



## 5. Issuance of Pre - Employment Medical Certificate

For general clients who need medical certificates for pre-employment, individual health certificate, athletics, scholarship, bonding, and any other related health concerns of a client.

Office or Division	Office of the Municipal Health Officer			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Residents of Midsayap and nearby Municipalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Complete filled - out Application Form		Company where they will apply; School enrolled; Office		
Official Receipt (1 original copy)		Municipal Treasurer's Office (Windows 1-6)		
Community Tax Certificate (1 original copy)		Barangay where they belong		
Specimens		Client		
X - ray Result (1 original copy)		Facility with X-ray Machine		
Drug Test Results (1 original copy)		DOH Accredited Laboratory		
Result of Neuro Exam (1 original copy)		Licensed Neuro Clinics		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present complete requirements upon admission at the information counter	1. Receive complete requirements and taking of vital signs	None	15 Minutes	<i>Nurse II</i> <i>Midwife I</i> <i>Midwife II</i> <i>Midwife III</i> Office of the Municipal Health Officer
2. Proceed to Medical Consultation Room	2. Interview, physical examination and medical consultation	None	20 Minutes	<i>Midwife II</i> Office of the Municipal Health Officer
3. Claim Pre-Employment Medical Certificate and/or Health Certificate	2.1. Release Pre - Employment Medical Certificate and/or Health Certificate	None	10 Minutes	<i>Municipal Health Officer</i> Office of the Municipal Health Officer
	<b>TOTAL:</b>	<b>None</b>	<b>45 Minutes</b>	