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# **Study on the Streamlining of Procedures for Securing Sanitary Permits and the Conduct of Sanitary Inspections**

## **Investment Enabling Environment (INVEST) Project**

Submitted to:

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## LIST OF ACRONYMS

BFP	Bureau of Fire Protection
BOSS	Business One-Stop-Shop
BPLO	Business Permit and Licensing Office
BPLS	Business Permit and Licensing System
CDO	Cagayan de Oro
CHO	City Health Office
C/MHO	City/ Municipal Health Office
DENR	Department of Environment and Natural Resources
DILG	Department of the Interior and Local Government
DTI	Department of Trade and Industry
DOH	Department of Health
EHS	Environmental Health Services
FAO	Food and Agriculture Organization
FE	Food Establishment
HACCP	Hazard Analysis and Critical Control Points
INVEST	Investment Enabling Environment Project
IRR	Implementing Rules and Regulations
ISO	International Organization for Standardization
JMC	Joint Memorandum Circular
LGU	Local Government Unit
MoA	Memorandum of Agreement
NEA	National Environment Agency
NGA	National Government Agency
PD	Presidential Decree
RHU	Rural Health Unit
SI	Sanitary Inspector
TCS	Temperature Control for Safety
UAF	Unified Application Form
USAID	United States Agency for International Development
US FDA	United States Food and Drugs Administration

# I. INTRODUCTION

The Investment Enabling Environment (INVEST) Project of United States Agency for International Development (USAID) aims to assist the Philippine government in improving the enabling environment for investments. It has two broad objectives: (1) to lower the cost of doing business attributed to local level regulations and processes in securing business permits; and (2) to increase the flow of private investments and the number of business start-ups in the Philippines.

Relative to the first objective, the Project commissioned a study aimed at reviewing the sanitary permit application in relation to the Business Permitting and Licensing System (BPLS) and recommending reforms to improve the permit application process and to rationalize the frequency of sanitary inspections.<sup>1</sup>

The issuance of a sanitary permit is an important mechanism for enforcing regulations to safeguard human health, safety and general public welfare. The City or Municipal Health Office (C/MHO) conducts sanitary inspection, a requirement for securing a sanitary permit, before and after the issuance of the business permit. During sanitary inspection, the sanitary inspector verifies that all employees of an establishment have valid health certificates and that the establishment complies with the sanitation standards prescribed according to its business type. In some local government units (LGU), inspection also requires proof or certification of microbiological analysis of water and even certification of pest control. By the current practice, establishments are inspected prior to the issuance of business permit and at least twice a year during operation. The Department of Health (DOH), through the City or Municipal Health Office C/MHO, is the primary agency tasked in enforcing the provisions of Presidential Decree (PD) 856, otherwise known as the Sanitation Code of the Philippines.

Applicants of business permit and some concerned local government officials have claimed that securing a sanitary permit and the conduct of sanitary inspections add to the complexity of the business registration process, and puts a sizable amount of burden on both the government and the applicants of business permit. Across the different LGUs, there has been an observation as well as perceived impression of inconsistency in the application of rules and guidelines of PD 856, particularly on the issuance of the sanitary permit. Hence, there has been a strong interest in reform models that will reduce the burden of sanitary inspections and improve their efficiency and effectiveness. One of the existing models is the risk-based inspection, which has been successfully implemented in some Asian countries. This study will put forward a system of conducting risk-based sanitary inspection at the local level – one that will support streamlining reforms in BPLS and consistent with the noble intent of the Sanitation Code.

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<sup>1</sup> This study was prepared by Mr. Joma Lim.

## II Approach and Methodology

### A. Objectives of the Study

The general objectives of the study are as follows:

- a. Assess the current system implemented by the cities of Batangas, Iloilo and Cagayan de Oro (partner cities of INVEST) in the issuance and renewal of sanitary permits.
- b. Develop a system of risk classification and prioritization of inspection for issuance/ renewal of sanitary permit that is both acceptable to the local government units (LGUs) and the business establishments.

### B. Approach and Methodology

#### *a. Assessment of Existing System*

The study documented existing procedures of securing sanitary permits in the INVEST partner cities of Batangas, Iloilo and Cagayan de Oro. It was found that each city has its own distinct procedure that incorporates the application process and specific checklist of requirements. All the details of sanitary permit application process in the partner cities were established, compared and evaluated. Best-practices and innovative ways implemented and adopted to increase efficiency were highlighted; likewise, the gaps and weaknesses in the procedures. The existing system of application and inspection were the subjects of consultation with sanitary inspectors and engineers through key informant interviews.

In each of the partner cities, the review of the existing system established the following:

- (a) the number of steps required in the application process;
- (b) list of requirements;
- (c) number of signatories;
- (d) schedule of fees;
- (e) waiting time in the application process; and
- (f) processing time of the sanitary permit.

The regulatory framework was also reviewed and assessed with the intention of identifying gaps and harmonizing procedures across local governments.

#### *b. Identification of Possible Factors for Risk Categorization*

Businesses currently applying for sanitary permit may be generally classified as food and non-food establishments. Depending on the LGUs' existing guidelines, these establishments are being required to submit specific sets of requirements and are subjected to inspection with varying frequency. Factors for risk categorization were

developed for these two general types of establishments to support a risk-based inspection system.

For food establishments, studies have shown that the types of food served, the process used in the food preparation, the volume of food prepared, and the size and vulnerability of the population served have bearing on the occurrence of potential food borne illnesses. These were used as basis for the risk-based inspection guideline developed by this study. The United States' Food and Drug Administration (US FDA) has developed its Food Code of 2009 wherein a system of conducting a risk-based sanitary inspection is presented. The system groups establishments into four categories, wherein establishments belonging to Category 1 are required to be inspected at least once a year, and those in Category 4 are subjected to inspection at least four times a year.

Regardless of the risk category initially assigned to food establishments in the US, regulatory jurisdictions sometimes consider whether the establishment has implemented voluntary food safety management systems, such as the Hazard Analysis and Critical Control Points (HACCP) or ISO 22000, otherwise known as Food Safety Management System (FSMS), to justify a decrease in inspection frequency. As presented in Annex 5 of the Food Code, the following factors are among many that regulatory agencies sometimes use to justify an increase in inspection frequency:

- History of non-compliance with provisions related to food borne illness risk factors;
- Specialized processes conducted;
- Food preparation a day in advance of service;
- Large number of people served;
- History of foodborne illness and/or complaints; and
- Highly susceptible population served (i.e., hospitals, pre-schools, nursing homes).

These factors were carefully considered in the development of the recommendations of this study .

For non-food establishments being required to apply for sanitary permits, such as hospitals, clinics, barbershops, salon, massage centers, and spa, a similar categorization was developed to identify high-risk establishments. The criteria include: (a) number of clients or size of facilities; (b) associated health risks; and (c) clients belonging to vulnerable groups.

### *c. Consultation and Participation of Local Governments*

A whole-day workshop was conducted for each of the three partner cities to establish prioritization factors in the categorization. During the workshops, the unique characteristics and requirements of each LGU in establishing categories and other inputs came from the participants. The proposed categorization, similar to the US FDA procedure, was then presented to the participants for comment. Prior to each workshop, key informant interviews and actual inspection were conducted in the partner city.

Representatives from nearby and surrounding cities and municipalities were invited to participate in the consultation workshops. The purpose of their participation was to be able to get a broader sense of the situation by looking at the inspection systems in other cities/ municipalities. A total of 19 LGUs were consulted for this study as shown in Table 1.

**Table 1. Workshops on Sanitary Permits Procedures**

<b>Workshops</b>	<b>Date</b>	<b>Venue</b>	<b>Participating LGUs</b>	<b>Total No. of Participants</b>
Focus Group Discussion on Reforms in Securing Sanitary Permits and Licensing Processes (Mindanao Leg)	26 March 2014	The VIP Hotel, Cagayan de Oro City	1. Cagayan de Oro 2. El Salvador 3. Iligan 4. Laguindingan 5. Manolo Fortich 6. Opol	23
Focus Group Discussion on Reforms in Securing Sanitary Permits and Licensing Processes (Luzon Leg)	4 April 2014	One Tagaytay Place, Tagaytay City	1. Batangas City 2. Calamba 3. Nasugbu 4. Silang 5. Tagaytay 6. Talisay	19
Focus Group Discussion on Reforms in Securing Sanitary Permits and Licensing Processes (Visayas Leg)	10 April 2014	Amigo Terrace Hotel, Iloilo City	1. Iloilo City 2. Jordan 3. Leganes 4. Oton 5. Patotan 6. Pavia 7. Sta. Barbara	29
<b>TOTAL</b>			<b>19</b>	<b>71</b>



### III.

## REVIEW OF EXISTING PROCEDURES IN SECURING SANITARY PERMITS

#### A. Salient Features of the Sanitation Code

##### 1. The Sanitation Code of the Philippines

There are no specific requirements and application processes outlined in the Code for sanitary permit application. The Code only specifies the types of establishments required to secure sanitary permits and the minimum inspection frequency for Food Establishments (FEs), which is at least once every six months. The prescribed frequency for the different FE categories and other types of establishment (non-food and public places) are detailed in the Code's Implementing Rules and Regulations (IRR).

The Code requires a Health Certificate only for the following: FEs, dancing schools, dance halls, night clubs, tonsorial and beauty establishments, massage clinics and sauna bath establishments, hotels, motels and apartments, lodging, boarding, or tenement houses, and condominiums. However, the IRR requires Health Certificates for all establishments except for industrial establishments. The IRR apparently is stricter than the Code in the coverage of the establishments that should comply with the submission of health certificates.

The Code does not specify specific fees but allows DOH to "prescribe standard rate of fees for health, medical, laboratory, and other public services." According to the Code, the fees – associated with the sanitary permit application and sanitary inspection – are to be set through a city or municipal ordinance.

Annex 1 shows the provisions in the Code and its IRR that relate to the issuance of sanitary permit for various types of establishments. In general, the Code prescribes general types of establishments requiring sanitary permit and health certificates while the IRR provides the sub-types of the general types of establishments and the specific requirements in securing sanitary permit.

##### 2. The Implementing Rules and Regulations of the Code

The IRR specifies the categorization of FEs based on the sanitation rating and seating capacity, as follows:

- Class A – not lower than 90% sanitation rating with a minimum seating capacity of 50;
- Class B – not lower than 70% sanitation rating and those that failed to comply with one or more minor requirements for Class A, and with minimum seating capacity of 30; and
- Class C – not lower than 50% sanitation rating and those that violated one or more important items of sanitation requirements of public health importance; and

initially permitted to operate only for a temporary period as determined by the local health officer, and with minimum seating capacity of 10.

The IRR further states the criteria for downgrading or upgrading of FEs based on the result of sanitary inspections. For example, a Class A establishment that failed to meet or comply with the requirements for Class A in two successive inspections shall be downgraded to Class B or C. A Class B or C establishment that has complied with Class A requirements may apply for upgrading.

The IRR prescribed a more detailed classification of establishments than what were initially listed in the Sanitation Code. It further specifies that industrial establishments must be inspected prior to issuance of sanitary permit. It also states that the sanitary permit will not be issued to establishments with sanitation rating below 50%. As a consequence, the operation of these establishments will be suspended.

Aside from the standard forms, the IRR does not explicitly indicate other documents that need to be submitted as part of the application for sanitary permit. Copies of the relevant application and inspection forms are shown in Annex 2.

### 3. Operations Manual for Sanitary Inspectors

The Operations Manual for Sanitary Inspectors (SI) presents a detailed classification of establishments that are required to secure sanitary permit, as follows:

a. **Food establishments** – refer to places where food and drinks are processed, manufactured, stored, and served. Examples of FEs are:

- 1) Food eating and drinking establishments – hotels, motels, restaurants, coffee shops, fast foods, canteens, night clubs, and other similar establishments
- 2) Bakery, bakehouse, bakeshop, cake shop
- 3) Delicatessens
- 4) Butcher shop, meat shop, fish shop
- 5) Ice cream parlor, frozen confection, ice cream manufacturer
- 6) Milk shop, milk storage, milk retail, milk bottling
- 7) Retail / wholesale of liquor, wine sellers
- 8) Breweries, wine makers
- 9) Manufacture of aerated water and beverages
- 10) Grocer's shop, fruit/ vegetable shop
- 11) Storage, packing and pulping of eggs
- 12) Markets and abattoirs

b. **Industrial establishments** – refer to establishments engaged either in the manufacture, sale and distribution of goods or processing of raw materials into end-products. The types of industrial establishments are:

- 1) Agriculture, Fishery, Forestry
- 2) Manufacturing
- 3) Mining, Quarrying
- 4) Electricity, Gas, Water
- 5) Construction

6) Transportation and Communication

c. **Public places** – refer to areas and places belonging to the following groups:

- 1) Institutions – schools, hospitals, libraries
- 2) Recreational spaces – swimming places, dancing halls, parks, camps, picnic places, cinemas, sports centers, billiard halls, etc.
- 3) Lodging places – hotels, motels, boarding houses, apartments
- 4) Tonsorial, beauty establishments – parlor, barbershop, sauna, health club, tattoo, skin piercing
- 5) Travelling depot - bus station, airport, seaport
- 6) Other public places – cemetery, funeral parlor, memorial park

d. **Nuisance and offensive trades** - refer to establishments that employ any of the following processes:

- 1) Soap boiling
- 2) Guts cleaning
- 3) Boiling of offal, bone, fat or lard
- 4) Manufacturing of glue or fertilizer
- 5) Skin curing
- 6) Scrap processing
- 7) Manure storing
- 8) Lime burning
- 9) Lye making
- 10) Any manufacturing process in which lead, arsenic, mercury, phosphorous and other poisonous substances are used

The Operations Manual for SI also indicates the minimum requirement in applying for a sanitary permit for each type of establishment as shown in Table 2. The forms indicated are also the same forms prescribed in the IRR.

**Table 2.  
Sanitary Permit Requirements by Type of Establishment**

Type of Establishment	Requirements
Food Establishments	<ul style="list-style-type: none"> <li>• Application form (EHS Form No. 110)</li> <li>• Floor plan</li> <li>• Health certificates of all food handlers with corresponding laboratory results (EHS Form No. 102-A)</li> <li>• Copy of recent water bacteriological analysis</li> <li>• Inspection result (EHS Form No. 103A)</li> <li>• Payment of fees</li> </ul>
Industrial Establishments	<ul style="list-style-type: none"> <li>• Written application form citing intention and purpose of establishment</li> <li>• Registration form (NCDACS / IH / OH Form I)</li> <li>• Inspection result (NCDACS / IH / OH Form II)</li> <li>• Payment of fees</li> </ul>
Public Places	<ul style="list-style-type: none"> <li>• Application form (EHS Form No. 110)</li> </ul>

Type of Establishment	Requirements
	<ul style="list-style-type: none"> <li>• Health certificates for non-food handlers with corresponding laboratory results (EHS Form No. 102-B)</li> <li>• Inspection result (EHS Form No. 103B, HCWM Form 1b for hospitals)</li> <li>• Payment of fees</li> </ul>
Nuisance and Offensive Trades	<ul style="list-style-type: none"> <li>• Application form (EHS Form No. 110)</li> <li>• Health certificates for non-food handlers with corresponding laboratory results (EHS Form No. 102-B)</li> <li>• Copy of recent water bacteriological analysis</li> <li>• Inspection result (EHS Form No. 103C)</li> <li>• Payment of fees</li> </ul>

#### 4. Role of Sanitary Inspectors (SI)

The Sanitary Inspector (SI) is critical in the successful implementation of the requirements of the Sanitation Code and its IRR. However, as pointed out by almost all the resource persons in the consultation workshops and key informant interviews, the number of SIs is not enough to cover the required minimum inspection frequency. Aside from the inspection activity that takes up most of SI's resources, the SI is also tasked to provide administrative support to and participate in various sanitation programs of local governments.

The duties and responsibilities of SI are listed below:

- a. Prepare environmental sanitation programs;
- b. Prepare and update sanitation reports;
- c. Coordinate with community organizations and other offices in the LGU;
- d. Attend hearings and complaints related to environmental sanitation;
- e. Enforce rules and regulations on environmental sanitation;
- f. Organize vermin/pest control programs;
- g. Provide sanitary facilities in evacuation sites; and
- h. Carry out routine and non-routine inspections in accordance with the Sanitation Code.

Some of the SIs interviewed is only starting to familiarize themselves with the standards, processes, forms and required reports contained in the Operations Manual for Sanitary Inspectors.

Since there are no other guidelines provided on the minimum inspection frequency, the SIs are oftentimes left on their own to prioritize the establishments to be inspected; hence only those establishments that are conveniently located and easy to reach are visited.

In some LGUs, barangay health workers are given trainings so that the Community Health Officer (CHO) can deputize them as barangay sanitation inspectors, especially in the conduct of sanitary inspection.

## B. Procedures in the Issuance of Sanitary Permits and the Conduct of Sanitary Inspection in INVEST Partner Cities

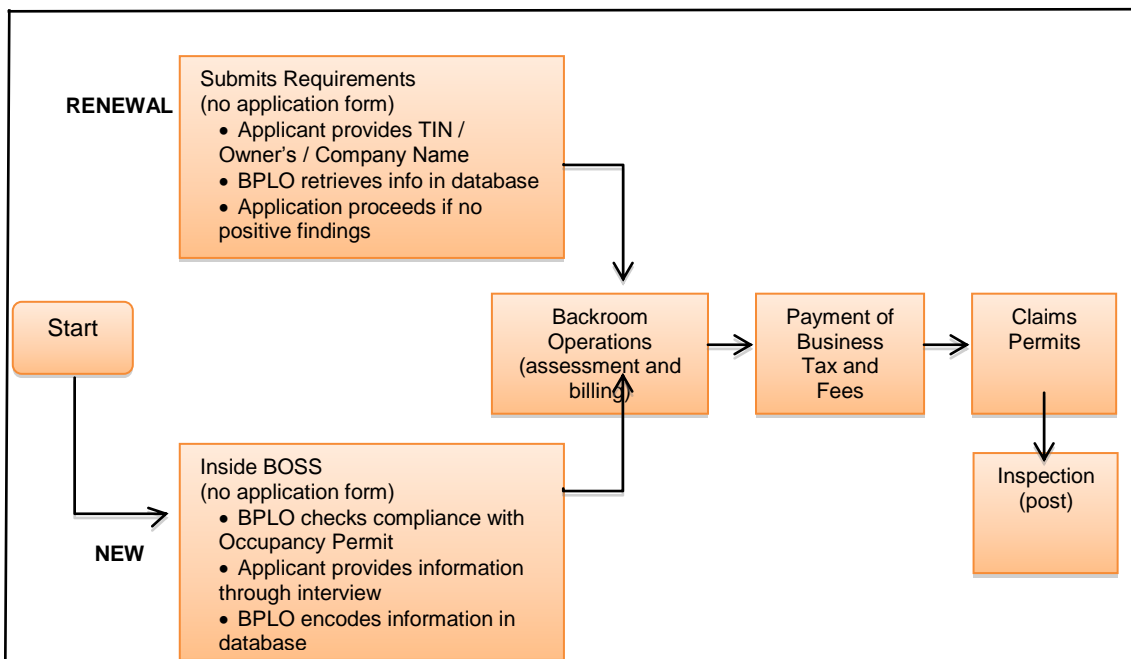
A review of the processes and procedures as well as problem areas in the issuance of sanitary permits was conducted in the three partner cities of INVEST. For the purpose, a survey form was given to CHOs with a request for data and documents related to said processes and procedures. The findings are presented below.

### 1. Batangas City

In Batangas City, business permits and licenses are issued through a permanent Business One-Stop-Shop (BOSS), which operates year-round. The Business Permit and Licensing Office (BPLO) under the City Mayor's Office manages the BOSS. The BOSS accepts all applications for business permits, including sanitary permits.

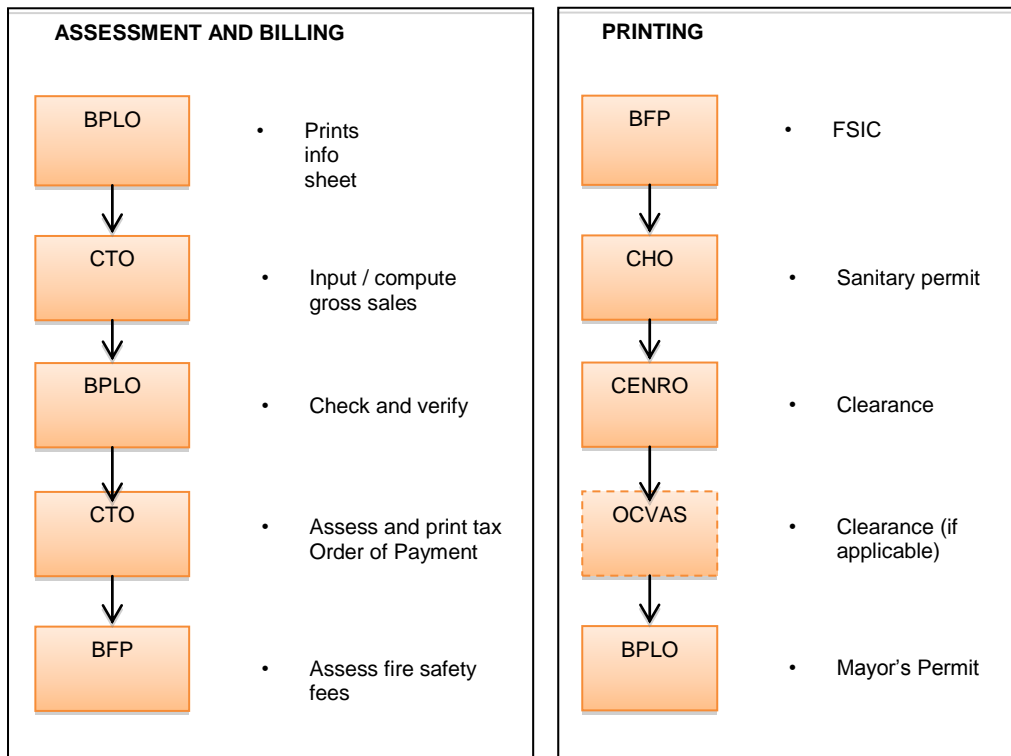
In the BOSS, the applicant submits the requirements at the receiving counter. Assessment is done through backroom operations, which are manned by all concerned departments and the Bureau of Fire Protection (BFP). After assessment, the applicant is advised to proceed to the cashier to pay the required fees and claim the business permit or license. The process of securing a business permit is presented in Figure 1.

**Figure 1.**  
**Process of Securing a Business Permit, Batangas City**



It is worthwhile to note that the CHO is part of the backroom operation of the BOSS, which screens and issues the sanitary permit along with the issuance of the business license. The backroom operation components of the BOSS in Batangas City are shown in Figure 2. For new application, sanitary inspection is done after the issuance of the sanitary permit.

**Figure 2.**  
**Components of BOSS Backroom Operation, Batangas City**



The conduct of inspections starts in March up to mid-December each year. Establishments are categorized as food or non-food establishments. Batangas City uses the ABC classification for food establishments. The sanitary inspection focuses on markets and water refilling stations due to lack of manpower to comply with the recommended minimum inspection frequency.

For Batangas City, there is an unwritten policy that well-known food chains are de-prioritized over small eateries. The sanitary inspectors are usually assigned per area and cover all establishments within their assigned areas. The prescribed inspection forms in the Operations Manual for Sanitary Inspectors are used during the inspection.

When asked for the requirements for the sanitary permit applications, the SI provides the requirements for the health certificate for food handlers, which include a drug test, CBC, urinalysis, fecalysis, chest X-Ray and Hepa A test. For non-food establishments, the same tests except the Hepa A test are required. The estimated medical fee amounts to around Php 800.

Table 3 presents the number of business permits issued and renewed in Batangas City. All business establishments issued with business permits are automatically issued with sanitary permit.

**Table 3.  
Number of Sanitary Permit Issued, Batangas City**

<b>Item</b>	<b>2013 (Jan to Dec.)</b>	<b>2014 (Jan. to Feb.)</b>
Total number of business permits issued	<b>6,566</b>	<b>5,836</b>
Number of new business permits issued	1,517	233
Number of business permits renewed	5,049	5,603
Total number of sanitary permits issued	<b>6,521</b>	<b>5,752</b>
Number of new sanitary permits issued	1,517	232
Number of sanitary permits renewed	5,004	5,520
Number of establishments with violations of sanitation regulations	1,684	1,001
Number of establishments without sanitary permit	1,684	1,001
Number of sanitary permits revoked or cancelled	0	0

As seen in the table above, the total number of business permits issued is higher compared to the number of sanitary permits issued. The explanation provided by the BPLO was that there are establishments with several lines of business sharing the same location. Each line of business will be issued a business permit but will only be issued one sanitary permit.

Bulk of the transactions happen during the renewal period of January to February. To facilitate the review of sanitary permit compliance in Batangas City, the CHO requires the submission of sanitary permit renewal requirements before the end of November of the preceding year. This is to allow the CHO to generate a list of delinquent establishments with sanitation orders, which will not be allowed to renew their business permits the following year unless rectifications are made to comply with the sanitation order.

## **2. Iloilo City**

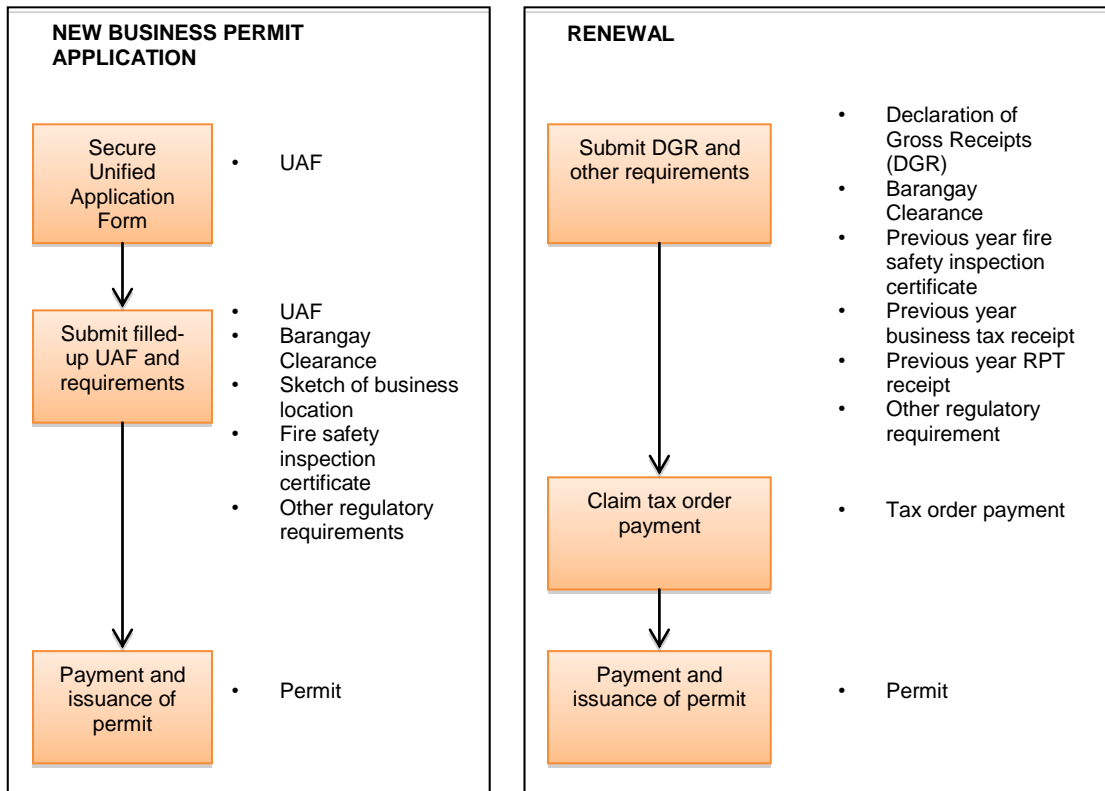
Similar to Batangas City, Iloilo City has established a one-stop business licensing center. There are three steps in the new business permit application. In the first step, the applicant secures a unified application form (UAF). The second step is to submit the filled-out UAF with the requirements for assessment. The third step is the payment and the issuance of the permit. The sanitary permit fee is part of the assessment but the actual sanitary permit must be secured from the CHO.

For new business, the required documents in the business permit application are the barangay clearance, sketch of location, locational clearance from the city planning and development office, fire safety inspection certificate, and health certificates. The sanitary permit fee is contingent on the issued business permit but the actual printout of the sanitary permit must be secured from the CHO where the requirements, primarily the health certificates, will have to be submitted. Inspection is conducted after the issuance of sanitary permit.

For business renewal, the applicant will just need to submit a declaration of gross receipt (DGR) for its previous year of operation and submit other requirements before claiming

the order of payment. The final step is the payment of fees and the issuance of the business permit. The sanitary permit must be secured from the CHO. The process flow is shown in Figure 3.

**Figure 3.**  
**Process of Securing a Business Permit, Iloilo City**



Iloilo also has an online facility that allows the submission of applications, assessment of business taxes and fees, and processing of approvals, which can be accessed using the city website. However, the applicant will have to pay the fees at the city hall to get their permits. The online facility is available for both new and renewal of business permits.

For sanitary permit application, the establishments are categorized into food or non-food. The sanitary permit requirements include water analysis, copy of the business permit and the official receipt indicating the payment made for the sanitary fee, and the health cards. There are two signatories in the sanitary permit. The fee ranges from Php 200 to Php 500 depending on the type of establishment. If all requirements are complete, the sanitary permit will be issued in less than 30 minutes.

The procedure and requirements in securing sanitary permit in Iloilo City for both new and renewal are presented in Figure 4.



**Figure 4.**  
**Process of Securing a Sanitary Permit, Iloilo City**

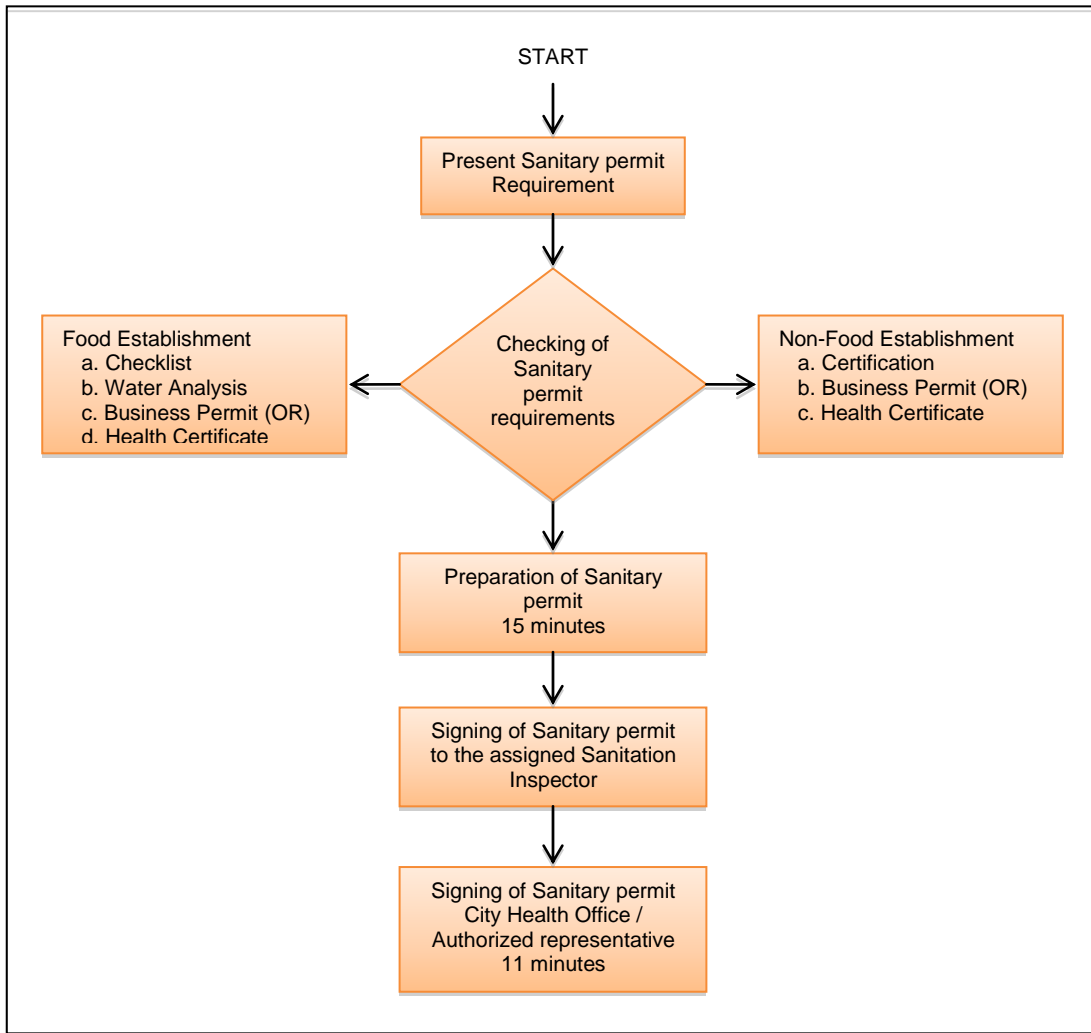


Table 4 provides a picture of the current practice in Iloilo City where the sanitary permit is issued separately from the business permit. It can be gleaned that the number of sanitary permits issued was much lower than the number of business permits issued, as some establishments do not go through with the submission of requirements for the sanitary permit after securing their business permits.

In 2013, almost 60% of the establishments issued with business permit do not have sanitary permits. In 2014, for the renewal period for the same establishments, less than 10% secured renewal of their sanitary permit.

**Table 4.**  
**Number of Sanitary Permits Issued, Iloilo City**

Item	2013 (Jan. to Dec.)	2014 (Jan. to Feb.)
Total number of business permits issued	<b>10,710</b>	<b>9,564</b>
Number of new business permits issued	1,200	125
Number of business permits renewed	9,510	9,439
Total number of sanitary permits issued	<b>4,467</b>	<b>1,206</b>
Number of new sanitary permits issued	1,457	99
Number of sanitary permits renewed	3,010	1,107
Number of establishments with violations of sanitation regulations	0	0
Number of establishments without sanitary permit	6,243	8,348
Number of sanitary permits revoked or cancelled	0	0

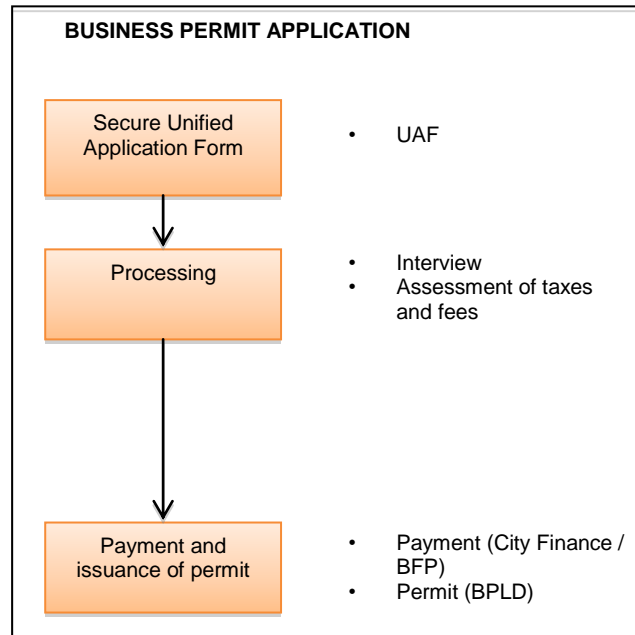
### **3. Cagayan de Oro City**

The streamlined process in Cagayan de Oro City is similar to the one-stop business permitting of Iloilo City. The sanitary permit fee is also incorporated in the business permit assessment. After the payment, the applicant shall proceed to the CHO to secure the actual sanitary permit after submission of the requirements. The primary requirement for the sanitary permit application is the health certificate.

There is only one form to secure and accomplish. Electronic signature is also used for the business permit.

The procedure and requirements for business permit application in Cagayan de Oro City are the same for new business registration and renewal as shown in Figure 5. The sanitary permit application process is the same as that of Iloilo City.

**Figure 5.**  
**Process in Securing Business Permit, Cagayan de Oro City**



Establishments are categorized into food or non-food. The sanitary permit requirements include water analysis, official receipt of the business permit paid and the health cards. The sanitary permit fee, which ranges from Php 100 to Php 1,500, is based on the land area of the establishments.

Currently, there are 19 active sanitary inspectors in Cagayan de Oro City. According to the SI who attended the workshop, about 80% of the business establishments were inspected in 2013.

The number of sanitary permits issued for Cagayan de Oro is shown in Table 5.

**Table 5.**  
**Number of Sanitary Permits Issued, Cagayan de Oro City**

Item	2013 (Jan. to Dec.)	2014 (Jan. to Feb.)
Total number of business permits issued	<b>19,735</b>	<b>15,464</b>
Number of new business permits issued	3,530	1,267
Number of business permits renewed	16,205	14,197
Total number of sanitary permits issued	<b>14,991</b>	<b>14,331</b>
Number of new sanitary permits issued	1,200	1,267
Number of sanitary permits renewed	13,791	13,064
Number of establishments with violations of sanitation regulations	-	-
Number of establishments without sanitary permit	4,744	1,133
Number of sanitary permits revoked or cancelled	829	207

One of the problems raised by the participants in the LGU consultation for Cagayan de Oro City and its contingent LGUs is the issuance of the business permit prior to the release of the sanitary permit. This explains the lower number of sanitary permits issued compared to the number of business permits issued. During renewal period, the applicants do not proceed with the application for the sanitary permit. Some SIs reasoned out that some applicants do not know where the CHO was stationed.

#### 4. Comparison among the INVEST Partner Cities

Table 6 presents a comparison of the procedures in securing a sanitary permit in the three INVEST partner cities based on information gathered from the key informant interviews conducted prior to the consultation workshops.

**Table 6.**  
**Sanitary Permit Requirements in the INVEST Partner Cities**

<b>Process / Requirement</b>	<b>Batangas City</b>	<b>Iloilo City</b>	<b>Cagayan de Oro City</b>
Sanitary Permit Application Process in relation to BPLS	(1) Submit requirements with business permit application. (2) Assessment, computation of fees, billing (3) Payment of fees (4) Printing of sanitary permit with business permit.	(1) Submit UAF and requirements with business permit application (or online submission) (2) Assessment, computation of fees, billing (3) Payment of fees (4) Printing of business permit (5) Submit requirements for sanitary permit at CHO (primary requirement is the health certificate) (6) Inspection (if necessary) (7) Printing of sanitary permit	1) Submit UAF and requirements with business permit application (or online submission) (2) Assessment, computation of fees, billing (3) Payment of fees (4) Printing of business permit (5) Submit requirements for sanitary permit at CHO (primary requirement is the health certificate) (6) Inspection (if necessary) (7) Printing of sanitary permit
Classification of Establishments	Food Non Food Water refilling station	Food Non Food	Food Non Food Water refilling station
Requirements for Sanitary Permit Application	<b>Food and Non-food</b> – health certificate <b>Water refilling stations</b> – plans and specifications signed by licensed	<b>Food</b> – health certificate	<b>Food</b> – health certificate <b>Water refilling stations</b> – Physicochemical (semi-annual),

<b>Process / Requirement</b>	<b>Batangas City</b>	<b>Iloilo City</b>	<b>Cagayan de Oro City</b>
	Sanitary Engr., recent microbiological, physicochemical and heterotrophic plate count result, proof of 40-hr certification course for water operations, health certificates (chest x-ray, stool exam, Hepa A, 1x1 picture, valid ID)		monthly bacteriological, and heterotrophic test results, schematic diagram, process flow, floor plan, sanitary engineers clearance, health certificate (x-ray, urine, stool), vermin control
Schedule of Inspection	SI's are assigned per area/ zone as developed by the CHO. Frequency as per IRR.	No specific area or establishment assigned per SI. Frequency as per IRR.	Based on establishment type
Number of Sanitary Inspectors	9	14	19
Percentage of Business with Sanitary Permit Inspected	FE – 90% Non Food – 60%	FE – 70%	FE and non-FE – 80%

### C. Sanitary Permit Issuance and Inspection Procedures in Other Local Governments Consulted

Three consultation workshops were conducted to discuss the current procedures of the INVEST partner cities and some of the contingent LGUs. Table 7 shows the workshop dates and the LGUs that attended.

**Table 7.**  
**Local Governments Consulted on Sanitary Permit Application and Inspection**

Workshop Details	Cagayan de Oro Workshop	Batangas Workshop	Iloilo Workshop
Date of Workshop	March 26, 2014	April 4, 2014	April 10, 2014
Number of participants	24 participants	18 participants	25 participants
LGU attendees	Cagayan de Oro City Opol El Salvador City Laguindingan Iligan City Manolo Fortich	Batangas City Tagaytay City Talisay City Silang	Iloilo City Oton Pavia Sta. Barbara Jordan Pototan Leganes

Most of the LGUs consulted classify business establishments into food or non-food. The sanitary permit application including the assessment of fees are embedded in the business permit application process. There is no distinct difference in the sanitary permit application between new application and renewal, except for the requirements.

Most LGUs consulted in Cagayan de Oro reported three steps in applying for new sanitary permit. El Salvador and Laguindingan requires a fourth step, which is the joint inspection. The processing time ranges from one day to three days, including the conduct of inspection. Aside from the application form, the only other documents required by the LGUs are the health certificates, with the exception of Opol, which also asks for the submission of employees' birth certificate. For the renewal of sanitary permits, the processing time varies from 30 minutes (in CDO, Iligan, Manolo Fortich), one hour (in El Salvador, Laguindingan) to one day (in Opol). The number of signatures required also varies to either two or three.

The application for new sanitary permit in LGUs that attended the Batangas workshop can be processed in three to five minutes. Talisay requires inspection prior to issuance of sanitary permit while the others (Batangas, Tagaytay and Silang) conduct inspection after the issuance of sanitary permit.

Iloilo City and its contingent LGUs indicated the same process for both new and renewal applications. There are five steps in the application of sanitary permit for food establishments while there are two steps for non-food establishments. The five steps included the processing and securing of the health certificates.

Annex 3 presents the process documentation for the LGUs consulted in the three workshops.

#### **D. Fees, Sanitation Ratings and Schedule of Inspections**

Each city or municipality has its own Revenue Code, as reflected in its Citizen Charter, where the rates for sanitary permit fees are prescribed. Depending on the LGU, fees are determined by: (1) type of establishment; (2) percentage of the business license fee or percentage of the gross income of the previous year; or (3) gross usable floor area of the establishment. There are no prescribed uniform fees across the different LGUs.

The fees collected by LGUs in relation to sanitary permit also vary. Some LGUs collect sanitary fee along with other sanitation-related fees (e.g., garbage fee) during business registration or renewal. Other LGUs also collect sanitary inspection fee on top of the sanitary permit fee. This inspection fee is similar to fees collected for building, electrical, plumbing, and fire inspection. There is no distinction on the sanitary inspection fee for new business or renewal.

Batangas City collects a sanitary permit fee and sanitary inspection fee. The sanitary permit fee is dependent on the industry type and business size. The sanitary inspection fee is based on the floor area. Specific schedule of fees is available at the BPLO. Iloilo City collects a sanitary permit fee only, which is based on business size. Cagayan de Oro City also collects a sanitary permit fee only, which is based on industry type and building size (INVEST, 2012).

As relayed by sanitary inspectors interviewed, the schedules of inspection of the LGUs differ from each other. For a new establishment, some LGUs issue sanitary permits even without the conduct of inspection while other LGUs must inspect the establishment prior to the issuance of sanitary permit. But the conduct of sanitary inspection in a new establishment applying for a sanitary permit for the first time is considered unproductive since the business is yet to start its operation.

For renewal, LGUs are supposed to inspect based on the frequency prescribed in the IRR. The INVEST partner cities schedule the conduct of regular inspection based on their own established methodologies and approaches. For example, Batangas City divides the number of barangays to its existing available sanitary inspectors. Sanitary inspectors in Cagayan de Oro City, on the other hand, conduct sanitary inspection of business establishments as a group, thereby, making the rounds easier to accomplish.

Based on the information presented by LGU representatives during the workshops, the inspection frequency prescribed in the IRR is often not followed. FEs and water refilling stations are prioritized over other establishments; however, not all FEs, though prioritized, are inspected.

## IV. RESULTS OF CONSULTATIONS

The common issues raised in the key informant interviews and consultation workshops conducted for the study are discussed below with remedial measures taken by some of the LGUs consulted.

### 1. Issuance of Business Permit prior to Issuance of Sanitary Permit

The issuance of the business permit prior to the issuance of the sanitary permit is the most common issue raised during the workshops. The SIs who attended the workshops prefer that the business permit would not be issued until the applicant-establishment has complied with the requirements of the Sanitation Code and has first secured a sanitary permit.

### 2. Deficiencies in the Conduct of Regular Sanitary Inspection

The guidelines, forms and procedures as provided in the Sanitation Code, its IRR and the Operation Manual for SIs are clear, concise and easy to follow. However, most of the LGUs cited that the lack of resources prevent them from conducting the required number of inspections. These resources could be the: (a) lack of manpower – all of the LGUs visited do not have a Sanitary Engineer; and (b) service vehicles, which could speed up the conduct of inspection of establishments beyond the city center.

Of the LGUs consulted, Batangas City and Pototan have the highest inspection rate at 90% of all registered FEs. Pavia and Leganes followed at 80% inspection rate for FEs. Other LGUs reported a range of 40% to 60% inspection rates. For non-FEs, Silang, Leganes and Pavia showed the highest inspection rate at 80%; the rest ranged from 10% to 70%.

Some LGUs registered a higher inspection rate for FEs as these were prioritized for inspection with the water refilling stations. Only Manolo Fortich prioritized agro-industrial establishments over FEs. Talisay used the size of the establishment as basis for inspection prioritization while four LGUs in Iloilo (Jordan, Leganes, Pavia and Oton) prioritized the inspection of new establishments. Some LGUs, such as Jordan, Pavia, and Pototan, forego the routine inspections in order to prioritize inspection of establishments with complaints.

To address the problem in inspection deficiency, the three partner cities of INVEST have started a program for a joint inspection of establishments with a team composed of representatives from concerned units of local and national governments (i.e., BPLO, Sanitation, DENR, BFP, etc.). This arrangement is intended to minimize the number of inspections an establishment is subjected to for the same period and purpose by the government. The program may be adapted in other LGUs and the team trained to cover all the relevant inspection criteria across all the relevant LGUs. This could free up manpower resources for all units, including the CHO/MHO.



Given that the current CHO/MHO personnel may not be augmented due to budget and other administrative concerns, a risk-based inspection frequency would be a more viable option for the LGUs.

The table below presents a summary of the problems and issues raised during the workshops with the recommended steps to address the issues.

**Table 8.**  
**Summary of Issues, Comments and Recommendations Raised During the Workshops**

<b>Reform Area</b>	<b>Issues/ Problems</b>	<b>Proposal</b>	<b>Implementation Mechanisms</b>	<b>Possible Hindrances</b>
1. Steps	Issuance of business permit (BP) prior to release of sanitary permit	Hold issuance of BP until Sanitary permit is issued	-Revise LGU internal process - Automation / centralized database	-Longer processing of BP -Insufficient budget
2. Inspection	-Insufficient number of SI's - Lack or no service vehicles for use during inspections	-Hire additional SI's -Additional vehicles -Rationalize role of SI - form joint inspection team - risk-based inspection frequency	-Include in LGU budget -Review of role of SIs by DOH and LGU -explore partnerships with other LGUs/NGAs -review prospect of risk-based inspection frequency	Insufficient budget
3. Processing Time	Manual database or no database	-Automation of process with central database -Remote access to database	Include in LGU budget	Insufficient budget
4. Fees	Additional fees for establishments with violations	New regulation	New regulation	Negative feedback from establishments
5. Requirements	Guide for categorization of establishments	Review of categorization	New regulation	Too many categories to keep track

### 3. Common Violations of the Sanitation Code

Based on the key informant interviews, usual violations on the rules and regulations of the Sanitation Code are poor cleanliness in establishments, improper handling of garbage, and incomplete or non-submission of health certificates of all employees of the establishment.

Cost is the main reason for the non-submission or incomplete submission of health certificates. Most establishments do not shoulder the cost of securing health certificates, such as laboratory fees, as employees often stay with the business for short periods only. Likewise, employees do not have the resources to pay for these related fees.

If there are negative findings during sanitary inspection, a sanitation order will be issued to the establishment by the SI. The business establishment is given time to rectify and address the violations prior to the next scheduled inspection. Should the owner of the establishment fail to comply after several issuances, the SI will submit a report to the CHO. The CHO may elevate the case to the BPLO or to the LGU's legal department to enforce proper sanctions.

In Batangas City and Cagayan de Oro City, establishments with pending issues with the CHO are not allowed to renew their business registrations until and unless they comply with the CHO requirements. In Iloilo City, a system of feedback to the BPLO and the SI is yet to be established so that establishments with pending cases on sanitation violations are not permitted to renew their business registration.

## IV. PROPOSED RISK-BASED CATEGORIZATION FOR INSPECTION

### A. Best Practices in Other Countries / Multilateral Organizations

A review of risk-based inspection systems, such as those provided by the US FDA, Food and Agriculture Organization (FAO) and Singapore's National Environment Agency (NEA), was conducted to provide initial guidelines and to ensure that the recommendations for local application are in line with international standards.

#### **United States' Food and Drugs Administration (US FDA)**

The US FDA recommends in its Program Standards that those with regulatory jurisdictions should develop and use a process to group food establishments into at least three categories based on potential and inherent food safety risks. Standard 3 of the Program Standards also requires that regulatory jurisdictions conduct inspections based on the risk categories to focus its resources to food operations with the greatest food safety risk.

Annex 5 of the US FDA Food Code of 2009 stated that the following factors should be considered in the development of a risk-based inspection program for retail and food service establishments: types of food served; food preparation processes used; volume of food; and population served.

Annex 5 also states that regulatory jurisdictions consider the voluntary food safety management systems, like HACCP, implemented by food establishments to justify a decrease in inspection frequency. In the same manner, the following factors are considered to justify an increase in the inspection frequency:

- History of non-compliance with provisions related to foodborne illness risk factors or critical items;
- Specialized processes conducted;
- Food preparation a day in advance of service;
- Large number of people served;
- History of foodborne illness and/or complaint; and
- Highly susceptible population served.

Table 9 is an example of risk-based categorization of food establishments recommended by the US FDA. The establishments will be classified to four risk categories or Category Risk 1 to 4. Risk Category 4 is the highest risk category requiring the most number of inspection required. The historical compliance of the establishment (i.e., most current inspection rating scores) will have an effect on its categorization.

As seen in Table 9, if the establishment classified as Category 1 fails to meet the minimum inspection rating, it will be downgraded to Category 2 for the current year and the number of inspection that has to be conducted will be increased from once to twice a year. The FDA guideline did not say if establishments with higher risk categories pay higher inspection fees.

**Table 9.**  
**Risk Categorization of Food Establishments by US FDA**

<b>Risk Category</b>	<b>Description</b>	<b>Inspection Frequency (#/Yr)</b>
1	<ul style="list-style-type: none"> <li>• Examples include most convenience store operations, hot dog carts, and coffee shops.</li> <li>• Establishments that serve or sell only pre-packaged, non-potentially hazardous foods (non-time/temperature control for safety (TCS) foods).</li> <li>• Establishments that prepare only non-potentially hazardous foods (non-TCS foods).</li> <li>• Establishments that heat only commercially processed, potentially hazardous foods (TCS foods) for hot holding. No cooling of potentially hazardous foods (TCS foods).</li> <li>• Establishments that would otherwise be grouped in Category 2 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.</li> </ul>	1
2	<ul style="list-style-type: none"> <li>• Examples may include retail food store operations, schools not serving a highly susceptible population, and quick service operations.</li> <li>• Limited menu. Most products are prepared/cooked and served immediately. May involve hot and cold holding of potentially hazardous foods (TCS foods) after preparation or cooking.</li> <li>• Complex preparation of potentially hazardous foods (TCS foods) requiring cooking, cooling, and reheating for hot holding is limited to only a few potentially hazardous foods (TCS foods).</li> <li>• Establishments that would otherwise be grouped in Category 3 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.</li> <li>• Newly permitted establishments that would otherwise be grouped in Category 1 until history of active managerial control of foodborne illness risk factors is achieved and documented.</li> </ul>	2
3	<ul style="list-style-type: none"> <li>• An example is a full service restaurant. Extensive menu and handling of raw ingredients.</li> <li>• Complex preparation including cooking, cooling, and reheating for hot holding involves many potentially hazardous foods (TCS foods). Variety of processes require hot and cold holding of potentially hazardous food (TCS food).</li> <li>• Establishments that would otherwise be grouped in Category 4 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.</li> </ul>	3

Risk Category	Description	Inspection Frequency (#/Yr)
	<ul style="list-style-type: none"> <li>Newly permitted establishments that would otherwise be grouped in Category 2 until history of active managerial control of foodborne illness risk factors is achieved and documented.</li> </ul>	
4	<ul style="list-style-type: none"> <li>Examples include preschools, hospitals, nursing homes, and establishments conducting processing at retail.</li> <li>Includes establishments serving a highly susceptible population or that conduct specialized processes, e.g., smoking and curing; reduced oxygen packaging for extended shelf-life.</li> </ul>	4

### Food and Agriculture Organization (FAO)

The Food and Agriculture Organization of the United Nations (FAO) Risk-based Food Inspection Manual published in 2008 cites the following factors that may be used to determine the risk associated with food establishments:

- a. Occurrence of risk factors that may cause food-borne diseases.
  - Such as cross contamination, food from unsafe sources, inadequate cooking, improper holding temperatures, contaminated equipment, poor personal hygiene, food handlers' health status, water quality, presence of pests.
- b. Frequency of non-compliance.
- c. Process- or product-related risk factors.
  - Identifying high-risk foods or high-risk food preparation processes.
  - Focus on primary food operations and primary food processing operations (e.g. animal rearing/ slaughtering/ processing, produce growing/ packing operations, fisheries and/or fish and other seafood processing operations).
- d. Number of expected consumers.

The inspection prioritization technique recommended by FAO is to create a "profile" for each establishment by applying the following selection methodology:

- a. Compliance profile – designate as HIGH if establishment has good compliance history; LOW if establishment has bad compliance history.
- b. Product risk profile – based on level of food borne disease risk factors, product presence or volume or reach of the product (e.g. high number of expected consumers, created for susceptible groups like the elderly and children); A HIGH or LOW profile is designated for each establishment.

Table 10 illustrates the resulting inspection priority matrix based on the above profiles but it does not provide recommendations as to the specific number of inspections that should be done.

**Table 10.  
Inspection Priority Matrix Developed by FAO**

<b>Establishment Compliance Profile</b>	<b>Product Risk Profile</b>	<b>Inspection Priority*</b>
Low	High	1
Low	Low	2
High	High	2
High	Low	3

\* 1= top priority, 2 = medium priority, 3 = low priority

The FAO manual further states that the resulting categorization and inspection prioritization should be reviewed and updated after each succeeding inspections, as there could be changes in the establishment compliance profile and the product risk profile.

### **National Environment Agency (NEA) Singapore**

The National Environment Agency (NEA) of Singapore uses a grading system to determine the frequency of inspection for FEs. The grades are based on the result of scheduled and unscheduled inspections. The FEs are assessed based on cleanliness, housekeeping, food hygiene and personal hygiene. Table 11 shows the FE grades and the required inspection frequency.

**Table 11.  
FE Grades and Inspection Frequency Adopted by Singapore NEA**

<b>Grade</b>	<b>Rating</b>	<b>Inspection Frequency</b>
A	>85%	Once in 6 months
B	70% - 84%	Once in 6 months
C	50% - 69%	Once in every month
D	40% - 49%	Once in every week
Non-Graded		Once in 12 months

The FEs are also subject to fines based on the number of demerit points gained during the inspection. Demerits points vary on the offenses noted during the inspection. Aside from the fines imposed, the accumulated demerit points over a 12-month period will determine the suspension period to be imposed and may result in the revocation of the license.

## B. Determination of Risk Category Factors

Common to all risk-based inspection categorizations is the use of the establishments' history of compliance, risk management systems in place, likely occurrence of food-borne diseases and the magnitude or scale of the potential consumers. All of these factors were considered in the formulation of the risk-based inspection presented during the LGU consultations.

In developing the risk-based inspection procedure, two things were considered in the analysis of the risk associated with the establishments: (a) incident potential; and (b) health consequence.

### Incident Potential

This refers to the likelihood that an incident will happen due to the operation of the establishment or due to the product coming out of the establishment. Incidents may be related to food poisoning, transmission of communicable diseases, water contamination, outbreak of water borne diseases, and chemical contamination.

The type and nature of business establishments and their historical compliance helps determine incident potential. Higher incident potential is associated with establishments catering to vulnerable groups or serving a large number of customers coupled with a very poor performance or very unsatisfactory sanitary rating. Incidents (e.g., food contamination or poisoning) will most likely happen under these two scenarios.

In the proposed risk-based sanitary inspection system, all establishments (even new establishments) will be rated according to the descriptions shown in Table 12.

**Table 12.**  
**Proposed Incident Potential Rating for Establishments**

Rating	Definition
Low	<p><i>Event:</i> Unlikely to happen or theoretically possible to happen but no report of its occurrence is available locally</p> <p><i>Historical Compliance of the Establishment:</i> Establishments with high inspection compliance (90%-100%)</p>
Medium	<p><i>Event:</i> Has happened <i>once</i> in the establishment</p> <p><i>Historical Compliance of the Establishment:</i> Establishments with inspection compliance of 70% to 89%</p>
High	<p><i>Event:</i> Has happened <i>more than once</i> in the establishment Primary food processing operations</p> <p><i>Historical Compliance of the Establishment:</i> Establishments with low inspection compliance (&lt; 69%)</p>

## Health Consequence

The rating on health consequence of the operation and product of the establishment is described in Table 13. The health consequence refers to the possible harm that may be caused to the general public and the potential magnitude of such harm.

**Table 13.**  
**Health Consequence of an Incident**

<b>Rating</b>	<b>Health Consequence Definition</b> (in terms of potential to cause harm to people)	<b>Sample Establishments</b>
1	SLIGHT ILLNESS: Not affecting activities of daily living, nor cause disabilities or morbidities to members of the community. Incident not hazardous to health (e.g. cough, cold, minor respiratory illnesses).  SMALL NUMBER OF POTENTIAL RECEPTORS	Offices, sari-sari store, payment centers, banks, parlors / barber shop
2	MINOR ILLNESS: Affecting activities of daily living (schooling, cooking, washing clothes) or a need to take a few days off to fully recover the activities of daily living. Incident with limited health effects, which are reversible (e.g. LBM, skin irritation).  SMALL NUMBER OF POTENTIAL RECEPTORS	Hotels (small), motels, quick service restaurants, junk shop
3	MAJOR ILLNESS: Resulting in a permanent partial disability or affecting activities of daily living of members of the community in the long-term. Incidents of irreversible damage without serious disability (e.g. Hepatitis, Tuberculosis, STD).  LARGE NUMBER OF POTENTIAL RECEPTORS but with several layers of distribution before end-consumer	Manufacturing companies, poultry, piggeries, sauna/health spa
4	PERMANENT TOTAL DISABILITY OR FATALITY: Incident capable of irreversible damage with serious disability or death to vulnerable members of the community (e.g. food poisoning, exposure to chemicals with known human carcinogen)  LARGE NUMBER OF POTENTIAL RECEPTORS	School cafeteria / canteen, water refilling, market, abattoir, large hotels

Table 13 presents the analysis of the gravity of the health consequence associated with an incident. A potential incident associated to offices will have low health consequence since the exposed individuals will be few and the contact between people is limited. While an incident potential in a school cafeteria will have a high health consequence since there is a potentially large and often vulnerable group of receptors.



### C. Frequency of Inspection

Based on the above factors, a proposed risk-based inspection frequency is shown in Table 14. This prescribes the number of inspection to be conducted per year based on health consequence and incident potential.

A low incident potential with a low health consequence rating will mean less inspection frequency (0-1) while a high incident potential with a high health consequence rating will mean frequent inspection (i.e., monthly). A high incident potential occurring with a low health consequence will have a maximum of two inspections per year.

**Table 14.**  
**Health Consequence Matrix for Various Incident Potentials**

Health Consequence	Number of Inspections per Year		
	<i>Incident Potential - Low</i>	<i>Incident Potential - Medium</i>	<i>Incident Potential - High</i>
1	0 to 1	0 to 1	2
2	0 to 1	2	3
3	2	3	Monthly
4	2	3	Monthly

Using the analysis in Table 14, establishments can then be classified into the Risk Category Matrix shown in Table 15.

**Table 15.**  
**Proposed Categories of Establishments and the Prescribed Frequency of Inspection**

Category	Minimum Number of Inspections per Year
1	0 to 1
2	2
3	3 (or quarterly)
4	At least monthly

It is recommended that LGUs categorize all business establishments applying for sanitary permits (new and renewal) into these four categories. The SI's may develop their inspection work plan or schedule of sanitary inspection for the year based on this categorization and listing. An exemption list may be developed for establishments under Category 1 where the establishments will be exempted for inspection or may be subjected to every other year inspection frequency. The exemption list may be developed and recommended by DOH (i.e., offices with less than 10 employees).

## D. Prioritization and Schedule of Inspections

The frequency of inspection prescribed in the IRR of the Sanitation Code (as enumerated in Annex 1) may now be modified and improved using the analysis presented. The proposed improvements on the inspection frequency and the categories are shown in Table 16.

**Table 16.**  
**Proposed Risk-Based Categorization of Establishments**  
**Applying for Sanitary Permit**

Type of Establishment	Category
<b>1. Food Establishment</b>	
a. HACCP / ISO 22000 certified establishments	1
b. Establishments that sell only pre-packaged food (e.g. coffee shops, convenience stores, etc.)	1
c. Quick service restaurants (limited menu, food products are prepared/cooked and served immediately), sari-sari stores, grocery, supermarket, cold storage, bakery, and other FEs	1
d. Water refilling stations, market, ice plant, abattoirs	2
<b>Category after Inspection</b>	
a. Inspection Rating of 90-100%	Same Category
b. Inspection Rating of 70-89%	1 category lower
c. Inspection Rating of <69%	2 categories lower
<b>2. Non-Food Establishment (Industrial, Public Places and Nuisance Trades)</b>	
a. ISO 14000 certified establishments	1
b. Hospitals	1
c. Other establishments	1
d. Sauna/health spa	2
<b>Category after Inspection</b>	
a. Inspection Rating of 90-100%	Same Category
b. Inspection Rating of 70-89%	1 category lower
c. Inspection Rating of <69%	2 categories lower

The category of the establishments will be reviewed and re-classified, if necessary, after the conduct of the routine sanitary inspection. The inspection rating will determine if the establishment will retain its existing category or will be lowered.

## V. RECOMMENDATIONS

### A. Recommendations

#### 1. Proposals for Streamlining the Sanitary Permit Application Procedures

The LGU consultation workshops conducted showed that the LGUs have different processes and procedures, processing time and fees for the issuance of sanitary permit. Likewise, they have different approaches in the conduct of the sanitary inspection. Based on the inputs and information gathered from the LGU consultations, the following are recommendations in streamlining the sanitary permit application procedure:

- a. **Year-round BOSS.** Except for the INVEST partner cities, all LGUs who attended the workshops only convene or set-up a one-stop-shop during the business permit renewal period in January to February each year. It is recommended that the one-stop-shop be available throughout the year to facilitate the issuance of sanitary permit. A smaller manpower complement can be deployed after February to man the one-stop-shop. The sanitary permit application should be part of the one-stop business permit processing of the LGU. For new business application, the inspection should be done after the issuance of the business permit. These new establishments will form part of the routine inspection schedule.
- b. **Early submission of requirements for sanitary permits renewal.** Similar to the practice of Batangas City, establishments should be encouraged to submit the requirements (e.g., health certificates) for the sanitary permit renewal in November to December each year to facilitate the release of the sanitary permit in January the following year during the renewal of business permits. Early submission of the requirements will also allow sanitary inspections to start in January instead of the usual start in March or April. This will provide more time for the SIs to plan and conduct the routine sanitary inspections.
- c. **Online application for permits.** Iloilo City has an online system in place for processing applications for business permits. In this system, the requirements and corresponding fees for business and sanitary permits can be viewed online, and application forms could be submitted online, reducing the risk of loss of documents. The application process is faster and the database is made available to all concerned units of the LGU.

From the data presented by Iloilo City during the workshop, the system cut down the verification processing time to 10 minutes. Although it was not made clear how long it would take for the various concerned departments and offices to actually process and release the required clearances.

LGUs could adopt a similar online system for processing applications. A standard processing time could be adopted across all concerned units of the LGUs. Information on Sanitary Orders issued, and recommendations for revocation of sanitary permit could be made available online.

- d. **Standard application form across all LGUs.** With the thrust of creating a year-round BOSS and an online application system, the use of the Unified Application Form (UAF), which incorporates the sanitary permit application, is highly recommended. This will limit the number of forms that need to be filled out by the applicants.

The business permit application form for new businesses for Iloilo City shown in Annex 4 is a good example of a UAF. All the required information and pre-requisite requirements are included in the two-page form. This will enable the applicant to complete all the requirements prior to submission to the BPLO. This will also enable the BPLO to screen the application to cover all the concerned departments and offices (e.g., City Engineers Office, Health Office, etc.). This encapsulates the BOSS. All the inter-departmental or inter-office coordination can be done within the BOSS so that there would be no need for the applicant to file and submit the requirements in all the different departments and/or offices.

The same should be done for the renewal application form. Aside from using the declaration of gross receipts as a simplified application form, as used by Iloilo City, the requirements from other departments and offices should also be listed. This will ensure that the applicant is made aware of the other requirements, particularly the requirements for the issuance of sanitary permit.

- e. **Standard requirements for sanitary permit and health certificate across all LGUs.** As mentioned earlier, the UAF showing the requirements for the sanitary permit application will improve the application process. The same application form should also show the requirements for the health certificates. Cost of applying for the health certificate is one of the major reasons cited for the non-submission of this requirement, which is a Sanitation Code violation. Some LGUs are able to charge minimal fees for the application and the required laboratory examinations. The validity of the laboratory results also varies across LGUs consulted. Some LGUs require that health cards and laboratory examinations be done every six months while others accept longer validity for certain laboratory results like chest x-ray and stool examination. A longer validity will help increase compliance to the health card requirements, as it will be more cost effective for the applicants.

In the UAF of Iloilo City, the requirements for sanitary permit for FEs are the health certificates and work permits of all the FE's employees. The recommended minimum requirement for establishments as indicated in the Code and its IRR are, as follows:

- FE – certificate of potability of all water sources, health certificates
- Non-FE – health certificates

On the other hand, the recommended minimum requirements for the health certificates are, as follows:

- Food handlers – chest x-ray or sputum exam, stool exam valid for a year
- Dance instructors / spa therapist / masseur / massage assistant / club entertainers – chest x-ray or sputum exam and stool exam valid for a year, and STD clearance every two weeks

- f. **Remove non-food handler's health card requirement for certain establishments.** Non-food establishments such as offices, banks, and other service centers maybe exempted from the health card requirement. These establishments usually provide annual physical examinations for their employees that cover the laboratory requirements for the non-food handlers' health card.
- g. **Risk-based sanitary inspection.** Conducting a risk-based sanitary inspection will help the LGUs make effective use of their current resources but with due consideration to the risks posed by the operation of the establishments.

## **2. Adoption of Risk-based Sanitary Inspection**

Due to lack of resources, most SIs of the LGUs consulted already practice an informal system of risk-based sanitary inspection. It is therefore of paramount importance that the recommended risk-based sanitary inspection system be adopted by all LGUs to assist the SIs in putting up an acceptable system of conducting a risk-based sanitary inspection in their respective localities.

The IRR and Operations Manual for SIs need to be amended to capture the recommended guidelines and changes in the inspection frequency and the proposed establishment categorization. Since the categorization of establishments especially those applying for renewal is based on compliance records, there is a need to review the rating system being used by the SIs during sanitary inspection. There might also be a need to enhance the capacity of the SIs in the proper conduct of sanitary inspection, especially for food establishments.

In order to institutionalize risk-based categorization and inspection, a set of policy guidelines should be issued by DOH to the SIs through a memorandum circular that provides guidelines on the categorization of the establishments, scheduling of sanitary inspection, and management of information collected during inspections (refer to Annex 5 for the draft DOH-DILG Joint Memorandum Circular). Workshops for C/MHO personnel should be conducted to ensure adequate information dissemination.

### **B. Next Steps**

The Project has conducted several meetings with officials of the DOH and DILG to present the results of the study. There was general agreement on the importance of streamlining the procedures for sanitary permits and the advantages of adopting a risk-based inspection system, which was recommended in the study. However, the DOH and the DILG are recommending several activities that may have to be undertaken before the recommendations can be implemented:

1. Conduct consultations on the recommendations of the study within DOH and among selected sanitary inspections;
2. Present the recommendations of the study to the BPLS Oversight Committee and other concerned agencies such as the Department of Tourism;

3. Sign the DOH-DILG JMC in a ceremony which can also be used as a venue to disseminate the new procedures;
4. Prepare an implementation plan/activity design for the roll-out of the JMC, which should include (i) the revised implementing rules and regulations of the Sanitation Code to reflect the recommendations of the study; (ii) training plan for the sanitation inspectors; (iii) a communication plan; and
5. Study for the DILG on how the JMC requirements can be considered in the Seal of Good Local Governance.

## ANNEX 1. Provisions in the Sanitation Code and its Implementing Rules and Regulation related to the Issuance of Sanitary Permit and Conduct of Sanitary Inspection

Establishment	Sanitation Code	Implementing Rules and Regulations
Food Establishment	<p><b>Sanitary Permit</b>- Required prior to operation</p> <p><b>Sanitary Permit Fees</b> - Amount will be set through city or municipal resolution</p> <p><b>Health Certificate</b> - No person shall be employed without a health certificate</p> <p><b>Sanitary Inspection</b> - At least every six months</p>	<p><b>Sanitary permit</b></p> <ul style="list-style-type: none"> <li>• Sanitary permit will be issued only upon compliance to at least a satisfactory rating utilizing the EHS Form No. 103-A and existing sanitation standards for Fes</li> <li>• Valid for 1 year ending 31 Dec, but for new FEs sanitary permit will be valid up to 31 Dec of the current year; renewable every year</li> </ul> <p><b>Sanitary permit Fees</b></p> <ul style="list-style-type: none"> <li>• Amount will be set through city or municipal ordinance</li> </ul> <p><b>Health Certificate</b></p> <ul style="list-style-type: none"> <li>• Issued after the required physical and medical examinations and immunizations (EHS Form No. 102-A,B,C)</li> <li>• Renewed every year or as often as required by local ordinance</li> </ul> <p><b>Sanitary Inspection</b></p> <ul style="list-style-type: none"> <li>• Fees payable on every inspection as set by existing law or set through City or Municipal ordinance</li> <li>• Inspection should be done within 7 days from payment of sanitary inspection fee</li> <li>• Frequency of inspection: <ul style="list-style-type: none"> <li>Class A – once every 3 months</li> <li>Class B – Once every 2 months</li> <li>Class C – Once a month</li> <li>Markets – Once a week</li> <li>Other FEs – once every 6 months</li> </ul> </li> <li>• Sanitation Standard: <ul style="list-style-type: none"> <li>90-100%      Excellent</li> <li>70-89%      Very Satisfactory</li> <li>50-69%      Satisfactory</li> </ul> </li> <li>• Inspection rating below 50% will be recommended for suspension until compliance</li> </ul>

Establishment	Sanitation Code	Implementing Rules and Regulations
		<b>Other requirements</b> <ul style="list-style-type: none"> <li>• Certificate of Potability for all water sources as recommended by the sanitary engineer</li> </ul>
Grocery, Sari-sari stores	No specific provision	/ Sanitary permit required prior to operation / Health certificate required for employees handling food or food products
Bakeries	No specific provision	/ Sanitary permit required prior to operation / Health certificate required for employees in bakeries and delivery trucks who handle or comes into contact with the products or materials
Ice Plants	No specific provision	/ Sanitary permit required prior to operation / Health certificate required for personnel directly engaged in the preparation, manufacturing, handling and transporting of ice
Ambulant Food vendors	No specific provision	/ Can sell only bottled drinks, biscuits and confectioneries, and other pre-packed food; no food requiring utensils
Food Booth, Stall, Cart in Carnival, Fairs and the like	No specific provision	/ Required to get temporary sanitary permit prior to operation; permit not to exceed 3 months / Health certificate required for all employees
Vending Machines	No specific provision	/ Sanitary permit required prior to operation unless part or located in a FE
Markets & Abattoirs, Supermarket	No specific provision	/ Sanitary permit required prior to operation; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter / Health Certificate required for all employees; renewed at least once a year or more often as required by local ordinance (EHS Form No. 102-A or B). / Sanitary inspection: Market and market stall – once every week Supermarket – once every 3 months Abattoirs – once every 3 months / Inspection fees – as per local ordinance / Sanitation Standard: 90-100%      Excellent 70-89%      Very Satisfactory



Establishment	Sanitation Code	Implementing Rules and Regulations
		<p>50-69% Satisfactory</p> <p>/ Rating – based on average of sanitation standard at the end of the year to determine improvement or maintenance of rating</p>
Public Laundry	/ Sanitary permit required prior to operation	<p>/ Sanitary permit shall be issued upon compliance to at least a satisfactory rating utilizing the sanitary inspection EHS Form No. 103-B; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter</p> <p>/ Health Certificate required for all employees; renewed at least once a year or more often as required by local ordinance (EHS Form 102-A or 102-B).</p> <p>/ Sanitary inspection at least once every 3 months; fees as prescribed by local ordinance</p> <p>/ Sanitation Standard:</p> <p>90-100% Excellent</p> <p>70-89% Very Satisfactory</p> <p>50-69% Satisfactory</p> <p>/ Establishments with sanitation standard percentage rating below 50% shall be recommended for suspension of operation until compliance</p> <p>/ Average sanitation standard rating for the year will determine improvement or maintenance of rating</p>
School Sanitation and Health Services	No specific provision	<p>/ Sanitary permit required prior to operation</p> <p>/ Sanitary permit shall be issued upon compliance to at least a satisfactory rating utilizing the sanitary inspection EHS Form No. 103-B; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter</p> <p>/ Health Certificate required for all employees; renewed at least once a year or more often as required by local ordinance (EHS Form 102-A or 102-B).</p> <p>/ Inspection at least once every 3 months; fees as prescribed by local ordinance</p> <p>/ Sanitation Standard:</p> <p>90-100% Excellent</p> <p>70-89% Very Satisfactory</p> <p>50-69% Satisfactory</p> <p>/ Schools with sanitation standard percentage rating below 50% shall be recommended for suspension of operation until compliance</p>

Establishment	Sanitation Code	Implementing Rules and Regulations
		/ Average sanitation standard rating for the year will determine improvement or maintenance of rating
Tonsorial and Beauty Establishments	/ Sanitary permit required prior to operation / Health certificate required for personnel servicing customers	/ Sanitary permit shall be issued upon compliance to at least a satisfactory rating utilizing the sanitary inspection EHS Form No. 103-B; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter / Health Certificate required for all employees (EHS Form 102-B); renewed at least once a year or more often as required by local health officer / Inspection at least once every 3 months; fees as prescribed by local ordinance / Sanitation Standard: 90-100%   Excellent 70-89%    Very Satisfactory 50-69%    Satisfactory / Average sanitation standard rating for the year will determine improvement or maintenance of rating
Massage Clinics and Sauna Bath Establishments	/ Sanitary permit required prior to operation / Health Certificate required for masseur, massage clinic attendant (with VD clearance), and sauna bath attendant	/ Sanitary permit shall be issued upon compliance to at least a satisfactory rating utilizing the sanitary inspection EHS Form No. 103-B; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter / Health Certificate required; renewed at least once a year or more often as required by local health officer EHS Form No. 102-C – masseur and massage clinic attendant (with STD clearance every 2 weeks); other examinations such as HbsAG, VDRL, HIV maybe required based on discretion of local health officer Operator and other personnel must also have a health certificate. / Other requirements: Masseur – Certificate of registration from DOH Committee of Examiners for Masseurs Massage Attendant – physically and mentally fit medical certificate from city/municipal health officer, 60 hours training on practical massage, certificate of attendance on STD and AIDS seminars or lectures Sauna Bath attendants - physically and mentally fit medical certificate from

Establishment	Sanitation Code	Implementing Rules and Regulations
		<p>city/municipal health officer, 60 hours training on sauna bath techniques and procedures, certificate of attendance on STD and AIDS seminars or lectures</p> <p>/ Inspection at least once every 3 months; fees as prescribed by local ordinance</p> <p>/ Sanitation Standard:</p> <p>90-100% Excellent</p> <p>70-89% Very Satisfactory</p> <p>50-69% Satisfactory</p> <p>/ Average sanitation standard rating for the year will determine improvement or maintenance of rating</p>
Hotels, Motels and Apartments, Lodging, Boarding, or Tenement Houses and Condominiums	/ Sanitary permit required prior to operation / Health Certificate required for all employees	<p>/ Sanitary permit shall be issued upon compliance to at least a satisfactory rating utilizing the sanitary inspection EHS Form No. 103-B; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter</p> <p>/ Health certificate required for all employees (EHS Form No 102-A,B,C); renewed every year.</p> <p>/ Inspection at least once every 3 months; fees as prescribed by local ordinance</p> <p>/ Sanitation Standard:</p> <p>90-100% Excellent</p> <p>70-89% Very Satisfactory</p> <p>50-69% Satisfactory</p> <p>/ Average sanitation standard rating for the year will determine improvement or maintenance of rating</p>
Port, Airport, Vessel, and Aircraft Sanitation	No specific provision	<p>/ Sanitary permit shall be issued upon compliance to at least a satisfactory rating utilizing the sanitary inspection EHS Form No. 103-B; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter</p> <p>/ Health certificate required for all employees (EHS Form No 102-B); renewed every year.</p> <p>/ Inspection at least once every 3 months; fees as prescribed by local ordinance</p> <p>/ Sanitation Standard:</p> <p>90-100% Excellent</p> <p>70-89% Very Satisfactory</p> <p>50-69% Satisfactory</p>

Establishment	Sanitation Code	Implementing Rules and Regulations						
		<p>/ Establishments with sanitation standard percentage rating below 50% shall be recommended for suspension of operation until compliance</p> <p>/ Average sanitation standard rating for the year will determine improvement or maintenance of rating</p>						
Vermin Control Establishments	No specific provision	<p>/ Sanitary permit required for urban pest control operators prior to operation</p> <p>/ Sanitary permit shall be issued upon compliance to at least a satisfactory rating utilizing the sanitary inspection EHS Form No. 103-A; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter</p> <p>/ Health certificate required for all employees (EHS Form No 102-B); renewed every year.</p> <p>/ Inspection at least once every 3 months; fees as prescribed by local ordinance</p> <p>/ Sanitation Standard:</p> <table data-bbox="821 711 1220 808"> <tr> <td>90-100%</td> <td>Excellent</td> </tr> <tr> <td>70-89%</td> <td>Very Satisfactory</td> </tr> <tr> <td>50-69%</td> <td>Satisfactory</td> </tr> </table> <p>/ Establishments with sanitation standard percentage rating below 50% shall be recommended for suspension of operation until compliance</p> <p>/ Average sanitation standard rating for the year will determine improvement or maintenance of rating</p>	90-100%	Excellent	70-89%	Very Satisfactory	50-69%	Satisfactory
90-100%	Excellent							
70-89%	Very Satisfactory							
50-69%	Satisfactory							
Refuse Disposal	No specific provision	<p>/ Operating Permit required prior to operation of any refuse collection or disposal service; requirements are letter of application, project description, locational plan, and technical description of the facility and/or equipment; site inspection / validation required prior to issuance of operating permit</p> <p>/ Sanitary permit required prior to operation</p> <p>/ Sanitary permit shall be issued upon compliance to at least a satisfactory rating utilizing the sanitary inspection EHS Form No. 103-B; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter</p> <p>/ Health certificate required for all drivers, refuse collectors, all personnel involved in the collection of refuse</p> <p>/ Inspection at least once every 3 months; fees as prescribed by local ordinance</p> <p>/ Sanitation Standard:</p>						

Establishment	Sanitation Code	Implementing Rules and Regulations
		90-100%    Excellent 70-89%    Very Satisfactory 50-69%    Satisfactory / Average sanitation standard rating for the year will determine improvement or maintenance of rating
Nuisances, and Offensive Trades and Occupations	/ Sanitary permit required prior to operation	/ Sanitary permit required prior to operation / Sanitary permit shall be issued upon compliance to at least a satisfactory rating utilizing the sanitary inspection EHS Form No. 103-C; fees shall be set through city or municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter / Health certificate required for all employees (EHS Form No 102-B); renewed every year. / Inspection at least once every 3 months; fees as prescribed by local ordinance / Sanitation Standard: 90-100%    Excellent 70-89%    Very Satisfactory 50-69%    Satisfactory / Establishments with sanitation standard percentage rating below 50% shall be recommended for suspension of operation until compliance / Average sanitation standard rating for the year will determine improvement or maintenance of rating
Funeral and Embalming Establishments	/ Sanitary permit required prior to operation	/ Sanitary permit shall be issued upon compliance with the sanitary rules and regulations; fees shall be set through city / municipal ordinance; valid until 31 Dec of the current year and renewed every beginning of the year thereafter / Health certificate required for all employees. / Inspection at least once every 3 months; fees as prescribed by local ordinance / Sanitation Standard: 90-100%    Excellent 70-89%    Very Satisfactory 50-69%    Satisfactory / Average sanitation standard rating for the year will determine improvement or maintenance of rating

## ANNEX 2. Sanitary Permit Application and Inspection Forms

<b>EHS FORM NO. 110</b>
<b>APPLICATION FORM NO. _____</b> <b>RE: ISSUANCE/RENEWAL OF SANITARY PERMIT</b>
<b>The City/Municipal Health Officer</b> _____ _____
Sir/Madam:
I have the honor to apply for issuance/renewal of Sanitary Permit. Hereunder are pertinent information's to support my applications. BDT Approved Business Name: _____ Address: _____ Owner: _____ Manager: _____ Description of Propose/Present Business: _____ Attached is the floor plan of our establishment showing the proposed/present arrangement of appliances, equipments, fittings, table, etc. Photocopy of the Sanitary Inspection Fee Official Receipt No. _____ dated _____, 20 ____ is also attached. Please inform us of the date and time of your inspection and we will likewise appreciate if you could also inform us the soonest of the result of our application.
Very truly yours, _____ Applicant
<u><b>Office of the City/Municipal Health Officer</b></u> _____ Date
Sir/Madam:
In connection with your application for issuance/renewal of Sanitary Permit embodied in Application No. _____, dated _____, 20____, an inspection of your proposed/present establishment was conducted on _____, 20 ____, and your application is hereby: <u>      </u> <b>Approved</b> <u>      </u> <b>Conditionally Approved</b> <u>      </u> <b>Disapproved</b>
Very truly yours, _____ <b>CHO/MHO</b>
<b>NOTE:</b> For approved Application: Please pay the Sanitary Permit Fee For Conditionally Approved or Disapproved Applications: A separate Sheet is attached for compliance to qualify to a Sanitary Permit.

**HEALTH CERTIFICATE FOR FOOD HANDLERS**  
(Cream color)

EHS FORM NO. 102-A

Logo of City/  
Municipality

Office of the City/Municipal  
Health Officer  
.....  
Reg. No. \_\_\_\_\_

**HEALTH CERTIFICATE**

Pursuant of the provision of P.D. 522, P.D. 856 and City/Municipal  
Order No. \_\_\_\_\_ s. \_\_\_\_\_, this Certificate is issued for

NAME: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

AGE: \_\_\_\_\_ SEX: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

PLACE OF WORK: \_\_\_\_\_

1.D  
PICTURE  
  
1 X 1

SIGNATURE \_\_\_\_\_

CSD/SE-IN CHARGE \_\_\_\_\_

(CROMBIO) \_\_\_\_\_

FRONT (9cm. x 7cm.)

**IMPORTANT**

THIS HEALTH CERTIFICATE IS NON-TRANSFERABLE.  
ALWAYS WEAR YOUR CERTIFICATE IN THE UPPER LEFT SIDE  
FRONT PORTION OF YOUR GARMENT WHILE WORKING.  
VALID ONLY UNTIL THE NEXT DATE OF EXAMINATION, AS  
INDICATED BELOW.

\_\_\_\_\_ Date of Issuance \_\_\_\_\_ Date of Expiration

IMMUNIZATION

DATE	KIND	DATE OF EXP.

DATE	KIND	RESULT

DATE	KIND	RESULT

BACK (9cm. x 7cm.)





OFFICE OF THE CITY/MUNICIPAL HEALTH OFFICER

REGISTRATION FORM

DATE: \_\_\_\_\_

NAME OF ESTABLISHMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF OWNER/MANAGER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NOS.: \_\_\_\_\_

TYPE OF INDUSTRY (NEDA CLASSIFICATION): \_\_\_\_\_

NUMBER OF EMPLOYEES:

MALE: \_\_\_\_\_

FEMALE: \_\_\_\_\_

TOTAL: \_\_\_\_\_

NUMBER OF SHIFTS: \_\_\_\_\_

PRODUCTS: \_\_\_\_\_

\_\_\_\_\_

BRIEF DESCRIPTION OF THE PROCESS/OPERATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the above-mentioned information is true and correct.

\_\_\_\_\_  
Owner/Manager

DEPARTMENT OF HEALTH  
Office of the City/Municipal Health Officer

**SANITARY INSPECTION OF FOOD ESTABLISHMENT**

Establishment: \_\_\_\_\_ Category: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_

No. of Personnel: \_\_\_\_\_ No. with Health Certificate \_\_\_\_\_ Sanitary Permit No. \_\_\_\_\_

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ITEMS	DEMERIT (X)	RECOMMENDED CORRECTIVE MEASURES
1.		
2.		
3.		
4. CONSTRUCTION OF PREMISES		
5. MAINTENANCE OF PREMISES		
6. TOILET PROVISION		
7. HANDWASHING FACILITIES		
8. WATER SUPPLY		
9. LIQUID WASTE MANAGEMENT		
10. SOLID WASTE MANAGEMENT		
11. WHOLESOMENESS OF FOOD		
12. PROTECTION OF FOOD		
13. VERMIN CONTROL		
14. CLEANLINESS AND TIDINESS		
15. PERSONAL CLEANLINESS		
16. HOUSEKEEPING AND MANAGEMENT		
17. CONDITIONS OF APPLIANCES & UTENSILS		
18. SAN. CONDITIONS OF APPLIANCES & UTENSILS		
19. DISEASE CONTROL		
20. MISCELLANEOUS		

TOTAL DEMERITS \_\_\_\_\_

NOTE: Non-complying item are indicated with an (x). Every such item is weighted a demerit of 5. The rating of the establishment is therefore 100 - (number of demand x 5). The result is expressed as a percentage (%) rating.

SANITATION STANDARD	PERCENTAGE RATING
EXCELLENT -----	90 - 100 %
VERY SATISFACTORY -----	70 - 89 %
SATISFACTORY -----	50 - 60%

Received by: Inspected By:

\_\_\_\_\_  
Owner/Operator/Manger

\_\_\_\_\_  
Sanitary inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EHS FORM. 103-B**

DEPARTMENT OF HEALTH  
Office of the City/Municipal Health Officer

**SANITARY INSPECTION OF PUBLIC PLACES**

Establishment: \_\_\_\_\_ Category: \_\_\_\_\_  
 Owner/Manager: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 No. of Personnel: \_\_\_\_\_ No. with Health Certificate \_\_\_\_\_ Sanitary Permit No. \_\_\_\_\_

	ITEMS	DEMERIT (X)	RECOMMENDED CORRECTIVE MEASURES
Special Features	1.		
	2.		
	3.		
	4.		
Water supply	5. Quality		
	6. Quantity		
	7. Drinking Facilities		
Toilet H.W.F. etc.	8. No. of Compartment Rooms		
	9. Laboratory /H.W. Facilities		
	10. Toilet Accessories		
Liquid Waste	11. Approved Type of Facilities		
	12. Secondary Treatment Facilities		
	13. No Nuisance Problem Created		
Solid Waste	14. Adequate No. of Refuse Receptacle		
	15. Separation of Refuse		
	16. Approved Disposal Method		
Insect/Rodent	17. Vermin-Proofing of Establishment		
	18. Maintenance of Vermin/Abatement Program		
	19. Supervision & Protection of Client/Personnel During Disinfecting/De-rating		
	20. Miscellaneous		

TOTAL DEMERITS \_\_\_\_\_

NOTE: Non-complying item are indicated with an (x). Every such item is weighted a demerit of 5. The rating of the establishment is therefore 100 - (number of demand x 5). The result is expressed as a percentage (%) rating.

PERCENTAGE RATING (100% Less Demerit Score)

SANITATION STANDARD	PERCENTAGE RATING
EXCELLENT _____	90 - 100 %
VERY SATISFACTORY _____	70 - 89 %
SATISFACTORY _____	50 - 60%

Received by: Inspected By:

\_\_\_\_\_  
Owner/Operator/Manager

\_\_\_\_\_  
Sanitary inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### ANNEX 3. Process Mapping of Sanitary permit Application and Sanitary Inspection

**Table I. NEW Sanitary Permit Application Process Map for Cagayan de Oro City and Contingent LGUs**

LGU	No. of Steps in BPLS Process	Requirements	No. of signatures	Processing Time	Fees (Php)
Cagayan de Oro	3	Health Certificate	2	2 to 3 days	100 to 1,500
Opol	3	Health Certificate, Birth Certificate	3	Industrial – 1 day Others – 2 to 3 days	50 to 400
El Salvador	4	Health Certificate	3	3 days	100 to 2,000
Laguindingan	4 (includes joint inspection)	Health Certificate	3	2 to 3 days	60 to 1,600
Iligan	3	Health Certificate	2	1 day	20% of Mayors Permit Fee
Manolo Fortich	2	Health Certificate	2	2 to 3 days	450

**Table II. RENEWAL Sanitary Permit Application Process Map for Cagayan de Oro City and Contingent LGUs**

LGU	No. of Steps in BPLS Process	Requirements	No. of signatures	Processing Time	Fees (Php)
Cagayan de Oro	3	Health Certificate	2	1 hour	500
Opol	2	Health Certificate	3	1 day	50 to 400
El Salvador	2	Health Certificate	2	1 hour	100 to 2,000
Laguindingan	2	Health Certificate	2	1 hour	60 to 1,600
Iligan	1	Health Certificate	2	30 mins	20% of Mayors Permit Fee
Manolo Fortich	2	Health Certificate	2	30 mins	450

**Table III. NEW Sanitary Permit Application Process Map for Batangas City and Contingent LGUs**

LGU	Business Description	No. of Steps	Requirements	No. of signatures	Processing Time	Fees (Php)
Batangas	Food	2	Health Certificate	2	3 mins	Depends on type of business
	Non-food	2	Health Certificate	2		
Tagaytay	Food	2	Barangay Clearance, Laboratory Clearance	2	5 mins	Depends on type of business
	Non-food	2	Health Certificate	2		
	Spa	2	Working Permit	2		
Silang	Food	2	Medical Clearance	2	Depends on no. of employees	Minimum 100
	Non-food	2	Medical Clearance	2		
Talisay	Food	2	Laboratory Clearance	2	1 day	Minimum 200
	Non-food	2	Laboratory Clearance	2		

**Table IV. RENEWAL of Sanitary Permit Application Process Map for Batangas City and Contingent LGUs**

LGU	Business Description	No. of Steps	Requirements	No. of signatures	Processing Time	Fees (Php)
Batangas	Food	2	Health Certificate	2	3 mins	Depends on type of business
	Non-food	2	Health Certificate	2		
Tagaytay	Food	2	Barangay Clearance, Laboratory Clearance	2	5 mins	Depends on type of business
	Non-food	2	Health Certificate	2		
	Spa	2	Working Permit	2		
Silang	Food	2	Medical Clearance	2	Depends on no. of employee and applicant	Minimum 100
	Non-food	2	Medical Clearance	2		
Talisay	Food	2	Laboratory Clearance	2	1 day	Minimum 200
	Non-food	2	Laboratory Clearance	2		

**Table V. NEW Sanitary Permit Application Process Map for Iloilo City and Contingent LGUs**

LGU	Business Description	No. of Steps in BPLS Process	Requirements	No. of signatures	Processing Time	Fees (Php)
Iloilo	Food	5	Health Card	2	10 mins	500
Jordan	Food Non-food	1	Laboratory Clearance	1	5 mins	Depends on type of business
Leganes	Non-food	5	ECC, Permit to Operate, Brgy. Clearance, Resolution	4	28 mins	Depends on type of business
Pavia	Food	5	Fecalysis, Sputum, Chest X-ray	5	22 mins	Minimum 60
	Non-food	5	Sputum, Chest X-ray	5	22 mins	
Oton	Non-food	5	Health Card	2	3 to 5 mins	300
Pototan	Food Non-food	4	Brgy. Clearance	2	1 day	355

**Table VI. RENEWAL of Sanitary Permit Application Process Map for Iloilo City and Contingent LGUs**

LGU	Business Description	No. of Steps in BPLS Process	Requirements	No. of signatures	Processing Time	Fees (Php)
Iloilo	Food	5	Health Card	2	10 mins	500
Jordan	Food Non-food	2	Present laboratory result	4	15 mins	Depends on type of business
Leganes	Non-food	5	ECC, Permit to Operate, Brgy. Clearance, Resolution	4	28 mins	Depends on type of business
Pavia	Food	5	Fecalysis, Sputum, Chest X-ray	5	22 mins	Minimum 60
	Non-food	5	Sputum, Chest X-ray	5	22 mins	
Oton	Food Non-food	5	UAF, Checklist of Schedule, Brgy. Clearance, Health Card	2	3 to 5 mins	55 to 300
Pototan	Food Non-food	2	Brgy. Clearance	2	1 day	355

**Table VII. Summary of Inspection Frequencies for LGUs Consulted in the Batangas City Workshop**

LGU	Business Classification	How Often is the inspection?	Priority for inspection?	No. of SI's	% Inspected
Batangas	Food Non-food	Annually – FE Weekly – market Monthly – sari-sari store & carinderia	FE's	9	FE's – 90% Non FE's – 60%
Tagaytay	Food Non-food Spa/Sauna	Annually Weekly - Market	FE's	1	FE's – 50% Non FE's – 50%
Silang	Food Non-food	Inspection was based on complaints; Only new business establishments were inspected	FE's	5	New FE's – 60% New Non FE's – 80%
Talisay	Food Non-food	Annually	Food (Business size)	1	FE's – 40% Non FE's – 10%

**Table VIII. Summary of Inspection Frequencies for LGUs Consulted in the Cagayan de Oro City Workshop**

LGU	Business Classification	How Often is the inspection?	Priority for inspection?	No. of SI's	% Inspected
Cagayan de Oro	Food Non-food	3x – all FE's Monthly – water refilling station	FE's	19	At least 80%
Opol	Food Non-food	Monthly	FE's Water refilling station	1	No estimate
El Salvador	Food Non-food	Semi-Annually	FE's Water refilling station	1	No estimate
Laguindingan	Food Non-food		FE's	1	~ 50%
Iligan	Food Non-food	Quarterly	FE's Water refilling station	10	~ 50%
Manolo Fortich	Food Non-food	Quarterly	Industrial sector	1	~ 70%



**Table IX. Summary of Inspection Frequencies for LGUs Consulted in the Iloilo City Workshop**

LGU	Business Classification	How Often is the inspection?	Priority for inspection?	No. of SI's	% Inspected
Iloilo	Food	Depends on the IRR	FE's Water refilling station	14	~70%
Jordan	Food Non-food	2x a year	New establishments	1	FE's – 50% Non FE's – 50%
Leganes	Non-food	Annually	Establishments with complaints	2	FE's – 60 to 80% Non FE's – 60 to 80%
Pavia	Food Non-food	Once every 2 months	New establishments	1	No inspection for renewal; only for new
Oton	Food Non-food	Annually – FE's Weekly – market Monthly – sari sari stores	New establishments	2	No inspection for renewal; only for new
Pototan	Food Non-food	Monthly – FE's 2x a year – Non FE's	FE's Water refilling station	3	No inspection for renewal; only for new
Sta. Barbara	No data presented				

## ANNEX 4. Business Permit Application Forms - Iloilo City

Annex (Page 1 of 2): Application Form for Business Permit					
TAX YEAR <u>20__</u>					
ILOILO CITY					
<input type="checkbox"/> New  <input type="checkbox"/> Additional  <b>Transfer:</b> <input type="checkbox"/> Ownership <input type="checkbox"/> Location		<b>Amendment:</b> <input type="checkbox"/> From Single to Partnership <input type="checkbox"/> From Single to Corporation <input type="checkbox"/> From Partnership to Single <input type="checkbox"/> From Partnership to Corporation <input type="checkbox"/> From Corporation to Single <input type="checkbox"/> From Corporation to Partnership		<b>Mode of Payment</b> <input type="checkbox"/> Annually <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly	
Date of Application:		DTI/SEC/CDA Registration No:			
Reference No: ABS-IC		DTI/SEC/CDA Date of Registration:			
Type of Organization: <input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative		CTC No.		TIN:	
Are you enjoying tax incentive from any Government Entity? <input type="checkbox"/> YES <input type="checkbox"/> NO Please specify the entity:					
Name of Tax Payer			Gender:	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
Last Name:		First Name:		Middle Name:	
Business Name:					
Trade Name/ Franchise:					
Name of President/ Treasurer of Corporation					
Last Name :		First Name:		Middle Name:	
<b>Business Address</b>			<b>Owner's Address</b>		
House No./Bldg. No.:			House No./Bldg. No.:		
Building Name:			Building Name:		
Subdivision:			Subdivision:		
Street:			Street:		
Barangay:			Barangay:		
District:			District:		
City:			City:		
Province:			Province:		
Tel. No:		Mobile No:		Tel. No:	
Tel. No:		Mobile No:		Mobile No:	
Email Address:			Email Address:		
Business Area (in sq.m):		Total No. of Employees in Establishment:		No. of Employees Residing in LGU:	
		Male:	Female:	Total:	
Type of Building/Occupancy:				Total No. of Floors:	
If Place of Business is Rented, please specify the following: Lessor's Name					Monthly Rental:
Last Name:		First Name:		Middle Name:	
<b>Lessor's Address</b>					
House No./Bldg. No.:					
Street:					
Barangay:					
District:				Tel. No:	
Business Activity		No. of Units	Capitalization	Gross Sales / Receipt (for Renewal)	
Code	Line of Business			Essential	Non-essential
<b>Oath of Undertaking:</b>					
<i>I hereby undertake the accuracy and correctness of all my declarations contained herein and undertakes to comply with all the necessary regulatory requirements for the issuance of business permit and license as required by law or City Ordinance, within 30 days from the date machine stamped on my business tax receipt. And in case of violation or non-compliance thereof, it will result in the closure of the business establishment without need of notice, Executive Order and revocation of my business permit. I execute this undertaking and waiver to attest to the truth and veracity of the foregoing based on personal knowledge and for all legal intents and purposes.</i>					
SIGNATURE OF APPLICANT OVER PRINTED NAME				POSITION/TITLE	

For OCZA Use Only (New Business) – Do not alter or change the amount printed below.

Locational Clearance Fee\*: ₱ \_\_\_\_\_

\*such amount shall be collected under one (1) Tax Order of Payment (TOP) Official Receipt which will be issued by the City Treasurer's Office upon payment of applicant.

VERIFICATION OF DOCUMENTS			
Description	Office/Agency	Date Issued	Remarks
Barangay Clearance (Original)	Barangay		
Zoning Clearance (Original & Photocopy)	Zoning Admin.		
Fire Safety Inspection Certificate(Original & Photocopy)	City Fire Department		
SSS Certificate of Compliance	SSS		
Sanitary/ Health Clearance	City Health Office		
Others, please specify:			
Requirements Verified by: _____		Licensing Officer _____ Approval Recommended by: _____	

**CHECKLIST OF BUSINESS APPLICATION REQUIREMENTS**

NEW:	Copy(ies)	Regulatory Requirements (for regulated businesses):
1. Business Permit Application Form	5	<b>A. Water Plants &amp; Refilling Stations (Reg. Ord. No. 2002-162)</b>
2. Current Real Property Tax Receipt of Lot/Building where business is to be conducted.	1	1. Clearance from the Accredited Water Association;
3. Barangay Clearance for Business Purpose.	2	2. License to operate from DOH;
4. Vicinity Map/ Location Sketch of business establishment.	2	3. Health Certificates (for attendants);
5. Certificate of Occupancy (for New Building or Renovation)	2	4. Sanitary Permit;
6. Submit the following requirements for the Right Over Use of Lot/ Building.	1	5. ECC/Permit to extract underground water (Nat'l. Resources Water Board) for water dealers supplying water plants/refill stations
a. IF NOT REGISTERED to Applicant's Name, submit Authorization from the Owner to Use Lot/ Building/ Structure.	1	<b>B. Schools/Educational Institutions:</b> DepEd/CHED/ TESDA Accreditation
b. IF LESSEE APPLICANT – submit Notarized Lease Contract between Lessor and Lessee which states specific location of business establishment.	1	<b>C. Restaurants/Night Clubs, Cocktail Lounges, Beer Houses:</b>
c. IF SUB-LESSEE APPLICANT:(1) submit Notarized Lease Contract between Lessor which states specific location of business establishment and (2) Consent issued by the Lessor in favor of Sub-Lessee.	2	1. Health Certificates (GRO's, waiters, cooks and other workers);
7. Cert. of No Real Property with O.R. of C/F, V/F (if No Real Property)	1	2. Working Permit of Personnel
8. Community Tax Certificate (Single Proprietorship) or Corporate Tax for Partnership/Corporation with cedula of manager or authorized representative.	1	<b>D. Recruitment/Manpower Agencies:</b> Clearance from the Department of Labor & Employment (DOLE)
9. DTI/SEC Registration or CDA	1	<b>E. Dealer of Logs and Lumber:</b> Certificate of Registration from the Dept of Environment & Natural Resources (DENR)
10. Copy of Fire Insurance Policy	1	<b>F. Manning &amp; Crewing Services:</b> License to operate from the Philippine Overseas Employment Administration (POEA)
11. Copy of Fire Insurance Policy (FSIC) with O.R.	1	<b>G. Pharmacy/Drugstore/Food Processors/ Bakery:</b> Bureau of Food and Drug (BFAD) License
12. Current Issued Sanitary Certificate (applicable ONLY to water refilling business)	1	<b>H. Security Agency:</b> PNP Clearance / PNPSUCIA national License from Camp Crame
13. Permit from national agencies for regulated business.	1	<b>I. Companies Dealing in Firearms, Ammunitions and Explosives:</b> License to Operate from Firearms and Explosives Unit (Camp Crame)
		<b>J. General/Specialty Engineering Contractor/Subcontractor (DILG MC 2008-113):</b> Contractor's License issued by the Philippine Contractors Accreditation Board (PCAB)
		<b>K. LPG Dealer:</b> Certificate of Compliance / Standard Compliance Certificate from the Energy Regulatory Board (ERB)
		<b>L. Repair and Sale of Cellphone Units (MC No. 07-07 2004, Memo MC No. 08-08 2004):</b> Permit from the NTC
		<b>M. Banking Institution/Lending:</b> Certificate of Registration from Bangko Sentral ng Pilipinas (BSP)
		<b>N. Auto Repair, Electronics, Radio, Electrical Equipment Shops:</b> DTI Accreditation Certificate
		<b>O. Pawnshops (DILG MC 2009-70 dtd 06/02/09):</b> Copy of Certificate of Registration or AO issued to the head of office or branch; (2) Bangko Sentral ng Pilipinas (BSP) Clearance
		<b>P. Foreign Exchange Dealer/Money Changer/Remittance Agent (DILG MC 09-70):</b> Copy of Certificate of Registration issued by BSP
		<b>Q. Optical Media Establishments (DILG MC # 2011-56):</b> License issued by the Optical Media Board (OMB)
		<b>R. Banks; Money Changers; pawnshops; Credit Facilities; Financial Institutions; Hotels; Malls; Supermarkets; Fuel, Petrol or Gas stations; Transport Terminals; Convenience stores operating 24hours or operating during nighttime; Private schools; Stores selling liquors including but not limited to disco houses or clubs (Reg. Ord. 2013-396):</b> CCTV Certificate of Compliance

- Instructions:**
1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
  2. Ensure that all documents attached to this application form are complete and properly filled out.
  3. Submit Original Copy of required documents for authentication.



## **ANNEX 5. Draft Joint Memorandum Circular of DILG and DOH**

### **Draft Joint Memorandum Circular 30 July 2014**

**To: The Regional and Provincial Directors of the Department of Interior and Local Government (DILG) and the Department of Health, the Provincial, City, and Municipal Health Officers, and members of the Sangguniang Panglungsod and Sangguniang Bayan**

**Subject: Streamlining of Procedures on Sanitary permit Application and Risk-Based Sanitary Inspection of Business Establishments as part of the Business Permit and Licensing Process in all Cities and Municipalities**

#### 1.0 Purpose

- 1.1 To provide guidelines on the streamlining of the sanitary permit application in relation to the standards in processing business permits and licenses in all cities and municipalities under Joint Memorandum Circular No. 01, Series of 2010 issued by the Department of Interior and Local Government and Department of Trade and Industry.
- 1.2 To provide guidelines on standard procedures and requirements for sanitary permit application integrated to the existing business permit and licensing procedures;
- 1.3 To provide guideline for risk-based sanitary inspection of establishments applying for sanitary permit both for new permits and renewal.
- 1.4 To clarify the roles and responsibilities of the Department of Interior and Local Government (DILG), Department of Health (DOH) and the local government units in ensuring the implementation of the streamlined procedures for the sanitary permit application, and risk-based sanitary inspection.

#### 2.0 Statement of Policies

- 2.1 In line with efforts in implementing the standards in processing business permit and licenses, it is important to streamline the procedure for the issuance of the sanitary permit and the conduct of sanitary inspection. The local government units through the devolved function of the Department of Health to the city and municipal health office should harmonize the existing sanitary permit application process consistent with the streamlined Business Permit and Licensing System (BPLS).

- 2.2 Pursuant to the Philippine Sanitation Code (PD856) and the Local Government Code (RA7160), local government units through the local health department must issue sanitary permit to establishments.
- 2.3 The DILG and DTI, as convener of the BPLS Oversight Committee, agreed to jointly undertake the nationwide streamlining and standardization of sanitary permit application in line with the streamlined BPLS procedure.

### 3.0 Definition of Terms

- 3.1 City / Municipal Health Office (CHO / MHO) – office responsible for the application of a prescribed health measure in a local political subdivision. Specific tasks include issuance of the Sanitary permit.
- 3.2 Sanitary permit – the permission or certification in writing of the city or municipal health officer or sanitary engineer that the establishment complies with the existing sanitation requirements upon evaluation or inspection conducted in accordance with Presidential Decree 522 and 856, and its implementing rules and regulations and local ordinances.
- 3.3 Sanitary Inspection – site inspection and evaluation conducted by the Provincial, Municipal or City Health Officer prior to the issuance of the Sanitary permit based on the frequency prescribed in the Code on Sanitation and its implementing rules and regulations
- 3.4 Sanitary Inspector – an officer employed by the national, provincial, city or municipal government, who enforces sanitary rules, laws and regulations and implements environmental sanitation activities.

### 4.0 Procedures and Requirements for Sanitary permit Application

All cities and municipalities are enjoined to follow the following standards in processing sanitary permits:

- 4.1 Unified Form. All cities and municipalities shall use the unified business permit application form (Annex 1). The unified form already includes all necessary information for the sanitary permit application. No other form should be required from the applicant to reduce the paperwork and processing time. Applicants should not be required to submit forms and requirements directly to the City/Municipality Health Office (C/MHO). The unified form should be submitted to the business licensing office only.
- 4.2 Fees. Sanitary permit and sanitary inspection fees should be collected and paid as part of the business permit application process. No separate payments, aside from the fees associated with the application of the health certificates (e.g. processing fee, laboratory fees, etc.), should be done directly to the C/MHO to reduce the processing time.
- 4.3 Requirement for Sanitary permit Application. The recommended requirements for sanitary permit application are as follows:

- 4.3.1 Food Establishments – health certificates, certificate of potability of all water sources
- 4.3.2 Non-food establishments – health certificates (except for banks, offices, other service centers)

4.4 Requirements for Health Certificates. The recommended requirements for health certificates are as follows:

- 4.4.1 Food handlers – chest x-ray OR sputum exam, stool exam valid for 1 year
- 4.4.2 Dance instructors / spa therapist / masseur / massage assistant / club entertainers – chest x-ray OR sputum exam and stool exam valid for 1 year, and STD clearance every 2 weeks

4.5 Sanitary Inspection. No inspection is required prior to issuance of sanitary permit. Inspection for sanitary permit should be done within the year after issuance of the business permit. A risk-based sanitary inspection approach is recommended as outlined in 5.0.

#### 5.0 Risk-Based Sanitary Inspection

To effectively use the existing resources of the health office, all cities and municipalities are enjoined to follow the following recommended risk-based sanitary inspection frequency.

5.1 The C/MHO should categorize all establishments based on the criteria indicated in 5.2.

5.2 Proposed risk-based categorization of establishments and recommended frequency of inspection:

Type of Establishment	Category
<b>1. Food Establishment</b>	
a. HACCP / ISO 22000 certified establishments	1
b. Establishments that sell only pre-packaged food (e.g. coffee shops, convenience stores, etc.)	1
c. Quick service restaurants (limited menu, food products are prepared/cooked and served immediately), sari-sari stores, grocery, supermarket, cold storage, bakery, and other FEs	1
d. Water refilling stations, market, ice plant, abattoirs	2
<b><i>Category after Inspection</i></b>	
a. Inspection Rating of 90-100%	Same Category
b. Inspection Rating of 70-89%	1 category lower
c. Inspection Rating of <69%	2 categories lower

<b>2. Non-Food Establishment (Industrial, Public Places and Nuisance Trades)</b>	
a. ISO 14000 certified establishments	1
b. Hospitals	1
c. Other establishments	1
d. Sauna/health spa	2
<b><i>Category after Inspection</i></b>	
a. Inspection Rating of 90-100%	Same Category
b. Inspection Rating of 70-89%	1 category lower
c. Inspection Rating of <69%	2 categories lower

5.3 The category of the establishments should be reviewed and re-classified, if necessary, after the conduct of the routine sanitary inspection. The inspection rating will determine if the establishment will retain its existing category or will be lowered.

#### 6.0 Implementation in line with the BPLS Standards.

6.1 All cities and municipalities are enjoined to implement the standards in the sanitary permit application and risk-based sanitary inspection as outlined in section 4.0 and 5.0.

6.2 The government will be organizing training workshops to aid in the implementation of these standards.

#### 7.0 Roles and Responsibilities

##### 7.1 The Department of Health shall:

- i. issue a circular to cities and municipalities, together with the Department of the Interior and Local Government, that contains the streamlined procedures for processing a sanitary permit;
- ii. conduct training workshops for sanitary inspectors on the implementation of the risk-based sanitary inspection.
- iii. update the Manual for Sanitary Inspectors on the sanitary permit requirements, health certificate requirements and risk-based sanitary inspection.
- iv. recommend establishments that shall fall under Category 1 but shall not require sanitary inspection (i.e., Exemption List from Sanitary Inspection)

##### 7.2 The Department of the Interior and Local Government shall:

- a. issue a circular to cities and municipalities, together with the Department of Health, that contains the streamlined procedures for processing a sanitary permit; and



- b. consider the inclusion of streamlined procedures for processing sanitary permits as a criteria in its Seal of Local Governance.

### 7.3 Cities and Municipalities

The Business Permit Licensing Office (BPLO) shall:

- a. provide a copy of the unified form to the C/MHO for the latter's use in the categorization of establishments and scheduling of the sanitary inspections;
- b. undertake to do the initial screening of the requirements for the sanitary permit application;
- c. develop a database of establishments that will include status of sanitary permit issued and pending sanitation orders; and
- d. ensure that establishments with pending sanitation orders would not be issued a business permit.

The City/Municipal Health Office shall:

- 1. undertake to cascade the requirements for the sanitary permit and health certificate application to all sanitary inspectors.
- 2. undertake to provide training workshops to all sanitary inspectors on the risk-based sanitary inspection; and
- 3. update the its database of all establishments with pending sanitation orders.

### 8. Enforcement Clause

This Joint Memorandum Circular shall enforce all provisions of Presidential Decree 856 and its implementing rules and regulations.

### 9. Separability Clause

If any clause, sentence or provision of this Joint Memorandum Circular shall be invalid or unconstitutional, its remaining parts shall not be affected thereby.

### 10. Repealing Clause

All orders, rules and regulations inconsistent or contrary to the provisions of this Joint Memorandum Circular are hereby repealed or modified accordingly.

### 11. Effectivity

Issued this \_\_\_\_\_ day of \_\_\_\_ 2014 in Metro Manila, Republic of the Philippines