

**SERVICE STANDARD OF THE
ENVIRONMENT AND SANITATION SERVICES DIVISION**
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 SANITARY CLEARANCE

Prepared by:

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

Approved by:

Hon. Edwin L. Olivarez
City Mayor II

SERVICE OFFERED:
ISSUANCE OF SANITARY CLEARANCE

WHO MAY AVAIL OF THE SERVICE:

Establishment / Stations engaged in Water Refilling and other related Activities

WHAT ARE THE REQUIREMENTS:

Official Receipt for Certificate of Registration

DURATION:

12 minutes

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 Present request for Sanitary Clearance	1). Review and evaluate submitted documents 2). Prepare Order of Payment	3 minutes	Sanitary Inspector I	P100 a month/service vehicle	Request Form, Photocopy of Official Receipt for Certificate of Registration
	Payment of penalties at Cashier in the Treasury Department					
2. Recording and Encoding		1). Record type of establishment and details of delivery vehicle into proper logbook 2). Encode the Sanitary Clearance	3 minutes	Sanitary Inspector I		
	Return to Window 1 and Present Official Receipt; Seated in Waiting Area for call of name	1). Attach Official Receipt to Sanitary Clearance 2). Record Official Receipt number into proper logbook. 3). Secure signature of City Health Officer into the Sanitary Clearance	4 minutes	Sanitary Inspector I		Official Receipt
4. Release of Clearance	Proceed to Window 1	Release of signed Clearance	2 minutes	Sanitary Inspector I		Sanitary Clearance
END OF TRANSACTION						