

**SERVICE STANDARD OF THE
CITY EMPLOYEES CLINIC**
City Government of Paranaque

Schedule of Availability of Service:

Monday - Friday EXCEPT Holidays
8:00 AM - 5:00 PM (No Noon Break)

FRONTLINE SERVICES OFFERED

1 ISSUANCE OF GENDER VERIFICATION CERTIFICATE

Prepared by:

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

Approved by:

Hon. Edwin L. Olivarez
City Mayor II

SERVICE OFFERED:**ISSUANCE OF GENDER VERIFICATION CERTIFICATE****WHO MAY AVAIL OF THE SERVICE:**

Male or Female Client with Gender Discrepancy in Birth Certificate

*Male Client whose Birth Certificate shows FEMALE in sex

*Female Client whose Birth Certificate shows MALE in sex

WHAT ARE THE REQUIREMENTS:

1. NSO Certified Birth Certificate

2. Recent Ultrasound result: Testes and Prostate for Male Client and Uterus and Ovaries for Female Client

DURATION:

6 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES)	PERSON IN CHARGE	FEES	FORM
1. Registration	Fill up Application Form and Submission of all the Requirements	Review of completeness of data entered into the Form; attach valid requirements	2 minutes	Cruz S. Apepe, RN		Gender verification form, Birth Certificate, Ultrasound Result
2. Submission of Requirements	Go to Doctor's Room	Evaluate data on hand and approves for processing	1 minute	Dr. Dionisio Sabio		Signed Certificate of Transfer Form
3. Payment	Goes to Nurse's Room	Issue Order of Payment	2 minutes	Cruz S. Apepe, RN		Order of Payment
	Go to Cashier at Treasury Department				P150	
	Return to Doctor's Room	Affix signature on the Form and release form	1 minute	Dr. Dionisio Sabio		Official Receipt
END OF TRANSACTION						