

## SECURING HEALTH CERTIFICATE & SEMINAR CERTIFICATE

It is the issuance of Health Certificate to all employees in private companies within the city. This certificate shall be issued only after the required physical and medical examinations is submitted, and after the attending the pre-requisite seminar for both Food Handlers and Non-Food Handlers.

<b>Office or Division:</b>	City Health Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 pc 1x1 ID Picture				
Laboratory Results <ul style="list-style-type: none"> <li>Recent X-ray with 3-months validity with negative result (for food/ non-food)</li> <li>Result of fecalysis, urinalysis and CBC with 1-month validity (for food and non-food)</li> <li>Drug Test Validity of 1 year</li> </ul>		Any Diagnostic Center		
Official Receipt of Payment		Cashier (Treasury Office)		
Food Handlers/ Non-Food Handler's Seminar Certificate		Business One-Stop Shop		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to BOSS: -inquire  -submit requirements for assessment	-Provide copy of list of requirements  -Assessment/ Review of submitted documents	None	5 mins	RSI
Get Order of Payment	-Provide Order of Payment	None	2 mins	RSI

Go to Cashier for Payment	Process of payment:  Food Handlers <ul style="list-style-type: none"> <li>• Occupational Permit</li> <li>• Health Permit</li> <li>• Police Clearance</li> <li>• Food Handlers Seminar</li> </ul> Non-Food Handler <ul style="list-style-type: none"> <li>• Occupational Permit</li> <li>• Health Permit</li> <li>• Police Clearance</li> </ul> Non-Food Handlers Seminar	150.00  40.00 50.00 100.00  150.00 40.00 50.00 50.00	5 mins	Cashier
Return to BOSS for processing of health certificate	Processing of Health Certificate: -Manual Typewriting  -Recording in Logbook  -Advise client for scheduled date and venue of seminar	None	5 mins  3 mins  5 mins	RSI
Attend Scheduled Food Handlers/ Non-Food Handlers Seminar	Conduct of Health Seminar	None	2 hrs	RSI
Received seminar certificate	Issuance of Certificate after the seminar	None	15 mins	RSI
Received Health Certificate	Issuance of Health Certificate	None	3 min	RSI/ CHO
Exit	Discharge of client	None	1 min	RSI

**End of Transaction**