



### 3. Issuance of Certificate of Water Potability (Water Providers, Subdivision, Water Refilling Stations, and Food Establishment)

The Rural Health Unit issues Certificate of Water Potability to all water providers and food establishments to ensure safety of the consuming public. Water sampling is done on a monthly basis and results must be thoroughly screened passing the Philippine National Standards for drinking water.

<b>Office/Division:</b>	Municipal Health Office / Rural Sanitary Inspection Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Citizen			
<b>Who may avail:</b>	All Water Providers and Food Establishments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Water laboratory results (1 Original)		Water Laboratory		
Medical results of water handlers (chest x-ray, Hepatitis A, fecalysis, CBC) (1 Original)		Medical Clinics & Company Physicians		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present water laboratory results (monthly basis)	1. Screen laboratory results, if it passed the Philippine National standard for drinking water, give Order of Payment	None	10 minutes	<i>Sanitation Inspectors</i> Mun. Health Office
2. Proceed to Treasurer's Office and pay required fee	2. Receive payment and Order of Payment 2.1 Issue Official Receipt	PHP 80	5 minutes	<i>Collection Staff</i> Treasurer's office
3. Go back to Mun. Health Office  3.1 Present receipt to the staff on duty	3. Receive the Official Receipt 3.1 Prepare and release the certificate of potability  3.2 facilitate client to sign in logbook to acknowledge receipt	None	15 Minutes	<i>Sanitation Inspectors</i> Mun. Health Office
<b>TOTAL</b>		<b>PHP 80</b>	<b>30 Minutes</b>	