dogs/cats/rats' bites and strengthen education in accordance with R.A. 9482.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen of Cavite City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
No requirement				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client proceed to city Mayors office	1.1. Reporting, Verification, monitoring and referral of biting incidents in Cavite City	None	5 mins	ARVINDA PAZ R. BAUYON, RN Nurse I ROWENA L. ABUGNI Midwife III

2. Proceed to Animal Bite Treatment Center	2.1. Assessment of Animal Bite patient	None	5 mins	DR. DERRICK ALLEN PULIDO Medical Officer IV
	2.2. Treatment and management of Animal Bite Patients • Vaccination of Anti- Rabies Vaccine • Vaccination of wound site anti-rabies vaccine • Provision of Anti-Tetanus Vaccine	None	30 mins	ARVINDA PAZ R. BAUYON, RN Nurse I
	2.3. Prescription of Antibiotics and pain management drugs			DR. DERRICK ALLEN PULIDO Medical Officer IV
	2.4. Reporting and Recording, Filling of ABTC patients record	None	30 mins	ARVINDA PAZ R. BAUYON, RN Nurse I
	2.5. Post-treatment evaluation and counselling	None	30 mins	ROWENA L. ABUGNI Midwife III
3. Get the animal bite treatment card	3.1. Give animal treatment card and advice the patient to comeback for their next schedule	None	5 mins	ARVINDA PAZ R. BAUYON, RN Nurse I ROWENA L. ABUGNI Midwife III
TOTAL:		None	1 hour and 45 mins	

17. Provision of Covid19 Swabbing Services

Diagnosis of uncomplicated Covid Patients and refer complicated cases to tertiary Covid Facility (City Epidemiology and Surveillance Unit).

Office or Division:	City Epidemiology and Surveillance Unit			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Covid Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID		Personal Belongings		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Swabbing Facility		None	10 mins	
2. Wait at the waiting area	2.1. Interview / History Taking, note if asymptomatic or symptomatic, 2.2. Secure Consent for Admission	None	5 mins	John Ray Capito, RN Nurse I Elvin John S. Mariano,RM,RN Midwife II
	2.3 Swabbing of Client		5 mins	John Ray Capito, RN Nurse I Elvin John S. Mariano,RM,RN Midwife II
	2.4. Health Teaching and Advice to go home to isolate		5 mins	
TOTAL:		None	25 minutes	

18. Treatment and Management of Sexually Transmitted/ Reproductive Tract Diseases/ HIV/ AIDS prevention

Identify and treat client for any disease in reproductive tract especially the Guest Relation Officers and other entertainment workers. To widely disseminate awareness of the populace regarding STD/HIV/AIDS

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pregnant Women • Prenatal Record • Request of Blood screening test (RPR/VDRL, HBsAg) HIV screening test no need of request – Voluntary • If client is below 15 years old required consent GRO, Receptionist, cashier, waitress/ food server, cook, massage spa/ therapist • Need Health Permit • Gram Stain Smear • Xerox copy of business permit of the establishment		Cavite City Rural Health Center Cavite City Rural Health Center Parent/ relatives / social worker City Health Office, Cavite City Cavite City Social Hygiene Clinic Business Owner		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Case 1 Smear 1. Go to Cavite City Social hygiene Clinic	1.1. Patient admission			
	A. For New Patient interview and create patient record, secure consent. B. For Old Patient Check and update patient record	None None	20 mins 10 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor

	1.2. Explain the procedure of gram stain	None	15 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor
	1.3. Advise patient to go to examination room	None	2 mins	Gil N. Opleda Jr. Job Order/Counselor
2. Proceed to examination room	2.1. Perform smear test	None	5 mins	Rosalie R. Sequancia, RM Midwife II
	2.2. Transfer specimen	None	2 mins	Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
	2.3. Instruct patient to return in the afternoon for the smear result	None	2 mins	
3. Return to Facility	3.1. Release of Smear Result	None	5 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor
	3.2. Inform the Doctor about the patient	None	2 mins	Gil N. Opleda Jr. Job Order/Counselor
4. Proceed to Doctor's office	4.1. Interview and examine the patient	None	20 mins	Dr. Jenilyn P. Dela Cruz Medical Officer III
	4.2. Prescribe lab test and medicine needed	None	5 mins	
5. Give prescription to assign personnel	5.1. Prepare the prescribe medicine (if available)	None	5 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
6. Wait for the medicines	6.1. Write down the details on the logbook	None	5 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor

7. Receive the medicine	7.1. Give and repeat the instruction about the medicines and remind the next visit schedule	None	5 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
Case 2 Pregnant Women				
1. Give Prenatal Record and request of blood screening test	1.1. Accept requirement	None	3 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
	1.2. Instruct to go to conference room for briefing	None	2 mins	
2. Proceed to the conference room	2.1. Explain the blood screening test importance	None	15 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
	2.2. Provide HIV screening test pre-counseling	None	30 mins	
	2.3. Accomplish form A for HIV screening test	None	15 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
	2.4. Instruct the patient to go to laboratory for extraction	None	2 mins	
3. Proceed to laboratory	3.1. Advice to return in the afternoon for post counselling of the HIV screening test result and other blood test result	None	3 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
4. Return to the facility	4.1. Provide post-counselling and release the blood test result	None	15 mins	Rosalie R. Sequancia, RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
	4.2. Inform the doctor about the patient		3 mins	

5. Go to the Doctors Office	5.1. Interview and examine the patient	None	20 mins	Rosalie R. Sequancia,RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
	5.2. Prescribe lab test and medicines	None	5 mins	Dr.Jenilyn P. Dela Cruz Medical Officer III
6. Give prescription to assign personnel	6.1. Prepares prescribe medicine (if available)	None	5 mins	Rosalie R. Sequancia,RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
7. Wait for the medicine	7.1. Write down the details on the logbook	None	5 mins	Rosalie R. Sequancia,RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
8. Receive medicine	8.1. Give and repeat the instruction about medicines and remind for the next schedule	None	5 mins	Rosalie R. Sequancia,RM Midwife II Angelito I. Parra Job Order/Counselor Gil N. Opleda Jr. Job Order/Counselor
TOTAL:	Case 1			
	• New patient	None	1hr and 26 mins	
	• Old patient	None	1 hr and 13 mins	
	Case 2 Pregnant Women	None	2 hrs and 8 mins	

19. Issuance of Requested Health Data and Information

Issuance/release of Health data and information upon the request of public or private sector in accordance Data Privacy Act (RA 10173)

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens			
Who may avail:	Requesting Public and Private Sector			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
- Valid ID - Photo Copy of Valid ID 2 Letter of Request (1 receiving copy and 1 for file copy)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to City Health Office	3.1 Check Valid ID and Letter of request then stamp for received and attach photocopy of valid ID	None	10 minutes	Ma Lourdes Del Prado Administrative Assitant II
2. Wait at the waiting area				
3. Submit letter of request indicating needed health data or information			2 minutes	
	3.2 Letter of request assessed and evaluated by the City Health Officer	None	60 minutes	Dr. Jerome R. Morada OIC- Office of the City Health Officer
	3.3. Approval and disapproval of Health Data and information release	None	20 minutes	Dr. Jerome R. Morada OIC- Office of the City Health Offic
	3.4. Approved letter of request			Mike Ace V. Monzon,RM,RN

	-Transmittal letter -Health Data and Information released 3.5. Disapproved letter of request -letter of disapproval			Supervising Admin. Officer
4. Received	4. Release of Transmittal Letter and Requested Health Data and Information or letter of disapproval.	None	5 minutes	Mike Ace V. Monzon, RM, RN Supervising Admin. Officer Or Ma Lourdes Del Prado Administrative Assitant II
TOTAL:			1 hour and 37 minutes	

20. Provision of Drugs and Medicine, Medical, Dental, Laboratory Supplies

Dispensing of Drugs and Medicine, Medical, Dental and Laboratory supplies.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Clients/Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Prescription prescribe by Medical Doctor		Any Health Facility		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to City Health Office 2. Wait at the waiting area				

3. Give prescription to Attendant			5 mins	Rowena F. Rey Nursing Attendant I Or Elbert W. Gitamo Job Order
4. Verify Prescription and confirm availability needed commodity			2 mins	Rowena F. Rey Nursing Attendant I Or Elbert W. Gitamo Job Order
5. Explain and instruct client/patient how to take medication or how to use medical supplies			5 mins	Rowena F. Rey Nursing Attendant I Or Elbert W. Gitamo Job Order
6. Send Client/Patient Home				
TOTAL:		None	12 minutes	