



Securing a Health / Medical Certificate

ABOUT THE SERVICES

Firms, government and private agencies may require Health Certificates from certain persons. This is especially true for those who are applying for a driver's license with the Land Transportation Office (LTO) and people seeking employment. Schools also require students to secure a Medical Certificate before they are allowed to enrol.

Health and Medical Certificates are issued by the City Health Office (CHO).

TAXES AND FEES

Issuance of Medical Certificate / student	P100.00
Certification Fee for Employment & other purposes	P150.00
Certification Fee for Employment & other purposes (Students)	P100.00

Department / Office:		CITY HEALTH OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses		
Who may avail		Any Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<u>For Employment and Other Purposes</u>		Laboratory Cashier		
<ul style="list-style-type: none"> • Fecalysis results • Results of Blood Test/ (CBC) • Results of Chest X-ray(PA) • Results of Urinalysis • Results of Drug Test • Certification Fee receipt 				
<u>For Medical Certificate for Students</u>		Cashier		
<ul style="list-style-type: none"> • Certification Fee receipt 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the City Health Office.	2. Personnel instruct client to pay required certification fee.		2 minutes	OLGA C. RENTOY BH Aide – OPD EMERENCIANA S. GUTIERREZ OPD – Midwife JAIME G. VASQUEZ Administrative Aide III/ Information Officer
3. Pay corresponding fee.		See fees above.	10 minutes	Revenue Collection Officer CITY TREASURER'S OFFICE
	4. Register Client. Personnel		2 minutes	OLGA RENTOY BH Aide – OPD



	accomplish certificate form, check vital signs, and refers client to the physician on duty.			
	5. Issuance of Certificate Physician on duty assesses and examines the client before signing the certificate form. Medical Certificate is issued to client.		2 minutes	DR. VITO C. BORJA II CGDH I City Health Officer II DR. JIMMY DE LA VIÑA Medical Officer III
TOTAL		P	16 minutes	

CITY HEALTH OFFICE

Naga City Center for Health and Nutrition Building, City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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