

**SERVICE STANDARD OF THE
LABORATORY SERVICES DIVISION
City Government of Paranaque**

Schedule of Availability of Service:

Mondays - Fridays EXCEPT Holidays
8:00 AM - 5:00 PM (No Noon Break)

FRONTLINE SERVICES OFFERED

- 1 ISSUANCE OF AFFILIATION AS CLINICAL LABORATORY

Prepared by:

Dr. Ma. Loreleigh S. Obed
OIC-City Health Office

Approved by:

Hon. Edwin L. Olivarez
City Mayor II

SERVICE OFFERED:

ISSUANCE OF AFFILIATION AS CLINICAL LABORATORY

WHO MAY AVAIL OF THE SERVICE:

Licensed / DOH Accredited Clinical Laboratories in the City of Parañaque

WHAT ARE THE REQUIREMENTS:

- 1 License to Operate as Clinical Laboratory from DOH-NCRO
- 2 License to Operate an X-Ray Facility (as Additional Capability)
- 3 Sanitary Permit to Operate
- 4 DTI / SEC Registration
- 5 Contract for Vermin Control
- 6 Contract with Hazardous Waste Hauler
- 7 List of Personnel with the following requirements:
 - a. PRC License
 - b. Certificate/s of Proficiency Training/s
 - c. Proff of Employment / Employment Contract
- 8 Additional Requirements for New Applicants:
 - a. Location Map
 - b. Floor Lay-out with appropriate scale reflecting labeled areas
 - c. Photograph of exterior and interior of the laboratory

DURATION:

14 Working Days

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES)	PERSON IN CHARGE	FEES	FORM
1. Submission of Requirements	Proceed to Window 1 and submit required forms	1). Check completeness of attachments 2). Issue Order of Payment	10 minutes	Joycelynn L. Aman, RMT, MBA - Head Laboratory Division		Order of Payment
	Payment of Fees at Cashier in the Treasury Department				Inspection Fee: P1,000	Order of Payment
2. Processing of Documents	1). Present Official Receipt	1). Record / Encode Official Receipt number into logbook and schedule date of inspection 2). Issues Schedule Slip	3 minutes	Joycelynn L. Aman, RMT, MBA - Head Laboratory Division		Official Receipt, Inspection Schedule Slip
3. Inspection of Laboratory	Await inspection by the Health Team	Inspection and evaluation of physical plant and equipments	Schedule within 7 working days	Affiliation Team: Dr. Ma. Loreleigh s. Obed, Dr. Francisco R. Gozos II, Joycelynn L. Aman-RMT, Vivian Simangan-RN, Jeanne Therese Belmonte-RN		Evaluation Grid/Rating
		Review and release of result of inspection	Schedule within 7 working days	Affiliation Team: Dr. Ma. Loreleigh s. Obed, Dr. Francisco R. Gozos II, Joycelynn L. Aman-RMT, Vivian Simangan-RN, Jeanne Therese Belmonte-RN		Evaluation Grid/Rating
4. Notification of Acceptance for Affiliation	Payment of Affiliation Fee	Issue Order of Payment	2 minutes	Joycelynn L. Aman, RMT, MBA - Head Laboratory Division		Order of Payment
	Payment of Fees at Cashier in the Treasury Department				Affiliation Fee: P5,000	
	Present Official Result	Release Certificate of Affiliation		Joycelynn L. Aman, RMT, MBA - Head Laboratory Division		Certificate of Affiliation
END OF TRANSACTION						