



2. Issuance of PhilHealth Certification to Employees

ABOUT THE SERVICE

Certification is requested by employees to avail of PhilHealth benefits during hospitalization when hospital online verification does not function.

Office or Division:	City Accounting Office
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	Employee concerned or his/her authorized representative

CHECKLIST OF REQUIREMENT(S)	WHERE TO SECURE
<ul style="list-style-type: none"> Service Request Form (SRF) 	<ul style="list-style-type: none"> Office of the City Accountant, Front Desk Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-up Service Request Form (SRF) and waits a while	1. Receives duly filled-up SRF from client and ascertains entry therein. Submits SRF to staff-in-charge	None	5 minutes	HEINRICH AMION <i>Accounting Staff</i>
2. Receives Certification needed	2. Verifies needed records by employee and provides the		10 – 30 minutes	ELIZABETH E. MISSION <i>Data Controller IV</i>
	Total:	None	35 minutes	