



## 15. ISSUANCE OF CERTIFICATE OF POTABILITY

The Certificate of Potability is an official document issued by the Quezon City Health Department to all dwelling / residential and other places for lease or rent in which the quality of water passed the standard set by Philippine National Standards for Drinking Water (PNSDW).

<b>Office / Division:</b>	QCHD - Environmental Sanitation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	Owners of condominiums, apartelles / inns, motels, hotels, subdivisions and townhouses within Quezon City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest three (3) months results of microbiological water analysis (original and photocopy)		DOH Accredited Water Laboratory		
Semi-annual results of physical-chemical tests (original and photocopy)				
Order of Payment		QCHD - Environmental Sanitation Division		
Official Receipt of Payment for the Certificate of Potability		City Treasurer's Office – Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present original and photocopies of the requirements	1. Reviews and evaluates the requirements presented		5 minutes	Sanitary Engineer / Evaluator
	1.1. Issues Official Receipt	PHP 1,000.00	5 minutes	City Treasurer's Office Cashier



2. Wait for the processing of the documents	2. Prepares the Certificate of Potability to be signed by the Sanitation Engineer, Environmental Sanitation Division Chief and City Health Officer	NONE	5 minutes	Administrative Clerk
3. Claim Certificate of Potability	3. Issues Certificate of Potability	NONE	3 minutes	Releasing Clerk
<b>TOTAL</b>		<b>PHP 1,000.00</b>	<b>20 minutes</b>	

ISSUANCE OF CERTIFICATE OF POTABILITY is covered under PD No. 856