



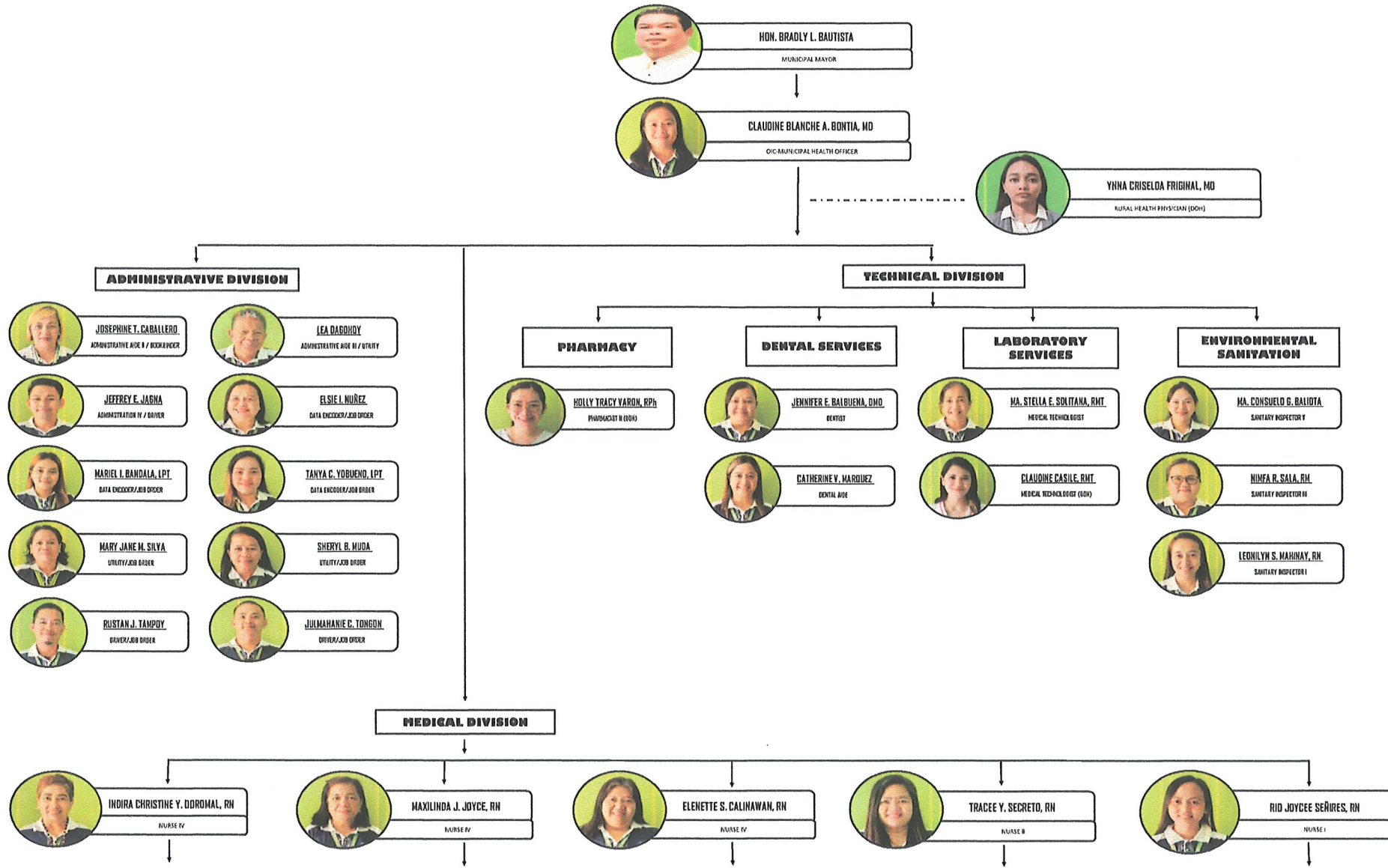
**Republic of the Philippines
Province of Davao Occidental
Municipality of Malita**



MUNICIPAL HEALTH OFFICE

CITIZEN'S CHARTER

ORGANIZATIONAL CHART
MUNICIPAL HEALTH OFFICE





COLLETTE S. FLORENTINO, RN
RN II - BUS TURAN



ARLENE S. ALQUINO, RN
RN II - BUS FISHING VILLAGE



KENNETH DAVE LAVISORES, RN
NURSE (OOO) - BUS FISHING VILLAGE



LEAH S. LAPIS, RN
RN II - BUS DATU DANAYATA



ANNIE S. CAYDAN, RN
RN III - LITTLE BAGUID



JENNY ROSE ROMO, RN
NURSE (OOO) - BUS LITTLE BAGUID



MAHMOUD MALANG, RN
NURSE (OOO) - BUS LITTLE BAGUID



DIANARA RICANOR, RN
NURSE (OOO) - BUS LITTLE BAGUID



FRITZ ALFRED BACACHO, RN
NURSE (OOO) - BUS BUKLA



RIZALCE MARIE ORALDE, RN
NURSE (OOO) - BUS ECHALAPAN



SHAIRA MAE ANTOMETTE R. DORDOMAL, RN
RN II - BUS POBLACION



SONIA Y. BILLA, RN
RN III - BUS POBLACION



SHEILA GENE CARREDO, RN
RN III - BUS POBLACION



ANN LYNETTE C. SARIPA, RN
RN III - BUS NEW ARCAD



MYRNA I. BANOALA, RN
RN III - BUS DEHOLEC



SHEILA BADIC, RN
NURSE (OOO) - BUS DEHOLEC



JOVENHA PARANGIT, RN
RN III - BUS CRANGAN



JENNIFER MAYAKE, RN
NURSE (OOO) - BUS FELIS



EUNICE PEPUDAL, RN
NURSE (OOO) - BUS TICLAN



ROWENA REQUILME, RN
RN III - BUS STENO FACILITY



RUTH SHERWIN BALAWAEL, RN
RN III - BUS STENO FACILITY



JOSEPHINE S. BARINO, RN
RN III - BUS STENO FACILITY



MARISSA GOBALANI, RN
RN III - BUS MANUEL PERALTA



SHEILA MAE RIVERA, RN
NURSE (OOO) - BUS MANUEL PERALTA



REMELDA D. TEMPLA, RN
RN III - BUS KALAB



MARICAR ABELLANDOSA, RN
NURSE (OOO) - BUS BULAGAN



EDELYN MAE TORRENUOVA, RN
NURSE (OOO) - BUS DULAMAN



XERHAN JOHN MARAYILLES, RN
NURSE (OOO) - BUS TICAN



ERIC BARTOLOME, RN
NURSE (OOO) - BUS SINGAY



MARECHEL ABO-ABDO, RND
MATRON (OOO)



NANCY P. MAGALAN, RN
RN III - BUS MAMA



MINERVA G. TE, RN
RN III - BUS PANGAN



ROSALINE E. TANAD, RN
RN III - BUS BITO



YENUS PERALTA, RN
NURSE (OOO) - BUS LIAS



NYSSRA MUSA, RN
NURSE (OOO) - BUS MACOL



NADZRA MAULANA, RN
NURSE (OOO) - BUS LABUNIT



PRECIOUS MAE MATAS, RN
NURSE (OOO) - BUS LAKLAT



KESTER ANN IBALID, RN
NURSE (OOO) - BUS KIRANATOD



CRISTY JANE TORRES, RN
NURSE (OOO) - BUS LAZARON



SUNSHINE GARRIDO, RN
NURSE (OOO) - BUS TALOCOT



IRENE BANIELOS, RN
NURSE (OOO) - BUS TALOCOT



CHERRY MAE DELA CRUZ, RN
NURSE (OOO) - BUS TINEZLO



MARIELLE JEAN MASAYAD, RN
NURSE (OOO) - BUS PANGALAN



JUAN ALONSO JR., RN
NURSE (OOO) - BUS PANGALAN



ROWENA BACUNA, RN
NURSE (OOO) - BUS PANGALAN



HOMER ABELARDO GEONZON, RN
NURSE (OOO) - BUS PANGALAN



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MUNICIPAL HEALTH OFFICE

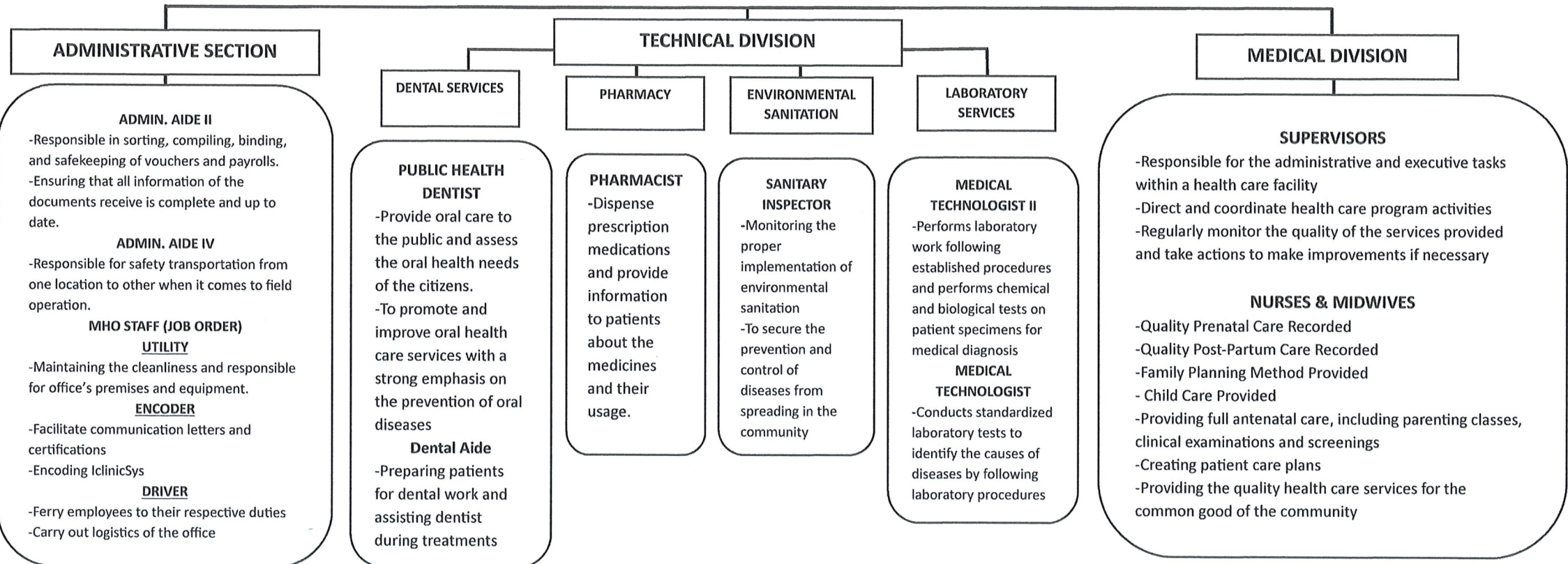
FUNCTIONAL CHART

OIC- MUNICIPAL HEALTH OFFICER

- Supervise the Municipal Health Office
- Oversees the implementation of different health programs

RURAL HEALTH PHYSICIAN (DOH)

- To ensure quality health care services to marginalized areas.
- Support policies, program, and plans by the DTTB in developing and improving the health care system.





MUNICIPAL HEALTH OFFICE

List of Frontline Services

A. GENERAL CONSULTATION

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public

What are the requirements : None

Total Fees/Charges : Laboratory Fees if necessary

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEEES	FORMS
1	Go to the front desk and fill out logbook	* Issue priority number to patient	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Wait for the priority number to be called	* Call priority number	Variable	Administrative Division (Information) / MHO		
3	Proceed to Lobby	* Interview patient's complaints	5-10 minutes	Medical Division (Nurse/RHM) /MHO		
		* Determine /check vital signs	5-10 minutes	Medical Division (Nurse/RHM) /MHO		
		* Assess/treat patient 0-5 yrs. Old using IMCI protocol. If with very serious disease, refer to MHO	Variable	Medical Division (Nurse/RHM) /MHO		

4	Proceed to Consultation	* Conduct physical examination and diagnosis (may also request patient to undergo laboratory examination)	Variable	Medical Health Officer/ Physician		
5	Go to Cashier for payment of Corresponding Fee	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	Depends on Laboratory procedure to be performed	
6	Go to laboratory room and present OR and request form	* Receive OR and conduct examination as requested by the Municipal Health Officer/physician	Variable	Technical Division (Medical Technologist) /MHO		
7	Go back to the physician with laboratory result	* Evaluate the result give instructions and orders	Variable	Municipal Health Officer/ Physician		
8	Proceed to dispensing window and hand-in individual treatment card	* Carry out doctor's orders * Prepare prescribed meds if available	5-10 minutes	Technical Division (Pharmacist) /MHO		
9	Receive medicines and affix signature in the logbook/ doctor's prescription if meds are not available	* Dispense/release the medicines with instructions	5-10 minutes	Technical Division (Pharmacist) /MHO		
* END OF TRANSACTION *						

B. REQUEST FOR MEDICAL CERTIFICATE

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public

What are the requirements : For Employment (Permanent/Contractual/Co-terminus)

Complete Blood Count Result

Urinalysis Result

Chest X-ray Result

Drug Test Result

Neurological Exam Result

For School Requirements

CBC, Urinalysis, Chest X-ray

Total Fees/Charges : For Employment/Student P 180.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk and fill out logbook	* Instruct client	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Proceed to Cashier for payment	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	P180.00 for employment P180.00 for student	
3	Go back to the front desk and present OR	* Issue priority number to patient	5-10 minutes	Administrative Division (Information) / MHO		
4	Wait for the priority number to be called	* Call priority number * Vital signs taking	Variable	Medical Division (Nurse/RHM)/MHO		
5	Proceed to Consultation Room	* Receive and evaluate the laboratory results * Prepare medical certificate	Variable	Medical Health Officer/Physician		
6	Receives the Medical Certificate	* Issue medical certificate	5-10 minutes	Medical Health Officer/Physician		
* END OF TRANSACTION *						

C. ISSUANCE OF MEDICO-LEGAL REPORT

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public (should be within the jurisdiction of Malita, Davao Occidental)

What are the requirements : Police Request

Total Fees/Charges : P 180.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk, submit police request and fill out logbook	* Receive the requirement	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Proceed to Cashier for payment	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	P180.00	
3	Go back to the front desk and present OR	* Issue priority number to patient	5-10 minutes	Administrative Division (Information) / MHO		
4	Wait for the priority number to be called	* Call priority number	Variable	Administrative Division (Information) / MHO		
5	Proceed to Consultation Room	* Conduct physical examination * provide medical prescription if necessary * prepare official written report	Variable	Medical Health Officer/Physician		
6	Receives copy of the Medico-legal Report	* Release the medico-legal report	5-10 minutes	Medical Health Officer/Physician		
* END OF TRANSACTION *						

D. ISSUANCE OF DEATH CERTIFICATE

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public

What are the requirements : Barangay Certification

Death Certificate Form from LCR

Diagnosis from attending physician (if with previous admission/consultation)

Total Fees/Charges : None

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk, present the requirements and fill out logbook	* Check the requirements	5-10minutes	Administrative Division (Information) / MHO		Logbook
2	Proceed to Consultation Room	* Conduct interview * Review diagnosis and cause of death * Sign the certificate	Variable	Medical Health Officer/ Physician		
3	Receives copy of the certificate	* Release the accomplished death certificate	5-10 minutes	Medical Health Officer/ Physician		
* END OF TRANSACTION *						

E. REQUEST FOR POST MORTEM REPORT

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public (should be within the jurisdiction of Malita, Davao Occidental)

What are the requirements : Police Request

Total Fees/Charges : P 650.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk, present the requirements and fill out logbook	* Check the requirements	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Proceed to Cashier for payment	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	P650.00	
3	Proceed to Consultation Room	* Personal data gathering of the deceased * proceed to where the cadaver is and post mortem exam is done * Prepare official written report * Advise client to come back after 30 minutes	Variable	Medical Health Officer/ Physician		
4	Go back to the consultation room and receive a copy of the post mortem report	* Release a copy of the post mortem report	5-10 minutes	Medical Health Officer/ Physician		
* END OF TRANSACTION *						

F. DISPENSING MEDICINES

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public (should be within the jurisdiction of Malita, Davao Occidental)

What are the requirements : Doctor's prescription

Total Fees/Charges : None

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk, present the requirements and fill out logbook	* Check the requirements	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Presents the doctor's prescription/order to the dispensing window	* Receives the doctor's prescription/order *Prepare medicines/logistics	5-10 minutes	Technical Division (Pharmacy) / MHO		
3	Receives the medicine Affix signature in the logbook	* Dispense/release medicine with instruction	5-10 minutes	Technical Division (Pharmacy) / MHO		
* END OF TRANSACTION *						

G. DENTAL SERVICES

1. TOOTH EXTRACTION

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public

What are the requirements : FBS result if patient is 25 years old and above

**Total Fees/Charges : P300.00 per tooth
Free for children**

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the dental room and fill out logbook	* Instruct client	5-10 minutes	Technical Division (Dental Aide)/MHO		Logbook
2	Proceed to Cashier for payment	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	P 300.00/tooth Free for children	
3	Go back to the dental room and present OR	* Issue priority number	5-10 minutes	Technical Division (Dental Aide)/MHO		
4	Wait for the priority number to be called	* Call priority number * Get vital signs	Variable	Technical Division (Dental Aide)/MHO		
5	Proceed to Dental Room	*Conduct tooth examination * Perform tooth extraction and other necessary procedures	Variable	Technical Division (Dentist)/MHO		
* END OF TRANSACTION *						

G. DENTAL SERVICES

2. REQUEST FOR DENTAL CERTIFICATE

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public

What are the requirements : None

Total Fees/Charges : P180.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the dental room and fill out logbook	* Instruct client	5-10 minutes	Technical Division (Dental Aide)/MHO		Logbook
2	Proceed to Cashier for payment	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	P 180.00	
3	Go back to the dental room and present OR	* Issue priority number	5-10 minutes	Technical Division (Dental Aide)/MHO		
4	Wait for the priority number to be called	* Call priority number	Variable	Technical Division (Dental Aide)/MHO		
5	Proceed to Dental Room	* Conduct interview * Perform oral examination and conduct necessary procedures * Prepare dental certificate	Variable	Technical Division (Dentist)/MHO		
6	Receive copy of the dental certificate	* Release the certificate	5-10 minutes	Technical Division (Dentist)/MHO		
* END OF TRANSACTION *						

H. IMMUNIZATION SERVICES

Schedule of Availability of Service : 2nd and 3rd Wednesday of the month 8:00 AM to 5:00 PM

Who may avail of the service : Pedia/Senior Citizens

What are the requirements : None for New clients

Vaccination Card for follow up

Total Fees/Charges : None

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk and fill out logbook	* Conduct interview * Issue priority number	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Wait for the number to be called	* Call the priority number	Variable	Administrative Division (Information) / MHO		
3	Proceed to the Immunization Room	* Get vital signs	Variable	Medical Division (Nurse/RHM/BHW) / MHO		
4	Submit child for immunization	* Perform immunization * Record vaccine given in the vaccination card and in the TCL	Variable	Medical Division (Nurse/RHM) / MHO		Vaccination card
5	Receive Vaccination Card	* Release vaccination card * Inform caregiver when to come back for the next vaccination	5-10 minutes	Medical Division (Nurse/RHM) / MHO		
* END OF TRANSACTION *						

I. PRE-NATAL CHECK-UP

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : Pregnant Women

**What are the requirements : None for New clients
Mother and Baby Book for follow up**

Total Fees/Charges : None

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk and fill out logbook	* Conduct interview * Issue priority number	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Wait for the number to be called	* Call the priority number	Variable	Administrative Division (Information) / MHO		
3	Proceed to prenatal room	* Get vital signs, fundic height, FHT * Request client to undergo urinalysis, hemoglobin determination and blood typing * Syphilis screening	Variable	Medical Division (Nurse/RHM) / MHO		Mother and baby book
4	Proceed to laboratory and submit request	* Conduct laboratory examinations requested * Record results in the logbook and in the result form	Variable	Technical Division (Medical Technologist) /MHO		
5	Receive laboratory result form	* Release laboratory results form	5-10minutes	Technical Division (Medical Technologist) /MHO		

6	Proceed to the consultation room	* Evaluate the lab results, prescribe meds if necessary and give instructions * counsel/ advise	Variable	Medical Health Officer/Physician		
7	presents the doctor's prescription/ order to the dispensing window	* Receives the doctor's prescription/order * Prepare medicines /logistics	Variable	Technical Division (Pharmacist) /MHO		
8	Receives the medicine Affix signature in the logbook Receive the Mother and Baby Book	* Dispense/release medicine with instruction	5-10 minutes	Technical Division (Pharmacist) /MHO		
* END OF TRANSACTION *						

J. COVID-19 VACCINATION CERTIFICATE

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public (Vaccinated in our accredited vaccination sites)

What are the requirements : Photocopy of Vaccination card

Total Fees/Charges : P180.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEEES	FORMS
1	Go to the front desk and fill out logbook	* Instruct client	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Proceed to Cashier for payment	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	P180.00	
3	Go back to the front desk and present OR	* Issue priority number to patient	5-10 minutes	Administrative Division (Information) / MHO		
4	Wait for the priority number to be called	* Call priority number	Variable	Administrative Division (Information) / MHO		
5	Proceed to NIP Coordinator's Room	* Interview client * Prepare medical certificate	Variable	Medical Division (Nurse) / MHO		
6	Receive copy of the COVID-19 Vaccination certificate	* Release the certificate	5-10 minutes	Medical Division (Nurse) / MHO		
* END OF TRANSACTION *						

K. ISSUANCE OF SANITARY PERMIT/ HEALTH CERTIFICATE

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public

What are the requirements : Laboratory Results of the following

*** Urinalysis**

*** Fecalalysis**

*** Chest X-ray (should not be more the 3 mos.)**

*** Updated Community Tax Certificate (Cedula)**

***1 pc latest picture (1x1)**

***Inspection Report that comply with the requirements**

Total Fees/Charges

: Sanitary Permit P350.00/Establishment

Health Certificate P180.00/Food Handler

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORNAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Present Official Receipt (OR)	* Received Official Receipt (OR)	5-10minutes	Administrative Division (Information) / MHO	Sanitary Permit P350.00/Establishment Health Certificate P180.00/Food Handler	
2	Go to the front desk and fill out logbook	* Instruct client to proceed to sanitation inspector room	5-10minutes	Administrative Division (Information) / MHO		Logbook
3	Proceed to Sanitation Inspector Room	*Evaluate application/requirements * Prepare Sanitary Permit/Health Certificate	Variable	Technical Division (Sanitary Inspector) / MHO		
4	Proceed to Consultation room	* Evaluate laboratory results * Approve certificate /permit	Variable	Medical Health Officer/Physician		
5	Receive the Sanitary Permit/Health Certificate	* Release the Sanitary Permit/Health Certificate	5-10 minutes	Technical Division (Sanitary Inspector) / MHO		
* END OF TRANSACTION *						

L. LABORATORY SERVICES

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : General Public

What are the requirements : Written Request from the Medical officer

Total Fees/Charges : 1. Complete Blood Count P150.00

2. Hemoglobin P150.00

3. Platelet Count P150.00

4. Fecalysis P100.00

5. Urinalysis P100.00

6. Pregnancy Test P100.00

7. Sputum Exam/Gen-Ex P200.00

8. Blood Typing P100.00

9. BSMP P100.00

10. Dengue NS1 P100.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Present laboratory request to the laboratory room	* Receive laboratory request	5-10 minutes	Technical Division (Medical Technologist) / MHO		request form
2	Proceed to the cashier for payment of the corresponding fee	*Issue official receipt	Variable	Revenue Collection Officer/MTO	Depends on Laboratory procedure to be performed	
3	Go back to the laboratory room and subject self to laboratory examination	* Instruct client * Collect specimen	Variable	Technical Division (Medical Technologist) / MHO		
4	Wait for the official result	* Call name for the official result	Variable	Technical Division (Medical Technologist) / MHO		
5	Go back to lab and claim the result	* Release the result to the client	5-10 minutes	Technical Division (Medical Technologist) / MHO		
* END OF TRANSACTION *						

M. NTP CASE FINDING

Schedule of Availability of Service : Monday to Wednesday AM only

Who may avail of the service : Patients with cough with 2 weeks and more duration

What are the requirements : Vaccination card

Chest X-ray result if available

Referral form from Barangay Health Station (BHS)

Total Fees/Charges : P180.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to NTP Room and present requirements	* Check the requirements * Conduct interview * Fill up screening form and lab request form	5-10 minutes	Medical Division (NTP coordinator/PMDT Clinic Nurse)/MHO		NTP screening form/ laboratory request form
2	Submit self for sputum collection	* Instruct patient on how to collect sputum properly	Variable	Medical Division (NTP coordinator/PMDT Clinic Nurse)/MHO		
3	Collect Sputum	*Receive specimen * Forward specimen to laboratory *Instruct patient to come back for the result/follow up with the assigned NDP/RHM/RHMPP	Variable	Medical Division (NTP coordinator/PMDT Clinic Nurse)/MHO		
* END OF TRANSACTION *						

N. FAMILY PLANNING SERVICES

Schedule of Availability of Service : Monday to Friday 8:00 AM to 5:00 PM

Who may avail of the service : 10-49 years old Women in Reproductive Age (WRA)

What are the requirements : None for New Client

Family Planning Client Card

Total Fees/Charges : P150.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk and fill out logbook	* Conduct interview * Issue priority number	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Proceed to Cashier for payment	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	P150.00	
3	Go back to the front desk and present OR	* Issue priority number to patient	5-10 minutes	Administrative Division (Information) / MHO		
4	Wait for the priority number to be called	* Call priority number	Variable	Administrative Division (Information) / MHO		
6	Proceed to the Reproductive Health Room	* Get vital signs	Variable	Medical Division (Nurse/RHM/BHW) / MHO		
7	Submit for Family Planning counselling and services	* Perform Assessment * Family Planning Counselling * Give Client's FP choice * Record given FP commodity in the FP Client card and in the TCL	Variable	Medical Division (Nurse/RHM) / MHO		FP Client Card
8	Receive Family Planning Client card	* Release FP client card * Inform when to come back for the follow-up schedule	5-10 minutes	Medical Division (Nurse/RHM) / MHO		
* END OF TRANSACTION *						

O. NON-COMMUNICABLE DISEASES SERVICES

1. VISUAL INSPECTION AND ACETIC ACID/PAPSMEAR

Schedule of Availability of Service : As scheduled 8:00 AM to 5:00 PM

Who may avail of the service : 10-49 years old Women in Reproductive Age (WRA)

What are the requirements : None

Total Fees/Charges : VIA P150.00

Paps Smear P350.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk and fill out logbook	* Conduct interview * Issue priority number	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Proceed to Cashier for payment	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	P150.00	
3	Go back to the front desk and present OR	* Issue priority number to patient	5-10 minutes	Administrative Division (Information) / MHO		
4	Wait for the priority number to be called	* Call priority number	Variable	Administrative Division (Information) / MHO		
6	Proceed to the Reproductive Health Room	* Get vital signs	Variable	Medical Division (Nurse/RHM/BHW) / MHO		
7	Submit for Visual Inspection and Acetic Acid/Paps Smear	* Perform Assessment * Reproductive Health Counselling * Perform VIA/Paps Smear * Record given services in the TCL	Variable	Medical Division (Nurse/RHM) / MHO		
8	Receive Family Planning Client card	* Release FP client card * Inform when to come back for the follow-up schedule	5-10 minutes	Medical Division (Nurse/RHM) / MHO		
* END OF TRANSACTION *						

O. NON-COMMUNICABLE DISEASES SERVICES

2. BREAST EXAMINATION

Schedule of Availability of Service : As scheduled 8:00 AM to 5:00 PM

Who may avail of the service : 10-49 years old Women in Reproductive Age (WRA)

What are the requirements : None

Total Fees/Charges : None

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk and fill out logbook	* Conduct interview * Issue priority number	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Wait for the priority number to be called	* Call priority number	Variable	Administrative Division (Information) / MHO		
3	Proceed to Reproductive Health Room	* Get vital signs	Variable	Medical Division (Nurse/RHM/BHW) / MHO		
4	Submit for Breast Examination	* Perform Assessment * Perform Breast Examination * Record given services in the TCL	Variable	Medical Division (Nurse/RHM) / MHO		
* END OF TRANSACTION *						

O. NON-COMMUNICABLE DISEASES SERVICES

3. CARDIOVASCULAR RISK ASSESSMENT/FASTING BLOOD SUGAR

Schedule of Availability of Service : 1st Friday of the month 5:00 AM to 7:00 AM only

Who may avail of the service : 10-49 years old Women in Reproductive Age (WRA)

What are the requirements : None

Total Fees/Charges : P50.00

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCE)	PERSON INCHARGE	FEES	FORMS
1	Go to the front desk and fill out logbook	* Conduct interview * Issue priority number	5-10 minutes	Administrative Division (Information) / MHO		Logbook
2	Proceed to Cashier for payment	* Issue Official Receipt (OR)	Variable	Revenue Collection Officer/MTO	P50.00	
3	Go back to the front desk and present OR	* Issue priority number to patient	5-10 minutes	Administrative Division (Information) / MHO		
4	Wait for the priority number to be called	* Call priority number	Variable	Administrative Division (Information) / MHO		
6	Proceed to the Consultation room	* Interview * Get vital signs	Variable	Medical Division (Nurse/RHM/BHW) / MHO		PhilPen Assessment Form
7	Submit for Fasting Blood Sugar Testing	* Perform Assessment * Exercise/Diet Counselling * Perform Testing * Record given service in the TCL	Variable	Medical Division (Nurse/RHM) / MHO		
8	Receive CVD Client notebook	* Release CVD client notebook * Inform when to come back for the follow-up schedule	5-10 minutes	Medical Division (Nurse/RHM) / MHO		
* END OF TRANSACTION *						