

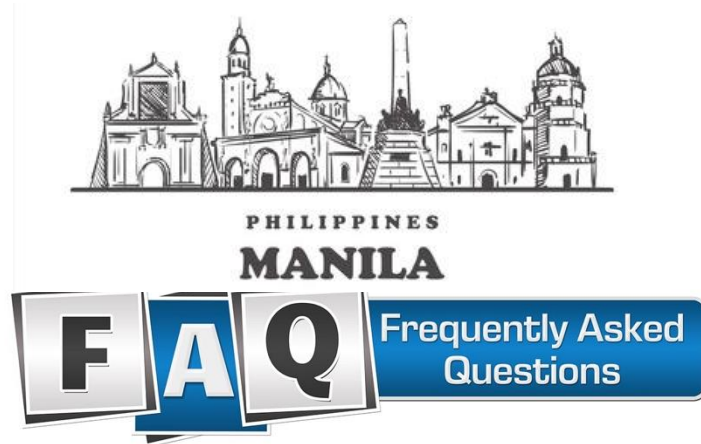


## FREQUENTLY ASKED QUESTIONS (FAQs)

**Requirement of an Annual Health Certificate to Work in the City of Manila**  
[Ordinance No. 8793: Sanitation and Disinfection Code of the City of Manila](#) (27 Sep 2021)

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1. **What is a Health Certificate?**

**Sec. 3. Definition of Terms** — A Health Certificate is an official certification following a prescribed form and issued by the City Health Officer to an individual after passing the required laboratory examinations for food and non-food handlers, and tests for sputum, HIV, and AIDS and venereal diseases, as well as drug test for specified classes of individuals. (Ordinance No. 8793, p. 4).



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2. **Why do University staff (administrative and academic officials, teaching and non-teaching academic staff, and support staff) have to apply for a Health Certificate?**

**Sec. 7. Food and Non-Food Handlers** — All food and non-food handlers employed in food and non-food establishments within the City of Manila shall secure a Health Certificate online from the Division of Sanitation of the Manila Health Department. (Ordinance No. 8793, p. 8)

**Sec. 44. Sanitary Permits and Health Certificates** — Public and private schools, universities and other educational institutions shall secure sanitary permits, while the teaching and non-teaching personnel thereof including personnel contracted for other services shall secure health permits from the Manila Health Department (MHD). (Ordinance No. 8793, p. 16)



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3. **What is the validity of the Health Certificate?**



**Sec. 10. Validity of the Health Certificate** — The Health Certificate shall be valid for a period of one (1) year from the date of issuance; provided, however, that such validity may be shortened from its initial issuance to synchronize with the expiration of the bearer's Occupational Permit (Ordinance No. 8793, p. 8)

Since the University applies for renewal of the Occupational Permit every year, all University staff are expected to renew their Health Certificates from January 1 to March 31. The submission of the Health Certificate is part of the documentary requirements for hiring and, thus, a pre-requisite for releasing the employment contracts of new and non-tenured academic staff.

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4. **How does one apply for a Health Certificate?**

See the procedures in the announcements of the Manila Health Department below:

**STEP 1 | INFORMATION DESK**

- Ipakita ang text message ng **Go!Manila** (Name at Appointment Date)
- Ipakita ang **Drug Test CCF Form**.
- Magpasa ng photocopy kung mayroon ng **X-ray** result ng nakaraang **tatlong buwan**.
- Ipakita ang **MHD-PHL QR code**.
- Kumuha ng stub para sa **RPR** at **Gramstain test**.

**1****STEP 2 | STOOL/DUMI**

- Ipa-scan ang **MHD-PHL QR Code** kasama ang stool/dumi .
- Ipakita ang **Drug Test CCF Form**.
- Humingi ng **Claim Stub**.

**2****STEP 3 | MOBILE X-RAY**

- Magtungo sa **Mobile X-ray** kung hindi pa kaya magkolekta ng ihi para sa Drug Test

**3****STEP 4 | GRAM STAIN AT RPR PARA SA PINKCARD**

- Magpakuha ng Gram Stain.
- Magpakuha ng dugo para sa RPR.

**4****STEP 5 | DRUG TEST**

- Magtungo sa **Drug Test Area** para magkolekta ng ihi at magpa-biometrics.

**5**

Para sa mga katanungan, mag message o tumawag sa mga sumusunod:

**LABORATORY RESULTS****(Stool, Drug Test, X-Ray)**

Address: 1559 Alvarez ST. Sta Cruz, Manila  
(Manila San Francisco Friendship Library)  
FB Page: Manila Health Department Public Health Laboratory  
Landline: 5310-1329  
Monday-Friday; 8am-5pm

E-mail: sanitation2.mhd@gmail.com

Landline: 5310-1198

**E-OCCU PERMIT-OCCUPATIONAL/MAYORS PERMITS**

FB Page: Bureau of Permits Manila  
E-mail: bplomania.misc@gmail.com

**E-HEALTH PERMIT INQUIRY-HEALTH PERMIT**

Address: Rm 131 G/F Division of Sanitation,  
Manila Health Department, Manila City Hall

**EDP/GOMANILA CONCERNS GOMANILA ACCOUNT**

Address: Ground Floor, Manila City Hall Building,  
Ermita Manila

**MGA DAPAT TANDAAN SA ARAW NG INYONG PAGPUNTA  
SA PUBLIC HEALTH LABORATORY**

- 1. Ipakita sa Information Desk ang TEXT MESSAGE galing sa Go!Manila.**
  - Siguraduhin na 1x1 format ang picture na ilalagay sa Go!Manila para hindi maantala ang inyong health/occupational permit.
- 2. Magdala ng sariling stoolidumi (corn size) sa araw ng inyong appointment date/time. Ilagay sa specimen bottle na malinis at clear/see-through.**
- 3. Drugtest CCF Form na may fill up na. Makikita ang link ng downloadable Drug Test Form sa ibabang bahagi ng GoManila App. Magdala ng latest valid ID. (may picture at date; hindi expired)**
  - Uminom ng 1 litro o higit pa na tubig para hindi mahirapan makapuno ng urine sa drugtest.
  - Pag menor de edad: magdala ng parent's consent at photocopy/xerox ng Valid ID ng

parent/guardian kung ikaw ay wala pang 18 years ang edad. Ilagay na ikaw ay pinahihintulutan /pinapayagan na magpa-drug test.

- Siguraduhing nakapag biometrics (finger scan) at picture bago umuwi.
- Maari mo ng idownload at iprint ang iyong eHealth/eOccupational Permit mula sa Go!Manila App. (History).

4. **Chest X-ray results para sa Health Certificate** na gawa sa DOH-Accredited Hospital X-Ray Facility (Gov't & Private); MHD-Provided Partner X-Ray in Rasac Court (P 200.00); Done within 3 months.

**REMINDERS:**

- Maghintay ng 2-3 working days para sa resulta ng inyong pina-laboratory (except Saturdays, Sundays and Holidays).
- Makakatanggap ka ng text galing sa Go!Manila para sa download at print ng inyong eHealth at eOccupational Mayor's Permit.
- Kapag hindi nakarating sa araw ng inyong piniling appointment date, maaari kang magpa-reschedule hanggang isang beses lamang sa loob ng 30 days.
- Sikapin na makarating sa appointment date and time para hindi ma-cancel o ma-paso ang iyong appointment at maulit ang pagbayad.

**HEALTH CERTIFICATE GUIDE**

| WHITE CARD                   | GREEN CARD       | PINK CARD   |
|------------------------------|------------------|---|
| FOOD HANDLER<br>CARD DEALERS | NON FOOD HANDLER | ENTERTAINMENT<br>SPA (OUTSIDE MALLS)<br>RESTO BAR |
| DRUGTEST                     | DRUGTEST         | DRUGTEST  |
| STOOL EXAM                   | STOOL EXAM       | STOOL EXAM  |
| CHEST X-RAY                  | CHEST X-RAY      | CHEST XRAY  |
| X                            | X                | RPR   |
| X                            | X                | GRAM STAIN  |

5. **Are there individuals who are exempted from applying for the Health Certificate?**



**Sec. 7. Food and Non-Food Handlers** — All food and non-food handlers employed in food and non-food establishments within the City of Manila shall secure a Health Certificate online from the Division of Sanitation of the Manila Health Department. (Ordinance No. 8793, p. 8)

Thus, no one is exempted from applying for a Health Certificate as long as employed within the City of Manila. According to the Manila Health Department-Public Health Laboratory, they have a special lane for senior citizens, persons with disabilities, and other priority populations.

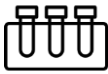
6. **Can the University request that the laboratory tests be conducted in the UST Hospital?**



**Sec. 11. Exclusivity of Laboratory Examination and Accreditation** — All laboratory examinations under Section 8 hereof shall be conducted by the Public Health Laboratory...[unless] such tests are not readily available for some unforeseen circumstances. (Ordinance No. 8793, p. 8)

Thus, the laboratory tests required to acquire a health certificate cannot be performed at the UST Hospital or any other medical laboratory. The Public Health Laboratory is temporarily located at Alvarez St., Sta. Cruz, Manila. The Manila Health Department will inaugurate its new, multi-storey Public Health Laboratory building across its temporary site in August 2024 to make it more convenient for stakeholders to avail the services.

7. **Can the University Health Service attest that University staff are healthy and fit to work based on medical records to eliminate the need to go to the Public Health Laboratory?**



***Sec. 8. Mandatory Online Application and Testing in Securing a Health Certificate —***

It shall be compulsory for every applicant of a Health Certificate to undergo online application with the Manila Health Department and likewise undergo the following laboratory tests: (a) Fecalysis (stool examination); (b) Acid Fast Bacilli (Sputum) Examination or Chest X-ray; and (c) Drug Test. (Ordinance No. 8793, p. 8)

Thus, the medical records from the University Health Service will not suffice to apply for a Health Certificate.

8. **Why are University staff with updated Professional Tax Receipts (anchored on a valid PRC or IBP ID) no longer required to apply for a Health Certificate?**



***Sec. 139. Professional Tax***— Every person legally authorized to practice his profession shall pay the professional tax to the province where he practices his profession or where he maintains his principal office in case he practices his profession in several places: Provided, however, that such person who has paid the corresponding professional tax shall be entitled to practice his profession in any part of the Philippines without being subjected to any other national or local tax, license, or fee for the practice of such profession. An individual or person employing a person subject to professional tax shall require payment by that person of the tax on his profession before employment and annually thereafter (Local Government Code, p. 69)

9. **Is an Occupational Tax Receipt (for University staff who do not possess a PRC or IBP license) a valid substitute for a Health Certificate?**



No, the Occupational Tax Receipt is only used for business registration purposes of those who cannot apply for a Professional Tax Receipt. In ME75A of the Office of the Vice-Rector for Finance, dated May 06, 2024, it was stated that only the “City of Manila Issued Health Permits OR their PTR” may be submitted to the Health Service as proof of compliance with Manila Ordinance No. 8793.

10. **What if, during the in-campus processing of PTR payment by the Manila City Treasurer’s Office, I was offered to pay the OTR and paid for it, thinking it was also a valid substitute for the Health Certificate requirement?**



Submit a copy of your OTR to the Health Service **on or before July 25, 2024**. The University will collate the list of those inadvertently offered to pay for an OTR. The Manila Health Department agreed to consider this sufficient compliance only for 2024. These individuals will have to apply for a Health Certificate beginning in 2025.

11. **What happens if I fail to comply with the annual submission of the Health Certificate (or PTR)?**



***Sec. 85. Violation by an Individual Person***—Any person who violates any provision of this Code shall be punished as follows: (a) For the First Offense – a fine of not more than Three Thousand Pesos (Php3,000); (b) For the Second Offense – a fine of not more than Five Thousand Pesos (Php5,000) and the revocation of the Health Certificate. (Ordinance No. 8793, p. 31)

***Sec. 86. Violation by an Establishment***— Any establishment that violates any provision of this Code shall be punished as follows: (a) For the First Offense – a fine of not more than Three Thousand Pesos

(Php3,000) and confiscation of items involved in the offense; (b) For the Second Offense – a fine of not more than Four Thousand Pesos (Php4,000) with recommendation by the Manila Health Department to the Business Permits and Licensing Office of the City of Manila for a Cease-and-Desist Order on the establishment's operations to take effect forthwith; (c) For the Third Offense – a fine of Five Thousand Pesos (Php5,000) with recommendation by the Manila Health Department to the Business Permits and Licensing Office of the City of Manila for a Closure Order on the establishment to immediately effect a permanent closure thereof. (Ordinance No. 8793, p. 31)

**12. How will the University monitor the compliance of University staff on the annual submission of the Health Certificate (or Professional Tax Receipt)?**



Every year, a University memo will be released announcing the deadline for submission of the health certificate (or PTR). University staff are strongly encouraged to comply as early as possible.

All University staff shall submit a hard copy of their Health Certificate (or Professional Tax Receipt) to the Health Service for validation and encoding. The sanitation inspection team of the City of Manila requires the presentation of hard copies for their annotation and signature. The University shall continue to improve the process by requesting the sanitation inspection team to allow the presentation of electronic copies and generated reports as proof of compliance. Once approved, the Health Service will seek the assistance of STEPS in allowing University staff to individually upload their Health Certificate (or PTR) on myUSTe.



Reports shall be regularly generated from the system to allow the Health Service, with the assistance of administrative and academic officials, to monitor the compliance of University staff.

As the deadline approaches, University staff who have not complied with the required submission shall receive reminder announcements whenever they log into their myUSTe accounts. University staff will be given the option to skip the announcement only until before the deadline. However, when the deadline has lapsed, University staff can no longer skip the announcement. They will be required to submit their Health Certificate (or PTR) before they can proceed with any other transaction in myUSTe.

If the University staff still fails to comply, he/she may be given a written memo to remind him/her of the submission. Subsequent non-compliance may be subjected to other measures to prevent penalties for the individual and the institution.

**References:**

[City of Manila Ordinance No. 8793: Sanitation and Disinfection Code of the City of Manila, “An Ordinance Providing for the Sanitation and Disinfection Code of the City of Manila, Providing Penalties for Violation Thereof, and Other Purposes” \(27 September 2021\)](#)

[The Local Government Code of the Philippines \(1991\)](#)

[Freelancer Business Registration Guide: How to Register your Freelancing Business with the BIR](#)



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**MANILA**