

## # PROVINCIAL HEALTH OFFICE

Securing Medical Certificate for employment, renewal and promotion in the government

<b>OFFICE OR DIVISION</b>	PHO - Medical Clinic			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Client (G2C)			
<b>Who may avail</b>	Applicants and Employees working in the government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Medical Certificate Form (4 copies) 2. Laboratory Results (Hematology & Urinalysis [4 copies]) 3. X-ray Result (4 copies) 4. Drug Test Result (4 copies) 5. Official Receipt		-PHO Medical Clinic } Any Laboratory Clinic -Provincial Treasurer's Office (Cashier)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Duly accomplished Medical Certificate Form and its attachments to be checked by Clinic Staff.	- Check documents; if incomplete return to client.	- None	2 Minutes	- Midwife/Nurse
2. If documents are complete, pay Medical Fee to Treasurer's Office - Cashier	- Attached Official Receipt	PhP 50.00	5 Minutes	- Cashier
3. Back to PHO Clinic for signature Medical Officer.	- Medical Officer to sign Medical Certificate	- None	1 Minute	- Medical Officer
<b>TOTAL:</b>		PhP 50.00	8 Minutes	

## # ACQUIRING MEDICAL CERTIFICATE FOR SICK LEAVE

Securing Medical Certificate as attachment to Sick Leave Application

<b>OFFICE OR DIVISION</b>	PHO - Medical Clinic			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Client (G2C)			
<b>Who may avail</b>	Government Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Medical Certificate Form (4 Copies) 2. Medical Certificate from private physician if they consulted in private clinic 3. Official Receipt 4. Documentary Stamp		- PHO Medical Clinic or each department - Private Physician - Provincial Treasurer's Office (Cashier) - Post Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Duly accomplished Medical Certificate Form with documentary stamp.	- Check documents, if incomplete return to client. - If documents are complete, advise to pay Medical Fee.	PhP 50.00	5 Minutes	- Midwife  - Cashier
2. If documents are complete, pay Medical Fee to Treasurer's Office Cashier	- Attached Official Receipt to documents.		1 Minute	- Medical Officer
3. Back to PHO Clinic for signature of Medical Officer.	- Medical Officer to sign Medical Certificate			
<b>TOTAL:</b>		PhP 50.00	6 Minutes	

### # COVID MEDICAL CERTIFICATE

Securing COVID Medical Certificate For Travel to other LGUs

<b>OFFICE OR DIVISION</b>	PHO - Medical Clinic
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Client (G2C)

<b>Who may avail</b>	Provincial Government Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Medical Certificate Form for Travel (2 Copies) due to COVID		PHO Medical Clinic		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request Medical Certificate for Travel due to COVID	1. Generate Medical Certificate from the Computer 2. Medical Officer to sign the Medical Certificate	- None	5 Minutes  1 Minute	- Midwife / Nurse  - Medical Officer
<b>TOTAL:</b>		PhP 0.00	6 Minutes	

### # MEDICAL CONSULTATION

Conduct of Medical Consultation, Treatment of Wounds and Injections

<b>OFFICE OR DIVISION</b>	PHO - Medical Clinic
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Client (G2C)
<b>Who may avail</b>	Provincial Government Employees and their direct dependents.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Patient's Individual Treatment Record		- Medical Clinic Records		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Discuss with Medical Staff about his/her health concerns	- To get Patient's Individual Treatment Record if patient has records already, if new, create one	- None	1 minute	- Midwife/Nurse
	- To take vital signs of the patient		1 minute	- Midwife/Nurse
	- To interview signs and symptoms		1 minute	- Midwife/Nurse
	- Medical Officer to consult, advise and prescribe medicines/drugs		2 minutes	- Medical Officer
	- To dispense medicines if available		1 minute	- Midwife/Nurse
	- To treat/dress wounds if needed		2 minutes	- Midwife/Nurse
	- To inject, if needed		2 minutes	- Nurse
<b>TOTAL:</b>		PhP 0.00	10 minutes	

### # SECURING BOND FOR CASH ADVANCE

To Secure Bond for Cash Advances of Employees

<b>OFFICE OR DIVISION</b>	PHO - Medical Clinic
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Client (G2C)
<b>Who may avail</b>	Provincial Government Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Bond Form (3 Copies)	- Respective Client's Office
2. Picture (1 copy)	- Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Duly Accomplished Bond Form for Cash Advance	- Check the Accomplished Form, if not complete, return to Client	PhP 50.00	4 Minutes	-Midwife
2. Pay Medical Fee to Treasurer's Office - Cashier	- If complete, advise client to pay Medical Fee - Medical Officer to sign the Form		1 Minute	- Cashier - Medical Officer
<b>TOTAL:</b>		PhP 50.00	5 Minutes	

## # MEDICAL - DENTAL MISSION

Conduct of Medical - Dental Mission to different Local Government Units in the Province

<b>OFFICE OR DIVISION</b>	PHO - Medical Clinic
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Client (G2C)
<b>Who may avail</b>	Patients from Different LGUs and Non-Government Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-request approved by the Provincial Governor	- Requesting LGU/NGO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request approved the Governor	- Receive, log and forward letter-request to Provincial Health Officer - Assign Staff to coordinate with the client	- None	5 Minutes	- Communication Equipment Operator
2. Provide details of the request	Discuss details with the client and make final arrangements regarding schedule and availability of Medical-Dental team		1 Minute	- Provincial Health Officer II
3. Provide needed logistics	- Render the technical assistance requested		1 Day	- Midwife/Nurse
			Variable	- Medical Officer, Nurse Midwife, Dentist, Dental Aide, Driver
<b>TOTAL:</b>			1 Day, 6 Minutes	

### # RABIES PREVENTION AND CONTROL

Provision of Pre and Post Exposure Prophylaxis to Provincial Government Employees/Direct Dependent

<b>OFFICE OR DIVISION</b>	PHO - Technical Division (Non-Communicable Disease)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Client (G2C)
<b>Who may avail</b>	Provincial Government Employees and their direct dependents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Insulin Syringe 2. Referral	-Clinic if available, if none, to buy at the drugstore - Medical Doctor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consultation with Medical Doctor		- None		

2. Refer to Nurse Program Coordinator for Anti Rabies Injection	<ul style="list-style-type: none"> <li>- Assessment of the Patient</li> <li>- Provision of Anti-Rabies Injection</li> <li>- Advise the patient for the next schedule</li> </ul>		<ul style="list-style-type: none"> <li>2 Minutes</li> <li>1 Minute</li> <li>1 Minute</li> </ul>	<ul style="list-style-type: none"> <li>- Nurse Program Coordinator</li> <li>- Nurse Program Coordinator</li> <li>- Nurse Program Coordinator</li> </ul>
<b>TOTAL:</b>			4 Minutes	

### # PROVINCIAL HEALTH OFFICE

Application for Leave

<b>OFFICE OR DIVISION</b>	PHO - Technical Division (Non-Communicable Disease)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Client (G2C)
<b>Who may avail</b>	Provincial Government Employees and their direct dependents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Leave	- Administrative Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee files leave of absence days prior to the intended dates for Vacation and Filial Leave. In case of Sick leave, right after employee's leave.	- Administrative Officer/Staff prepares and print out the Leave Application through the Provincial management System	- None	- 1 Minute	- Administrative Officer/Staff
2. Employee signed the Printed Leave Application	- Leave Application to be approved by the		- 30 Minutes	- Provincial Health Officer II

Application	Department Head - Records the Leave Application to the Leave Ledger - Records the Leave Application to Provincial Human Resource Management Office for Approval		- 1 Minute  - 1 day	- Records Officer  - Liaison Officer
<b>TOTAL:</b>			1 day, 32 Minutes	

### # FINANCIAL TRANSACTIONS OF PHO

Payment of Monthly Salaries and Subsistence, Hazard and Laundry Allowance of PHO permanent and Casual Employees

<b>OFFICE OR DIVISION</b>	PHO - Administrative Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail</b>	PHO Permanent and Casual Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Payroll and Collection Lists 2. Daily Time Record (DTR) 3. Application for Leave	- Systems Generated - PHRMO - Administrative Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	- Generate payroll and Collection List (3 Copies)	- None	- 15 Minutes	- Clerk III
	- Attached Daily Time Record and Application for Leave (1 Copy Each)		- 5 Minutes	- Clerk III/CEO
	- Department Head to sign the payroll and Daily Time Record		- 5 Minutes	- Provincial Health Officer II
	- Data Track (DTS) the payroll out to		- 1 Minute	- Clerk III



	Budget Office - Submit payroll to the Budget Office		- 1 Minute	- Messenger
<b>TOTAL:</b>			27 Minutes	

### # FINANCIAL TRANSACTIONS OF PHO

Payment of Overtime Services rendered by PHO Permanent and Casual Employees

<b>OFFICE OR DIVISION</b>	PHO - Administrative Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Government (G2G)
<b>Who may avail</b>	PHO Permanent and Casual Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Payroll and Collection Lists 2. Daily Time Record 3. Office Order 4. Accomplishment Report	- Clerk III - Claimant - Administrative Aide IV - Claimant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	- Generate Payroll and Collection Lists (3 Copies)	- None	- 10 Minutes	- Clerk III
	- Attached Daily Time Record, Office Order and Accomplishment Report		- 1 Minute	- Clerk III
	- Department Head to approve and sign Payroll and Accomplishment Report		- 1 Minute	- Provincial Health Officer II



		<b>TOTAL:</b>	5 Minutes	