



## Provincial Health Office



## 1. Issuance of Medical certificate

Medical Certificate issued to clients for renewal of job orders/casual employees- for employment.

<b>Office or Division</b>	PHO-Technical Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government (Internal)			
<b>Who may avail</b>	All Government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification Card, Vital signs & laboratory results(2 copies)		PHO Medical Doctors		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present identification Card and filled up the PHO Log book for clients.	Get the vital signs and enter the result to the database	None	10 Minutes	Attending Nurse
2. Filled up form with vital signs submitted to attending physician	2. Conduct Physical/medical examination	None	15 Minutes	Attending physician
	2.1 Provide health education to the client	None	10 Minutes	Attending physician
	2.2 Release signed Medical Certificate	None	30 Seconds	Attending physician
<b>TOTAL:</b>		<b>None</b>	<b>35 Minutes &amp; 30 Seconds</b>	



## 2.Releasing of National Program on Immunization vaccines/logistics

For vaccination activities in the 22 municipalities of Lanao del Norte.

<b>Office or Division</b>	PHO - Administrative Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government, G2B			
<b>Who may avail</b>	All Government agencies, LGU and Public Hospitals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
EPI/vaccine request Form, vaccine carrier & Property Transfer Reports (PTR)(2 copies)		Supply Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client present the filled-up EPI/vaccine Request Form.	1.Assess the request form	None	1 Minute	EPI Coordinator
	1.1Compute vaccine/logistic based on request.	None	10 Minutes	EPI Coordinator
2. Prepare the vaccine carrier for vaccine storage	2.Release vaccines/logistics to Public Health Worker	None	30 Minutes	Supply Officer
3. RIS signed by the Public Health Worker	3.RIS received by the supply officer	None	30 Seconds	Supply Officer
	3.1Issuance of Certificate of Appearance	None	30 Seconds	Administrative officer
<b>TOTAL:</b>		<b>None</b>	<b>42 Minutes</b>	



### 3.Releasing of National Tuberculosis Program (NTP) Drugs/logistics

For therapy against tuberculosis in the 22 municipalities of Lanao del Norte.

<b>Office or Division</b>	PHO - Administrative Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government, G2B			
<b>Who may avail</b>	All Government agencies, LGU and Public Hospitals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
TB Record Book & Property Transfer Report (PTR)(2 copies)		Supply Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client present the TB record book.	1.Assess the TB record book	None	5 Minutes	NTP Coordinator
	1.1Release TB drugs/logistics to Public Health Worker	None	40 Minutes	Supply Officer
2. RIS signed by the Public Health Worker	2.RIS received by the supply officer	None	30 Seconds	Supply Officer
	2.1Issuance of Certificate of Appearance	None	30 Seconds	Administrative officer
<b>TOTAL:</b>		<b>None</b>	<b>46 Minutes</b>	



## 4.Releasing of Family Planning Commodities/logistics

For support to the Family Planning Program in the 22 municipalities of Lanao del Norte.

<b>Office or Division</b>	PHO - Administrative Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government, G2B			
<b>Who may avail</b>	All Government agencies, LGU and Public Hospitals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Inventory of FP commodities/logistics, FP report and Property Transfer Report (PTR)(2 copies)		Supply Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Family Planning Inventory Record.	1.Assess the FP Inventory Record	None	5 Minutes	FP Coordinator
	1.1Issue FP commodities/logistics to Public Health Worker	None	20 Minutes	Supply Officer
2. RIS signed by the Public Health Worker	2.RIS received by the supply officer	None	30 Seconds	Supply Officer
	2.2Issuance of Certificate of Appearance	None	30 Seconds	Administrative officer
<b>TOTAL:</b>		<b>None</b>	<b>26 Minutes</b>	



## 5.Releasing of Schistosomiasis Drugs/logistics

For treatment for Schistosomiasis infected patient.

<b>Office or Division</b>	PHO - Technical Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government , G2C			
<b>Who may avail</b>	All patients infected with schistosomiasis			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Stool Exam result/ultrasound, physician diagnosis with prescription & client's vital signs.		Schistosomiasis Coordinator		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client present stool examination/ultrasound result and physician diagnosis.	1.Assess the results and take note of physician's diagnosis	None	10 Minutes	Schistosomiasis Coordinator
2. Client submit for vital sign taking and weighing.	2.Compute the proper dosage on weight of the client and release of schistosomiasis drugs to the client.	None	40 Minutes	Schistosomiasis Coordinator
3. RIS signed by the Public Health Worker	3.RIS received by the supply officer	None	30 Seconds	Schistosomiasis Coordinator
	3.1 Issuance of Certificate of Appearance	None	30 Seconds	Administrative officer
<b>TOTAL:</b>		<b>None</b>	<b>51 Minutes</b>	



## 6.Releasing of Mental Health Program Medication/commodities/logistics

For treatment for mentally ill patient.

<b>Office or Division</b>	PHO - Technical Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government, G2C			
<b>Who may avail</b>	All health workers with mentally ill clients.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request form with masterlist of mentally ill clients.(2 copies)		Mental Health Coordinator		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client present request form with masterlist of mentally ill clients.	1.Assess the masterlist and request form.	None	5 Minutes	Mental Health Coordinator
	1.1Prepare medicine requested and Requisition and issue slip for receipt	None	20 Minutes	Mental Health Coordinator
2. RIS signed by the Public Health Worker	2.RIS received by the Mental Health Coordinator	None	30 Seconds	Mental Health Coordinator
	2.1Issuance of Certificate of Appearance	None	30 Seconds	Administrative officer
<b>TOTAL:</b>		<b>None</b>	<b>26 Minutes</b>	



## 7. Releasing of Nutrition Program commodities/logistics

For 6-59 months, pregnant and lactating women supplies.

<b>Office or Division</b>	PHO - Technical Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government, G2B			
<b>Who may avail</b>	All Municipal Nutrition Action Officers or other authorized health workers in the 22 Rural Health Units.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request form and Garantisadong Pambata Form (2 copies)		Supply Officer/Nutrition Coordinator.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client present request & GP Forms.	1. Assess the request & GP forms.	None	5 Minutes	Supply officer/Nutrition Coordinator
	1.1 Prepare commodities/logistics requested.	None	20 Minutes	Mental Health Coordinator
2. RIS signed by the MNAO/authorized health workers.	2. RIS received by the Supply officer/Nutrition Coordinator	None	30 Seconds	Supply officer/Nutrition Coordinator
	2.1 Issuance of Certificate of Appearance	None	30 Seconds	Administrative officer
<b>TOTAL:</b>		<b>None</b>	<b>26 Minutes</b>	





## 8. Releasing of Human Immuno Virus (HIV) and Sexually Transmitted Infection (STI) Screening kits.

For treatment for HIV & STI infected patient.

<b>Office or Division</b>	PHO - Technical Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government, G2C			
<b>Who may avail</b>	All health workers with HIV & STI patients.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request form with masterlist of HIV & STI patients.(2 copies)		HIV & STI Coordinator		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client present request form with masterlist of HIV & STI clients.	1. Assess the masterlist and request form.	None	5 Minutes	HIV & STI Coordinator
	1.1 Prepare medicine requested and Requisition and issue slip for receipt	None	19 Minutes	HIV & STI Coordinator
2. RIS signed by the Public Health Worker	2. RIS received by the Mental Health Coordinator	None	30 Seconds	HIV & STI Coordinator
	2.1 Issuance of Certificate of Appearance	None	30 Seconds	Administrative officer
<b>TOTAL:</b>		<b>None</b>	<b>25Minutes</b>	



## 9. Water Analysis (Colilert 18)

Water analysis for water refilling stations service providers

<b>Office or Division</b>	PHO - Technical Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail</b>	All service providers (water refilling stations).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request form, sample bottle with water and official receipt from PTO.(2 copies)		PHO Medical Technologist		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client present request form .	1. Provide sample bottle and give instruction on water sample collection.	None	10 Minutes	PHO Medical Technologist
2. Submit photocopy of Official Receipt from PTO	2. Receive photocopy official receipt	Php 350	30 Second Minutes	PHO Medical Technologist
3. Submit water sample.	3. Perform physical analysis	None	1 Minute	PHO Medical Technologist
	3.1 Prepare Colilert 18	None	10 Seconds	PHO Medical Technologist
	3.2 Perform water analysis	None	5 Minutes	PHO Medical Technologist
	3.3 Incubate water sample	None	2 Days	PHO Medical Technologist
	3.4 Read the result	None	10 Minutes	PHO Medical Technologist
	3.5 Present the result to the Provincial Health officer for signature	None	1 Minute	PHO Medical Technologist
4. Client receive result and sign in the record/log book	None	None	1 Minute	PHO Medical Technologist
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 28 Minutes And 40 Seconds</b>	



## 10.Fecalysis (Kato Katz Method)

Stool exam for clients from the 4 endemic schistosomiasis municipalities

<b>Office or Division</b>	PHO - Technical Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail</b>	Clients from the four endemic municipalities with schistosomiasis			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Specimen's stool of the client		PHO Medical Technologist		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submit stool specimen.	1.Prepare Kato katz reagent	None	20 Minutes	PHO Medical Technologist
	1.1Conduct fecalysis	None	40 Minutes	PHO Medical Technologist
	1.2Present the result to the Head of office for signature	None	1 Minute	PHO Medical Technologist
2. Client receive result	None	None	30 Seconds	PHO Medical Technologist
3. Client sign in the record/log book	None	None	30 Seconds	PHO Medical Technologist
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour And 2 Minutes</b>	



## 11. Provincial Health Office Medical Services for Athletes. (Physical Examination/Medical Certificate)

Free consultation and medical check-up for clients

<b>Office or Division</b>	PHO - Technical Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail</b>	All PGLDN employees/athletes.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification card(2 copies)		PHO MEDICAL DOCTOR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Identification Card and filled up the PHO Log book.	1. Get the vital signs and enter the result to the database	None	10 Minutes	Attending nurse
2. Filled up form with vital signs submitted to the attending physician.	2. Conduct physical/medical examination.	None	15 Minutes	Attending physician
	2.1 Provide health education to the client	None	10 Minutes	Attending physician
	2.2 Release signed Medical Certificate.	None	30 Seconds	Attending physician
3. Client sign in the record/log book	None	None	30 Seconds	Administrative Officer
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	



## 12. Endorsement of Memorandum of Agreement and Memorandum of Understanding.

Assist in facilitating the process of MOA & MOU from the Province of Lanao del Norte and 22 municipalities.

<b>Office or Division</b>	PHO - Administrative Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail</b>	All PGLDN agencies and 22 municipalities.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
MOA & MOU(2 copies)		PHO Medical Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present MOA & MOU and filled up the PHO Log book.	1. Get & assess the MOA & MOU for endorsement.	None	20 Minutes	Administrative Officer
	1.1 The Provincial Health Officer review and sign the endorsement to be submitted to the Provincial Administrator's Office.	None	10 Minutes	Provincial Health Officer
	1.2 Release signed Endorsement.	None	30 Seconds	Attending physician
2. Client sign in the record/log book	None	None	30 Seconds	Administrative Officer
<b>TOTAL:</b>		<b>None</b>	<b>31 Minutes</b>	