



# PASIG CITY HEALTH DEPARTMENT

## Sanitary Permit Section CITIZEN'S CHARTER

### Securing Sanitary Permit



#### QUALITY POLICY

The Sanitary Permit Section envisions an ideal community whose citizens play an important role in healthy living through the observance of the Sanitary Personnel and applicable laws as community participation is the key to better health.

#### VISION

The Sanitary Permit Section is duty bound to provide the community a sound wholesome environment by providing and promoting Sanitary conditions and procedures as mandated by existing Sanitary Laws for the health benefits of Pasiguenses through an environment conducive to healthy living. We commit ourselves for continual improvement of our process at all times.

#### MISSION

In the frontlines of the Health Office the Sanitary Permit Section pledge a society safeguard against environmental factors which may form link in the transmission of diseases. These are but not limited to food and water contaminants insects and vermins, pollution of all sorts improper excreta disposal natural and man-made calamities.

*Nora T. Dancel*  
NORA T. DANCEL, M.D.  
Medical Supervisor  
IC, Sanitary Permit Office

STEP NO.	CLIENT STEP	AGENCY / LGU ACTION	OFFICE RESPONSIBLE	LOCATION OFFICE	REMARKS (DEPENDS ON THE NO. OF EMPLOYEES & PERMIT TO FINANCE)
1	- Submit latest Business Permit - Present Previous Sanitary Permit ( For Renewal )	Issue Temporary Sanitary Permit and Comply	Sanitary Personnel	2nd Floor One Stop Shop	5 minutes
2	Submit complete MSR as required	A. Receive documents with validated Medical Results from Validation B. Check requirements submitted: - TDP with Official Receipts - Previous Sanitary Permit ( Renewal ) - Previous Health Certificate I.D ( Renewal )	Sanitary Personnel - Receiving Officer	5th Floor Sanitary Permit Office	3 minutes
3	Proceed to Room 10 for Encoding of Submitted Documents	- Encode information of Business - Encode information of Personnel - Print Sanitary Permit and Health Certificate ID's	Sanitary Personnel Encoder	5th Floor Sanitary Permit Office	5-10 minutes
4	Proceed to Orientation Room (6th floor)	- Applicants will attend a Mandatory Film Showing Orientation ( Sec. 5 Ord. 15 Ser. 2008 ) about Sanitation Environment and prevailing health issues while their Health ID's are being processed  - For Business with more than 10 Personnel: Claim Stubs with specific date are given on when to claim their permits	Sanitary Personnel	6th Floor Orientation Room	45-minutes 1 hour depending to Film Showing

### Securing Health Certificate

1	Submit Validated Medical Results	Receive and Authenticate Medical Results submitted	Sanitary Personnel - Receiving Officer	5th Floor Sanitary Permit Office	2 minutes
2	Proceed to Room 10 Encoding Area	Encode vital information of Applicants	Sanitary Personnel Encoder	5th Floor Sanitary Permit Office	3 minutes
3	Proceed to Orientation Room (6th floor)	- Applicants will attend a Mandatory Film Showing Orientation ( Sec. 5 Ord. 15 Ser. 2008 ) about Sanitation Environment and prevailing health issues while their Health ID's are being processed - Issuance of Health Certificate	Sanitary Personnel	6th Floor Orientation Room	45-minutes 1 hour depending to Film Showing

## MINIMUM SANITARY REQUIREMENTS

- Monthly Microbiological Water Test
- Physical and Chemical Water Test ( Every 6 Months )
- Monthly Microbiological Water test  
OR Water Potability Certificate issued to Water Refilling Station Supplier (XEROX COPY)
- Microbiological Water test 1 sample every other Month (Water Refilling Stations)
- Plans and Specifications
- Pest Control Certificate & License of Pest Control Company
- Sanitary Permit of Lessee
- Material Information Data Sheet ( Industrial Company)
- Meat Inspection Cert. from City Veterinarian

- National Meat Inspection Service Certificate
- Clearance from City Veterinary Office
- Standard Certificate Compliance ( SCC ) from DOE
- Clearance of Social Hygiene Clinic Room/5th Floor
- FDA License / Product of Registration
- Food Safety Compliance Officer (FSCO)
- DOH License / Accreditation
- License of Pharmacist /Midwife /Medtech/ X-RayTech  
others: \_\_\_\_\_
- Random Swabbing of Equipments and Rooms
- Hazardous Waste Hauler Certificate
- Authorization Letter from Company Representative
- OTHERS: \_\_\_\_\_

## To Secure ORIGINAL SANITARY PERMIT

Bring Previous Sanitary Permit and Health Certificate I.D. ( for Renewal )

Present- ORIGINAL COPY of the following

- Chest X-Ray, Drugtest
- Chest X-Ray, Drugtest, Urine & Stool
- If Pregnant - Sputum Exam Result instead of X-Ray

OTHERS:

- A. Tax Order of Payment and Official Receipt of first Quarter Payment of current year
- B. Validation Fee (50/person) if medical examination were not conducted by the Pasig One-Stop Shop Clinic (5th flr)
- C. Bring Original Health Certificate I.D for Sticker posting (FOR RENEWAL)
- D. Latest Community Tax Certificate ( CEDULA )

FOR BULK PERSONNEL AND NON-APPEARANCE  
SECURING HEALTH CERTIFICATES I.D/S

**A. For companies with 1-10 Personnel ( FOOD BUSINESS )**

- a. Bring 1x1 or 2x2 Actual Color Photo ( not scanned photo )
- b. Residential Address
- c. Indicate ( Surname, First Name, Middle Name ) with signature

**B. For Companies / Establishments (NON-FOOD BUSINESS)**

A Health Certificate of Compliance will be issued upon complying with requirements instead of individual Health Certificate I.D.

CITY GOVERNMENT OF PASIG  
RECEIVED

IF NO OPERATION