



CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan

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OFFICE OF THE CITY HEALTH OFFICER

External Services



1. ISSUANCE OF HEALTH CERTIFICATE / ID

The Health Certificate/ID is issued to individuals applying for employment to either food/non-food establishments to ensure safety of the population availing their services.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business Entity			
Who may avail:	General Public (Applying for Employment)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate (Cedula) - 1 original copy		Barangay Hall or City Treasurer’s Office		
2. 1x1 Picture - 2 pcs., short haircut for male		To be provided by the client		
3. Chest X Ray Result – 1 original copy and 1 photocopy		Department of Health Accredited Laboratory Clinic		
4. Urinalysis Laboratory Result – 1 original copy and 1 photocopy		Department of Health Accredited Laboratory Clinic		
5. Fecalalysis Laboratory Result - 1 original copy and 1 photocopy		Department of Health Accredited Laboratory Clinic		
Additional requirement for Food Establishment Workers: 1. Hepatitis B Screening Result - 1 original copy and 1 photocopy		Department of Health Accredited Laboratory Clinic		
Additional requirement for Entertainment Establishment Workers: 1. HIV Counseling Certificate - 1 original copy		Home of Bamboo, Pandayan, City of Meycauayan, Bulacan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Review documents, record in the logbook and issue order of payment	None	2 minutes	Sanitation Inspector Office of the City Health Officer
2. Proceed to the Cashier Window at the Office of the City Treasurer, 1 st Floor and present the order of payment	2.1 Issue Official Receipt.	P 150.00	14 minutes	Administrative Aide I Revenue Coll. Clerk I Administrative Assistant V Senior Admin. Asst. I Office of the City Treasurer



3. Return to City Health Office, 5 th Floor and present Official Receipt	3.1 Prepare Health Certificate/ID	None	5 minutes	Sanitation Inspector
4. Receive Health Certificate/ID	4.1 Release Health Certificate/ID	None	1 minute	City Health Officer
	TOTAL	P 150.00	22 minutes	Office of the City Health Officer

2. ISSUANCE OF SANITARY PERMIT (BUSINESS ESTABLISHMENT)

The Sanitary Permit is issued to Business Establishment applying for New and Renewal of Business to ensure safety of their employees and population availing their services.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business Entity			
Who may avail:	General Public (Applicants for New and Renewal of Business)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		City Business Permit and Licensing Office		
2. Sanitary Permit Fee Official Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Review submitted documents, record to logbook and inform the client of the schedule of inspection	None	10 minutes	Sanitation Inspector
2. Assist in the inspection on the scheduled date	2.1 Conduct inspection and inform the client on the release date of sanitary permit	None	4 hours	City Health Officer
3. Receive Sanitary Permit on the scheduled date	3.1 Release Sanitary Permit	None	1 minute	Office of the City Health Officer
	TOTAL	P 500.00	4 hours & 11 minutes	



3. ISSUANCE OF EXHUMATION PERMIT // TRANSFER PERMIT (DEAD PERSON) / BURIAL PERMIT (DEAD PERSON) / CREMATION PERMIT (DEAD PERSON)

The Exhumation Permit is issued to the Immediate Family Member of the deceased.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen,			
Who may avail:	Immediate Family Member/ Relatives of the Deceased			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate of the Deceased (1 Original and 1 Photocopy)		City Civil Registrar's Office		
2. Valid government issued ID of the requestee – 1 photocopy <ul style="list-style-type: none"> • SSS UMID Card • GSIS UMID Card • PRC License • Driver's License • PWD ID • Senior Citizen ID 		Social Security System Government Service Insurance System Professional Regulatory Commission Land Transportation Office City Social Welfare and Development Office City Social Welfare and Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Review documents, record and issue order of payment	None	2 minutes	Sanitation Inspector Office of the City Health Officer
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor and present the order of payment	2.1 Issue Official Receipt.	P 50.00 (Exhumation / Burial Permit) P 100.00 (Transfer Permit) P 500.00 (Cremation Permit)	14 minutes	Administrative Aide I Revenue Coll. Clerk I Administrative Assistant V Senior Admin. Asst. I Office of the City Treasurer
3. Return to the City Health Office, 5 th Floor and present the Official Receipt	3.1 Prepare Exhumation Permit.	None	5 minutes	Sanitation Inspector City Health Officer
4. Receive Exhumation Permit	4.1 Release Exhumation Permit	None	1 minute	Office of the City Health Officer
TOTAL:		P 50.00	22 minutes	



4. ISSUANCE OF PRE-MARRIAGE COUNSELLING CERTIFICATE (PMC) FOR FAMILY PLANNING

The Pre-Marriage Counselling Certificate (PMC) for Family Planning is issued to couple who are planning to get married, to orient them on the basic knowledge regarding Family Planning and Birth Spacing.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	General Public (Marriage License Applicant)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage License Application Form - 1 original copy for reference only		City Civil Registrar's Office		
Note: Couples should personally appear in the City Health Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements and fill out personal data in the logbook.	1.1 Review submitted documents	None	2 minutes	Nurse II Office of the City Health Officer
2. Attend the seminar conducted every Thursday	2.1 Conduct seminar for Pre-Marriage Counseling	None	45 minutes	
	2.2 Prepare PMC Certificate.	None	5 minutes	
3. Receive PMC Certificate	4.1 Release PMC Certificate	None	1 minute	
	TOTAL:	None	53 minutes	



5. MEDICAL AND DENTAL SERVICES

The Meycauayan Office of the City Health Officer provides effective and efficient delivery of medical and dental health services, making them accessible to the community.

Office or Division:		Office of the City Health Officer		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Health Information Desk for triage & record verification on respective City Health Unit of Barangay	1. Retrieve old record or create new patient record (Individual Treatment Record)	None	2 minutes	Nurse/Midwife or Dental Aide of respective CHUs of barangay Office of the City Health Officer <i>(please see attached list)</i>
2. Provide Personal Information at designated Health Information Desk.	2. Obtain & record Patient's Profile, Chief Complaint and Vital Signs	None	5 minutes	
3. Secure a number and wait for the number to be called	3. Provide number based on first come, first serve basis and accessibility law.	None	1 minute	
4. Undergo Medical and/or Dental Consultation	4. Assess and examine the patient based on the ITR and its presenting signs and symptoms	None	30 minutes	City Health Physician/ City Health Dentist Office of the City Health Officer City Health Physician/ City Health Dentist Office of the City Health Officer <i>(please see attached list)</i>
5. Undergo indicated procedures (e.g., Oral Prophylaxis, Tooth Extraction, or Laboratory Examination) if necessary.	5.1 Perform or request indicated procedure based on findings.	None	30 minutes	
	5.2 Interpret & explain laboratory results/ Issue medical certificate/ Patient may be requested to undergo laboratory examination (if necessary)			
6. Follow the Doctor's Order	6.1 Advise patient & prescribe medication	None	5 minutes	



	and issue medical/ dental certificate if necessary.			
	TOTAL:	None	1 hour & 13 minutes	

CITY HEALTH OFFICE (List of Personnel)

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION	PLACE OF ASSIGNMENT
ROQUE	CHRISTIAN	BERNARDO	DOCTOR	CHO
BELZA	CHRISTIAN EDMAR	LEGASPI	NURSE	CHO
ORTIZ	GRACE	PONTIGON	NUTRITIONIST	CHO
FRANCISCO	EARL AUDREY	TADEO	COS/ RAD TECH	CHO
CERVANTES	RENE	BAUTISTA	J.O/ DRIVER	CHO
LEJARDE	JOSELITO	LOPEZ	DRIVER	CHO
CADURNA	JEHSSA-MAE	SALUARTIA	J.O/ SANITATION	CHO
HALASAN	RENATO	GARDOSE	ADMIN AIDE	CHO
BAUTISTA	MA. ELIZABETH	ESPIRITU	J/O SANITATION	CHO
RODRIGUEZ	WILSON	COMPLIDO	SANITARY INSPECTOR	CHO
BARCELON	RAYMUNDO		DRIVER	CHO
BELTRAN	MELVIN		DRIVER	CHO
PILA	REYSON	LAZATIN	SANITARY INSPECTOR	CHO
RODRIGUEZ	MARLITA		J/O UTILITY	CHO
SALES	RICHIE		DENTAL AIDE	CHO
BAUSA	CAMILLE		NURSE	CHO
CHU 1 (BAYUGO)				
CONDECIDO	MARIA CHRISTINA	VILLANUEVA	DOCTOR	CHU MAIN
IPAPO	AMELIA	CAMARGO	DENTIST	CHU MAIN
SANTIAGO	FLORINDA	DE LEON	NURSE	CHU MAIN
MENDOZA	JENAILA	EVANGELISTA	MEDTECH	CHU MAIN
DULATAS	ZENAIDA	VICTORIANO	MIDWIFE	BAYUGO GINTA
SORIANO	LEONORA	SUERTEFELIPE	MIDWIFE	GASAK
VIRAY	MA. TERESA	LUAGUE	MIDWIFE	BAYUGO DULO
JACOBO	ANNA LIZA	RESURRECCION	ADMIN AIDE	CHU MAIN
REYES	HONEYLYN	REYES	COS/ DENTAL AIDE	CHU MAIN
ABENDAÑO	JOEL		ENCODER	CHU MAIN
CHU 2 (POBLACION)				
CURIOSO	ERNESTO MOCHTAR	PORTA	DOCTOR	CHU MAIN POBLACION
DUMIGPI	ANA BELEN	JURADO	DENTIST	CHU MAIN POBLACION



ESPIRITU	MELVIN	VICENCIO	MEDTECH	CHU MAIN POBLACION
LEONARDO	HERMINIA	MILAN	MIDWIFE	ZAMORA
ORLANDA	ELIZABETH	CHAVAS	MIDWIFE	TUGATOG
PILONGO	MERCEDITA	NILAY	MIDWIFE	CALVARIO
VILLAVICENCIO	ARMINDA	BAUTISTA	MIDWIFE	POBLACION
DUMALAY	EMELITA	LUCERO	MIDWIFE	LIPUTAN
DIVINO	MAURA RACHEL		DENTAL AIDE/COS	CHU MAIN POBLACION
TEJAS	RIZALYN		J/O MIDWIFE	SALUYSOY
YOKOYAMA	YOSHIKO		COS/ NURSE	CHU MAIN POBLACION
SILVA	JACQUELINE		NURSE	CHU MAIN POBLACION
CHU 3 (IBA)				
PALAGANAS	FE VICTORIA	PINEDA	DOCTOR	CHU MAIN IBA
MORAGA	GERARDO	RUDICA	DENTIST	CHU MAIN IBA
SANTOS	MARIA BELEN	DELOS SANTOS	COS/ NURSE	CHU MAIN IBA
SISON	MARITES	SAMBILE	COS/ MEDTECH	CHU MAIN IBA
GUEVARRA	CONNIE	SERATA	MIDWIFE	PANTOC
SORIANO	EDUVIGES	BENEDICTO	MIDWIFE	IBA
ZUNIGA	MARILYN	MACATULAD	MIDWIFE	LIBTONG
CHU 4 (MALHACAN)				
SOLANO	KALIR		DOCTOR	CHU MAIN MALHACAN
BUNING	CHRISTINA	VILLATURA	DENTIST	CHU MAIN MALHACAN
PENA	ANA DIVINA	BONI	NURSE	CHU MAIN MALHACAN
DURAN	ROSEMARIE	SORIENTE	MIDWIFE	CHU MAIN MALHACAN
ENGUILLO	PERLITA	ANDAYA	MIDWIFE	CHU MAIN MALHACAN
ANINIAS	EMILY	NOMBRE	MIDWIFE	LGP
ILDEFONSO	MARISSA	DELA CRUZ	MIDWIFE	CHU MAIN MALHACAN
ALTOVEROS	REYNALDO	VERGARA	UTILITY	CHU MAIN MALHACAN
CARANTO	ROCEL		COS/ MEDTECH	CHU MAIN MALHACAN
AYSON	PATHREA	AQUINO	COS/ DENTAL AIDE	CHU MAIN MALHACAN
ALTOVEROS	MAYLA	CANLAS	MIDWIFE	CHU MAIN MALHACAN
CHU 5 (PEREZ)				
RICAFORT	ELAINE THERESE	CORREA	DOCTOR	CHU MAIN PEREZ
VELASCO	JENZEL	DIMASIN	NURSE	CHU MAIN PEREZ
CONCOVAR	LIZA	OLAZO	MIDWIFE	CHU MAIN PEREZ
GATCHALIAN	JULIETA	MACALIPAS	MIDWIFE	CHU MAIN PEREZ
ANGELES	MICHELLE		COS/NURSE	CHU MAIN PEREZ
DELA CRUZ	ROSALINA	CABALONA	DENTAL AIDE	BAHAY PARE
ROSALES	MARIA JO CHARMAINE		J/O MIDWIFE	BAGBAGUIN
GINO GINO	EUNICE GRACE	DELOS REYES	MEDTECH	CHU MAIN PEREZ
CHU 6 (BANCAL)				
FERNANDEZ	CAROLINA		DOCTOR	CHU MAIN BANCAL



MAGLAQUI	BENJAMIN III	GUTIERREZ	COS/NURSE	CHU MAIN BANCAL
ABACAN	FLORDELIZA	CUBOS	MIDWIFE	LONGOS
CONCEPCION	LILIBETH	LIM	MIDWIFE	BANCAL CENTER
GONZALES	RAQUEL LIZA	PADREGUILAN	MIDWIFE	BANCAL CENTER
POLICARPIO	ALMA	GERONIMO	MIDWIFE	LONGOS
GARCIA	EVELYN		MIDWIFE	CHU 6 – BANGA
DIMASIN	EDITHA	PANTALEON	MIDWIFE	CHU 6 - BANGA
CHU 7 (PANDAYAN)				
BARRIBAL	FREDINAND	CAIMBON	DOCTOR	CHU MAIN PANDAYAN
VILLALUZ	ALELI	TUAZON	DENTIST	CHU MAIN PANDAYAN
ZUNIGA	EARL BENEDICT	RAMOS	NURSE	CHU MAIN PANDAYAN
ORTEGA	MARICEL	PAGDANGANAN	COS/ NURSE	CHU MAIN PANDAYAN
ROQUE	RONA MARIE	DE LEON	MEDTECH	CHU MAIN PANDAYAN
WAGE	REGINA	VARGAS	MIDWIFE	CHU MAIN PANDAYAN
RESUELLO	MA. PERLA	PAYOYO	MIDWIFE	CHU MAIN PANDAYAN
SALES	SUSAN	CERVANTES	MIDWIFE	CHU MAIN PANDAYAN
RICAFORT	LEOPOLDE	A	COS/ DENTAL AIDE	CHU MAIN PANDAYAN
CHU 8 (LAWA)				
BERBOSO	MERIE JANE		COS/DOCTOR	CHU MAIN LAWA
QUILON	ELIZABETH	DOMINGO	MIDWIFE	CAINGIN
AQUINO	RUTCHELL	RODRIGUEZ	COS/ NURSE	CHU MAIN LAWA
ISRAEL	PATRIA	TRAJANO	MIDWIFE	CHU MAIN LAWA
GUILLERMO	REBECCA	LEGASPI	MIDWIFE	CHU MAIN LAWA
DE JESUS	ZENAIDA	REYES	MIDWIFE	CHU MAIN LAWA
CHU 9 (SALUYSOY)				
SOLANO	NIKKI		COS/DOCTOR	CHU MAIN SALUYSOY
CARANTO	CECILIA	AQUINO	MIDWIFE	CHU MAIN SALUYSOY
CONQUILLA	ROSARIO	RODRIGUEZ	MIDWIFE	CHU MAIN SALUYSOY
VILLADOZ	LORENCIA		MIDWIFE	UBIHAN
MIRANDA	ANGELIE		NURSE	CHU MAIN SALUYSOY
DE CASTRO	HAZEL ANN		NURSE	CHU MAIN SALUYSOY
CHU 10 (CAMALIG)				
LUNARIA	SEREN		COS/DOCTOR	CHU MAIN CAMALIG
ELIOT	ELISA	MENDOZA	MIDWIFE	BAHAY PARE
ALACON	IMELDA	TERMULO	MIDWIFE	CHU MAIN CAMALIG
NAVARRO	JOCELYN	BORDADOR	MIDWIFE	PAJO
QUIESTAS	JULIE ANN	GERONIMO	NURSE	CHU MAIN CAMALIG