



**CATEGORY B****PHP 250.00**

Apartment/Boarding House, Barber/Beauty Shop, Carinderia, Refreshments/Food Stand, Billiards, Computer/Internet Shops/Cafes, General Merchandise/Fitness Center, School Supplies, Fish Vendors

**CATEGORY C****PHP 150.00**

Bagoong, Coconut, Fruits & Vegetables, Rice, Corn, Ricemill, Salt, Sugar & Native Delicacies, Sari Sari Store, Fish Ball/Coconut Vendors

**CATEGORY D****PHP 150.00**

Businesses not enumerated above

**SCHEDULE OF AVAILABILITY OF THE SERVICE:**

Mondays to Fridays  
8:00 AM - 5:00 P.M.

**HOW TO AVAIL OF THE SERVICE:**

STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON INCHARGE/RESPONSIBLE	FEES/CHARGES	FORMS
1	Presents duly accomplished business application form	Interviews client as to type of establishment and number of employees  Issues laboratory request	7 minutes  2 mins	CHARLES M. FRANCO ERDELIZA F. GANIRON		Unified Business Application Form
2	Pay laboratory fees	Collects fees and issues Official Receipt	3 minutes	MA. PAZ B. QUIAOIT		
3	Proceed to Medical Laboratory for examination	Verifies request forms and Official Receipt  Performs laboratory procedures	5 minutes  15 minutes	JOY E. RACACHO NOREEN D. GONZALES		

4	Present Official Receipt and claim laboratory results	Records and issues results	3 minutes	JOY E. RACACHO NOREEN D. GONZALES		
5	Submit laboratory results	Receives and interprets results  Record, prepares, signs and releases Health Certificates and Sanitary Permit	5 minutes  5 minutes	CHARLES M. FRANCO ERDELIZA F. GANIRON  CHARLES M. FRANCO ERDELIZA F. GANIRON		
6	Pay necessary fee/s (Sanitary Permit, Inspection Fee & Health Card)	Issues official receipt/s	3 minutes	MA. PAZ B. QUIAOIT		
7	Submit complete documents to the City Health Officer for final approval.	Reviews and signs the documents	9 minutes	DR. ALICIA A. AGBAYANI		
8	Receives the duly signed documents.	Releases the approved/ signed documents	1 min	DR. ALICIA A. AGBAYANI		

**X -X-X-X-X- END OF TRANSACTION -X-X-X-X-X**