



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PAMPANGA  
MUNICIPALITY OF BACOLOR  
**OFFICE OF THE SANGGUNIANG BAYAN**  
Fax & Tel. No.: (045) 901-0619

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BACOLOR, HELD ON FEBRUARY 3, 2021, SB SESSION HALL, POBLACION, BACOLOR, PAMPANGA

**PRESENT:**

Hon. Wilfredo H. Balingit	Presiding Officer/Municipal Vice-Mayor
Hon. Emily Batac-Valerio	Sangguniang Bayan Member
Hon. Joel D. Samia	Sangguniang Bayan Member
Hon. Ariel C. Sta. Cruz	Sangguniang Bayan Member
Hon. Ener C. Lampa	Sangguniang Bayan Member
Hon. Nilo M. Caballa	Sangguniang Bayan Member
Hon. Voltaire J. San Pedro	Sangguniang Bayan Member
Hon. Jo Derek P. Hizon	LnB President/Ex Officio Member
Hon. Danlohp D. Danganan	PPSK President/Ex Officio Member

**ABSENT:**

Hon. Ron Earvin E. Dungca	Sangguniang Bayan Member/Pro Tempore
Hon. Lucky Ferdinand V. Labung	Sangguniang Bayan Member

**Ordinance No. 02, S-2021**

**AN ORDINANCE ENACTING THE SANITATION CODE OF BACOLOR, PAMPANGA**

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**Proponent: Hon. Ron Earvin E. Dungca – Chairman, Committee on Health & Sanitation**

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**WHEREAS**, Republic Act 7160 or the Local Government Code of 1991 empowers the local government units to enact ordinances that redounded o the general welfare of its People;

**WHEREAS**, it is the responsibility of the local government units to ensure the delivery of better health and sanitation services to its constituents;

**WHEREAS**, there is a need to enact an ordinance that would govern the people's action on all matters related to general hygiene and sanitation;

**RESOLVED**, that the Sangguniang Bayan of Bacolor, Pampanga in Regular Session assembled, that:

**CHAPTER I  
GENERAL PROVISIONS**

**Section 1A.01** *Title*. This Ordinance shall be known as “**An Ordinance Providing for "The Sanitation Code of the Municipality of Bacolor, Pampanga"**”.

**Section 1A.02** *Declaration of Policies*. The Sanitation Code shall be the legal and policy framework for a holistic management of sanitation services of the municipality basing on Sections 16 and 17 (2)(iii) of Republic Act No. 7160. It shall be primarily aimed to contribute to the promotion and attainment of a Healthy Community by instituting legislative measures and reforms. Thus, fulfilling the Local Government Unit's vision: of “An ecologically balanced, peaceful and progressive Bacolor with unified, self-reliant, healthy and empowered people living in a just society.”

**Section 1A.03.** *Statement of Purpose*. This Code aims to establish the Municipal Government's policies, coordination mechanisms, programs, activities and legislative enactments for an effective and efficient delivery of public health services towards the protection and promotion of the health of the inhabitants in this Municipality.

This Code also serves as a guide for a better understanding of the sanitation programs and laws so that compliance by those concerned and enforcement by the health and rural sanitary officers and authorities will become so much easier in this municipality.

**Section 1A.04.** *Basis for Action*. The formulation of this Code was anchored on, but not limited to, the following National Laws and policy instruments and issuances related to public health and sanitation:



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- A. The Constitution of the Philippines - which provides that the State shall protect and promote the right to health and sanitation of people and instill health consciousness among them and that it shall also protect and advance the right of the people to a balance and sanitized ecology in accord with the rhythm and harmony of nature.
- B. Republic Act No. 7160 – known as the “Local Government Code of 1991”, particularly on:
  - 1. **Section 16** – which provides that local government units shall promote health and safety of the people.
  - 2. **Section 17** – which provides that local government units shall exercise the powers and discharge the duties, functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities.
- C. Republic Act No. 7600 - known as the “Rooming-In and Breastfeeding Act of 1992”, which provides incentives to all government and private health institutions with rooming-in and breastfeeding practices.
- D. Republic Act No. 7719 - known as the “National Blood Services Act of 1994”, which promotes voluntary blood donation, provides for an adequate supply of safe blood and regulates blood banks.
- E. Republic Act No. 7875 – known as the “National Health Insurance Act of 1995” which institutes a National Health Insurance Program for all Filipinos and establishes the Philippine Health Insurance Corporation.
- F. Republic Act NO. 8172 – known as “An Act for Salt Iodization Nationwide (ASIN)”, which promotes salt iodization nationwide and for related purposes.
- G. Republic Act NO. 8344 – known as “An Act Penalizing the Refusal of Hospitals and Medical Clinics to Administer Appropriate Initial Medical Treatment and Support in Emergency or Serious Cases”.
- H. Republic Act No. 8485 – known as the “Animal Welfare Act of 1998”, which protect and promote the welfare of animals in the Philippines.
- I. Republic Act No. 8504 – known as the “Philippine AIDS Prevention and Control Act of 1998”, which promulgates policies and prescribes measures for the prevention and control of HIV/AIDS in the Philippines, among others.
- J. Republic Act No. 8749 – known As the “Philippine Clean Air Act of 1999”, which provides that the State:
  - 1) Shall protect and advance the right of the people to a balanced and health ecology in accord with the rhythm and harmony of nature;
  - 2) Shall promote and protect the global environment to attain sustainable development while recognizing the primary responsibility of local government problems;
  - 3) Recognizes that the clean and healthy environment is for the good of all and should therefore be the concern of all;
  - 4) Recognizes that the responsibility of cleaning the habitat and environment is primarily area-based and;
  - 5) Recognizes the principle that the “pollution must pay”.
- K. Republic Act No. 8976 - known as the “Philippine Food Fortification Act of 2000”, which establishes the Philippine Food Fortification Program.
- L. Republic Act 9003 – Known as the “Ecological Solid Waste Management Act of 2000”, which gives the local government units the primary responsibility in carrying out the mandate of implementing the Ecological Solid Waste Management Program within their respective jurisdiction.
- M. Republic Act No. 9275 - known as the “Philippine Clean Water Act of 2004”, which provides for a comprehensive water quality management.



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- N. Presidential Decree No. 856 – known the “Code on Sanitation of the Philippines”, which for its ultimate objective the improvement of the ways of the Filipinos by directing public health and sanitation services towards the protection and promotion of the health of our people.
- O. Presidential Decree No. 1067 – known as the “Water Code of the Philippines”, which is a decree instituting a water code, thereby revising and consolidating the laws governing the ownership, appropriation, utilization, exploitation, development, conservation and protection of water resources.

**Section 1A.05. Operative Principles.** This Code shall be based on the following basic principles:

- A. Integration – characterized by comprehensiveness of scope, coherent and consistent strategies, and cost-effectiveness of results of the policy making and implementation processes undertaken. Integration is the principle behind the mandate for local governments to implement and translate into their development initiatives the national policies, plans and programs.
- B. Interdisciplinarity – refers to the recognition of the need to a diverse field of knowledge to include natural, social and engineering sciences aside from available traditional knowledge.
- C. Precautionary Principle – wherein local decision makers take immediate preventive action, using the best available knowledge in situations where there is reason to think that something is causing a potentially severe or irreparable harm – even in the absence of conclusive scientific evidence establishing a causal link. This principle also applies in the formulation of predictive policies in Local Health Management.
- D. Intergenerational Equity – that means ensuring equal access to goods and resources for people in the present and future generations.
- E. Public Participation – that consists in the appropriate access to information held by public authorities and the participation of the general public in the decision making process. This is necessary for stakeholders to gain sense of ownership to the issues sought to be addressed, and to the interventions and solutions, which are decided upon as necessary. This is also a way to decentralize responsibility for health management and ultimately empower communities without using the coercive power of the state.

**Section 1A.06. Definition of Terms.** Words and phrases used in this Code shall understood in the sense indicated hereunder:

- **Establishments** – collective term construed to include hotel, apartel, motel, boarding house, tenement house, apartment house, dormitory, inn lodge, condominium and other similar establishments.
- **Garbage Depository** – a temporary disposal point for refuse before being collected for final disposal.
- **Health Certificate** – a certificate in writing, using the prescribed form, and issued by the municipal or city health officer to a person after passing the required physical and medical examinations and immunizations.
- **Homeowner** – any owner, lessee or any person who is residing in or occupant of and/or who holds any title or interest in a real property classified as residential or used as a dwelling place.
- **Laboratory** – an accredited facility equipped with testing equipment and materials that is duly authorized and accredited to perform any or specific test or examination.
- **Local Environmental Compliance Certificate** – document issued by the Department of Environmental & Natural Resources (DENR) certifying that based on the representation of the project proponent, as reviewed and validated by the appropriate agency, the proposed project or undertaking will not cause a significant negative environmental impact and the proponent has complied with all the requirements.
- **Local Government Unit** – the local political subdivisions which refers to the province, city, municipality or barangay.



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- **Local Health Authority (LHA)** – any officials or employee responsible for the application of a prescribed health measure in local political subdivision. For the municipal level, the local health authority is the Municipal Mayor.
- **Local Health Officer** – the Municipal Health Officer.
- **Safety** – the condition of being free from danger and hazards which may cause injuries or diseases.
- **Sanitation Inspector** – an officer employed by the national, provincial, city or municipal government who enforces sanitary rules, laws and regulations and implements environmental sanitation activities.
- **Sanitary Permit** - the certification in writing of the city or municipal health officer or sanitary engineer that the establishment complies with the existing minimum sanitation requirements upon evaluation or inspection conducted in accordance with Presidential Decrees No. 522 and 856 and local ordinances.
- **Sanitize** - an effective bactericidal treatment to render surfaces of utensils and equipment free of pathogenic micro – organism.
- **Sectioning or Zoning** – grouping together in one section or zone in the market the same or similar commodities, goods or foodstuffs offered for sale.
- **Single Service Articles** – straws, cups, toothpick, chopsticks, containers, lids or closure, plates, knives forks, spoons, stirrers, paddles, placemats, napkins, doilies, wrapping and packaging materials and all other similar articles which are made wholly or in part from paper, paperboard, molded pulp, foil, wood, synthetic, and other readily destructive materials which are intended to be discarded after use.
- **Soil** - visible dirt or debris such as organic matters, organic substances which may protect harbor or assist the growth of microorganism.
- **Solid Waste Management** – an integrated system, approach or process on the generation, segregation, storage, collection, transport, processing, recycling, recovery and final disposal or containment of solid waste.

**Section 1A.07.** Authority of the Municipal Health Officer. The Municipal Health Officer shall Administer health functions in the area under his jurisdiction, enforce the provisions of this Code and its Implementing Rules and Regulations as promulgated by the Oversight Committee. In the implementation of this Code, the Municipal Health Officer shall observe the following:

- A. **Rights and Proceedings.** Any proceeding, which has commenced or any right which has accrued upon the effectivity of this Code shall not be affected by any of its provisions. However, matters of procedures and rights arising after the date of the effectivity of this Code shall conform to the provisions hereof.
- B. **Delegation of Power and Assignment of Duty.** Whenever a power is granted or a duty is assigned to any public health officer, the power may be exercised by the official deputy or agent of the officer pursuant to this Code.
- C. **Language Required.** Any notice, report, statement or record required as authorized by this Code, shall be written in English and Filipino.
- D. **Mailing of Notice.** Unless otherwise expressly provided, any notice required to be sent to any person by any provision of this Code, shall be sent through the postal service. The affidavit of the official or employee who mailed the notice shall suffice *prima facie evidence* proving that the notice was sent as prescribed herein.
- E. **Condemnation and Seizure of Property.** When any property is officially condemned or seized by government authorities in the interest of public health, the owner thereof shall not be entitled to compensation.





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- F. Command Responsibility. When a duty is expressly vested to a Health Officer as provided in this Code, it shall be understood that it shall likewise be the concern of the Superior of the Health Officer under the principle of command responsibility.

**Section 1A.08.** Authority of the Municipal Health Officer [MHO]. The Municipal health Officer shall have the following powers and functions:

- A. Undertake the promotion and preservation of the health of the people and raise the health standards of individuals and communities throughout the Philippines;
- B. Develop, administer and coordinate various health activities and services which shall include public health, preventive, curative and rehabilitative programs, medical care, health and medical education services;
- C. Upgrade the standards of medical practice, the quality of health services and programs to assure the people of better health services;
- D. Assist local health agencies in developing public health programs including medical care, and promote medical and public health research;
- E. Issue permits to establish and operate government and private hospitals, clinics, dispensaries, schools of nursing, midwifery, and other para-medical course, puericulture centers, clinical laboratories and blood banks;
- F. Prescribe standard rates of fees for health, medical, laboratory, and other public health services; and
- G. Performs such other functions as may be provided by law.

**Section 1A.09.** Authority of the Rural Sanitary Inspector (RSI).

- A. The Rural Sanitary Inspector shall administer sanitary functions in areas under their jurisdiction and enforce the provisions of this Code and the rules and regulations promulgated by the Secretary under this Code.
- B. Extend maximum sanitation services to the people in rural areas and provide sanitary orientation or briefing to those establishment, community and individual for sanitary awareness and compliances;
- C. Issue permits to establish and operate government and private hospitals, clinics, dispensaries, schools of nursing, midwifery, and other para-medical course, puericulture centers, clinical laboratories and blood banks;
- D. Prepare environmental Sanitation programs in the area of assignment.
- E. Participate in the total planning for the community and attend staff meetings, community meetings, conferences, training activities and the like;
- F. Prepare sanitation reports and maintains proper filing system and update sanitation records;
- G. Establish and maintain linkages with different community organizations and other local government offices/barangay units;
- H. Attend to public hearings, complaints and legal matters related to environmental sanitation and recommend appropriate action;
- I. Carries out routine inspection in accordance with the standards frequency for the different fields of environmental sanitation using prescribed forms and required to conduct non-routine inspection from time to time or re-inspection as the need arises;
- J. Performs such other functions as may be provided by law.

**Section 1A.10.** Miscellaneous Provisions



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- A. International treaties, agreements and conventions. The Republic of the Philippines recognizes international treaties, agreements and conventions on public health. Their provisions may be considered parts of this Code provided they do not contravene the Constitution, existing laws or any provision of this Code.
- B. Rights and proceedings. Any proceeding which has commenced or any right which has accrued upon the effectivity of this Code shall not be affected by any of its provisions. However, matters of procedure and rights arising after the date of effectivity of this Code shall conform to the provisions hereof.
- C. Delegation of power and assignment of duty. Whenever a power is granted or a duty is assigned to any public health officer in this Code, the power may be exercised by a deputy or agent of the official pursuant to law, unless it is expressly provided otherwise in this Code.
- D. Language required. Any notice, report, statement or record required or authorized by this Code, shall be written in English or Pilipino.
- E. Mailing of notices. Unless otherwise expressly provided, any notice required to be sent to any person by any provision of this Code, shall be sent through the postal service. The affidavit of the official or employee who mailed the notice is prima facie evidence that the notice was sent as prescribed herein.
- F. Condemnation and seizure of property. When any property is officially condemned or seized by government authorities in the interest of public health, the owner thereof shall not be entitled to compensation.
- G. Command responsibility. When a duty is expressly vested in a health officer as provided in this Code, it shall be understood that it shall likewise be the concern of the superiors of the health office under the principle of command responsibility.

**CHAPTER II  
SANITARY PERMIT**

**ARTICLE A. REGULATORY MEASURES**

**SECTION 2A.01** *Regulatory Measures in Securing Sanitary Permit and Requirements.* –

- A. No person or entity shall operate an establishment and/or business entity for public patronage without securing a Sanitary Permit from the Local Health Office;
- B. The application or renewal of a Sanitary Permit shall be filed at the Local Health Office;
- C. The application or renewal of the Sanitary Permit shall be in conformity with the standard form (EHS Form No. 110) set by DOH;
- D. The Sanitary Permit shall only be issued upon compliance of the health and sanitation standards and/or regulations set forth under this Municipal Ordinance and other related national laws;
- E. The Sanitary Permit issued shall be in conformity with the standard form (EHS Form No. 101) set forth by DOH; and
- F. Any extension, additional construction or alteration in any establishment and/or business entity shall secure a new Sanitary Permit before its operation.

**ARTICLE B. LIST OF ESTABLISHMENTS**

**SECTION 2B.01.** *List Of Establishment and/or Business Entities that Are Required To Secure A Sanitary Permit.* The following list of establishment and/or business entities are required to secure a Sanitary Permit.

**A. Food Establishment:**

- 1. Restaurants;
- 2. Canteens;
- 3. Carinderias;
- 4. Beer Houses;
- 5. Videoke/Karaoke Bars;
- 6. Night Clubs;



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7. Bus Stop;
8. Food Stations, Booths, Stalls and Carts;
9. Bakeries, Bake Houses or Coke Shops;
10. Food Processing;
11. Meat Products Processing;
12. Delicacy Factories;
13. Canning;
14. Groceries;
15. Sari-Sari Stores;
16. Fast Food Restaurants;
17. Food and Drink Vending Machines; and
18. Caterers and other similar food establishment.

**B. Water Supply:**

1. Water Districts;
2. Refilling and/or Retail Water Stations;
3. Subdivision Water Supply Distributors;
4. Subdivision Water Supply Systems;
5. Resettlement Water Supply Systems;
6. Purified Water Distributors;
7. Ice Plants;
8. Cold Storage;
9. Bottling Companies;
10. Juice Manufacturers; and
11. Ice Cream Makers

**C. Markets:**

1. Market Stalls;
2. Supermarkets; and
3. Public and Private Markets.

**D. Public and Private Educational Institutions:**

1. Day Care Centers;
2. Pre-School;
3. Elementary Schools;
4. High Schools;
5. Vocational Schools;
6. Colleges;
7. Universities; and
8. Special Schools.

**E. Other Public Places:**

1. Public Laundries;
2. Public Swimming Pools and Bathing Places;
3. Resorts;
4. Bus Terminals and/or Bus Station;
5. Public and Private Transportation Terminals;
6. Restrooms;
7. Beauty Parlors and Barber Shops;
8. Massage Clinics, Facial Clinics and Saunas;
9. Hotels, Motels, Apartels and Lodges;
10. Apartments;
11. Boarding Houses;
12. Tenement Houses;



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13. Condominiums;
14. Airports;
15. Memorial Parks or Cemeteries;
16. Banks, Pawnshops and other Financial Institutions;
17. Hospitals and Clinics;
18. Business Offices; and
19. Malls.

**F. Recreation Ares:**

1. Golf Courses;
2. Casinos;
3. Cockpit Arenas;
4. Bowling Lanes; and
5. Gaming Centers.

**G. Other Establishments:**

1. Appliance Stores;
2. Woodworks;
3. Furniture Store or Shops;
4. Upholstery;
5. Motorcycle, Bicycle and Auto Supply Shops;
6. Jewelry and Goldsmith Shops;
7. Metal Fabrication and Iron Works;
8. Drugstores;
9. Funeral Parlors and/or Homes;
10. Memorial Chapels;
11. Warehouse;
12. Laboratories; and
13. Repair Shops.

**ARTICLE C. SANITARY PERMIT**

**SECTION 2C.01.** Requirements On Securing A Sanitary Permit. –The following requirements are set accordingly:

**A. Food Establishments, Food Processing, Ambulant Vendors and other related Establishments or Business Establishment or Business Entities:**

1. Securities and Exchange Commission, Department of Trade and Industry and Cooperative Development Authority business registration;
2. Barangay Clearance;
3. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer;
4. Water Supply Facility in accordance with P.D.856;
5. Grease Trap or equal process design
6. Waste Water treatment Facility Design and Provision;
7. FDA Accreditation;
8. National Meat Inspection Service Clearance (for meat processing);
9. Bacteriological Test Result done by a DOH accredited testing center with Certificate of Potability from the Local Health Office (quarterly);
10. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others;
11. Insect and vermin control measure;
12. Food Handlers Training Certificate;
13. First Aid Room Design with medical supplies and first aid personnel;
14. For Ambulant Vendors – only packed, bottled and / or canned foods should be sold;
15. Waste Water Testing Result (annually); and
16. Health Certificate and / or card employees





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**B. Water Refilling Stations, Water Supply Systems, Iced Plants and other similar Business Entities**

1. Securities and Exchange Commission, Department of Trade and Industry and [ ] or Cooperative Development Authority business registration;
2. Barangay Clearance;
3. Sangguniang Bayan Resolution (for water supply systems and ice plants);
4. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer;
5. Sanitary Engineer Contract (consultant);
6. Engineering Report or Feasibility Study of the Water Supply System (for water supply system);
7. Physical and/or Chemical Analysis Report (every 6 months);
8. Bacteriological Test Result done by a DOH accredited testing center with Certificate of Potability from the Local Health Office (monthly);
9. FDA accreditation;
10. Insect and vermin control measure;
11. Forty (40) hours of training/seminar on Safe Water Orientation (if none, promissory note to attend);
12. For Water Supply System – Permit to Operate issued by the National Water Resources Board and compliance of the regulatory measures imposed on the Water Code of the Philippines and Senate Bill No. 1536 for water bottled business; and
13. Health Certificate and/or card of employees.

**C. Market Stalls, Supermarkets and Slaughterhouses:**

1. Securities and Exchange Commission, Department of Trade and Industry and/or any other registering agency for business registration;
2. Barangay Clearance;
3. Sangguniang Bayan Resolution (for slaughterhouses);
4. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer (for supermarkets);
5. Water Supply Facility in accordance with the P.D 856;
6. Waste Water Treatment Facility Design and Provision (for supermarkets);
7. FDA Accreditation
8. National Meat Inspection Service Clearance;
9. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others (for supermarkets);
10. Insect and vermin control measure;
11. Waste Water Testing Result (for supermarkets annually);
12. First Aid Room Design with medical supplies and first aid personnel; and
13. Health Certificate and/or card of employees.

**D. Public and Private Educational Institutions:**

1. Registration and/or license to operate from the Department of Education and/or Commission on Higher Education registration or accreditation;
2. Barangay Clearance;
3. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer;
4. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others;
5. Water Supply in accordance with P.D. 856;
6. Insect and vermin control measure;
7. First Aid Room Design with medical supplies and first and personnel;
8. Bacteriological Test Result done by a DOH accredited testing center with Certificate of Potability from the Local Health Office; and
9. Health Certificate and/or card of employees.

**E. Tonsorial Establishment:**

1. Securities and Exchange Commission or Department of Trade and Industry business registration;
2. Barangay Clearance



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3. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others;
4. Insect and vermin control measure;
5. First Aid Room Design with medical supplies and first aid personnel;
6. Septic vault with tertiary chamber for waste water in conformity with sewage collection and disposal measure of P.D. 856; and
7. Health Certificate and/or card of employees.

**F. Industrial Establishment and Poultry Farms:**

1. Securities and Exchange Commission or Department of Trade and Industry and/or other registering
2. Agency for business registration;
3. Barangay Clearance;
4. Sangguniang Bayan Resolution;
5. ECC;
6. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer;
7. Pollution Control Officer Contract;
8. Water Supply in accordance with P.D. 856;
9. Waste Water Treatment Facility Design and Provision;
10. First Aid Room Design with medical supplies and first aid personnel;
11. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others; and
12. Health Certificate and/or card of employees.

**G. Funeral Parlors:**

1. Securities and Exchange Commission or Department of Trade and Industry and/or any other registering agency for business registration;
2. Barangay Clearance;
3. Sangguniang Bayan Resolution;
4. ECC;
5. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer;
6. DOH Licensed Embalmer;
7. Insect and vermin control measure;
8. Accredited Pollution Control Officer;
9. First Aid Room Design with medical supplies and first aid personnel;
10. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others; and
11. Health Certificate and/or card of employees.

**H. Pharmacies or Drugstores:**

1. Securities and Exchange Commission or Department of Trade and Industry and/or any other registering agency for business registration;
2. Barangay Clearance;
3. FDA Accreditation and/or License to Operate;
4. Licensed Pharmacist; and
5. Health Certificate and/or card of employees.

**I. Clinical Laboratories:**

1. Securities and Exchange Commission or Department of Trade and Industry and/or any other registering agency for business registration;
2. Barangay Clearance;
3. DOH Accreditation and/or License to Operate;
4. Licensed Medical Technologist;
5. Licensed Pathologist Contract;



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6. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer;
7. Provision for waste disposal;
8. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others;
9. Insect and vermin control measure; and
10. Health Certificate and/or card of employees.

**J. Hotels, Motels, Lodges and other similar establishments:**

1. Securities and Exchange Commission or Department of Trade and Industry and/or any other registering agency for business registration;
2. Barangay Clearance;
3. Sangguniang Bayan Resolution;
4. ECC;
5. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer;
6. Water Supply in accordance with P.D. 856;
7. Waste Water Treatment Facility Design and Provision;
8. Provision for waste disposal;
9. Insect and vermin control measure;
10. First Aid Room Design with medical supplies and first aid personnel;
11. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others; and
12. Health Certificate and/or card of employees.

**K. Gyms, Fitness Center and other similar establishments:**

1. Securities and Exchange Commission or Department of Trade and Industry and/or any other registering agency for business registration;
2. Barangay Clearance;
3. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer;
4. Water Supply in accordance with P.D. 856;
5. Provision for waste disposal;
6. Insect and vermin control measure;
7. First Aid Room Design with medical supplies and first aid personnel;
8. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others; and
9. Health Certificate and/or card of employees.

**L. Other Business Establishments:**

1. Securities and Exchange Commission or Department of Trade and Industry and/or any other registering agency for business registration;
2. Barangay Clearance (for small scale businesses);
3. Sangguniang Bayan Resolution (for large scale businesses);
4. Sanitary Plan signed and sealed by a Licensed Sanitary Engineer (for large scale businesses);
5. Water Supply in accordance with P.D. 856 (for large scale businesses);
6. Provision for waste disposal;
7. Insect and vermin control measure;
8. First Aid Room Design with medical supplies and first aid personnel (for large scale businesses);
9. Provision for sanitary facilities such as lavatory, comfort room, pantry, locker room or changing room and others (for large scale businesses); and
10. Health Certificate and/or card of employees.

**SECTION 2C.02. Fees and Charges.** –Fees and charges payable on application, renewal and nothing of Sanitary Permit shall be in such amount as imposed on the prevailing Revenue Code of the municipality.

**SECTION 2C.03 Record of Sanitary Permit.** –



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1. The name and address of the holder of the Sanitary Permit who in every case shall be the actual occupier of the establishment and/or business entity;
2. The location of the establishment and/or business entity;
3. The nature/kind of business or purpose/s for which the permit has been issued;
4. The date the first permit was issued and the dates of any renewal thereof;
5. Every change of occupation and management of the establishment since the first permit was issued; and
6. Conditions under which the permit was issued or any renewal thereof granted.

C. The record shall be available at all reasonable times for inspection by the Local Health Officer.

**SECTION 2C.04. Noting of Permit.**- Within fourteen (14) days after any change of ownership or occupancy in any establishment and/or business entity, the new operator or occupant shall apply to the Local Health Office to have such change noted in the records and on the Sanitary Permit and shall pay the corresponding fee in respect of such noting. Such change shall warrant a Transfer or Permit (EHS Form. No. 106) issued by the said office.

**SECTION 2C.05. Validity.**- The Sanitary Permit shall be valid for one (1) year, ending on the last day of December of each year and shall be renewed every year. However, for new establishment and/or business entity, the validity of the Sanitary Permit will also expire at the end of December of the current year.

**SECTION 2C.06. Posting.** - The Sanitary permit shall be displayed in a conspicuous place of the establishment and/or business entity for public information and shall be available for inspection by authorized health and sanitation officer and other regulatory personnel.

**SECTION 2C.07. Suspension/Revocation.** - Upon the recommendation of the Local Health Officer, the Sanitary Permit shall be suspended or revoked upon violation of any provision of this Municipal Ordinance and it shall be put into record.

### CHAPTER III HEALTH CERTIFICATE

#### ARTICLE A. REGULATORY MEASURES.

**SECTION 3A.01. Regulatory Measures In Securing Health Certificate.** -

- A. No person shall be employed in any establishment or business entity without a Health Certificate issued by the Local Health Officer;
- B. The Health Certificate shall be issued only after the required physical and medical examinations, immunizations and seminars are complied;
- C. All applications for Health Certificate shall attend a health and sanitation seminar to be conducted by the Local Health Office;
- D. The issuance of Health Certificate shall be categorized according to type of occupation and such shall be color-coded based on the EHS Form issued by the DOH, to wit:
  1. For Food Handlers - Cream Colored EHS Form No. 102-A;
  2. For Non-Food Handlers - Light Green Colored EHS Form No. 102-B;
  3. For Massage Clinics Attendants, Receptionist, Hostesses, Hospitality Girls/Boys and other similar occupation. - Pink Colored EHS Form No. 102-A and EHS Form No. 102-C
- E. Fees and charges payable on application or renewal of Health Certificate shall be in such amount as imposed on the prevailing Revenue Ordinance of the municipality;
- F. The Health Certificate shall be clipped in the upper left front portion of the garment of the employee while working;



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- G. The Health Certificate shall be valid until the end of the current year and shall be renewed every year;
- H. The Health Certificates are non-transferable;
- I. No person shall be allowed to work in food handling and preparation while afflicted with a communicable disease or a carrier of such disease, which includes boils or infected wounds, colds or respiratory infection, diarrhea or gastrointestinal upsets and other related illness;
- J. The manager or person-in-charge of the establishment or business entity shall notify the Local Health Officer or the company physician if any, when any employee is known to have a notifiable disease.

**SECTION 3A.02. Requirements in Securing Health Certificate. –**

**A. For Food-Handlers:**

- 1. Chest X-ray;
- 2. Urine;
- 3. Stool;
- 4. Drug Test;
- 5. Hepatitis A Screening; and
- 6. 1x1 picture.

**B. For Non-Food:**

- 1. Chest X-ray;
- 2. Urine;
- 3. Stool;
- 4. Drug Test; and
- 5. 1x1 picture.

**ARTICLE B. REGULATORY FEES IN SECURING HEALTH CERTIFICATE.**

**SECTION 3B.01. Impositions of Fees. –** There shall be collected a fee of **ONE HUNDRED (P100.00) PESOS** from any person who is given a physical examination by the Local Health Officer or his duly authorized representative.

**SECTION 3B.02. Additional Fee. –** A fee of **TWENTY FIVE (P25.00) PESOS** shall be collected for each additional copy of the initial medical certificate issued by the Local Health Officer.

**SECTION 3B.03. Time of Payment. –** The fee shall be paid to the Local Treasurer's Office before the physical examination is made and the medical certificate is issued.

**SECTION 3B.04. Administrative Provisions. –**

- A. Owners, managers or operators of the establishment shall see to it that their employees who are required to undergo physical and medical examinations have been issued the necessary medical certificates.
- B. The Local Health Officer shall keep a record a record of physical and other health examinations conducted and the copies of the medical certificates issued indicating the name of the applicant, the date and the purpose for which the examination was made.

**SECTION 3B.05. Penalty. –** A fine of the **ONE THOUSAND (P1,000.00) PESOS** shall be paid by the owner, manager or operator of the establishment for each employee found to be without the necessary medical certificate.

**CHAPTER IV  
SANITATION RULES AND REGULATIONS**

**ARTICLE A. WATER SUPPLY**

**SECTION 4A.01. Scope.** This rules and regulations shall apply to all public and private water supply system project plan by any government agency of instrumentality including government-owned or controlled corporations, private organizations, firms, individual or other entities.





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**SECTION 4A.02. Definition of Terms.**

- **Backflow** – is a flow of water in a pipe or line in an opposite to the normal flow; often associated with back siphonage of the flow of used water into a potable water system.
- **Bulk Water** – refers to a water in a container of five gallons or more in volume coming from refilling station establishment of water.
- **Cistern** – is a watertight tank used to store water.
- **Coliform Organisms** – refer to any rod-shaped, non-spore-forming, gram negative bacteria capable of growth in presence of bile source of other surface-active agents with similar growth-inhibiting properties which are cytochrome-oxidize negative in able to ferment lactose of either 35 C or 37 C with the production of acid, gas and aldehyde within 24-38 hours.
- **Deep Well** – is a well with depth greater than 20 meters constructed in areas characterize by aquifers of water-bearing formation generally located at a depth of more than 20 meters below ground surface.
- **Ground Water** – is the portion of the rain water which has percolated into the earth to form underground deposits called aquifers.
- **Retail Water System** – is a refilled water being sold and placed in the refilled water container or in costumer's containers in refilling station.
- **Shallow Well** – is a well measured from the natural ground surface with a depth or not more than 20 meters.
- **Spring** – is a ground water seepage visible at the earth's surface due to hydrostatic gradient or head.
- **Surface Water** – is a mixture of surface run-off and ground water. Surface water sources include rivers, lakes, streams, ponds, and impounding reservoirs.
- **Water Hauler** – is any person, firm or company who transports stores, delivers, and operates equipment used to transport or deliver water for human consumption.
- **Well** – is a manmade hole use for recovering ground water from the water bearing strata by digging, boring, drilling, or by any other method.

**SECTION 4A.03. Prescribed Standards and Procedures.** Standards for drinking water and their bacteriological and chemical examinations, together with the evaluation of results, shall conform with the criteria set by the National Drinking Water Standards. The treatment of water to render it safe for drinking, and the disinfection of the contaminated water sources, together with their distribution systems, shall be in accordance with procedures prescribed by the Department of Health [DOH].

**A. Standard Parameters and Values for Drinking Water.**

Before water is used distributed or sold for drinking, it should pass the criteria on standard parameters and values for bacteriological, physical, chemical, biological and radiological quality set by the Philippine National Standards for Drinking Water (PNSDW).

**B. Water Treatment.**

Treatment is necessary so as to render water supply potable the degree in manner of treatment will depend on the quality of the raw water, however, the microbiological, physical and chemical quality shall be used as the main criteria. No water supplier shall be allowed to operate water following criteria shall be used in classifying and evaluating raw-water quality with respect to its treatment requirements:

- 1) **Group 1.** Water requiring disinfection only: Water from underground or surface sources subject to a low degree of contamination, and having a Most Probable Number (MPN) of coliform organism not exceeding 50 per 100 ml.



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- 2) **Group 2. Water Requiring Treatment:** Water from underground or surface sources having a MPN of coliform organisms of 50 per 100 ml to not more than 5000 per 100 ml and whose physical and chemical properties are beyond the maximum contaminant level based on the PNSDW.

**C. Water Disinfection.**

- 1) Disinfection of water supply facilities shall be required for:
- i. Newly constructed water supply facilities
  - ii. Water supply facility that has been repaired/improve
  - iii. All existing water facilities that exceeded that bacteriological value set by the Philippine National Standards for Drinking Water
  - iv. All water facilities that require continuous disinfection
  - v. Drinking water
- 2) Disinfectant. Chlorine shall be used on main water disinfectant. Other disinfectants shall be used provided that it has residual effect to ensure disinfecting capacity in the distribution system.
- 3) Responsible Agencies/Persons for Disinfection. Water Disinfection shall be the responsibility of:

TYPE OF WATER SUPPLY	AGENCIES/PERSONS RESPONSIBLE FOR DIISINFECTION	PERSONS RESPONSIBLE
Public level 1 (Wells, Springs)	BWSA, Barangay Officials and Local Health Agency	Caretaker with Sanitation Inspector (S.I.)
Level 2 and 3	Water Supplier (i.e. LWUA or Water District)	Waterworks Personnel
Private Wells	Individual/Owner	Private Owner with S.I. Technical Assistant

- 4) Requirements for chlorination of level 2 and 3 and water supplies:
- i. Appropriate chlorination equipment shall be installed to ensure continuous effective disinfection.
  - ii. Suitable gas mask or self-contained type breathing apparatus and the small bottle of fresh ammonia solution to test for chlorine leakage shall be provided and be accessible outside the chlorination room.
  - iii. Safety measures for gas chlorination equipment and chlorine storage shall include a separate building or room subject to the approval of the DOH.
  - iv. Adequate floor level ventilation shall be provided for all enclosures where chlorine is being fed or stored.
  - v. Free residual chlorine shall be maintained between 0.20 to 0.50 ppm until water reaches the consumer and the farthest point in the distribution system.
  - vi. Computation of the residual and available chlorine applied in the process of disinfection with the use of automatic chlorination shall be certified by the management/supervisor of the waterworks taking into consideration the volumes of discharge and capacity of pumps used.
- 5) Requirements for Complete Chlorination of Level 1 Water Supply Facility
- i. A dose of 50-100 ppm chlorine solution shall be used disinfecting level 1 water supply facility.
  - ii. The person who will conduct the chlorination shall observe personal hygiene and must be free from communicable disease.
  - iii. Procedures to follow on disinfection:
    - ✓ **Improve dug well**
      - Scrub interior walls of the casing or lining and splash with chlorine solution (50-100 ppm) to ensure through contact of solution to the surface.
      - Wash the exterior surface of the pump cylinders and drop pipe with the chlorine solution with the assembly is lower into the well.



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- Return cover of the well and pour chlorine solution through a man hole or pipe sleeve opening before inserting the pipe cylinder and drop pipe assembly. After setting the pump, draw out water from the well until strong odor of chlorine is noted.
- After 12 hours, flush out well water by pumping water to waste until the drawn water is free from odors. Rinse the exterior surface from the pump cylinder with potable water.

✓ **Drilled, Driven and Bored Wells.**

- Slowly pour chlorine solution into the well just before installing the permanent pumping equipment. Dilution of chlorine is facilitated by alternately raising or following the water hose or pipe line.
- Wash the exterior surface of the pump cylinder and drop pipe with chlorine solution as the assembly is lowered into the well.
- After the pump has been set, operate the pump until water is discharged.
- Allow chlorine solution to remain in the well for 12 hours. For Deep well, a special method maybe employed by placing the granulated calcium hypochlorite in a cut short pipe capped at both end. Small holes are drilled at each cap or sides of the pipe. One cap is fitted with an eye for cable attachment. Disinfecting agent is diffused by vertical movement of the cut short pipe.
- After 12 hours, draw out well water. The pump is to be operational when pump water is free from chlorine odor.

✓ **Spring**

- Disinfection of spring intake box is similar to the procedure used for improved dug wells.
- If the flow cannot be controlled, continuous supply of disinfectant shall be provided.

✓ **Cistern**

- The Cistern shall be thoroughly cleaned by using a stiff brush or broom to clean interior wells.
- Drain and cover the cistern.
- Fill the cistern with adequate potable water and add 50-100 ppm chlorine solution.
- Pump water from the cistern and note the presence of strong chlorine odor in the entire water distribution system.
- Retain blue disinfectant in the cistern for 24 hours then examine for residual chlorine and drain.
- Flush the system with potable water to remove all traces of chlorine.

6) Requirements for households container disinfection. The procedures that shall be followed are:

- i. Prepare a solution by dissolving 1 level teaspoon of powder chlorine compound to one (1) liter of water. This stock solution is effective only for one (1) week.
- ii. Add two (2) teaspoon of stock solution to five (5) gallons (20 liters) of water. Mix thoroughly and let it stand for at least 30 minutes before using.

**D. Standard Construction and Operating Procedures**

**1) Ground Water Source**

**a. Well**

- ✓ The location of well site shall conform with the following requirements:
  - No well shall be located within a distance of less than 25 meters radius on flat areas from sewage treatment plant, sewage wet well, sewage pumping station, or a drainage ditch which contains industrial waste discharges or wastes from sewage treatment system. Sanitary landfill or land irrigated by sewage treatment plant effluent, sanitary sewers, septic tank, cesspools,-opened-jointed drain-fields, animal feed lots of livestock in pastures, dump



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- grounds, specially limestone areas. Storm and sanitary sewers located within specified distances shall be so constructed as to prevent leakage.
- The drilling of water well within 50 meters distance from a cemetery is prohibited.
  - ✓ During the drilling operation, the following requirements shall be observed:
    - The premises, materials, tools, and drilling equipment shall be properly maintain to minimize contamination of underground water.
    - The water use in drilling operation shall be potable.
    - Slush pit shall be constructed and maintain to minimize contamination of the drilling mud.
    - Approved type of pit privy or toilet facilities for use of drilling personnel shall be provided and located 25 meters from the well being drilled. Upon completion of the constructed well, toilet facility, if temporarily constructed, shall be remove in a satisfactory manner. No temporary or permanent toilet facility shall be maintain within 25 meters from the well being constructed unless they are of the sealed or leak proof type.
  - ✓ Casing Materials use in the construction of Public Well shall conform with the American Standards for testing materials (ASTM and the Uniform Plumbing Code of the Philippines). The casing shall extend at least to the depth of the shallowest water formation of deeper, if necessary to omit undesirable water bearing strata.
  - ✓ The annular space between the casing and the drill hole shall be sealed with neat cement grout to the minimum depth of 3 meters for swallow wells and 10 meters for deep wells.
  - ✓ In all cases, provide a concrete apron of at least 2 meters square around the well head, slopped not less than 2 % to drain away excess water.
  - ✓ Provide vent with No. 16-mesh corrosion resistant screen, faced downward and elevated to minimize drawing of contaminants into the well. Seal well heads and pump bases using gaskets, sealing compound and proper venting to prevent possible contamination to the well water.
  - ✓ A complete physical and chemical analysis of water from a new well shall be conducted after 36 hours of pumping out of a water is done.
  - ✓ If the results show that a water is bacteriologically positive, appropriate water treatment facility shall be provided otherwise the well shall be abandoned. The well shall be disinfected. Collect two (2) water samples for two (2) weeks interval for bacteriological analysis.
  - ✓ When contamination of a well water source has been confirmed by the laboratory test, the sources of contamination is definitely known but cannot be removed, the well must be condemned. The well opening must be plugged or sealed with concrete or other similar materials. If used for other purposes like watering garden and washing clothes, a sign board marked "Water until for Drinking" shall be installed.
  - ✓ Pump site, rapid pump room location and pump installation:
    - All completed well unit shall be preferably protected by fences, the gate provided with lock or enclosed to prevent possible contamination or damage of facilities by trespassers.
    - The well site shall be properly graded to ensure proper ground maintenance and to draw off surface water effectively from the well. In all cases, provide a system that draws off water from the pump well, leakage from packed gravel and floor drainage by installing suitable drain pipes located at the edge of the concrete floor to prevent ponding around the well head. This waste water shall be properly dispose. Drains shall not be directed connected to storms or sanitary sewers.
    - In water supply installation at sub-ground level, pump room and pump pits are prohibited. Pump room floor shall be at least 60 cm. above the highest known flood level or adequately protected from possible damage by flood water.





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**b. Spring**

- ✓ Intake box or enclosure must be watertight, made of concrete, vitrified tile or other material extending to the water bearing strata down to the bed rocks or other impervious formations.
- ✓ The intake box must be provided with a watertight cover which extends over the top edge of the spring box at least 50 mm.
- ✓ A drain pipe with an exterior valve is to be placed close to the spring box near the bottom. The pipe shall extend horizontally so as to clear the normal ground level at the point of discharged by at least 150 mm. The discharge end of the pipe shall be screened to prevent the entrance of rodents or insects.
- ✓ The spring is to be provided with screened overflow pipe located slightly below the maximum water level elevation. A drain apron is to be provided to prevent soil erosion at the point of overflow discharge.
- ✓ The supply outlet from the developed spring is to be located about 150 mm above the drain outlet and screened.
- ✓ Manhole opening shall have a watertight curb with edges projecting a minimum of 100 mm above the level of the surrounding surface. The edge of the manhole cover shall overlap the curb and project downward a minimum of 50 mm.
- ✓ Care shall be taken in casting opening to ensure watertight connection between the wall and the openings.
- ✓ A drainage ditch located at least 25 meters away on the uphill side of the spring shall be constructed to prevent contamination and flooding of the water source.
- ✓ The intake box shall be properly enclosed preferably constructed of strong materials. The height of the fence shall be at least 1.5 meter high. The enclosed area of the fence shall be maintained clean to eliminate harborage and breeding of insects.
- ✓ Washing and bathing within 25 meters radius of the spring is prohibited.
- ✓ Protection of the entire catchment area is a must. No dwellings shall be constructed within catchment area and shall be off-limits to people and animals.
- ✓ Collect water samples regularly as prescribed by the Philippine National Standards for Drinking Water.

**E. Monitoring Scheme.** The Municipal Mayor of this Municipality shall establish a Water Surveillance Program through the creation of their respective Local Drinking Water Quality Monitoring Committee to (LDWQMC) oversee the operation of the water system and the quality of water produced and distributed by them and to monitor the implementation of the provisions of these rules and regulations.

**1. Composition.** The Local Drinking Water Quality Monitoring Committee shall be composed of, but not limited to:

Chairman: Local Chief Executive  
Members: Sangguniang Bayan, Chairman: Committee on Health and Sanitation  
Municipal Health Officer  
Rural Sanitary Inspector  
Head of Rural Health Units  
Municipal Engineer  
Representative of Water District  
Representative of NGO

**2. Functions.** The Committee shall be responsible for:

- i. Regular collection/analysis of water samples;





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- ii. Evaluating laboratory results as to their compliance to standards;
- iii. Conducting regular or immediate sanitary survey during the existence of a potential cause of contamination;
- iv. Instituting remedial measures to correct the deficiency of the water system;
- v. Informing the public of the latest quality water in the locality; and
- vi. Performing other functions related to water quality assurance.

**SECTION 4A.04. Approval and Permit**

**A. Sites of Water Sources Before Construction**

- 1) Any person who intends to drill, construct, alter or repair water supply system shall secure a Drinking Water Site Clearance from the Local Health Authority at the start of the work. The approval of the application shall be based on the recommendations made by the local health officer after the conduct of the sanitary survey. The sanitary survey report shall contain all pertinent information concerning the water source and possible source of contamination.
- 2) Major water supply projects particularly of surface water sources that fall under the Environmental Impact Statement System are exempted from site clearance requirements provided an Environmental Impact Assessment has been conducted as part of the Environmental Impact Assessment.
- 3) If the work on the individual water supply system failed to commence within six (6) months from date of issuance, the site **clearance** shall automatically expire.

**B. Delivery of Water to Consumers from New or Recently Repaired Water System**

The permit to deliver water to consumers from new or recently repaired water systems shall be granted only if:

- 1) Final inspection by the local health officer proves that the water supply was constructed in accordance with the submitted plans and specifications.
- 2) The disinfection of water supply system conformed with section 13 of this code.
- 3) Results of laboratory analysis proved that the water quality meets the Philippine National Standards for Drinking Water.
- 4) The water supplier or the owner of the completed water supply system shall notify the local health officer/sanitary officer of the completed water system.

**C. Resumption of the Operation of Water Supply System**

In cases when water supply is found to be unsafe or unfit to consumption, the operator of the system shall be ordered to:

- 1) Stop temporarily to make necessary correction within a specified period.
- 2) Provide substantial quantity and good quality of water to the affected consumers during the correction period. Failure to provide emergency water supply shall be subject to fines and penalties. A permission to re-operate from the concerned Municipal Mayor, upon the approval of Municipal Health Officer, shall be given only when all defects have been corrected and the water found safe for drinking and domestic use.

**D. Plans and Specification of Water Supply Systems of Subdivision and Other Housing Projects Prior to the Construction of Housing Units Thereat**

- 1) To obtain approval for the construction of any water supply system, the applicant shall submit to the Municipal Health Office the plan and

Specifications of the proposed water supply system and satisfy the standard requirements of this rules and regulations. Plans and specifications shall be prepared by a register civil/sanitary engineer whose seal, signature, and registration number shall be imprinted on each sheet of the plan.



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- 2) An Engineering report or feasibility study of a new system shall be submitted with or prior to the submission of the plan and specifications.

The report coverage shall include:

- i. Statement of the problem
  - ii. Present and future areas to be served, with population data
  - iii. Source, quantity and quality of water
  - iv. Present and estimated future maximum and minimum of water demands
  - v. Description of the proposed site in the immediate surrounding of waterworks units
  - vi. Type of water treatment, equipment and capacity of units
  - vii. Basic design data, pumping capacity, water storage and flexibility of water operation
  - viii. Adequacy of facilities concerning volume/quantity and pressures in the whole system
  - ix. Cost estimate of the facilities and source of funds for the project
  - x. Sustainability and maintenance
- 3) Subdivision having ground water source, report on the estimated specific yield at the aquifer and other result of the pumping test shall be submitted together with the borehole logs.
- 4) Two (2) sets of plans and drawings shall be submitted which:
- i. Indicate location of facilities pertinent to the specific project.
  - ii. If phase construction is anticipated, the overall plan shall be presented though a portion of the construction is approved.
  - iii. A plan of the subdivision or other housing projects to be served.
- 5) Certification of the potability of drinking water. No public water system shall be allowed to operate in this Municipality without a Certificate of Potability. This certificate is issued only after the required examinations are performed and the quality of water from the system meets the requirements.
- i. Requirements. The issuance of the Certificate of Potability of drinking water shall base from the following:
    1. Results of the water sampling and testing conducted by the MHO-accredited water analysis laboratory
    2. Report and recommendations of the Municipal Health Officer/Rural Sanitary Inspector (MHO/RSI)
  - ii. Issuance of the Certificate of the Potability of Drinking Water (CPDW):
    1. The concern Rural Sanitary Inspector, as deputized by the Municipal Health Officer, shall issue the certificate of Potability of drinking water
    2. The frequency of the evaluation and re-validation of the CPDW shall be in accordance with the standard interval or frequency of sampling specified in the Philippine National Standards for Drinking Water (PNSDW)
    3. Fees for the certification shall be in such amount as set through Municipal Ordinance.
  - iii. Grounds for revocation of the certificate of the Potability of drinking water:
    1. Non-compliance with maximum contaminant level set by the PNSDW as shown in the result of most recent water analysis.
    2. The result of water analysis was not evaluated and recommended by the local health officers/RSI.
    3. The laboratory where the water sample was submitted and analyze is not a MHO/accredited laboratory.
    4. Other compelling reasons (i.e. false or misleading results of water analysis, etc.)
    5. The operational permit was revoked or suspended earlier by the MHO. The Certificate of the Potability of drinking water is re-validated every after examination based on the standard interval or frequency of sampling.



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**SECTION 4A.05. Types of Water Examinations Required.** The following examinations are required for drinking water:

- A. **Initial Examination.** The physical, chemical and bacteriological examinations of water from newly constructed systems or sources are required before they are operated and opened for public use. Examination of water for possible radioactive contamination should also be done initially per recommendation of the MHO/RSI.
- B. **Periodic Examination.** Water from existing sources shall, likewise, be subject to bacteriological examination as often as possible, but the interval shall not be longer than one (1) month, while this may general systematic physico-chemical examination shall be conducted every six (6) months or oftener as prescribed by the PNSDW. Examination of water sources shall be conducted yearly for possible radioactive contamination and examination.

**SECTION 4A.06. Examining Laboratories and Submission of Water Samples.** The Examination of drinking water shall be performed in private/government laboratories. It shall be the responsibility of water systems operators to submit to accredited laboratories water samples for examination in a manner and at such intervals prescribed by the Department of Health.

- A. The examination of sample of drinking water shall be performed only in laboratories (private/government) which are duly licensed and accredited by the Department of Health (DOH). It is the responsibility of operators of water systems to submit accredited laboratories water samples for examination in a manner and at intervals prescribed in the Philippine National Standards for Drinking Water.
- B. Any person, firm or corporation desiring to establish to operates or maintain a water analysis laboratories shall apply to the Bureau of Research and Laboratories Department of Health through the Regional Field Health Office. Approvals of the accreditation shall be based on the prescribed requirements of the Department as stated in the Administrative Order No. 31 Series of 1979. Water laboratories maybe accredited for separate services like bacteriological, chemical, radiological, physical, biological or for a combination of two or more or all of these activities.

**SECTION 4A.07. Sanitary Requirements for the Development of Drinking Water Supply System.**

**A. *Drinking Water Site Clearance***

- 1) Requirements, persons or entities intending to develop drinking water supply system shall submit the following initial requirements to the concern Municipal Health Office:
  - i. Application Letter addressed to the Municipal Health Officer or duly accomplished application form.
  - ii. For waterworks, a copy of water permit issued by the National Water Resources Board (NWRB)
- 2) Sanitary Survey
  - i. A sanitary survey shall be conducted by the Municipal Health Office/RSI on all proposed water supply source location shall be done under the supervision of a sanitary engineer. Such sanitary survey shall be a prerequisite for the issuance of drinking water site clearance.
  - ii. The Sanitary survey shall include the evaluation of the site location, type of water supply source (well, spring, etc.), type of water use in the following:
    - ✓ **Ground water supply:** The slope of the ground surface, depth of the water table (maximum drawdown), nature of soil and underlying porous strata and determine from well log test, distance of the nearest well, yield of the nearest well, direction of surface run-off.
    - ✓ **Wells:** Distance of the well from possible sources of contamination.
    - ✓ **Springs:** Type of springs, geological location, free flowing or with the use of external force, possible upstream sources of pollution, characteristic of water.
    - ✓ **Fresh Surface Water Supply:** Area of the water shed/drainage, grassland area, area greater than 3% slope, average annual rainfall, estimated annual run-off, length of main stream, drainage density, channel gradient, perimeter or river basin and rain water impounding reservoir.



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- ✓ Other required technical data that may influence the development of the water source.

3) Issuance of the Drinking Water Site Clearance.

After the result of sanitary survey has been evaluated and found to be satisfactory, a drinking water site clearance shall be issued by the local health authority as recommended by the local health officer, sanitary inspector. The amount of fees for the clearance shall be set through municipal ordinance.

**B. Initial Permit (“Notice to Proceed”)**

- 1) Requirements. Persons or entities intending to develop drinking water shall submit the following to the Regional Health Office (Region 3), through the Provincial/Municipal Health Office/RHU.
  - i. A copy of the drinking water site clearance issued by the municipal health office.
  - ii. Engineering report and/ or feasibility study, including assessment of water source and system capacity and pressure to meet the water demand of intended beneficiaries or clients.
  - iii. Plans and specifications and other required documents signed and sealed by a privately practicing license with the sanitary engineer.
- 2) Review and Evaluation. The plans and specifications and other necessary documents for the construction of the water source shall be reviewed and evaluated by the Supervising Sanitary Engineer at the Regional Health Office. He/she shall submit her/his findings and recommendation to the Regional Health Director.
- 3) Issuance of the initial permit (“Notice to Proceed”). The Regional Health Director shall issue or deny the issuance of the initial permit to the applicant based on the findings and recommendations of the supervising sanitary engineer. No construction, installation and operation of the water source shall be done without an approved initial permit issued by the Regional Health Director.

**C. Operational Permit**

- 1) Requirements. After completion of construction works in the water supply system, the following shall be submitted to the Regional Health Office, through the Provincial/Municipal Health Office/RHU:
  - i. Report of inspection of completed construction works and complete disinfection of the system from the concern Municipal Health Office.
  - ii. Report of inspection verifying completeness of construction works and disinfection from the Regional and/or Provincial Sanitary Engineer.
  - iii. Result of the water sampling and testing conducted by the DOH accredited water analysis laboratory.
- 2) Issuance of Operations Permit. The Regional Health Director shall issue or deny the issuance of the Operational Permit to the applicant based on the findings and recommendation of the supervising sanitary engineer. The applicant shall be inform on the permit status and action to be taken, in case negative findings were noted. No water supply source shall be operated for drinking purposes without an operational permit issued by the Regional Health Director.
- 3) Grounds for revocation or suspension of the Operational Permit.
  - i. Errors found in the plans and specifications
  - ii. Incorrect or inaccurate data or information found in the application
  - iii. Non-compliance with terms and conditions of permit
  - iv. Repair was not done as prescribed, hindering the water unsafe for human consumption
  - v. Disinfection of the water system was not done after disruption of water service or after a recent repair works in the water system. The drinking water system shall be flushed and disinfected before being placed in service after construction, repair or modification and after emergency situation such as flood that may introduce contaminants to the system.
  - vi. Unauthorized change, modification or alteration in the approved plans and specifications or in the type of construction.





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- vii. Other cause that may be discovered during the operation of the water system which is not in accordance with these rules and regulations and the DOH standards.

**D. Certificate of Potability Drinking Water. The provision stated in Section 4A.03 of this Code shall apply herein.**

**E. Required Measures for the Operator of the Water System in Case Water is Found or Declared Unsafe for Drinking.**

The operator of water supply system shall:

- i. Immediately stop the operation of the part of the water distribution system that was detected to be hazardous for human consumption.
- ii. Immediately inform the DOH and the Provincial/Municipal Health Office of the condition of the water system. In such cases, the Provincial/Municipal Health Office shall immediately inform the Local Chief Executive who shall convince the Municipal Health Office.

The MHO shall announce to the public:

- i. The status of drinking water and the precautionary measures that should be done by the public during the crisis;
- ii. The limited usage of the water being supplied (e.i. for bathing, washing clothes, watering plants, washing cars, etc.);
- iii. Refrain from unauthorized declaration of the quality of drinking water to the public without any prior clearance from the MHO;
- iv. Assume the obligation of print and media expenses in the pronouncement of situation to the public;
- v. Institute immediate repair of the affected portion of the water supply system;
- vi. Provide substantial quality of drinking water to the affected consumers;
- vii. Conduct complete disinfection of the affected portion of the water system and collect water samples for laboratory analysis;
- viii. Wait for the clearance from the DOH or the Provincial/Municipal Health Office and the re-issuance of Certificate of Potability of Drinking water by the Municipal Health Officer before the full operation of the water system;
- ix. Submit to the DOH and the Provincial/Municipal Health Office the water supplier's contingency plans for such situation.

**F. Distribution Lines, Delivery and Retention**

**1) Water Distribution Line**

- i. All openings through floors over the water distribution areas shall be provided with sleeves securely bonded to the floor construction and projecting not less than  $\frac{3}{4}$  inches above top of the finished floor with space between sleeves and pipe or duct sealed.
  1. All pipes and fittings used for water conveyance shall be made of materials acceptable by the DOH.
  2. All plastic pipes or fittings that are or will be exposed to ultraviolet light (UV) shall provide with the protective coating or UV protector.
  3. All valves that are used in water conveyance system shall be at good grade quality.
  4. All water distribution system shall be provided with isolation valves and branch or grid lines.
  5. Appropriate control and regulating valves shall be provided where needed.

**2) Diameter**

- i. Fitting shall be on the same material used for piping. For dissimilar piping materials appropriate adaptors shall be used.
- ii. Floor and shower drain installed above such areas shall be equipped with integral seepage pans.





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1. For Mechanical flanges and joints, food grade rubber seals shall be used.
2. For threaded joints, Teflon seal shall be used.

### **3) Water Supply Metal Pipes and Fittings**

- i. Metal pipes and fittings shall be rigid, high strength and food grade. Acceptable metal piping shall include ductile iron pipes, centrifugally cast iron pipes, stainless steel pipes, copper pipes, galvanized iron pipes.
- ii. Other metal pipes and fittings intended to be used for potable water conveyance shall be subject for the approval of the DOH Secretary.

### **4) Water Supply Plastic Pipes and Fittings**

- i. Plastic piping subject to operation at temperatures that will form condensation on the exterior of the pipe shall be thermally insulated.
- ii. Plastic pipes and fittings shall be good grade, chemically stable against water purifying and disinfecting agents, and shall be of adequate thickness. Acceptable plastic piping and fitting materials shall include polyethylene, polyvinyl chloride, and polypropylene. The use of other pipe shall be subject to the approval of DOH Secretary.

### **5) Water-Distribution Pipe**

- i. Where pipes are installed in ceiling above such areas, the ceiling shall be at the removal type, or shall be provided with access panels in order to form a ready access for inspection of piping.
- ii. Water shall be receive by the refilling station establishments from the source through the use of the public main or one or more of the following that shall be constructed, maintained and operated in accordance with these rules and regulations.
  1. Private water system, water pumps, pipes, houses, connections and other appurtenances.
  2. Mobile bulk water tanks
  3. Water containers
  4. Rain water catchment reservoir

## **G. Monitoring of Drinking Water Supply System**

- 1) The Municipal Health Office shall cause of the monitoring of the operation of drinking water supply system and the quality of drinking water produced and distributed within the system through Municipal Health Officers.
- 2) Report from the water supplier of the following shall be obtained and reported to the MHO.
  - i. Description of the vertical and horizontal extent of the source aquifer using existing data that will be used to define the recharge area of the aquifer.
  - ii. Report on any additional improvement or construction of the spring or well, well installation, surface catchment and intake structures.
  - iii. Watershed survey of the recharge area or zone of influence of the water source that identify and evaluate actual and potential source of contamination which shall be updated every three (3) years, including any reported discharge that may affect the source.
  - iv. A plan for special monitoring of any significant contaminant source and the appropriate corrective measures to protect the water source.
  - v. Regular monitoring of quality of water supplies.
- 3) Emergency Examination of Water Supplies. All Water supply sources shall have an emergency test kits in their pump stations or offices for immediate and emergency determination of the water supply quality like Ph meter, TDS meter, comparator kits and rapid microbiology tester.

## **SECTION 4A.08. Sanitary Requirements for Water Peddlers and Haulers**

### **A. Sanitary Permit.**



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Any person, firm or company engaged in water hauling and vending of water for human consumption shall secure a Sanitary Permit from the Municipal Health Officer/Rural Sanitary Officer concerned.

**B. Health Certificate.**

Water peddlers and haulers shall undergo physical and medical examination to obtain a health certificate from the Municipal Health/Sanitary Officer concerned which shall be renewed every year. Water peddlers and haulers without health certificate or with expired health certificate shall be prohibited from water hauling and peddling.

**C. Source of Water.**

Water peddlers and haulers are required to obtain water from sources with valid Certificate of Potability.

**D. Water Containers.**

Water containers shall be made of plastic or tin materials and so design to facilitate easy cleaning. The container shall be cleaned and disinfected before they are filled with water and shall be provided with tight-fitting cover.

**E. Personal Hygiene.**

All water peddlers and haulers shall be required to observe proper personal hygiene especially washing of hands with soap and water before working and other using toilet.

**SECTION 4A.09. Sanitary Requirements for the Operation of Retail Water System or Refilling Station**

**A. Sanitary Permit Requirements**

- 1) No person or entity shall operate a Retail Water System (RWS) or refilling station for commercial purposes without securing a Sanitary Permit from the concerned Municipal Health Office. The following documents shall be submitted as requirements for the issuance of the Sanitary Permit.
  - i. Operational Permit and Certificate of Potability of Drinking Water for retail water system or refilling station where raw water is sourced from private water supply system.
  - ii. Certificate of Potability of Drinking Water for retail water system or refilling station where raw water is sourced from public water supply system. However, validation water samples shall be required to confirm that there is no cross-connection in the main lines or seepage from the water main.
  - iii. Plans and specifications for the complete multi-stage water purification design of the plant prepared by a privately practicing licensed Sanitary Engineer shall be submitted with each application for a sanitary permit. Such plans and specifications shall be subject for review and approval by the concerned Municipal Health Officer/Rural Sanitary Officer as recommended by a government employed licensed Sanitary Engineer.
- 2) Any additional construction, alteration or renovation in the establishment or any alteration, addition or deletion, or any changes in the water treatment process which is not indicated in the approved as-built design shall require a new Sanitary Permit. Violation of this provision shall be a ground for the immediate revocation or suspension of the Sanitary Permit.
- 3) Application or Renewal of Sanitary Permit. The provision stated on the Sanitation Requirements for Opening a Food Establishment of this Code on the application or Renewal of Sanitary Permit, Fees, Noting of Permit, Validity, Revocation or Suspension, Posting of Permit and Record of Sanitary Permit shall apply herein.

**B. Sanitary Structural Requirements**

**1) Location.**

The establishment shall be located in areas or zones designated by existing laws or local ordinances. It shall be at least 25 meters away from direct sources of pollution. The site shall not be subject to flooding. In areas where frequent flooding occurs, the establishment shall be designated in such a manner that the water purification process will not be contaminated by flood water. Source water and power shall also be available.



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**2) Plans and Specifications.**

The plans and specifications of the retail water system or refilling station establishment shall be signed and sealed by a privately practicing licensed SANITARY engineer and submitted to the local health office for renew and approval. Plans shall include the floor plan, isometric diagram, purification process flow diagram, location plan, plumbing layout, legend, general notes and specifications. The design, construction and specification of delivery vehicles, mobile water tankers or bulk water tankers shall be submitted by the applicant to the local health office for approval. On-site visitation, where necessary, shall be conducted by the concerned local health office.

**3) Plant Construction and Design.**

- i. In the design of the plant, rooms or facilities shall be provided for the refilling, selling, purification equipment (enclosed room), container washing and sanitizing, container storage (separate for filled and empty), production or source water storage facilities, toilet room and other rooms and facilities (i.e. parking area), as may be required by the Municipal Health Office. Rooms that should be under positive pressure of purified air (i.e. filling room) shall be determined by the Municipal Health Officer/Rural Sanitary Officer.
- ii. All doors and partitions shall be of see-through finished materials (i.e. glass, approved plastic materials) for the purpose of transparent product processing and satisfactory supervision.
- iii. All customer service openings shall be so designed and constructed as to minimize the entrance of dust, seepage and other contaminants and to protect against entrance of insects and rodents.
- iv. Room/Facility/Area Allocation.

ROOM / FACILITY	AREA ALLOCATION
Refilling and Selling Room	9.50 square meters (minimum)
Water Purification Room	3.10 square meters per person (clear of all equipment)
Container Washing and Sanitizing Room	6 square meters (plus (plus 3.10 sq. meters for every additional personnel)
Container Storage Room: Field or Empty	Sufficient area per approved plan
Production / Source Water Storage Facilities	Sufficient space that will allow free movement during the conduct of inspection
Office Space	1.77 square meters per person (clear of all furniture and equipment)
Change Room	2.80 square meters per person (inclusive of locker or other facilities)
Toilet Room	Per toilet structural requirement
Parking Area (optional)	30 square meters plus 10 square meters for each additional car

- v. All rooms used for processing, handling and selling shall be constructed in accordance with the following requirements:

**1. Floors.**

It shall be constructed of concrete or other impervious, on-skid and easily cleaned material and shall be adequately graded and drained. Store or selling area, if provided with floor drain, shall be of the "closed" type.

**2. Walls.**

The internal surface of walls shall be smooth, even, non-absorbent and easily cleaned without damage to the surface. It shall be painted with light color or finished with light color materials. All angles between the floor and the walls shall be rounded off to a height of 7.62 centimeters. All angles between walls and ceilings shall be sealed as to leave no spaces or cracks which would permit accumulation of dust and dirt or provide harborage for vermin, walls of toilet, bath and other rooms or premises subject to wetting shall be constructed of impervious, non-absorbent materials to a height of not less than 2 meters from the floor.



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**3. Ceilings.**

It shall be constructed of smooth, non-absorbent and easily cleaned material and painted with light color.

**4. Doors.**

It shall be self-closing and tight-fitting with smooth and non-absorbent surface.

**5. Lighting.**

All rooms shall be provided with a maximum illumination intensity of 20 foot-candle.

**6. Ventilation.**

Each personnel shall be allotted a room volume of at least 12 cubic meters. When only natural ventilation is provided, all rooms shall have a window opening of at least 10% of the floor area. Windows shall be kept clean and in good condition. In the absence of effective natural ventilation, mechanical ventilation with airflow from a clean area and discharged in such a manner as not to create nuisance shall be provided as follows:

- a. **Air Condition Unit.** Provide 1.5 Horse Power air conditioner for every for every 50 cubic meter room volume.
- b. **Exhaust Fans or Blower.** Provide 25.40 cm diameter blower fan per 35 cubic meter room volume.
- c. **Toilet and Bathroom.** Provide a 15.34 cm diameter exhaust fan per 10 cubic meter room volume. Mechanical exhaust systems shall be connected to the light circuits of windowless bathrooms.

All selling and filling and water purification rooms shall preferably be air-conditioned.

All rooms shall be provided with odor absorber or with an installed air purifier.

All circulated in the room of the establishments shall be supplied through air inlets arranged located and equipped so that the personnel and costumers are not subjected to air velocities exceeding 1.02 meters per second. Not less than 3 changes of air per hour shall be provided.

- vi. No room or space shall be used in connection with the purification of water, handling capping, sealing, storage, sale and other related activities which is at anytime used as a sleeping quarter or directly connected to a toilet or in which has been used for any purpose that would likely contaminate the water. Persons not directly involved in the process, including children, shall be allowed in these service areas.
- vii. It is strictly prohibited for Retail Water System or Refilling Station establishments, particularly in the water processing, refilling and selling rooms to conduct other business (i.e. selling grocery items, cosmetics, etc.) or allow to display or store their items in the establishment other than the Retail Water System materials.

**C. Sanitary Facilities Requirements.**

The Retail Water System or refilling station establishment shall provide adequate sanitary facilities including, but not limited to the following:

**1) Water Supply**

- i. There shall be an adequate supply of water for the operation and maintenance of the establishment and its facilities.
- ii. The water source shall be protected from possible contamination that will adversely affect its potability and palatability.
- iii. The water supply going to the water purification machines/equipment shall be protected from backflow and back pressure from in-machine water.
- iv. Booster pneumatic, pressure or other pumps shall be prohibited to be connected directly to main water lines when water source is from public water supply system.





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- v. The plumbing system, water piping, connections, fittings and hoses conveying water shall be constructed, installed and repaired with in accordance with the National Plumbing Code of the Philippines.
- vi. **Air Gap.** The air gap between the water supply inlet and the flood rim of the plumbing fixture, equipment or non-water equipment shall be at least twice the diameter of the water supply inlet or as per the following schedule:

<b>MINIMUM AIR GAP (cm)</b>		
<b>FIXTURE</b>	<b>When Not Affected by Near Wall</b>	<b>When Affected by Near Wall</b>
1. Lavatories with effective opening not greater than 1.27 cm diameter	2.54	3.81
2. Sink, laundry, trays and gooseneck bath faucets with effective openings not greater than 1.91 cm diameter	3.81	5.72
3. Over rim bath fillers wit effective openings not greater than 2.54 cm diameter	5.08	7.62
4. Effective opening greater than 2.54 cm	2x Effective Opening	3x Effective Opening

- vii. **Backflow Prevention Device.** The backflow or back siphonage prevention device installed on a water supply system shall meet the National Plumbing Code of the Philippines standards for construction, installation, maintenance, inspection and testing for that specific application and type of device.

viii. **Cross Connection.**

1. No person shall install any water operated equipment or mechanism or use any water treating chemical or substance. If it is found that these may cause pollution or contamination of domestic water supply. Such equipment or mechanism may be permitted only with equipped with an approved backflow prevention device or assembly.
2. Approval of Device or Assemblies. No device or assembly used for the prevention of backflow shall be installed, removed, relocated, or substituted without the approval of the local health office. Devices or assemblies shall be tested for conformity with recognize standards acceptable to the DOH.
3. The person having control of such devices or assemblies shall maintain them in good working condition. The concerned Municipal Health Office may respect such devices or assemblies and, if found to be defective or inoperative, shall require its repair or replacement.

- ix. **Conditioning Device.** Water filter screens and other water conditioning devices installed on water lines shall be designated to facilitate disassembly for periodic servicing and clearing. Water filters shall be of the replaceable type.

x. **Prohibited Connections.**

1. No installation of potable water supply piping or part thereof shall be made in such a manner that it will be possible for used, unclean, polluted or contaminated water, mixtures or substances to enter any portion of such piping from any tank, receptacle, equipment or plumbing fixture by reason of back-siphonage, by suction or any other cause, either during normal use and operation thereof or when any such tank, receptacle equipment or plumbing fixture is flooded or subject to pressure in excess of the operating pressure in the hot or cold water piping.
2. No person shall make a connection or allow one to exist between pipes or conduits carrying domestic water supplied by any public or private water service system, and any pipe, conduit or fixture containing or carrying water from any other source or which has been used for any other purpose whatsoever, or any piping carrying chemicals, liquids, gases or





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substances, unless there is provided a backflow prevention device approved for the potential hazard.

3. No plumbing fixture device or construction shall be installed or maintained or shall be connected to any domestic water supply when such installation or connection may provide a possibility of polluting such water supply or may provide a cross connection between a distribution system of water for drinking and domestic purposes and water which may become contaminated by such plumbing fixture device or construction unless there is prohibited a backflow prevention device approved for the potential hazard.
4. No water piping supplied by any private water supply system shall be connected to any other source of supply without the approval of the concerned Municipal Health Office.

xi. **Potable Water Piping**

1. Whenever a water filter, water softener, water treating device or other similar device is installed in any other water supply line, the pressure loss through such devices shall be included in the pressure loss calculation of the system, and the water supply pipe and meter shall be adequately sized to provide for any such pressure loss.
2. No water filter, water softener, backflow prevention device or other similar device shall be installed in any potable water supply piping when the diameter of its inlet or outlet or its connecting piping is less than the diameter of such water supply piping or when its installation produces an excessive pressure drop in any such water supply piping.
3. All such devices shall be approved by the concerned Municipal Health Office and shall be tested for flow rating and pressure loss by an approved laboratory or recognized testing agency in accordance with standards consistent with the intent of these rules and regulations.
4. The quantity of water required to be supply to every plumbing fixture shall be represented by fixture units.
5. In localities where there is fluctuation of pressure in the main throughout the day, the water supply system shall be designated on the basis of minimum pressure available.

**2) Toilet Facilities**

- i. Adequate and clean facilities shall be provided for personnel use.
- ii. The toilet shall not open directly into spaces where product water is being purified and handled.
- iii. The toilet doors shall be tight-fitting and self-closing
- iv. Toilet room shall be completely enclosed, properly lighted and ventilated.
- v. Retail water System employing less than 5 personnel shall provide at least one (1) water closet and one (1) hand washing lavatory.
- vi. Toilet room for women shall be provided with receptacle for sanitary napkins.
- vii. At least one service sink or one curved cleaning facility equipped with a floor drain shall be provided and conveniently located for the cleaning of mops or similar wet cleaning tools and for the disposal of mop water and similar liquid waste for the retail water system establishment or refilling stations.

**3) Hand Washing Facilities**

Hand washing basins shall be provided and installed in convenient location and as near as practicable to where the person for whose use they are provided. There shall be adequate supply of soap, nail brush, clean towels or other suitable hand drying facilities. Hand Washing Lavatory shall not be used for purposes other than hand washing.

**4) Liquid Waste Management**

Waste water treatment and disposal shall be strictly enforced in accordance with the provision of Sewage Collection and Disposal, Excreta Disposal and Drainage) of this Code.

**5) Solid Waste Management**

- i. **Indoor Storage Area and Receptacles.** If located within the establishment, storage areas for refuse, recyclable and returnable and refuse receptacles shall comply with the requirements of Refuse Disposal of this Code.



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- ii. **Outdoor Storage Surface.** An outdoor storage surface for refuse, recyclables, and returnable shall be constructed of non-absorbent materials such as concrete or asphalt and shall be smooth, durable and sloop to drain.
- iii. **Outdoor Enclosure.** If used, outdoor enclosures for refuse, recyclables and returnable shall be constructed of durable and easy to clean materials.
- iv. **Waste Materials.** All waste materials shall be handled in such a manner as to avoid contamination of water.
- v. **Other Provision.** All other pertinent provisions of Refuse Disposal of this code is hereby adopted and made an integral part of these rules and regulations.

#### 6) Vermin Control

A Vermin abatement program shall be maintained in the establishment by the owner/operator. The methods and procedures for vermin control shall be in accordance with the rules and regulations of Vermin Control of this code.

#### 7) Changeroom

- i. Retail water system or refilling station establishments shall provide a change room and suitable locker or other facilities for the orderly storage of clothing and personal belongings of employees and where personnel could change from their street clothes before working and vice-versa. It is prohibited to have any clothing, including gowns and aprons, in other places in the establishments except in the places above mentioned.
- ii. The facilities shall be situated and arranged that there is no contamination of refilled water.
- iii. Where the number of person engaged or employed is five (5) or more of either sex, there shall be provided separate changing room for each sex.
- iv. Change room shall be cleaned and disinfected at least once a week or more frequently as maybe necessary.

#### **D. Sanitary Processing and Operation Procedures.**

##### 1) Water Purification Process.

- i. The water treatment or purification process shall be capable of producing drinking water that is clear, colorless and free from objectionable taste and odor. The product water shall not contained any substance, organism, chemical or radioactive materials at a concentration which could in danger the live of consuming public.
- ii. The design of the water treatment or purification process shall be based on the characteristic of the source water and the availability of appropriate purification technology. The design shall be environmentally sounds, ecologically safe and cost-efficient. The water purification process shall include an air filtration to minimize the re-contamination of product water.
- iii. The product water shall show "No Residual" of any disinfectant used.
- iv. An appropriate quality monitoring program for the water treatment or purification system shall be establish in accordance with manufacture's requirements. The program shall include recording the conditions and performance of the equipment.

##### 2) Washing and Sanitizing of Water Containers, Caps and Dispensers.

- i. Containers, caps and dispensers for refilled water provided by the retail water system shall be of non-toxic, non-corrosive and food grade quality materials.
- ii. Water containers of dispensers for sale or lease from the retail water system or refilling station shall be subject to testing and certification by the DOH.
- iii. Product water operators shall submit to the concerned Municipal Health Office the certification by the DOH indicating acceptability of the containers.
- iv. All water containers and caps provided by the establishments or by the costumers shall be truly washed from approved source prior to sanitizing. Warm water with the temperature ranged of 46 Degree Celsius to 49 Degree Celsius or a strong Alkaline solution with pH of 10.5 may be used to aid in the cleaning process.
- v. Sanitizing solutions or process shall be applied to all water containers and caps after washing. The retail water system or refilling stations operators shall see to it that washing and sanitizing



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of containers are conducted before filling it with product water. The sanitizing process maybe by means of chemical, dry or moist heat agent or other approved procedures.

- vi. Only DOH – approved sanitizing solutions or process shall be permitted. The following data regarding the sanitizing solutions shall be submitted for evaluation by the DOH:
1. Health hazard data (signs and symptoms; First-Aid procedures and medical condition generally recognized as aggravated by exposure);
  2. Reactivity data (stability, conditions to avoid, hazardous decomposition product, hazardous polymerization, hazardous polymerization-conditions to avoid);
  3. Spill or Leak procedures ( steps to be taken in case materials is released or spilled, waste disposal information);
  4. Special protection information (respiratory protection, ventilation, protective gloves, eye protection, other protective measures);
  5. Special precautions (precautionary labeling);
  6. Other handling and storage conditions;
  7. A clear statement of the types of water purification system intended for sanitizer treatment is also necessary to enable the DOH to estimate probable chronic human exposure to a sanitizer and its component;
  8. The manner in which the sanitization is performed (i.e. clean-in-place, immersion, etc.) and the types of equipment intended for treatment (i.e. containers, utensils, conveyors, belt, tanks, flat work surfaces, etc).
- vii. Treatment of containers or surface shall not be followed by a water rinse prior to its contact with the refilled water. Where rinsing is done, refilled water shall be used for rinsing.
- viii. There shall be “adequate draining” of the treated containers, equipment or contact surfaces.
- ix. There shall be no residual of the sanitizers in the product water (sanitizing solution are considered as indirect food additives).

**3) Filling and Capping.**

- i. Before being used, filling equipment (designed to be cleaned-in-place) shall be truly cleaned and sanitized in-place. AN alkaline solution of appropriate strength shall be recirculated through the filler to provide effective cleaning of all product water contact surfaces, with a minimum recirculation time of 20 minutes at a temperature between 60 degree Celsius and 76.67 degree Celsius. The cleaning solution shall be drained and followed by potable water rinse-to-drain for the removal of all residual alkalinity. The step maybe supplemented by the application of an acidified rinse prior to the potable water rinse to neutralized any residual alkalinity on product contact surfaces.
- ii. Immediately following completion of filling operations, the filler shall be truly rinsed internally and externally with potable water.
- iii. Parts of the filler that are not design to be cleaned in-place shall be disassembled and removed, cleaned and sanitized prior to re-assembly using DOH-approved cleansing and sanitizing procedures.
- iv. All surfaces of the fillers that do not come in contact with the water shall be cleaned manually so as to render all surfaces free of residues.
- v. Any other cleaning, rinsing, or sanitation operations, or processes not mentioned above shall be subject to the approval of Municipal Health Officer/Rural Sanitary Inspector.
- vi. Filling of containers with water shall be in a manner that it will not come in contact with hands or other surfaces that may contaminate the water.
- vii. The rim of the containers when filling shall be pointed directly to the water-dispensing nozzle during filling.
- viii. The containers shall be properly and immediately capped after filling. Precautions shall be observed when workers manually capped the containers. Sanitary cap or equivalent cap for 5 gallons bulk water containers shall be used to prevent contamination of the neck of the container before placing it to the dispensers.



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- ix. Five (5) gallons bulk water containers shall be preferably be provided with handle or "ears" or a carrying strands attached to the containers groove or in the neck. Bulk water containers shall be carried only with the use of a container's grabber or handler.

#### **4) Storage of Water.**

- i. Storage tank/sumps/reservoir design, materials, specifications and locations shall be reviewed and approved by the Municipal Health Office before its construction or installation.
- ii. The design of the steel tank shall include the manhole/opening, drainpipe, and vermin-proofed vent and inlet and outlet pipes.
- iii. Materials that are used in the constructions of a steel storage tank shall be made of non-toxic materials, durable, corrosions-resistant, and non-absorbent and finished to have a smooth, easily-cleaned surface. Soldering joints materials shall be based on DOH approved materials and procedures.
- iv. Concrete sumps, tanks and reservoirs shall be tested for water tightness. Internal finishing constructions materials shall be approved by the Municipal Health Office.
- v. All water storage facilities shall be sanitized of at least once a month.
- vi. Refilled water in containers awaiting deliveries shall be stored in cool room temperature (26 degree Celsius to 28 Degree Celsius) and relative humidity of 60%.
- vii. Refilled water shall be stored in dry environment away from chemical and solvent (i.e. household cleaning products, gasoline, paint thinners) and other toxic materials and combination.
- viii. Refilled water in containers shall be preferably stored in a separate storage room.
- ix. Refilled water containers shall be stored in stated platform with a height of 20 cm from the floor to allow air circulation, easy cleaning and infections vermin infestation.
- x. Holding time of stored refilled water shall not go beyond 24 hours.

#### **5) Transporting of Refilled Water**

- i. All refilled water shall be transported in sanitary transporting facilities inspected and approved by the Municipal Health/Sanitary Office.
- ii. All refilled water containers to be transported shall be properly arranged, crated or boxed and the containers properly capped and protected from contamination. All vehicles shall be kept clean, and no substance capable of contaminating the product water shall be transported in such a manners as to permit contamination.
- iii. A Sanitary Clearance shall be required for every refilled water delivery vehicle. Sanitary Clearance Fee shall be in such amount that the municipality may impose through a local ordinance. The clearance shall be posted in all delivery vehicles.
- iv. Delivery personnel in vehicles carrying refilled water shall see to it that the water is maintained at room temperature (25 degree Celsius to 28 degree Celsius).
- v. All deliveries of refilled water, in so far as the containers in vehicles are concerned, shall be subject to the inspection and approval of Municipal Health Office having jurisdiction on the area origin.
- vi. The Municipal Health Offices concerned at the receiving point of deliveries may also conduct inspection of the containers and vehicles and findings referred to the counterpart local health office.

#### **SECTION 4A.10. Sanitary Requirements for Mobile Water Tanks and Bulk Water for Drinking.**

##### **A. Sanitary Clearance**

- 1) A Sanitary Clearance shall be required for all water tankers. Fee for the clearance shall be in such amount prescribed in the Municipal Tax Ordinance. The Sanitary Clearance shall be posted in every water tanker vehicle.
- 2) Except during exigencies (i.e. disasters, calamities) and subject to the guidelines issued by the DOH, no mobile water purification plant (i.e. Point-of-entry and Point-of-use) shall be allowed to operate.





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The operations of the mobile plant also require a sanitary clearance from the Municipal Health Office concerned.

**B. Mobile Water Tanks**

- 1) **Materials for mobile water tanks.** Materials that are used in the construction of a mobile water tank and appurtenances shall be safe, made of or finished internally with non-toxic materials, durable, corrosion-resistant, non-absorbent and finished to have a smooth, easily cleaned surface.
- 2) **System and Drain.** The mobile water tanks shall be enclosed from the filling inlet to the discharge outlet and sloped to an outlet that allows complete drainage of the tank.
- 3) **Access Port.** If a mobile water tank is design with an access port for inspection and cleaning, the opening shall be in the top of the tank and flanged upward at least 13 m and equipped with a port cover assembly that is provided with a gasket and a device for securing the cover in place, and flanged to overlap the opening and sloped to drain.
- 4) **“V” Type Threads.** A fitting with “V” type threads on a water tank inlet or outlet shall be allowed only when a hose is permanently attached.
- 5) **Tank Vent.** If provided, a water tank vent shall terminate in a downward direction and shall be covered with 16 mesh screen or equivalent when the vent is in a protected area, or a protective filter when the vent is in an area that is not protected from windblown dirt and debris.
- 6) **Inlet and Outlet.** A water tank and its inlet and outlet shall be sloped to drain. The inlet shall be positioned so that it is protected from contamination such as grease, road dust or waste discharge.
- 7) **Hose.** A hose used for conveying drinking water shall be safe, durable, non-absorbent, resistant to pitting, chipping, crazing, scratching, scouring, distortion and decomposition. It shall be finished with a smooth interior surface, clearly and durably identified as to its use if not permanently attached.
- 8) **Filter.** A filter that does not allow passage of oil or oil vapor shall be installed the air supply line between the compressor and drinking water system when compressed air is used to pressurize the water tank filter.
- 9) **Protective Device or Cover.** A cap and keeper chain, closed cabinet, closed storage tube or other approved protective cover or device shall be provided for a water inlet, outlet and hose.
- 10) **Small Mobile Water Tank.** The water tank inlet shall have a 19.1 mm inner diameter or less and provided with a hose, with a hose connection of a size or type that will prevent its use for any other service.
- 11) **System Flushing and Disinfection.** The water pump tank and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification and period of non-use.
- 12) **Backflow Prevention.** Person/s operating water tank and hoses shall prevent that backflow and other contamination of water supply.
- 13) **Fitting.** If not in use, a water tank and hose inlet and outlet fitting shall be protected using a cover or device.
- 14) **Water Tank Pump and Hoses** used for conveying drinking water shall not be used for other purposes.

**C. Bulk Water for Drinking**

- 1) Product water shall not be transported or stored in bulk tank, or processed or placed through equipment or lines for non-food products.
- 2) Bulk water shall be from approved source.





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- 3) Bulk shipment of water prior to transporting to retail water system or to consumers shall be disinfected. Free residual chlorine reading shall be maintained between 0.20 to 0.50 ppm until water reaches the plant or the household.
- 4) Representative samples shall be taken from shipment from the bulked water for the analysis of coliform and Heterotrophic Plate Count. The minimum frequency of sampling shall be one sample from each tanker on a weekly basis. Records of the deliveries and laboratory results of water samples shall be available for inspection by the DOH or the Municipal Health Office.

**SECTION 4A.11. Sanitary Requirements for Water Vending Machines and Dispensers.**

- A. No person shall operate a water vending machine or dispensers for commercial purposes without securing a Sanitary permit from the concerned Municipal Health Office.

The Municipal Health Office may, in writing, exempt establishments from securing a separate Sanitary Permit for the water vending machine or dispenser when the same is located inside a food establishments.

- B. Commercial water vending machines or dispensers located in other establishments (i.e. drug store, bowling, alleys, billiard, halls, schools, hotels, lobby, cockpit, arena, hospitals, theaters, service stations, and other public places/establishments) shall not be exempted in securing Sanitary Permit.
- C. Cups used in commercial water vending machines or dispensers shall be made of recyclable single service materials.
- D. Water vending machines or dispensers shall be registered only in the name of the operator.
- E. Operators/employees of vending machines or dispensers shall be securing the necessary Health Certificates.
- F. A refused receptacle shall be located adjacent to the vending machine or dispensers.
- G. Designs of vending machines or dispensers:
- i. Vending machine shall be so designed that practically all parts, including nozzles, can be cleaned and sanitized daily.
  - ii. Drinking Water dispensers shall be so design that the nozzles are detachable for easy cleaning and sanitizing. The topmost area where the bulk water containers is placed shall be provided with a sanitary protector shield or equivalent device to prevent the contamination of the drinking water from the neck and other part of the bulk water containers.
  - iii. Vending machines and drinking water dispensers shall not contain parts that are made of lead or other toxic materials or will promote the growth of micro-organisms.
  - iv. No vending machines or drinking water dispensers shall be sold or placed for household or commercial purposes without a certification from DOH.

**SECTION 4A.12. Sanitary Requirements for the Manufacture and Sale of Water Purification Equipment, Gadgets and Devices.**

- A. Any person/s involved in the manufacture and sale of water purification equipment, gadgets and devices, including household water filters and water purifies and similar apparatus, shall submit an application to the DOH through the environmental health service for review, testing and certification, before they could market the said equipment gadgets or devices.
- B. Expenses that will be incurred by the DOH or by the Laboratory examination and testing of the water treatment equipment, gadgets and devices shall be charged to the applicants.
- C. Fees for the certification shall be in such amount that the DOH will impose.

**SECTION 4A.13. Water Quality Monitoring.**



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**A. Source Water Monitoring.**

The operator and Municipal Health Office concerned shall monitor regularly the quality of the water source based on:

- 1) Bacteriological quality-at least monthly.
- 2) Physical quality-at least every six (6) months.
- 3) Chemical quality-at least every six (6) months.
- 4) Biological quality-at least once a year.
- 5) Monitoring of radioactive contaminants shall be done only if there is significant input of radiation from the surrounding environment. Samples for water analysis shall be submitted to water analysis laboratory accredited by the DOH.

**B. Product Water Monitoring.**

- 1) The quality of product water shall conform to the requirements stipulated in these rules and regulations.
- 2) The Municipal Health Office shall monitor the product water quality at the same frequency as the source water monitoring.
- 3) The Municipal Health Office may require operators of retail water system or refilling station. Bulk water suppliers or operators of water vending machines to test and submit result for any substance, including organic chemical contaminants, at any time the MHO believes the substance may be present in the water source and threaten the public health.

**C. Standard Parameter and Values for Drinking Water.**

Source water and product water for drinking purposes shall conform to the Philippine National Standards for drinking water. Product or refilled water retail water system or refilling stations shall, however, contain no residual of any disinfectant used.

**SECTION 4A.14. Requirements for Personnel**

**A. Health Certificate**

- 1) No person/s shall be employed in any water supply source, water refilling station, delivery vehicles, water tankers and bulk water tankers and other establishment processing, dispensing or selling water without an up-to-date Health Certificate issued by the MHO. The Certificate shall be issued only after the personnel concerned had undergone the required physical and medical examinations, immunizations indicated in the Health Certificate form provided by the concerned MHO/RSI.
- 2) The Health Certificate shall be clipped in the upper left front portion of the employee's garments while working. This will include all the personnel and drivers of delivery vehicles and mobile tankers and bulk water tankers.
- 3) The Health Certificate shall be renew at least every year or as often as required by Municipal Ordinance.
- 4) Health Certificate are non-transferable.
- 5) Regulatory Fees in the processing of the Health Certificate shall be in accordance with Municipal ordinance.

**B. Personal Hygiene and Practices**

- 1) All personnel/s of the establishments including delivery and transport personnel/s shall observed good personal hygiene.
- 2) Personnel shall wear uniform or clean working garments (street clothes shall not be considered as working garments) and hair restrain for those who are handling the refilled water.
- 3) Washing of hand and arms before working shall be observed. Such washing shall be repeated working shift and after smoking, visiting the toilet, coughing or sneezing into hands, or as often as maybe necessary to remove the contaminants.
- 4) Using, chewing or smoking tobacco in any form while processing, selling or while in the equipment and container washing and disinfecting is not allowed.



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- 5) No person afflicted with a communicable disease or a carrier of such disease which includes boils or infected wounds, infected pimples, colds or respiratory infections, diarrhea or gastrointestinal upset and other related illnesses, shall not be allowed to handle the water processing and vending activities.
- 6) The operator/s of the establishments shall notify the MHO or the accompany physician (if available) when any employee is known to have a notifiable disease.

**C. Personal Protective Equipment**

- 1) Personnel working in the purification of water and those who are using chemical disinfectant shall wear the approve type of respiratory protection. All other personnel handling water (filling, capping, sealing, selling, etc.) shall wear a cough mask or face mask.
- 2) Personnel shall wear the approved type safety glasses where the process is using ultraviolet light.
- 3) All personnel working in the water purification room shall wear water-resistant shoes like rubber or plastic boots which shall only be worn inside such room.
- 4) Other personnel protective equipment (i.e. body hearing, face, head, hand protection, etc.) maybe required depending on the equipment, chemical and other variation and conditions present in the establishment.

**D. Ergonomics**

The operator of the establishment shall ensure that all works procedures shall be in such a manner that it will not produce undue stresses to the muscular-skeletal system of personnel.

**E. Human Resource Development**

- 1) Plant operator or persons directly involved in the management or the supervision of retail water system or refilling station shall undergo a 40-hours basic certificate course on Ecology, micro-biology and parasitology, water demand and treatment, sanitary chemistry, plumbing, public health engineering, hazard analysis critical control point, and environmental laws conducted by the DOH or any DOH-accredited professional organizations and institutions.
- 2) Other employees in the establishments shall attend a 20-hours water sanitation process to be conducted by the concerned MHO as a pre-requisite for the issuance of the Health Certificate.
- 3) Operators, Managers, Supervisors or employees who undergone such training course or equivalent courses in their formal academic course shall be exempted from taking the basic certification course of water sanitation classes, provided they show certification from academic institutions.
- 4) The Plant Operator or Manager shall be responsible for the quality of product water processed in retail water system or refilling station for sale and distribution to the public. He shall be liable to any litigation that may arise as a result of negligent manufacture, storage, handling or distribution of refilled product water.

**SECTION 4A.15. Inspection and Evaluation**

**A. Responsible Officer**

It shall be the duty of the concerned MHO to cause the inspection and evaluation of every water refilling station establishment and other similar establishments, facilities or equipment processing, dispensing or selling drinking water at least once every three months and to cause additional inspection and re-inspections and evaluation as deemed necessary for the enforcement of these rules and regulations.

**B. Inspection and Evaluation of Food Establishment**

The average sanitation standard of every refilling station shall be evaluated by the Municipal Health Officer and Rural Sanitary Inspector every year-end to determine its improvement/maintenance of rating.

The provision stated of this Code includes:

- i. Sanitation Inspection Fee;
- ii. Mission Order;
- iii. Uniform of the Inspector and Assistant to inspection;
- iv. Recording of Inspection;



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- v. Report of Inspection;
- vi. Re-inspection;
- vii. Service of Notice;
- viii. Revocation of Permit;
- ix. Summary Suspension of Permit;
- x. Appeals, Power of Entry, Hearing and;
- xi. Sanitation Standards

### **C. Visitorial Power**

The Municipal Health Officer and Rural Sanitary Inspector may visit any water supplier under its jurisdiction for the purpose of verifying the conduct of collection of water sample, interpret the result of the laboratory analysis, assist in the mitigation of water-borne outbreaks, and recommend to the Municipal Health officers the immediate stoppage of a water supply system found operating to the detriment of public health, the imposition of fines to the water supplier and the announcement to the public of the status of the drinking water of the locality in accordance with these rules and regulations.

#### **SECTION 4A.15. Responsibility of the Operators of Retail Water System or Refilling Stations, Bulk Water Suppliers, Operators of Water Dispensers or Vending Machine.**

The Operator shall:

- 1) Submit the plans, specifications and other required documents of private water sources before its construction to the DOH for review and approval.
- 2) Secure the necessary permits for the establishment, water dispenser or vending machine and transport/delivery vehicles and health certificates from the concerned MHO.
- 3) Submit periodically the result of the required water samples for laboratory analysis.
- 4) Secure the Certificate of Potability of drinking water at frequencies prescribed in these rules and regulations.

**SECTION 4A.16. Responsibility of Manufacturer or Supplier of Water Purifier.** The manufacturers or suppliers shall submit the product particulars for review and certification of the DOH before the same will be offered for sale. He shall also submit result of laboratory analysis of treated water passing the water purifier.

**SECTION 4A.17. Jurisdiction of the Municipal Health Officer and the Rural Sanitary Officer.** The approval of the Municipal Health Officer or Sanitary Officer is required in the following cases:

- a) Conduct or cause the conduct of Sanitary inspections and evaluation of every refilling stations, water dispensers or vending machines, delivery vehicles and mobile water tankers and validate the water quality of retail water system or refilling station if complying with the standard parameters and values for refilled water;
- b) Issue Sanitary Permit to establishments, water dispensers or vending machines and issues Sanitary Clearance to mobile water tankers and delivery vehicles complying with the minimum sanitation requirements;
- c) Issue Health Certificates to all personnel, including drivers of delivery vehicles of the establishments;
- d) Issue Certificate of Potability of Drinking Water in accordance with these rules and regulations;
- e) Validate from the DOH approved water purification apparatus, devices and similar gadgets being sold peddled to the public;
- f) Cause the conduct of investigations of any claim or advertised product water or water purification equipment which, in his judgment may be detrimental to public health and safety;
- g) Site of water supply sources before their construction;
- h) Delivery of water to consumers from new or recently repaired water systems;





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- i) Operation of water supply systems after an order of closure was issued by the Department of Health or the Office of the Municipal Mayor;
- j) Plans and specifications of water supply systems of subdivisions and projects prior to the constructions of housing units thereat and
- k) Enforce the provisions of these rules and regulations;

**SECTION 4A.18. Other Protective Measures.** To protect drinking water from contamination, the following measures shall be observed:

- a) Washing clothes or bathing within a radius of twenty five (25) meters from any well or other sources of drinking water is prohibited.
- b) No artesian, deep or shallow well shall be constructed within twenty five (25) meters from any source of pollution.
- c) No radioactive sources or materials shall be stored within a radius of twenty five (25) meters from any well or source of drinking water unless the radioactive is adequately and safely enclosed by proper shielding, as determined by the Department of Environment and Natural Resources [DENR].
- d) No person charged with the management of the public water supply system shall permit any physical connection system that of any other water supply, unless the latter is regularly examined as to its quality by those in charge of the public supply to which the connection is made and found to be safe and potable.
- e) The installation of a booster pump to draw water direct from the water distribution line of a water supply system where low-water supply system pressure prevails is prohibited.
- f) No person shall keep any horses, cattle, swine, goat or livestock of any kind, penned, corralled, or over, or in the borders of any such spring, stream, pond, lake or reservoir within a distance of twenty-five (25) meter radius.
- g) No unnecessary tampering and or removing of any or all parts of the water supply shall be allowed without first securing permission from the Municipal Health Office.

**SECTION 4A.19. Penal Provisions.** Any Person who violates, disobey, refuses, omits or neglects to comply with any of the provisions of Water Supply Chapter of this Code shall be penalized, upon conviction, by imprisonment for a period of not less than one (1) month but not exceeding six (6) months or by a fine of not less than Php 1,000.00 but not more than Php 2,500.00 or both.

## ARTICLE B. FOOD ESTABLISHMENTS

**SECTION 4B.01 Scope.** The subsequent sections shall apply to all food establishments, food manufacturers and facilities, including those located in food containers and vehicles, and food sold in the streets within the territorial jurisdiction of this Municipality.

**SECTION 4B.02. Definition of Terms.**

- **Appliance** – includes the whole or part of any utensils, machinery, instrument, apparatus, or article used or intended for use in or for making, keeping/storing/ preparing or supplying of any food.
- **Adulterated food** – food that contains any poisonous or deleterious substances in a quality which may render it injurious to health or has been processed, prepared, packed or held under insanitary conditions, where valuable nutrients have been in part or in whole omitted thereof.
- **Bakery, Bakehouse, Cake Kitchen or shop and Similar Establishments** – any premises in which breads, pastries, cakes, savories or other bakers small goods are baked or cooked for sale and any portion of such premises used for storage of yeast, flour or other ingredients, of used for the kneading or working with dough.





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- **Caterer** – any person, firm or corporation maintaining or operating a kitchen or any similar establishment for the preparation, purveying, cooking or processing of food or drink for sale or hired to serve to persons elsewhere.
- **Contamination** – the presence of infectious or non-infectious agent in an inanimate article or substance.
- **Food** – any raw, cooked or processed edible substances, beverages or ingredients used or intended for use or for sale in whole or in part of human consumption.
- **Food Establishment** – an establishment where food or drink are manufactured, processed, stored, sold or served, including those that are located in vessels.
- **Food Cart** – a non-enclosed, movable food stand, with or without wheels, selling take-out foods and/or drinks such as bread, pastries, cakes bottled or canned drinks or in mechanical dispensers and usually located in the Fast food areas of malls, atriums, shopping complex, or multi-purpose establishments.
- **Food Establishment Operator** – any person who by ownership or contract agreement is responsible for the management of one or more establishments.
- **Food Stall** – a permanently constructed food booth with partition walls, dividers or equivalent, with food showcases and food displays, counters, with or without kitchen, selling cooked meals or snack foods and usually found in fast food areas of multi-purpose establishments. They are sometimes referred to as self-service restaurants.
- **Food Handler** – any person who handles, stores, prepares, serves food, drinks or ice or who comes in contact with any eating or cooking utensils and food vending machines.
- **Grocery** – where staple food articles commonly called “groceries” are handled and sold.
- **Health Certificate** – a certification in writing, using the prescribed form and issued by the Municipal or city health officer to a person after passing the required physical and medical examinations and immunizations.
- **Misbranding** – indicates all possible conditions of fraud, mislabeling imitation, or misinterpretation of food products.
- **Restaurant** – coffee shops, canteens, panciteria, bistro, carindera, fast food, refreshment parlors, cafeteria, snack bars, cocktail lounge, bars, disco, night club, food kitchens caterer’s premises and all other eating or drinking establishments in which foods or drinks is prepared for sale elsewhere or as part of a service of a hospital, hotel, motel, boarding house, institution caring for people and other similar establishments.
- **Readily Perishable Food** – any food of such type or in such condition as may spoil and which consists in whole or in part of meat, poultry, fish, shellfish, milk or milk products, eggs or other ingredients capable of supporting the progressive growth of micro-organisms which can cause food infection or food intoxication. This does not include products in hermetically sealed containers processed by heat to prevent spoilage and dehydrated, dried or powdered products so low in moisture content as to produce development of micro-organisms.
- **Sanitation Inspector** – an officer employed by the National, Provincial, City or Municipal government, who enforces sanitary rules, laws and regulations and implements environmental sanitation activities.
- **Sanitary Permit** – the certification in writing of the City or Municipal Health Officer or Sanitary Engineer/Sanitation Inspector that the establishment complies with the existing minimum sanitation requirements upon evaluation or inspection conducted in accordance with Presidential Degrees No. 522 and 856 and Local Ordinances.
- **Sanitize** – an effective bactericidal treatment to render surfaces of utensils and equipment free of pathogenic micro-organisms.



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- **Sari-Sari Store** – a convenient store where a variety of food and food materials and other household merchandise are sold in small scale.
- **Single Service Articles** – straws, cups, toothpick, chopsticks, containers, lids or closures, plates, knives, forks, spoons, paddles, placemats, napkins and all other similar articles which are made wholly or in part from paper, paper board, molded pulp, foil and other readily destructible materials which are intended to be discarded after use.
- **Utensils and Equipment** – any kitchenware, tableware, glassware, containers, stoves, sinks, dishwashing machines, tables, meat blocks and other equipment used in the storage, preparations, distribution or serving food.
- **Vermin** – a group of insects or small animals such as flies, mosquitos, cockroaches, lice, bedbugs, mice and rats which are vectors of diseases.

**SECTION 4B.03. Sanitation Requirements for Operating of Food Establishment.**

**A. Sanitary Permit**

- 1) No person or entity shall operate a food establishment for public patronage without first securing a sanitary permit from the Municipal Mayor through the Municipal Health Office. The phrase "Food Establishment" as used in this Chapter means an establishment where food or drinks are manufactured, processed, stored, sold or served;
- 2) **Application or Renewal of Sanitary Permit.** Sanitary permits shall be posted in conspicuous places of any food establishment.
- 3) The fees payable for permits, and upon the issuances, renewal and noting of such certificates, shall be in such amount as the existing Municipal Revenue Code may impose;
- 4) **Noting Permit.** Within 14 days after any change in the ownership or occupancy of any food establishment, the new occupant shall apply to the Municipal Health Office to have such change noted in the records and permit certificate which he shall produce for the purpose and shall pay the corresponding fee in respect of such noting.
- 5) The permit shall be valid for one (1) year, ending on the last day of December of each year, and shall be renewed every year. However, for new food establishments, the validity of the Sanitary Permit will also expire at the end of December of the current year.
- 6) The sanitary shall be posted in a conspicuous place of the establishment and shall be available for inspection by health and other regulatory personnel,
- 7) **Record of Permit Certificates.** The Municipal Health Office shall keep a record of all establishments in respect of which permits have been issued and all permit certificates and renewal thereof.

The record shall, in every case, show the following:

- i. The name and address of the holder of the sanitary permit who in every case shall be the actual occupier of the establishment.
- ii. The location of the establishment.
- iii. The purpose of purposes for which the permit has been issued.
- iv. The date the first permit was issued and the dates of any renewal thereof.
- v. Every change of occupation and management of an establishment since the first permit was issued.
- vi. Conditions under which the permit was issued or any renewal thereof granted; and
- vii. The record shall be available at all reasonable times for inspection of any officer of the Department of health or Municipal Health Office.



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**SECTION 4B.04. Health Certificates.** No person shall be employed in any food establishment without a health certificate issued by the Local Health Authority. This certificate shall be issued only after the required physical, medical and laboratory examinations are performed and immunizations are administered at prescribed intervals.

**SECTION 4B.05. Health Requirements for Food Handlers**

- 1) No person shall be employed in any food establishment without a health certificate issued by the local health officer. This certificates shall be issued only after the required physical and medical examination and immunizations. Briefings shall be provided by the local health office prior to the issuance of the health certificate to the recipients.
- 2) The Health Certificate (EHS Form No. 102) shall be clip in the upper left front portion of the garment of the employee while working.
- 3) The health certificate shall be renew at least every year or as often as required by local ordinance.
- 4) Health certificate is non-transferable.
- 5) Food handlers shall undergo food handlers' training.
- 6) Food handler shall observed the following:
  - i. Wearing clean working garments and hair restrain.
  - ii. Washing hands, arms and fingernails before working. Such washing must be repeated during working hours and after smoking, visiting the toilet, coughing or sneezing into hands, or as often as may be necessary to remove dirt and contaminants.
  - iii. Cooks/Bakers shall wear clean working garments and should have hairnets/hair restrains, caps and aprons.
  - iv. No food handler with long fingernails or with manicured fingernails shall be allowed to work.
  - v. Using chewing or smoking in any form while engaged in food preparation or service, or while in the equipment and utensils washing or food preparation areas is not allowed.
  - vi. No person shall be allowed to work in food handling and preparation while afflicted with a communicable disease or a carrier of such disease, which includes boil or inflicted wounds, colds or respiratory infection, diarrhea or gastrointestinal upsets, and other related illnesses.
  - vii. The manager or person – in – charge of the establishment shall notify the Municipal Health Officer or the company physician if any, when any employee is known to have a noticeable disease.

**SECTION 4B.06. Quality and Protection of Food.** All foods must be obtained from sources approved by the Municipal Health Officer. In this regard, the following requirements are applicable;

- 1) Meats, meat products and fish shall be procured from the sources under sanitary or veterinary supervision.
- 2) All meats and fish shall be properly cooked before serving.
- 3) No meat products, fish, vegetables and other food sources shall be procured from sources whose areas are known to have been affected by radioactivity as, for example, areas contaminated with a very large amount of radioactive fallout.
- 4) Milk and fluid products shall be sterilized, pasteurized or otherwise heated.
- 5) Milk shall be stored in a refrigerator. Canned or packaged milk, other than dry milk powders, shall be refrigerated after the container has been opened.
- 6) All perishable and potentially hazardous foods shall be stored at 45 °C (7 °C) or below.
- 7) Cooked food intended to be served hot shall be kept at a temperature not lower than 14 °F (60 °C).
- 8) Raw fruits and vegetables shall be thoroughly washed before they are used.



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**SECTION 4B.07.** Requirements Regarding Use of Food-Service Spaces.

- 1) Food-service spaces shall not be used as living or sleeping quarters.
- 2) Clothing or personal effects shall be kept in lockers or in designated places away from food service spaces.
- 3) Persons not directly connected with food preparation and serving shall not be allowed to stay in food-serving spaces.
- 4) Foods in storage or in preparation must not be handled by anyone other than the preparation and serving staff.

**SECTION 4B.08.** Structural Requirements. Food establishments shall be constructed in accordance with the following requirements:

- A.** No person shall use any room or place for, or in connection with the preparation, storage, handling or sale of any article of food:
- 1) Which is at anytime used or in direct communication with a sleeping quarter or toilet;
  - 2) In which any animal is kept;
  - 3) Which is or has been used for any purpose which would be likely to contaminate the food or to affect detrimentally its wholesomeness or cleanliness or
  - 4) Which is not used exclusively for the purpose.

**Provided,** that in department stores or multi-purpose business establishments, food may be manufactured, prepared, cooked, stored, or sold only in the area set aside exclusively for the said purpose and for which a sanitary permit has been issued.

- B.** No sanitary permit shall be issued for any premises to be used for the preparation, handling and sale of food unless it is constructed in accordance with the following requirements:

**1) The Floors.**

- i. Made of concrete or other impervious and easily cleaned material that is resistant to wear and corrosion and shall be adequately graded and drained. All angles between the floors and walls shall be rounded off to a height of not less than three (3') inches (7.62 cm) from the floor;
- ii. Made of wood with dove-tailed or tongue and grooved floor boards laid on a firm foundation and tightly clamped together with all angles between the floor and walls rounded off to a height of three (3) inches (7.62 cm) or
- iii. Constructed in accordance with the requirements of sub-clause i) and ii) of the clause and covered with linoleum, smooth surface rubber or other similar material fixed to the floor with cement or suitable adhesive.

**Provided,** that, with approval in writing of the local authority, floors may be covered with carpets or other floor covering in those parts of the premises where such carpets or coverings can be satisfactorily cleaned and maintained.

**2) The Walls.**

- i. Have a smooth, even and non-absorbent surface capable of being readily cleaned without damage to the surface and constructed of dust-proof materials;
- ii. The walls, where subject to wetting or splashing, shall be made of impervious, non-absorbent materials to a height of not less than seventy nine (79) inches (2 meters) from the floor and;
- iii. The internal walls shall be painted in light colors or treated with such other wall finish as the health authority may prescribe.



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**3) The Ceilings:**

- i. All ceilings or, if no ceilings are provided, the entire under surface of the roof shall be dust-proof and washable.
- ii. The ceiling or under surface of the roof or in which utensils or hands are washed, shall be smooth, non-absorbent and light colored.

**4) The Lightings.**

- i. The general standards of illumination provided shall permit effective inspection and cleaning and shall be of sufficient intensity appropriate to the purpose for which any room or place is used.
  - a) In rooms where food is prepared or packed or in which utensils or hands are washed, there shall be a minimum illumination intensity of twenty-foot (20) candles, in premises where food is consumed, there shall be a minimum illumination intensity of five-foot (5) candles. Intensities of illumination shall be measured at a point thirty (30) inches (76.20 cm) from the floor line;
  - b) All lightings shall be reasonably free from glare and distributed evenly so as to avoid shadows;
  - c) Canopies, air ducts, fans and other appliances shall be provided as required by the health authority in particular circumstances;
  - d) Effective provision shall be made for securing and maintaining a reasonable temperature.
- 5) **Working Spaces.** There shall be sufficient floor space to enable every person working thereon to carry out his duties efficiently for cleaning. Working spaces, aisles or passageways and areas to which customers have access shall be unobstructed and sufficient to permit movement of employees and customers without contamination of food by clothing or personal contact.
- 6) **Dressing Rooms.** Shall provide adequate and suitable lockers or other facilities for the orderly storage of clothing and personal belonging of employees or persons engaged or employed in the premises. Such facilities shall be situated and arranged so that there is no contamination of food by contact with clothing. There shall be a separate changing rooms for each sex.

**7) Wash-Hand Basins.**

- a) Wash-hand basins shall be installed in convenient places and as near as practicable to where the person for whose use they are provided are working while handling food for sale or in such locations as may be otherwise prescribed in any particular case.
- b) If required in writing by the local health authority an additional wash-hand basins shall be installed.
- c) Wash-Hand Basin Maintenance.
  - i. An adequate supply of soap, clean towels, roller towels presenting a clean surface to each user from a continuous roller towel dispenser or other hand drying services approved by health authorities.
  - ii. The wash-hand basins and all hand washing facilities shall, at all times, be maintained in a clean condition.
  - ii. All wash-hand basins shall, at all times, while the premises are being used, be supplied with hot and cold running water at a minimum temperature of 100 F (37.8 °C).

**Provided,** that wash-hand basins specified in this regulation shall be installed under specification of the National Plumbing Code of the Philippines.

**SECTION 4B.09. Requirements Regarding Equipment and Utensils.**

- 1) They shall be so designed, fabricated and installed so that cleaning is easy and that they do not pose health hazards.





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- 2) Lead-soldered containers and cadmium-lined piping and fixtures should not be used.
- 3) Surfaces that come into contact with food or drinks shall be easily cleaned and removed. Runners shall be provided for easy removal of dust and debris. The bottom shelves of open-based fixtures shall be removable to facilitate inspection, cleaning and maintenance.

**SECTION 4B.10. Washing of Utensils.**

- 1) They shall be scraped and pre-rinsed to remove food particles.
- 2) They shall be thoroughly cleansed in warm water at 120 °F (49 °C) with soap or detergent.
- 3) If running water is not used, the wash-water shall be changed frequently.

**SECTION 4B.11. Bacterial Treatment.** Eating and drinking utensils and equipment, after thoroughly cleaned, shall be subjected to one of the following bactericidal treatments:

- 1) Immersion for at least one (1) minute in hot water at a temperature of at least 120 °F (77 °C);
- 2) Immersion for at least one (1) minute in a lukewarm chlorine solution fifty (50) ppm;
- 3) Exposure in a steam cabinet at a temperature of at least 170 °F (77 °C) for at least fifteen (15) minutes or at a temperature of 200° F (93 °C) for at least five (5) minutes;
- 4) Exposure in an open or hot-air cabinet at a temperature of at least 180 °F (82 °C) for at least twenty (20) minutes; or
- 5) Any other method approved by the local health authority.

**SECTION 4B.12. Handling of Washed Utensils.**

- 1) Washed utensils shall be allowed to drain on dry in wire racks without use of drying cloths, or shall be kept in a self-draining position to permit ready air-drying.
- 2) The drying cloth on which to store dishes and utensils temporarily after bactericidal treatment should be clean and changed frequently.

**SECTION 4B.13. Storage of Washed Utensils.**

- 1) They shall be stored in a clean and dry places adequately protected against vermin and other sources of contamination.
- 2) Cups, bowls, and glasses, shall be in an upside down position for storage.
- 3) When not stored in closed cupboards or lockers, utensils and containers shall be covered or be kept upside down whenever practicable. Utensils shall not be stored on the bottom shelves of open cabinets below the working top levels.
- 4) Racks, trays and shelves should be made of materials that are impervious, corrosion-resistant, non-toxic, smooth, durable and resistant to chipping.
- 5) Drawers shall be made of the same materials and kept clean. Felt-lined drawers are not acceptable. Using clean and removable towels for lining drawers is acceptable.

**SECTION 4B.14. Dry Storage for Non-Perishable Foods.** Non-perishable foods shall be stored in the following manner:

- 1) Designated spaces, lockers, cabinets, racks, shelves and containers can be used for storage.



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- 2) All spaces, lockers and cabinets shall be constructed with materials of the same quality as used for food preparation and food-serving operations. Containers shall be made of metal fitted with tight covers.
- 3) The recommended temperature range for dry stores is 50-60° F (10-15 °C) except for preparation and servicing areas, where dry foods for immediate use are stored.

**SECTION 4B.15. Refrigerated Storage of Perishable Foods.** Perishable foods shall be stored in the following manner:

- 1) They shall be kept at or below 45 °F except during the preparation or when held for immediate serving after preparation.
- 2) When such foods are to be stored for extended periods, a temperature of 40 °F (4 °C) is recommended.
- 3) Fruits and vegetables shall be stored in cool rooms/places.
- 4) Recommended temperature for perishable food storage are:
  - i. Frozen foods: not more than 10°F (-12°C) ;
  - ii. Meat and Fish: 32-38°F (0-3°C);
  - iii. Milk and milk products: 40-45°F (5-7°C) and
  - iv. Fruits and vegetables: 44-50°F (7-10°C)
- 5) All refrigerating compartments and refrigerators must be kept clean, must be in good condition and be free from odors. They shall be provided with thermometers with scale divisions not larger than 2°F or 1°C. Sufficient shelving shall be provided to prevent stocking and to permit adequate ventilation and cleaning.

**SECTION 4B.16. Food Servicing Operations.** These operations shall be in accordance with the following requirements:

- 1) Hand contacts with food or drinks shall be avoided; fingers shall not be used to serve butter, ice, or similar items of food. Sugars shall be served in covered dispensers or containers, or in packages wrapped for single service.
- 2) The surfaces of the containers and utensils, including glasses and table wares, which come in contact with food or drink should not be handled.
- 3) Disposable cups, plates, spoons and other single service containers and utensils shall be purchased in sanitary cartons and be stored in a clean, dry place until used. When removing from boxes, care must be taken so as not to touch the surface that comes in contact with food.
- 4) Clean clothes, napkins, spoons, towels and other equipment made of cloth shall be stored in clean places designated specifically for them. Soiled linens, including towels, aprons and coats shall be stored in a closed bin or locker, suitably marked.
- 5) Spoons, spatulas, dippers and scoops used intermittently for dispensing frozen desserts must be kept in a container filled with water should be changed regularly. Bottles and other containers used for potable water and other beverages shall be kept clean and given effective bactericidal treatment before and after subsequent use.

**SECTION 4B.17. Evaluation of Food Establishments.** It shall be the duty of the Municipal Health Officer or his duly authorized representatives to conduct an inspection and evaluation of every food establishment requiring permit for its operations, at least every six months. Additional inspections, re-inspections and evaluations be made for the enforcement of the provisions of this Chapter. Inspection or evaluation should be carried out at least every six months. The Inspector shall record his findings in an inspection form provided for the purpose and shall furnish the original of such report to the holder of sanitary permit, the manager or occupant premises.



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Demerits entered in the appropriate column of inspection forms shall indicate that the item does not in the opinion of the inspector, comply with the requirements of this regulation. Within forty eight (48) hours of inspection or evaluation, the original of the inspection report shall be furnished to the holder of the permit certificate, the manager or occupant of the food establishment. Whenever an inspection form issued indicates a non-compliance items relating to any particular type of premises, the inspector shall notify the holder of the sanitary permit, the manager or occupant of the correction to be made and indicate a reasonable period for its compliance. If upon re-inspections if the inspector finds the corrections has not been affected, he shall report to the Municipal Mayor, and the Municipal Mayor through the MHO shall revoke the sanitary permit. A copy of the inspection form and any notice served, shall in all cases be filed and kept by the municipal health authority and shall be available at all times for an officer of the Department of Health.

**A. Service of Notice.** Whenever an inspection or evaluation report form indicates non-complying items, the Municipal Mayor through the Municipal Health Officer of the municipality may cause to be served to the holder of the permit, the manager or occupier, notice requiring him, within the time stated in the notice, to take such remedial action specified therein.

In the event within the time in the notice, hereinafter called the first notice the terms of the first notice are not complied with, the Municipal Mayor through the MHO may serve to the holder of the permit, the manager or the occupant, a second notice calling him to show, at a time and place stated in the notice maybe served.

**B. Revocation of Permits.** After prior notice and hearing as provided above, the Municipal Mayor through the MHO, if satisfied that the terms of the two (2) notices have not been complied with or that failure to comply therewith is not excusable, shall revoke the said permit.

**C. Summary Suspension of Permits.** Whenever the Municipal Health Officer find unsanitary or unhealthy conditions in the operation of food establishment which, in his judgment, constitute a substantial hazard to the public health, the Municipal Health Officer shall advice the Municipal Mayor to order the immediate suspension of the permit. Any person to whom such order is issued may file a written petition.

**D. Appeals.** The panel conducting the hearing may confirm, modify or reverse the decision appealed from which decision shall be final.

**E. Protection of Food.** Notwithstanding the other provisions of this regulation relating to the issuance of permits, every person who engaged in the sale of food or in the manufacture, preparation, storage, packing or delivery of food for sale shall protect such food from contamination.

**F. Power of Entry.** Any Sanitary inspector or a duly authorized officer of the Department of Health or the Municipal Health Office, upon presentation of proper credentials, may at all reasonable times enter into any premises engaged in the manufacture, preparation or packing of any article of food for sale or any premises used for any of the purposes referred in this Code for the purpose of inspection or any other action for administration of this Code.

**SECTION 4B.18. Special Provisions.**

**A. Groceries or "Sari-Sari" Stores:**

- 1) No grocery sari-sari store shall be establish within the distance of twenty-five (25) meters from any source of contamination.
- 2) All foods which require no further cooking before they are eaten shall be protected from contamination while in counters or show cases.

**B. Bakeries.** Delivery trucks and carts of bakery products shall always be kept clean and sanitary.

**C. Dairies.**

- 1) No Dairy shall keep unhealthy or infected cows, water buffalos (carabaos) or goats for the production of milk, or feed them unwholesome food that produces impure or unwholesome milk.



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- 2) No animals used for the production of milk shall be allowed to graze on land which has been contaminated by the radioactivity.
- 3) No dairy shall sell unwholesome milk that has not been previously pasteurized or otherwise sterilized.

**D. Ice Plants.**

- 1) Only potable water shall be used in the manufacture of ice.
- 2) In storing and transporting ice intended for public consumption, precautionary measures shall be taken to protect the ice from sources of contamination.

**E. Ambulant Food Vendors.**

- 1) These vendors shall sell only bottled food drinks, biscuits and confectioneries.
- 2) It is prohibited for food vendors to sell food that requires the use of utensils.

**F. Fish Marketing Areas.**

- 1) Only fresh and wholesome fish products shall be sold.
- 2) Fish caught in radioactive zones as well as in areas contaminated by toxic substances or high in mercury count as determined by the health authorities shall be condemned and not be allowed for public consumption.
- 3) The selling, distribution and buying of fish caught through the use of explosives and chemicals are prohibited.

**SECTION 4B.19. Quality and Protection of Food.**

- 1) All foods must be obtained from sources approved by the Local Health Authority. In this regard, the following requirements are applicable:
- 2) All meats shall come from duly licensed slaughterhouses inspected and approved by the veterinarian or the regulatory authority. Processing of meat products shall be done as per existing regulations and in an approved manner.
- 3) All livestock products sold or used in any food establishment, food manufacturing or public market shall bear the stamp of inspections by an authorized abattoir.
- 4) Injection of water and/or formaldehyde (formalin) and/or application of coloring agents to fresh or frozen livestock and poultry products are strictly prohibited.
- 5) Fish, shrimps, prawns, shellfish, seaweeds, and other sea foods, brackish water foods, surface water foods and foods from aquaculture farms or ponds shall not come from sources in any manner polluted by sewage, chemicals, radioactive waste and other toxic substances.
- 6) Vegetables and fruits shall come from safe sources where the soil is not contaminated by night soil, sewage and toxic chemicals.
- 7) No meat products, fish, vegetables and other food shall be procured from sources or areas known to have been affected by radioactivity as for example, areas contaminated with large amount of radioactive fallout.
- 8) All milk products shall come from approved sources and shall meet the standards and quality established by the regulatory authority.

**SECTION 4B.20. Transporting of Food and Food Materials**

- 1) All food and food materials shall be transported in sanitary transporting facilities inspected and approved by the Municipal Health Officer. In the transport of food, all food shall be in covered containers, wrapped or packed, so as to be protected from contamination. All readily perishable foods shall be kept at 7 °Celsius (45 °Fahrenheit) or below; or 60 °Celsius (140 °Fahrenheit) or above during transport, as the case maybe.





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- 2) Readily perishable food and food materials transferred to another town, city, province or region in commercial quantity or intended for public consumption shall be accompanied by a Transfers Permits issued by the Municipal Health Officer. Fees for the issuance of the certificate shall be set through a municipal ordinance.
- 3) Exporting and importing of food and food materials shall be covered by existing regulations of the Food and drugs Administration (FDA) and other regulatory agencies.

**SECTION 4B.21. Preparation, Storing and Serving of Food and Drink.**

- 1) All food while being displayed, stored, prepared, served or sold shall be protected from contamination such as dust, flies rodents and other vermin.
- 2) All meats, fish, shellfish, shrimps, prawn and other sea, blackish water, surface water or aquaculture food products shall be properly washed before being cooked or served.
- 3) Suitable utensils shall be provided and used to minimize handling of food at all points where food is prepared.
- 4) Fruits, vegetables, seaweeds, etc. used for salads should be fresh and free from bruises, dirt and shall be prepared with a minimum hand contact and on surfaces and with utensils which have been sanitized prior to its usage.
- 5) Milk should be stored in a refrigerator. Canned or packaged milk, other than dry milk powders shall be refrigerated after the container has been opened.
- 6) All readily perishable foods shall be stored at 7 °Celsius (45 °Fahrenheit).
- 7) Food to be served cold shall be kept at a temperature below 7 °Celsius (45 °Fahrenheit).
- 8) Cooked food intended to be served hot shall be kept at a temperature not lower than 60 °Celsius (140 °Fahrenheit) and if possible be placed over hot conveyor or food warmer to keep it hot.
- 9) Raw fruits and vegetables shall be thoroughly washed with disinfecting solution if necessary before they are used and cooked.
- 10) Tongs, forks, spoons, spatulas, scoops, chopping boards and other suitable utensils shall be provided and used by the employees to reduce hand contact with food to a minimum.
- 11) Cracked / chipped glasses, cups should be discarded.
- 12) All food established and food manufacturers are required to use iodized salt in their food preparation in accordance with SB Resolution No. 52 – 1998.
- 13) All food establishments shall undergo monthly bacteriology testing of their ice and water supply.
- 14) The ice supply of food establishments must come from ice plants with Sanitary Permits. Ice plants are subject to the requirements for water facilities.
- 15) The following are requirements for the issuance of a Sanitary Permit for food establishments and food manufacturers:
  - i. Vermin abatement program
  - ii. Receipt for payments of Sanitary Permit Fee
  - iii. Bacteriological Examination of water source
- 16) No animals are allowed inside food establishments, except bomb – sniffing dogs of K9 on service or on duty.
- 17) Smoking cigarettes is strictly prohibited in all enclosed and air – conditioned food establishments and food manufacturing establishments. They, may, however, provide a separate area where cigarette smoking may be allowed; Provided that the smoking area is completely separated by a wall to prevent cigarette smoke from permeating into the non-smoking area and/or is in an open area and/or is provided with ample exhaust system.



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**SECTION 4B.22. *Penal Provision.*** A maximum fine of One Thousand Pesos (Php 1,000.00) shall be imposed or an imprisonment for a period not exceeding Six (6) Months, or both be imposed for the violation of the provisions of this Chapter.

**ARTICLE C. MARKET AND ABATTOIRS**

**SECTION 4C.01. *Scope.*** These rules and regulations shall apply to all markets including food terminals, satellite, markets/talipapa, wet market, dry market, supermarket and other similar establishments operated by government agency. The Municipality shall endeavor to improve the facilities and services at the existing public market to conform to the standards set forth under this Chapter.

**SECTION 4C.02. *Definition of Terms.***

- **Aisle or Passageway** – is a space between rows of stalls utilized as passage by the public.
- **Ambulant Peddler** – is one who sells his wares, commodities or foodstuffs and keeps on travelling and selling his goods from one place to another.
- **Carinderia Section** – is a section from the market where cooked foods or drinks are displayed, sold or served.
- **Dry Goods Section** – is an area in the market where dry goods are displayed for sale (i.e. clothing, kitchen utensils, toys and other similar items).
- **Foot Candle** – is a unit of illumination on a surface that is every where one foot from a uniform source of light of one candle and equal to one lumen per square foot.
- **Market** – is a general term referring to a public place, building or structure where commodities such as foodstuffs, wares and other merchandise may be brought or sold.
- **Market Administrator** – is a person who has full control of the administrative direction of all government-owned/operated markets within a local government unit.
- **Non-Perishable Food** – consist of food products in hermetically sealed containers processed by heat to prevent spoilage, and dehydrated, dried or powdered products so low in moisture contents as not to produce development of micro-organisms.
- **Readily Perishable Foods** – is any food of such type or in such conditions as may spoil and which consists in whole or in part of meat, poultry, fish, shellfish, milk eggs and their products or other foods or ingredients capable of supporting the progressive growth of micro-organisms which can cause food infection or food intoxication.
- **Shelf Life** – is the span of time a product is determined to be fit for human consumption.
- **Stall** – a compartment or area designated for the display or sale of commodities, goods or foodstuffs.
- **Stallholder** – is a person or entity who has been granted the right to use a stall where he can display or sell his goods, commodities or foodstuffs.

**SECTION 4C.03 *Prescribed Standards of Construction for Market.*** The construction of market and slaughterhouse shall conform to standards prescribed by the Department of Health in accordance with the Building Code. These standards shall be set along with the following guidelines:

- 1) Suitability of site insofar as elimination of nuisance conditions and prevention of contamination are concerned. The site shall be located at least 50 meters from school, religious institutions, public gathering places, and public offices etc. It shall be easily accessible to the public and conveyances or vehicles.
- 2) Availability of ample water supply for cleaning;



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- 3) Presence of adequate drainage facilities;
- 4) Durability of construction to protect vendors and customers from any hazard and exposures to the elements and;
- 5) Facilities for maintenance of sanitation, such as cleaning and elimination of harborages of vermin.
- 6) The site and area shall be considered in relation to future municipal development plan.
- 7) Building construction – it shall be of adequate size as to allow smooth flow and convenient movement of both stallholders and customers, or the public. The materials for construction shall be durable and resistant to wear and corrosion.
- 8) The floor shall be impervious material and of such construction and finish as will make it readily and thoroughly cleaned. It shall be provided with adequate slope and sufficient number of floor – drains especially in the fish, vegetable entrails and cooked food section.
- 9) The walls and partitions shall be impervious materials to a height of not less than 1.22 meters (4ft.) from the floor, of such construction and finish as will make them easily cleaned.
- 10) Tables and display counters of stalls for food section, meat (entrails) section, shall be of impervious materials and of such construction and finish as will make them easily cleaned. It shall be likewise provided with adequate and approved table – drain and piped – water supply facilities.
- 11) Roofing – market buildings shall be provided with adequate roof which should provide vendors and customers' protection from hazards of the elements.
- 12) Sectioning or Zoning – The market shall be divided into different sections such as dry goods section, groceries section, meat and meat products, sea foods, vegetables, cooked food section, fruits, etc.
- 13) Stalls – Every section shall be provided with stalls. Fish and meat stalls shall be elevated at least 2.5 feet from the floor.
- 14) Fly – Proof Facilities – It is recommended that the entire market be made fly – proof. However, if such is not possible, fly – proof facilities shall be provided to those stalls where commodities, being cold, attract flies.

**SECTION 4C.04.** Responsibility of the Municipal Market Administrator/Market Administrator Designate in coordination with the Municipal Health/Sanitary Office.

**A. On Market.**

- 1) Make periodic inspections to ascertain the maintenance of adequate sanitary conditions of the market and its premises;
- 2) Supervise and control the proper care and use of market stalls;
- 3) Prohibit the construction of living quarters within the market and its premises;
- 4) Enforce the ban on construction of partitions, sheds or booths within the market area.

**B. On Slaughterhouse.**

- 1) Supervise the maintenance of adequate sanitation in the slaughterhouse and its premises;
- 2) Enforce the requirements on the examination of meat as provided in existing laws;
- 3) Permit the slaughter of animals for public consumption in other designated areas of certain exigencies, provided public health is adequately protected and the guidelines stipulated in the Municipal Revenue Code are strictly observed.
- 4) Supervise the sanitary disposal of all the slaughterhouse waste, and
- 5) Ensure that only healthy animals shall be slaughtered, and that the method of slaughtering, the techniques of dressing and the storing, handling and transporting procedures are in accordance with prescribed standards by the National Meat Inspection Commission [NMIC].



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**SECTION 4C.05. Responsibility of the Local Government and Private Operators.** The local government and private operators of public market respectively and slaughterhouse shall employ adequate number of personnel to ensure their efficient operation and hygienic maintenance.

**SECTION 4C.06. Approval and Permit.**

- 1) No market shall be established or altered until the plans for and location for the same has been approved by the Municipal Mayor or his duly authorized representative.
- 2) It shall be unlawful for any person, firm or established to operate a market without a sanitary permit from the Municipal Health Officer upon violation of any provision of this Rules and regulations. It shall be valid for one (1) year from the date of issuance and shall be renewed every year.

**SECTION 4C.07. Health Certificate.** No person shall be employed in the market, which may handle process and serve food materials, foodstuffs and food without an up – to – date health certificate issued by the Municipal Health Office. This health certificate shall be renewed every year more often as required.

**SECTION 4C.08. Sanitation Requirements.**

**A. Water Supply**

1. There shall be sufficient supply of safe potable water in the market either from the public main or from an approved source.
2. There shall be ample running water for cooked food stalls, fish and entrails stall.
3. There shall be enough number of water pipe outlets for easy cleaning of the market and its premises.

**B. Drainage Facilities**

1. There should be sufficient drainage facilities in the market and its premises.
2. One floor drain shall be provided in every 500 sq. ft. of floor area. Slope shall not be less than ¼ inch per foot to the drainage inlet.

**C. Lightning and Ventilation**

1. There shall be adequate lightning and ventilation (natural and/or artificial) in all sections.

**D. Solid Waste Disposal**

1. Adequate number of approved type of solid waste containers shall be provided and strategically located within the market building and its premises.

**E. Toilet and Hand Washing Facilities**

**Table 1:** Minimum requirements for toilet and hand washing facility for personnel and store holders.

NUMBER OF PERSON	WATER CLOSET		URINAL	WASH HAND BASIN	
	Female	Male		FEMALE	MALE
1-29	1	1	1	1	1
30-49	2	1	2	2	2
50-99	2	2	2	3	3

**Table 2:** Minimum requirements for toilet and hand washing facility for consumers.

NUMBER OF PERSON	WATER CLOSET		URINAL	WASH HAND BASIN	
	Female	Male		FEMALE	MALE
1-49	1	1	0	1	1
50-100	2	1	1	1	1





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**Table 3:** Minimum requirements for toilet Space Requirements

UNIT	SQUARE METER/UNIT	SQUARE FT/UNIT
Water Closet	1.5	16
Urinal	1.11	12
LAvatory	1.11	12

**SECTION 4C.09. Operation.**

- 1) It shall be the responsibility of the owner or whoever is in charge of the market to provide the necessary personnel, equipment and supplies for the cleaning and maintenance of the building and its premises.
- 2) It shall be their responsibility of stall holder or vendor to keep his stall clean at all times.
- 3) Vendors in the food section shall provide sufficient equipment and utensils to process, handle and display food materials in a clean and sanitary manner. Those utensils, equipment and containers shall be sanitized after each use.
- 4) All food vendors shall possess an up – to – date health certificate and clipped on the upper left front of the garment.
- 5) Peddlers and hawkers shall not be allowed to display and ply their trade on the market aisles and sidewalks in or around the market place.
- 6) Garbage or trashes shall not be temporarily stored in garbage depository and collected on time scheduled by the municipal collections system.
- 7) An organized insect and rodent control program shall maintained continuously by the market owner under the guidance of the market master or superintendent.
- 8) No obstruction of any kind shall be allowed on aisles of passageways which should not to be utilized for other purposes than the smooth flow of customer.
- 9) Cooking shall not be allowed inside the market. However, heating food for sale in the food section may be allowed provided it will not cause nuisance to others and pose as fire hazard. The use of open fire for heating food shall not be allowed.
- 10) Astray domestic animals shall not be allowed inside the market. Keeping of animals or fowls not intended for sales is also prohibited.
- 11) Market stalls or other portions of the market shall not be utilized as living or sleeping quarter. There shall be no construction of partitions, sheds of booths within the market area.

**SECTION 4C.10. Abattoirs/Slaughter House.** This implementing rules and regulations shall apply to all abattoirs/slaughterhouse and other similar establishments where food animals are slaughtered for commercial purposes that are operated by the government agencies or instrumentalities including government owned or controlled.

**SECTION 4C.11. Health Certification and Occupational Permit Requirements.** No personal of the abattoir engaged directly in the production, preparation or handling and transporting of meat and meat product shall be employed without a valid health certification issued by the municipal health office. Likewise, personnel employed by individual meat vendors as butchers and assistant butchers shall be required to secure health certificate aside from occupational permit.

**SECTION 4C.12. Prescribed Standards of Construction for Abattoirs**

**A. Site Requirements**

- 1) The site or location shall be at least 200m. from residential area, school, churches and place of assembly courts or public office, it should be accessible to transportation.



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**B. Dimension of slaughter area:**

The minimum size of slaughter area for new or extensively altered slaughterhouse area for animals of the following types shall be as follow:

**Table 4:**Dimension of Slaughtering Area:

TYPE OF ANIMAL SLAUGHTERED	AREA (M2)
Swine only	21
Cattle Only	23
Swine and Cattle	28
Poultry	14

These dimensions are only minimum, and when the number of animals to be killed warrants it, the size shall be appropriately increased.

**Table 5:**Dimension of Offal Cleaning Area:

TYPE OF ANIMAL SLAUGHTERED	AREA (M2)
Swine only	10
Cattle Only	20
Swine and Cattle	20

**C. Floors:**

- 1) All floors shall be constructed of durable water-resistant materials.
- 2) It shall be easily cleaned, free of crack and indentation.
- 3) It shall be non-slippery and all angles between the floors and walls shall be rounded off to a height of at least 7.62 cms. 3 inches from the floor.

**D. Walls, Ceiling, Holding pens**

- 1) The walls, partitions, post, doors and other parts of the workrooms shall be of impervious materials to a height of at least 1.82 meters (6ft) from the floor and/of such construction and finish as will make them readily and thoroughly cleaned.
- 2) The ceiling may be of number or other materials suited for the purpose but must be of sufficient height o permit carcasses or hang such that they do not contact the floor.
- 3) The holding pens of the slaughterhouse where animals are confined before slaughter shall not be on windward side of the slaughterhouse and shall constructed of sufficient strong materials to safely hold any animal that may be brought for slaughter. The pen shall be constructed as to permit proper ante mortem inspection and facilities, such as squeeze chute for beef animals, so that individual animals may be closely examined when necessary, when slaughtering is conducted after sunset or better sunrise, sufficient artificial lighting shall be provided to permit proper ante mortem inspection.
- 4) The building and any portion thereof shall at all times be properly repaired and maintained in good condition.
- 5) Floors shall be sloping towards drains, for cattle and swine pens, the floor slope shall not be less than 5.2 cms per meter and 4.2 cms per meter, respectively.
- 6) The ceiling may be of number or other materials suited for the purpose but must be of sufficient height o permit carcasses or hang such that they do not contact the floor.
- 7) The holding pens of the slaughterhouse where animals are confined before slaughter shall not be on windward side of the slaughterhouse and shall constructed of sufficient strong materials to safely hold



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any animal that may be brought for slaughter. The pen shall be constructed as to permit proper ante mortem inspection and facilities, such as squeeze chute for beef animals, so that individual animals may be closely examined when necessary, when slaughtering is conducted after sunset or better sunrise, sufficient artificial lighting shall be provided to permit proper ante mortem inspection.

- 8) The building and any portion thereof shall at all times be properly repaired and maintained in good condition.

**SECTION 4C.13. Sanitary Requirements for Abattoirs**

**A. Water Supply**

- 1) There will be adequate supply of potable water from public or private source which satisfies the Philippine National Standards for Drinking Water and sufficient to meet the water requirements in the slaughter and cleaning of food animals.
- 2) No cross connections of water supply piping system shall be allowed in abattoirs.
- 3) Both cold and hot water under adequate pressure shall be available during operations. Hot water shall not be less than 82 degree Celsius.
- 4) The following minimum supply of poultry water shall be provided in the process of meat production, preparation and marketing within the abattoir:
  - i. 0.23 cu. m (60 gal) per cattle.
  - ii. 0.12 cu. m. (30 gal) per swine.
  - iii. 0.06 cu. M. (15 gal) per goat and sheep; and
  - iv. 0.008 cu. M. (2 gal) per bird.
- 5) All other pertinent provisions of Chapter II – Water Supply of the Code on Sanitation of the Philippines (PD 856) and its implementing rules and regulations are hereby adopted and made part of these rules and regulations.

**B. Drainage facilities and Sewage Treatment**

There shall be an efficient drainage and plumbing system for the establishment and premises to collect all liquid wastes incidental to the operation and properly connected to an approved sewage treatment and disposal system or to the municipal sewerage system the plumbing system shall be in accordance with the National Plumbing Code. It shall be maintained in good condition and state of repair. It is prohibited to connect toilet drainage with abattoir drainage within the slaughterhouse premises.

**C. Toilet Rooms Toilet and Hand Washing Facilities**

**Table 6:** Minimum requirements for toilet and hand washing facility for personnel and store holders.

NUMBER OF PERSON	WATER CLOSET		URINAL	WASH HAND BASIN	
	Female	Male		FEMALE	MALE
1-29	1	1	1	1	1
30-49	2	1	2	2	2
50-99	2	2	2	3	3

**Table 7:** Minimum requirements for toilet and hand washing facility for consumers.

NUMBER OF PERSON	WATER CLOSET		URINAL	WASH HAND BASIN	
	Female	Male		FEMALE	MALE
1-49	1	1	0	1	1
50-100	2	1	1	1	1



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**Table 8:** Minimum requirements for toilet Space Requirements

UNIT	SQUARE METER/UNIT	SQUARE FT/UNIT
Water Closet	1.5	16
Urinal	1.11	12
Lavatory	1.11	12

Durable, legible signs shall be posted or stenciled conspicuously in each employee's toilet room directing employees to wash their hands with soap before returning to work.

#### **D. Storage Spaces**

Storage spaces shall be kept clean and free from objectionable odors. All items shall be stored above the floor on solid or slotted shelves, movable dollies or pallets, or equal or in cabinets. Shelves in storage rooms should be constructed approximately one inch from the wall to eliminate narrow cracks for roaches, and the bottom shelf should be approximately 60cm. (15 inches) above the floor or otherwise arranged so as to permit thorough cleaning, shelves shall not be covered with paper, cardboard, oilcloth, or other absorbent material.

#### **E. Ventilation and Illumination**

There shall be abundant light, natural and/or artificial and sufficient ventilation for all rooms and compartments, to ensure sanitary conditions.

#### **SECTION 4C.14. Facility Requirements**

- 1) The rooms and compartments used for edible products shall be separate and distinct from those used for inedible products and there shall be separate exit for meat and offal.
- 2) The rooms and compartments in which any meat or meat food product is prepared or handled shall be free from odors from dressing and toilet rooms, catch basins, hide cellars, casing rooms, inedible tank and fertilizer rooms and holding pens.
- 3) No animals or fowls except those for slaughter shall be permitted in the slaughter house. No pigs, swine or other animals shall be permanently kept in the premises of any slaughterhouse.
- 4) Rooms, compartments, place, use for preparing, and or storing any meat or meat food products and all other parts of the establishments shall be kept clean and sanitary.
- 5) No parts of the establishment shall be used for domestic purposes.
- 6) Under no circumstances shall the carcass of any animal which has died otherwise than by slaughter be brought into any room or compartment in which any meat or meat food product is prepared, handled or stored.
- 7) Operations – the preparation, storing or handling and transporting of any meat or meat food product shall be done in a clean and sanitary manner.
- 8) All offal, blood, fat manure, and other refuse shall be removed from other immediately after completion of the slaughtering operations and floor, walls and equipment shall then properly cleaned.
- 9) Due care shall be taken to prevent meat and meat food product from falling on the floor or becoming contaminated.
- 10) Holding pens – holding pens and walkway shall be well drained and kept reasonably clean. Manure shall be removed at sufficient intervals, and so dispose of, as to minimize unsanitary conditions.
- 11) No person shall dry, salt, tan or store the hides of skins of any animal except in such places as may be approved by the local health authority.





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- 12) Aprons, frocks and other clothing worn by person who handle any meat or meat food product shall be materials that can be readily cleaned and only clean garments shall be worn.
- 13) All employees shall be physically and medically fit to work and shall observe personal hygiene while on duty.
- 14) Such practices as smoking, spitting and placing shavers or knives in the mouth, infecting lungs and casing with air from the mouth are prohibited.
- 15) Soiled work clothing and any cloth used in processing or for cleaning shall be kept in containers provided for mops, brushes, brooms, hose, cleaning compounds and other items in routine used. Mop skin should be provided, and under no circumstances shall a sink used for the cleaning of utensils and equipment be used for be used for employing mop buckets or the washing or rinsing of mops.
- 16) No employee who has contagious or infectious diseases shall be allowed to work in the establishment.
- 17) All employees shall wear appropriate clean outer clothing, such as caps, coats, aprons, etc. while on duty. Shall be clean as to their persons and shall handle all edible product and utensils equipment in a sanitary manner. No employee shall use tobacco in any form while engaged in the preparation and handling of any edible products, utensils or equipment shall be kept clean, and shall be washed before beginning work and after each visit to the toilet. Every opportunity from food handlers training courses, current literature and modern practices should be used by the management and employees.
- 18) Two rooms shall be provided for the following groups of operations, which shall be conducted there in.
  - i. The operation of slaughtering, bleeding, kneading, dell airing or skimming and evisceration, and
  - ii. The operation of cutting, preparation and processing.
- 19) Refrigeration – adequate chilling and cold storage facilities shall be provided except at those establishment in which all carcasses and meat food products are removed within six hours after slaughter. Cold storage facilities shall be provided with thermometer, and shall have adequate capacity to maintain a temperature of 40 degree Fahrenheit or less at all times. Cold storage rooms shall be kept clean, free from objectionable odors, and in good repair.
- 20) Insects and vermin – an insect and vermin control abatement program shall be maintained the year round. Effective shall be taken to keep flies, rodents, and other vermin out of the establishment and to prevent their breeding or presence on the premises by providing insect and rodent proof facilities, self closing doors, screening of other effective means. The vermin control program shall be approved by the secretary of health or his duly authorized representative.
- 21) The outer premises of every establishment, embracing decks and areas where cars and wagons are loaded, and the driveways, approaches, yards, pens and alley, shall be properly drained and kept in clean and orderly condition. All catch basins on the premises shall be of such construction and location and be given such attention as will ensure their being kept in acceptable condition as regards odors and cleanliness. The accumulation on the premises of any materials in which flies may breed, such as log hair, bones or manure is forbidden. Solid and liquid materials from slaughtering shall be disposed in an approved sanitary method. No nuisance shall be disposed in an approved sanitary method. No nuisance shall be allowed in any establishment or on its premises.
- 22) The floors of wagons or cars in which any meat or meat food product are transported shall be constructed or impervious materials and kept in a clean and sanitary condition. Wagons used in transferring loose meat and meat food products between establishments shall be closed or so covered that the contents shall be kept clean.

**SECTION 4C.15. Utensils and Equipment.**

- 1) Container for refuse – slaughterhouse must be provided with sufficient number of water proof metal containers with tight fitting metal cover for holding trimming, must be provided with sufficient number of water proof metal containers with tight fitting metal cover for holding trimming, hair, refuses and inedible



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parts and other refuse. Slaughterhouses operating under inspection shall provide containers plainly marked "condemned – animal food" or "condemned – rendering" for holding various condemned parts and organs. All these wastes shall be disposed daily.

- 2) There shall be sufficient tables, benches and other equipment of such design and material and construction as needed to facilitate post mortem inspection.
- 3) Properly located facilities for cleaning disinfecting and sterilizing utensils and hands of all person handling meat products shall be provided.
- 4) Equipment and utensils for preparing, processing and otherwise handling of meat and meat products shall be of such materials and construction as shall make them susceptible of being readily and thoroughly cleaned, to insure strict cleanliness in the preparation and handling of all meat and meat food product.

**SECTION 4C.16. Slaughtering Animals.** No slaughtering of cattle, sheep, goats, swine, poultry, rabbits or other warm blooded animals shall be done unless such slaughtering is performed under supervision of representative from the national meat inspection commission and the carcass inspected and passed as fit for human consumption, marked and stamped before offered for sale or delivery.

**SECTION 4C.17. Responsibility of the Local Health Office/Rural Sanitation Office.** The municipal health office in connection with the operation of government or privately owned slaughterhouse shall be responsible for the following:

- 1) Supervision over the maintenance of adequate sanitary condition in private or government owned abattoirs and their premises.
- 2) Assist in the enforcement of the requirements of the examination of meat as provided for by existing laws and the rules and regulation of the national meat inspection commission.
- 3) Supervise the sanitary disposal of all solid and liquid wastes incidental to the operation of the slaughterhouse subject to the rules and regulations of the national pollution control commission and existing health laws.
- 4) Coordinate with representative of the national meat infection commission to ensure that the only healthy animals be slaughtered, dressed, properly handled, stored and proper transporting procedures be carried out in a sanitary manner.

**SECTION 4C.18. Penal Provision.** A maximum fine of One Thousand Pesos (Php 1,000.00) shall be imposed or an imprisonment for a period not exceeding Six (6) Months, or both be imposed for the violation of the provisions of this Chapter.

#### **ARTICLE D. PUBLIC LAUNDRY**

**SECTION 4D. 01. Scope.** These rules and regulations shall apply to all public laundry including commercial laundry such as laundromat, dry cleaning laundry, linen-supply laundry, diaper supply laundry, and public laundry places such as community laundry area, as well as Institutional establishments with diaper-supply laundry and public laundry, equipment and facilities such as hotels, motels, massage parlors, dormitories, hospitals, and other health related institutions and other similar establishments operated by individuals, corporations, partnerships, government agencies or institutions in this municipality.

**SECTION 4D.02. Definition of Terms.**

- **Commercial Laundry** – is a type of laundry utilizing mechanized equipment, specialized facilities and trained personnel to perform the operation. The service is charged with a fee.
- **Diaper-Supply Laundry** – is a type of laundry which exclusively supplies clean diapers for babies. The customer may own the diaper and use the service of laundering or rent the diaper along with the service.



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- **Dry Cleaning** – is a process of removing dirt and stain from linens, leathers, fabrics and furs using liquid solvents other than water.
- **Contamination** – is the presence of pathogenic organisms, suspended air emissions, heavy metals, chemical and other pollutants in an article or substance.
- **Establishment** – is a collective term construed to include all public laundry as well as laundry section in institutions which includes its premises, facilities, equipment and appurtenances thereto.
- **Laundromat** – is a type of neighborhood laundry establishment which provides coin-operated washing machines, dryers and other laundry facilities.
- **Linen-Supply Laundry** – is a type of laundry which supplies uniforms and other linens to such costumers as offices, restaurants, hotels, motels, manufacturing plants, automotive shops and hospitals.
- **Public Laundry** – is a laundry established and operated for and open to the public and to an exclusive clientele.
- **Solvent** -is a common term of liquid substance used in dry cleaning process in place of water.
- **Sterilization** – is any chemical or physical process which kills and destroys all micro-organisms.

**SECTION 4D.03.** Sanitary Permit. The establishment shall secure a Sanitary Permit (EHS Form No. 101) issued by the local health officer before it could operate.

No public laundry shall operate without a sanitary permit from the Municipal Mayor through the Municipal Health Officer or his duly authorized representative. As used in this chapter, a public laundry means an established institution operated for commercial purposes which is open to the public. It is different to person engaging service to exclusive clientele.

**SECTION 4D.04.** Sanitary Facilities Requirements

**A. Water Supply**

- 1) The drinking water supply for establishment covered under these implementing rules and regulations shall conform to Chapter II – “Water Supply” of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations and the Philippine National Standards for Drinking Water.
- 2) All drinking water sources shall have a certificate of portability of drinking water issued by the Secretary of Health or duly authorized representative. Samples from drinking water supplies shall be submitted by the operators of the establishment to the Department of Health accredited laboratories once a year for physical and chemical examinations and every six (6) months for bacteriological examination or as often as possible as determined by the local health office.
- 3) Sources either from private or public water supplies shall be potable and capable of supplying the minimum daily water demand of forty (40) liters per capita per day with an adequate pressure of 138 KPa (20 psi). The suggested minimum demand for laundering shall be as follows:
  - i. Complete washing: 37 to 50 liters of water per kilogram of clothes or linens
  - ii. For steam laundry: 13 to 17 liters of water per kilogram of clothes or linens.
- 4) The plumbing system for water supply of the establishment shall be in accordance with the provisions of the National Plumbing Code of the Philippines.
- 5) Water to be used for drinking and laundering that is not supplied from a piped – water supply system shall be handled, transported, dispensed in a sanitary manner and shall be stored in a separate tank, reservoir or container approved by the local health officer.
- 6) If drinking fountains are provided, they shall be of approved angle – jet type.



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- 7) In case bottled water is served to personnel or customers, it shall come from an approved source and shall be in accordance with the Department of Health Administrative Order No. 18 – A, s. 1993 entitled “Bottled Drinking Water” and shall be dispensed only from the original container filled by the supplier.
- 8) If water – cooling device is provided, it shall be of a type in which ice produced by such device does not come in contact with water.
- 9) Ice coming from ice – making dispensing unit of the establishment shall be manufactured from an approved and potable water supply, stored and handled in a sanitary manner. Adequate and acceptable ice storage and dispensing utensils shall be placed in a protected place. Ice storage bins shall only be used for its intended purpose.

#### **B. Food and Drinks**

All food and drinks handled, stored, prepared, or served in the establishment or within its premises shall be in accordance with Chapter III – “Food Establishment” of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations.

#### **C. Sewage Disposal and Drainage**

- 1) All sewage and the plumbing system of the establishment shall be discharged to the public sewer system or in the absence thereof in a manner complying with Chapter XVII – “Sewage Collection and Disposal”, Excrete Collection and Drainage” of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations.
- 2) The effluent quality to be discharged from the establishment shall meet the minimum standards and requirements set by the Department of Environment and Natural Resources and all other concerned regulatory agencies.
- 3) The plumbing system for sewage disposal and storm water drainage of the establishment shall be in accordance with the pertinent provisions stated in the national Plumbing Code of the Philippines.
- 4) The establishment shall be provided with an approved and efficient waste water treatment process that will include primary and secondary treatment process shall be approved by the Municipal Health Officer with the recommendation of the sanitary engineer.

#### **D. Solid Waste Management**

- 1) The segregation, storage, collection, transport and disposal for refuse shall be in accordance with Chapter XVII – “ Refuse Disposal” of the Code on Sanitation of the Philippines (PD 856), RA No. 9003 ( Ecological Solid Waste Management Act), Ra No. 9275 ( Clean Water Act) and their implementing rules and regulations and other existing regulatory laws and local ordinances.
- 2) An effective information and awareness and program on proper disposal of refuse including the color coding of trash bags shall be done in the establishment.
- 3) Trash bags shall be of preferable thickness to accommodate the weights and type of refuse during handling without rupturing.
- 4) Refuse containers shall be strategically located in the establishment; it shall be firmly secured in place to avoid accidental knockdown.
- 5) All rooms of the establishment shall be provided with two (2) refuse receptacles or containers made of impervious materials, one for biodegradable and one for non – biodegradable waste. The receptacles or containers shall be lined with black plastic trash bags for non – biodegradable and green plastic trash for biodegradable materials.
- 6) All refuses receptacles or containers shall be provided with tight – fighting lids or covers, so constructed and maintained as to be vermin – proof and easily cleaned.





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- 7) All refuse shall be emptied daily or more frequently as necessary through the collection system or by any approved sanitary method.
- 8) All refuse receptacles containers are required to be thoroughly cleaned and preferably disinfected after being emptied. The washed water from the cleaning procedure shall be disposed to a proper wastewater disposal system.
- 9) Separate storage room/bin for dry and wet refuse shall be provided. It shall be cleaned and disinfected after every collection.
- 10) Storage of refuse shall be inaccessible to vermin in order to avoid becoming a potential vermin attractant and harborage.
- 11) The prohibition of littering shall be strictly enforced and the information and awareness regarding such shall be done in the establishment.
- 12) Contaminated linens and other biomedical waste which are subjected for disposal, recycling or reuse shall be based on the guidelines and standards contained in the Manual for Hospital Waste Management formulated by the Department of Health.
- 13) Recycling, reuse, recovery and disposal of linens and other materials produced from the laundry operation shall be in accordance with Chapter XVIII – “Refuse Disposal” of the Code on Sanitation of the Philippines (PD 856) and its implementing rules and regulations and other existing regulatory laws and local ordinances.
- 14) All refuse contaminated by chemical substances, hazardous and nuclear waste shall be disposed of in accordance with Chapter XVII – “Refuse Disposal” of the Code on Sanitation of the Philippines (PD 856) and its implementing rules and regulation, RA 6969 – “toxic substances and Hazardous and Nuclear Waste Control Act of 1990” and the implementing rules and regulations of the Philippines Nuclear Research institute and other existing regulatory laws and local ordinances.

#### **E. Vermin Control**

- 1) The operator of the establishment shall maintain a vermin abatement program which shall conform to Chapter XVI – “ Vermin Control “ of the Code on Sanitation of the Philippines ( PD 856) and its implementing rules and regulations.
- 2) The storage, handling , and application of pesticide shall be in accordance with Chapter XVI – “ Vermin Control “ of the Code of Sanitation of the Philippines ( PD 856) and its implementing rules and regulations other pertinent laws, rules and regulations of the Fertilizers and Pesticides Authority and other pertinent laws and municipal ordinances.
- 3) During vermin control operations, all clothes and linens shall be covered and isolated to prevent contamination.
- 4) The growth of bush, weed and grass within the establishment shall be controlled to prevent the breeding and harborage of vermin and other harmful insects or animal (e.g. spiders, scorpions, or snakes).
- 5) Places or rooms in the establishment used in the processing and storing of clean linens shall be effectively screened with a no. 16 – mesh screen unless otherwise air – conditioned.
- 6) Toilet, Bathrooms, and Hand Washing Facilities
- 7) Adequate number of plumbing fixtures shall be provided to all persons in the establishment. The minimum appurtenances in a sanitary facility shall be provided in accordance with the table below:
- 8) Separate clearly – marked toilet facilities for male and female shall be provided.
- 9) A minimum floor area of 1.20 square meters (12.91 square feet) with a minimum dimension of 0.90 meter (2.95 feet) shall be required for all toilet and bathroom facilities. Clear distance measurements shall be made on all areas and dimensions.
- 10) Toilets and bathrooms shall be properly located, lighted, and ventilated. It shall be located where personnel and customer can easily access it.
- 11) Proper maintenance, cleaning and disinfecting of toilets and bathrooms shall be done regularly.



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- 12) Toilet paper and paper holders, soap, soap dispensers, paper towels and other toilet accessories shall be supplied at all times. Paper towels or mechanical hand – drying machine shall be used for hand drying. Mirrors shall be installed in toilet room facilities.
- 13) Change rooms and Lockers
- 14) The establishment shall provide adequate number of lockers and a sufficient area of change room separately for male and female employees.

**Table 7. Minimum Requirements of Plumbing Fixtures for Employees and Costumers**

Number of Personnel/Customer	Toilet Bowl		Urinal		Lavatory		Showers	
	Male	Female	Male	Female	Male	Female	Male	Female
Below 30	1	1	1	1	1	1	1	1
30 to 49	1	2	1	2	2	2	2	2
50 to 99	2	3	2	3	3	3	3	3
For every additional 60 persons	1	1	1	1	1	1	1	1

**SECTION 4D.05. Prescribed Requirements for Construction**

**A. General Requirements**

- 1) The policies, plans, standards, and guidelines on building design, construction, use, occupancy and maintenance shall be in accordance with the provisions of the National Building Code of the Philippines (P.D. 1096) and its implementing rules and regulations and other existing local laws and ordinances.
- 2) A person or group of persons, or entity who intends to construct, operate, alter, or renovate an establishment covered under this Chapter shall first submit the plans and specifications as recommended by the Municipal Health Officer. All plans shall be submitted in duplicate copies.
- 3) The application for permit to construct, operate, alter or renovate such establishment shall be written on such forms issued by the Municipal Health Officer together with other supporting documents which are necessary for proper review of plans.
- 4) The establishment shall be built or renovated in accordance with the approved plans after the Municipal Health Officer and the Municipal Building Official have given approval of changes in writing. The operator shall notify the Municipal Health Officer and Municipal Building Official at specific predetermined stages of construction and at the time of its completion and to permit inspection of the establishment during and after construction.
- 5) The new establishment or portions of existing establishment that have altered or renovated shall not be placed in operation until such inspection shows compliance with the requirements of these rules and regulations.

**B. Walls, Partitions and Ceilings**

- 1) Walls or wall covering shall not have been open spaces or cracks that would provide harborage of vermin.
- 2) Walls and partitions inside the sanitary and laundry facilities shall be made of smooth and impervious material or coverings, such as ceramic glazed tiles, with a minimum height of two (2) meters ( 6.56 feet ) starting from the floor. All walls that exceed the said height shall be made of impervious, smooth and light – colored material.
- 3) Partition walls between water closets shall have a height of at least two (2) meters (6.56 feet) and terminates thirty (30) centimeter (1 foot) above the floor.
- 4) All ceiling in the sanitary facilities shall be made of smooth, light colored and non – toxic material.



**C. Windows and Doors**

- 1) Rooms which are not provided with artificial ventilation system shall be provided with window/s with opening space of not less than ten percent (10%) of the floor area of the room and which shall open directly to a clear space.
- 2) Windows of toilet rooms shall be so located above eye – level and shall be provided with No. 16 mesh screen unless otherwise air – conditioned.
- 3) All doors shall open outward, shall be self-closing and made of easily – cleaned, light colored, smooth, non – toxic and rust proofed materials.

**D. Floors**

- 1) All floors shall be constructed of concrete or any impervious, easily cleaned and non – toxic materials.
- 2) Floors of the laundry area which are subjected to frequent wetting shall have a fairly smooth surface and properly sloped (at least 2%) towards a drain. Floors drains shall be equipped with a metal strainer or cover.
- 3) Floors coverings such as vinyl tiles, wood parquet, linoleum, carpets, or any other similar materials shall be prohibited in the laundry area or in areas subsequent to frequent wetting.
- 4) There shall be sufficient floor space for comfort and for carrying out duties effectively and efficiently. Working spaces, stairways, aisles, or any passageways shall have at least a dimension of 1.20 meters to permit free unobstructed movement of persons.

**E. Lighting**

- 1) All areas in the establishment shall be properly lighted, either by natural or artificial lights, or both.
- 2) Supplemental lighting shall be added where the tasks require more light than is required by the general illumination.
- 3) Lighting shall be reasonably free from glare and evenly distributed to avoid shadows.
- 4) The intensity of the required illumination inside the establishment shall be maintained at a point 76.20 centimeters (30 inches) above the floor.

**TABLE 8: Minimum Standards For Illumination**

AREA	LIGHT LEVEL	
Hallways, exits, stairways and landing on floor, elevators, escalators and dining rooms	20 foot candles	215.2 lux
Locker rooms, toilets and bathrooms	10 foot candles	107.6 lux
Kitchens, Storage rooms, supply rooms	20 foot candles	215.2 lux
Outdoor pathways	2 foot candles	21.52 lux
Working area where seeing tasks requiring discrimination of fine details under conditions of fair contrast and where the nature of works is very exact and prolonged	100 foot candles	1076 lux
Working area where seeing tasks requiring discrimination of details over prolonged periods of time and under conditions of moderate contrast	50 foot candles	538 lux
Working area where casual seeing tasks not involving discrimination of line details	10 foot candles	107.6 lux
Working area where rough seeing tasks not requiring critical seeing	5 foot candles	53.6 lux



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- 5) There shall be provisions of sufficient lighting fixtures on open areas capable of illuminating dark places in the establishment especially at night.
- 6) Switches of lighting fixtures shall be conveniently located.
- 7) The level of illumination of other areas not otherwise mentioned shall be of such intensifies as may be required by the local health officer concerned as recommended by sanitary engineer.

#### **F. Ventilation**

- 1) An appropriate and efficient natural and/or mechanical ventilation system shall be provided in all areas of the establishment to prevent excessive temperature, moisture and humidity as well objectionable odors, fumes, and impurities produced by laundry process. Mechanical device such as an exhaust duct, air – filtration unit, dehumidifier and an air conditioning system shall be provided in areas where necessary.
- 2) When natural ventilation is provided, rooms intended for use shall be provided with a window or windows with a total free area of openings equal to at least ten percent (10%) of the floor of the room, and such window shall open directly to a clear space.
- 3) In the absence of effective natural ventilation, a mechanical ventilation system shall be provided in places and areas of the establishment that will maintain the temperature between 25 °C to 28 °C and a relative humidity from 410% to 60%. All other ventilation requirements shall be as follows:

##### **i. Soiled – Linen Sorting Room**

Provided an exhaust fan with a minimum fan diameter of 25.40 centimeters per 35 cubic meter room volume (or equivalent minimum cubic meter of air per minute at 6 to 10 air changes per hour) discharge to a clear space without recirculation of used air. The ventilation shall provide an air flow from clean linen area to soiled linen area.

##### **ii. Washing and Drying Room**

Provide an exhaust fan with a minimum fan diameter of 15.24 centimeters per 35 cubic meter room volume (or equivalent minimum cubic meter of air per minute at 2 to 5 air changes per hour).

##### **iii. Clean - linen Sorting and Storage Room**

Provide an exhaust fan with a minimum fan diameter of 15.24 centimeters per 35 cubic meter room volume (or equivalent minimum cubic meter of air per minute at 2 to 5 air changes per hour).

##### **iv. Ironing and Mending Room**

Provide an exhaust fan with a minimum fan diameter of 25.40 centimeters per 35 cubic meter room volume (or equivalent minimum cubic meter of air per minute at 6 to 10 air changer per hour).

##### **v. Chemical Storage and Supply room**

Provide an exhaust fan with a minimum fan diameter of 25.40 centimeters per 35 cubic meter room volume (or equivalent minimum cubic meter of air per minute at 6 to 10 air changes per hour).

##### **vi. Kitchen and Dining Room**

Provide an exhaust fan or blower with a minimum fan diameter of 25.40 centimeters per cubic meter of air per minute at 2 to 5 air changes per hour).

##### **vii. Offices and Study Rooms**

Provide an exhaust fan or blower with a minimum fan diameter of 15.24 centimeters per 35 cubic meter room volume (or equivalent minimum cubic meter of air per minute at 2 to 5 air changes per





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hour). Windowless bathroom shall be provided with mechanical exhaust system that is connected to the light switch.

Air circulation of the room at the establishment shall be supplied through air inlets arranged, located, and equipped so that the personnel, guests, and visitors are not subjected to air velocities exceeding 1.02 meter per second.

The ventilation of other areas not otherwise mentioned shall be of such capacity that will be required by the local health officer concerned.

**viii. Sound and Vibration**

Excessive noise and vibration produced within the establishment shall conform with Chapter XIX – “Nuisances and Offensive Trades and Occupations” and Chapter IV Article F – “Industrial Hygiene of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations, the Occupational Health and Safety Standards formulated by the Department of Labor and Employment and other existing laws, rules and regulations.

**SECTION 4D.06. Special Provisions for Community Laundry Area**

**A. Site Requirements**

- 1) The area provided for a community laundry shall be at least 500 square meters and located only in places designated under existing zoning laws and ordinances. Where no zoning law or ordinance exists, the Municipal Health Officer shall determine the suitability of the location.
- 2) The establishment shall not be located in areas prone to flooding and other hazards.
- 3) Accessibility of the establishment to national roads and transportation shall be considered.

**B. Prescribed Requirements for Construction**

- 1) There shall be an adequate number of stalls provided for each person. The total area to be afforded for stalls shall not be more than forty percent (40) of the total community laundry area.
- 2) The minimum area for each shall be two (2) square meters (21.52 square feet) with no dimension lesser than 1.3 meters.
- 3) Each stall shall be divided by partitions having a minimum height of 1.0 meter (3.28 feet) and providing sufficient clearance from the ceiling to facilitate free movement of air within the laundry area.
- 4) Each stall shall be provided within two (2) laundry tray/ sink equipped with a stopper.
- 5) The top of the laundry tray/ sink shall be elevated to at least 0.9 meter (2.95 feet) from the floor.
- 6) One movable faucet which can be directed to and supply either of the two tray shall be provided. There shall be one hose Bibb conveniently placed and located 0.3 meter above the floor level along the side of the stall.
- 7) Trench drain with grating cover connected to an approved waste water disposal system shall be provided for each stall.
- 8) There shall be no toilet and bathroom facility that shall open directly towards any laundry stall.
- 9) The aisles between laundry stalls shall have a minimum width of 1.5 meters (4.92 feet) to facilitate smooth flow of persons in the laundry area.
- 10) The aisles shall be 0.1 meter (0.328 feet) higher than the floorings of the laundry stalls.



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**SECTION 4D.07. Sanitary Requirements for Laundry Services**

**A. General Requirements**

- 1) The establishment shall be located only in places or areas designated under existing zoning laws and local zoning ordinances. Where no zoning ordinance law or ordinance exists, the Municipal Health Officer shall determine the suitability of the location.
- 2) The establishment shall be maintained clean and sanitary at all times. Due care shall be employed in proper handling, cleaning, washing, sanitizing, storing and transport of linen and other washable goods in order to prevent infection or contamination.
- 3) The establishment shall provide adequate and efficient laundry equipment and facilities. Laundry facilities and equipment shall have a regular maintenance, cleaning, and disinfection.
- 4) The laundry operation (collection, sorting, washing, ironing and folding shall be done in such a manner so as to produce top quality work in the most efficient manner possible.
- 5) All the personnel or workers engaged in the laundry process shall observe and ensure hygienic practices and proper procedures in the laundering of linens and other washable cloths.

**B. Sorting of Linens**

- 1) There shall be a coding or marking system for sorting, washing, storage, and delivery of linens. The marking or coding system shall be done utilizing color codes, labels, tags, or print on bags or containers.
- 2) All personnel and worker shall be fully aware and properly inform in the adoption and implementation of this marking or coding system. This marking or coding system when employed shall be made easily and readily visible, identified and understood by persons engaged in the processing of linens.
- 3) Sorting of linens shall be employed to prevent cross contamination or losses. Sorting of linens shall be done according to the coding or marking system, degree of spoilage ( heavily – soiled or light soiled), color and rate of colorfast, size, type of fabric, specified time for washing, or extent or degree and type of contamination.
- 4) Sorted linens shall be properly handled during collection with minimum agitation and shaking as possible. Due care must be employed to prevent the contact of soiled linens from any other surface except from the soiled linen bag or washer.

**C. Linen Bags and Linen Carts**

- 1) There shall be an exclusive laundry bag or container made of impervious, on – toxic, rust – proof, leak – proof and easily cleaned material used to store dirty linens. Small – sized laundry bag or container or to which it shall fit to an existing laundry chute. Reusable soiled – linen bags or containers shall be cleaned and sterilized after every use.
- 2) Linen carts shall be used for collection and delivery of linen – filled laundry bags which shall be of two types: soiled – linen cart and clean – linen cart. Both carts shall be used for its exclusive purpose.
- 3) Linen carts shall be made and constructed with an impervious easily cleaned and movable, rustproof and non – toxic material. Linen carts shall be enclosed and provided with a tight – fitted lid and shall always be kept closed except when placing or retrieving the linen – filled laundry bag.
- 4) All linen bags or linen carts shall be replaced with a new one when necessary.
- 5) It shall be routine procedure to have an effective regular maintenance, cleaning and sterilization of every cart. Soiled – linen carts shall be cleaned and sterilized after each day's operation or more



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frequently when necessary. Clean – linen carts shall be cleaned and sterilized at least three times a week or more frequently when necessary.

#### **D. Laundry Vehicles**

- 1) Laundry trucks or vehicles shall be enclosed and provided with tight – fitted door. The inside of the truck used to store the washable goods shall be made of impervious, non – toxic, rust – proof, smooth leak – proof and easily cleaned material.
- 2) There shall be a separate laundry vehicle used to transport soiled linen from clean linen. Contamination of clean linen shall be prevented.
- 3) The place inside the laundry vehicle where the linens are stored shall be separated and isolated from the driver and passenger seats.
- 4) There shall be an effective regular maintenance, cleaning and disinfection of every laundry vehicle, with the soiled – linen laundry vehicle done at the end of each day's operation or more frequently when necessary and the clean – linen laundry vehicle done at least three times a week or more frequently when necessary.

#### **E. Laundry Rooms**

- 1) There shall be a separate enclosed room for sorting and storing of soiled linens equipped with a separate system for air intake, filtration, and exhaust which shall be discharged to a clear space with a distance conforming to the requirements of the National building Code of the Philippines.
- 2) The washing and drying room shall be enclosed and unallocated with other rooms and provided with tight – fitted doors and windows. This room shall always be kept closed except during receiving and delivering of laundered linens. Laundry equipment and facilities in contact with linens shall be cleaned and disinfected after each day's operation.

#### **F. Defined Laundering Process**

- 1) The proper and suitable laundry and ironing instructions recommended and printed in the care label of each garment shall be strictly followed.
- 2) It is preferable to soak first in clean potable water for at least thirty (30) minutes all the soiled linens before the washing process. Rub liquid detergent on badly soiled areas before soaking. Remove stains as early as possible before the application of hot water.
- 3) There shall be at least two cycle of rinsing and four cycling of rinsing that shall be employed in the laundering process. All persons using laundry equipment shall follow the manufacturer's directions and guides on the proper use of washing machines.
- 4) The prescribed quantity, proper use and appropriate type of detergent shall be applied during the washing process. Avoid using detergent more than the prescribed amount so as not to produce excess suds that will make the rinsing process ineffective.
- 5) Bleaching solution, when used, shall be applied to white linens during rinsing cycle when the detergents have liquefied. It shall be important to know the type of bleach that shall be used to a certain type of fabric (e.g.) sodium hypochlorite is not safe on silk and wool but slow acting hydrogen peroxide is safe on this type of fabric.
- 6) The water used for washing shall be adequate, potable and preferably soft and practically free from dissolved minerals. If possible, the temperature of water shall be adjusted to provide a beneficial effect on the efficiency of the laundering process; warm water; and was – and – wear fabrics, cool water. Washing temperatures shall be as follows:
  - i. Hot – Water temperatures higher than 46 C (115 F)
  - ii. Warm – initial water temperature of 30 C to 45 C (86 F to 113 F); water shall not be irritating to the skin.



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- iii. Cold – Initial water temperature up to 29 C (84 F), it shall be the same as the temperature of tap water.
- 7) The laundering process shall be appropriate to provide the maximum stain removal from the type of work being processed. The stain removal technique shall depend on the nature of the stain, the age of the stain, and the process to which the linen is subjected.
- 8) All linens with stains or in need of repair shall be separated and treated. Washed linens containing hard to remove stains shall be treated with an appropriate chemical stain remover for different type of stains shall be as follows:
- 9) There shall be proper training and awareness of counter personnel and technicians of the establishment regarding the identification of stain and stain removal process.
- 10) Blung, fabric softener, fluorescent brightener, and other additives shall be preferably added to final rinsing process to improve odor, whiteness and quality of fabric.

**TABLE 9. COMMON STAIN REMOVAL PROCEDURE**

TYPE OF STAIN	METHOD OF REMOVAL
Blood	Use cold water to sponge or soak the stain. Wash fabric in warm soapy water.
Chewing Gum	Harden the gum with an ice cube, and rub it until it crumbles away, or use dry – cleaning solvent.
Chocolate or cocoa	Scrape – off as much of stain as possible with a dull knife. Then wash fabric in warm soapy water. Sponge stubborn stains on white fabric with hydrogen peroxide and rinse thoroughly.
Fruit	Sponge the stains with cold water as soon as possible. Then wash the fabric. If the stain has been ironed, it probably will not come out.
Grass	Sponge the stain with alcohol and then washed it. Or wash the stain with detergent and then wash the fabric in hot water. If this does not remove the stain, use bleach.
Grease	Rub the stain with detergent and then wash the fabric in hot water. If this does not remove the stain, use bleach.
Soft drinks	Sponge the stains with cool water. Dip white clothes into chlorine bleach solution for 1 minute and then rinse well. Pour glycerin on colored fabrics. Let stand for 30 minutes and rinse with water.
Ice cream	Sponge the stain with cold water. Then wash the fabric in warm suds.

**G. Drying Process**

- 1) The use of automatic controlled extractors shall be preferably used in partial drying to save time, reduce effort, and produce a better result.
- 2) The manufacturer’s specification on the amount of linen and time required that may be loaded in the tumbler or extractor shall be followed.
- 3) A gas, steam, or electric – powered dryer with a temperature not less than 60 C (104 F) shall be used and is more preferable than a clothesline in urban areas because of the possibility of contamination due to presence of pollution.

**H. Ironing and Finishing Process**

- 1) There shall be a separate enclosed mending room used for repairs of damaged articles and provided with adequate trained personnel, necessary equipment, tools and mending supplies.
- 2) The finishing process (sorting, ironing, and storing of clean linens) shall be done in an efficient and hygienic manner, which shall protect the linens against contamination.
- 3) Ironing shall be used both for aesthetic and disinfection of linens.



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- 4) Light – colored linens to be ironed shall be at least approximately 10% moisture by weight which shall be driven off by heat under pressure to produce a smooth and better result in linens. Multi – colored linens or garment's moisture content after wash shall be reduced as much as possible to avoid potential color transfer.
- 5) All washed and dried linens which are ironed and those linens which do not require ironing shall be 100% dry to prevent fungal and other microbial growth.
- 6) Ironing shall be done according to the recommended instruction on the care label of each garment, extent of crumples control), size or shapes of linens, or according to the needs of the linen room.
- 7) Ironing shall be appropriately accomplished in either of various ways such as by using steam iron, flat – work iron, jack – iron press, or manual hand iron or combination of two or more ways as set by laundry supervisor.
- 8) Ironing boards, press boards or any similar boards used for ironing and where linen comes in contact shall be clean and covered by light colored materials to prevent dirt or color transfer.
- 9) The folding procedure shall be according to the classification of the linen being processed and the needs of the linen room as set by the laundry supervisor.
- 10) Wash – and – wear fabrics may be folded rough – dry or placed in hangers, placed in a clean, impervious, smooth, easily cleaned, non – toxic and rust proof laundry bag or container prior to storage, pick – up or delivery.
- 11) There shall be personnel, facilities and equipment provided for the regular testing and inspection to assure that the laundering and disinfecting procedures done are effective that the laundered linens are clean and free from stains, infectious, contagious, and communicable and other type of health – hazard contaminants.
- 12) All final products shall be clean, soft, pleasing in appearance, free from stains, discoloration, holes, wear, tear, irritating odors and other contaminants.

**I. Clean-linen Storage Room**

- 1) Clean – linen shelves shall be cleaned and disinfected frequently and kept free from the accumulation of dust and other contaminants.
- 2) All clean-linen closets shall be kept close except during the placing and retrieving of clean linen. It shall be cleaned and disinfected frequently and kept free from accumulation of dust and other contaminants.
- 3) Storage rooms of linens shall be enclosed and provided with tight fitted doors.
- 4) There shall be regular and effective disinfecting procedures of storage rooms at least once a week done by trained personnel provided with adequate and effective disinfectants and disinfecting equipment.
- 5) Tables, racks and other surfaces or areas which come in contact with clean linens shall be made of impervious, smooth, easily cleaned, nontoxic and rust proof materials. It shall be cleaned and disinfected regularly at the end of each day's operation and in times of possible contamination.

**SECTION 4D.08. Special Provisions for Institutions and Other Establishments with Laundry Services and Facilities**

**A. Laundry from Hospital and other Health-Related Institution**

**1) Linen Supply**

- i. The linen service of the hospital or institution shall maintain an adequate supply of clean linen to meet the needs of the facility.





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- ii. The minimum number of clothes and linens per cycle for a single bed in a hospital or any medical facility shall be; two (2) pieces of bed sheets, two (2) pieces of pillow cases, two (2) pieces of pillow cover, two (2) pieces of camisa, a pieces of towelette, and a piece of bath towel.
- iii. There shall be at least six (6) cycle capacity of clothes and linens per bed in the hospital or any medical facility: one (1) cycle is for the stock initially used by patients in the ward; one (1) cycle is prorated, one (1) cycle is washed in the laundry; and three (3) cycles are in the stock room.
- iv. There shall be a minimum of six (6) cycle of specialized linens and clothes ( such as ICU gowns, OR gowns, RR gowns, eye sheet, baby dresses, diapers, tray linings, flannel, draw sheets, etc.) depending upon the requirements for a certain category of the hospital ( primary, secondary, or tertiary).
- v. The changing of linens for beds and clothing of patient shall be based on existing regulation of the hospital or institution, or upon the request of the patient or his/her guardian.

## **2) Sorting of Linens**

- i. The hospital or institution shall adopt a coding or marking system for sorting, washing, storage and delivery, which may depend upon the following considerations: the place where the soiled linens are first collected; the type and degree of spoilage or contamination of the soiled linen; the color and rate of discoloration of the linens; the size and density of the linens; the type of fabric used; and all other factors that may be common and frequent in hospitals and health-related institutions.
- ii. All soiled linen from different areas of the hospital or institution shall be clearly labeled and identified and suitable precautions in handling and processing shall be taken into account especially those linens contaminated with infectious microorganisms.

## **3) Collection and Transport of linen**

- i. The soiled linen shall be collection in – situ, sorted as little as possible and shall be placed directly inside a marked or coded, clean, uncontaminated, impervious, non – toxic, leak – proof and rustproof laundry bag or container.
- ii. As much as possible, pressing of the bag shall be avoided to prevent expelling of air coming from the bag.
- iii. The soiled laundry bag or container shall always be kept tightly closed, using a disposable adhesive tape. It shall be open only during placing and removing of the soiled linens.
- iv. The quantity of soiled linens to be placed in the laundry bag or container shall not exceed the 2/3 full capacity of the laundry bag or container.
- v. The collected laundry may be transported to the laundry area by using the soiled-linen carts or through the linen chute provided for each floor. All soiled-linen laundry bags shall be of appropriate size to fit inside a laundry chute.
- vi. There shall be on soiled linens, soiled – laundry bag or container, or soiled-linen cart which shall enter or pass through clean linen processing or storage area. Otherwise there shall be no clean-linen, clean-linen laundry bag or container, or clean-linen laundry cart which shall enter or pass through soiled-linen processing area.
- vii. All linen-chute doors shall be tight-fitted, self-closing, and located in separate, well ventilated, fireproof rooms away from corridors, food preparation rooms, wards and other uncontaminated area.
- viii. Linen-chute shall be disinfected regularly. One of the procedures is by using a small pressurized spray tank with pump fitted with a hose of sufficient length which are able to reach the distance of about 6 meters (20 feet). The tank is filled with a germicide such as a non-corrosive diluted two percent (2%) Orth phenolic solution which shall be sprayed perceptibly until all the surfaces become wet.
- ix. The bag or container containing the soiled linen shall be kept inside the room until the room-to-room collection schedule.
- x. Soiled linens that are not properly contained in the laundry bag shall not be directly placed or transported down through the linen chute.
- xi. The soiled- linen cart shall be enclosed with a tight-fitted closing lid to prevent the possible dispersion and spread of contaminants to other areas during collection and transport of soiled-linen bag.



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- xii. There shall be a selected route in the transport of soiled linen which shall be away from critical nursing areas, food service areas and other clean and uncontaminated places in order to prevent microbial air contamination.

#### **4) Special Handling of Contaminated Linen**

- i. A suitable procedure shall be developed in coordination with the hospital's infection control committee on the proper handling, collection, transport, and processing of bio-hazard (isolation) linen.
- ii. Linens from the emergency room, operating room, delivery room, nursery, isolation ward, communicable disease ward, surgery room, intensive care unit, laboratories and other rooms and areas which are possibly contaminated with contagious or communicable disease shall be separated and isolated from other linens.
- iii. Linens coming from such areas shall be placed first in a water soluble linen bag before placing in a soiled-linen bag. The water soluble linen bag shall be washed together with the infected linens without pre-sorting.
- iv. Such linens shall be sterilized or subjected into the washing process utilizing hot water for at least 25 minutes in order to kill all the microorganisms present in the linen. It shall be washed separately from other linens.
- v. The method of disinfection or sterilization to be used in linens shall be effective and appropriate to the type of microorganism that will eradicate, the required time of contact, the pH and temperature of water or medium to be used, the concentration of the disinfectant, the presence of extraneous materials, and the degree of the infection or contamination.
- vi. Condemnation or disposal of linens shall be based on the duration of time the linen was used {usually six (6) months of the continuous use}, degree and type of stains or contamination, wear and tear, discoloration, and appearance.

#### **5) Contracting Out Laundry Services**

- i. All hospitals and other health-related institutions contracting out their laundry services shall follow all the pertinent provisions outlined herein and all other implementing rules and regulations of the Code on Sanitation of the Philippines (PD 856).
- ii. Laundry service contractors shall handle and process linens from hospitals and other health-related institutions separately from linens coming from the establishments.
- iii. All laundry equipment, facilities and mode of transport which comes in contact with linens from hospital and health-related institutions shall be cleaned and sterilized first before the processing of linens coming from a different source.

#### **B. Laundry from Hotels, Motels, Lodging Houses, Resorts, Massage Clinics, and other Similar Establishments**

- 1) Laundry from hotels, motels, lodging houses, resorts, massage clinics, and other similar establishments shall conform with the Code on Sanitation of the Philippines (PD 856) and its implementing rules and regulations.
- 2) The linen service shall provide an adequate and uninterrupted supply of clean linen to meet the needs of the institutional establishment.
- 3) There shall be separation of linens into different categories so as to minimize sorting and prevent cross contamination such as those coming from:
  - i. Food service areas such as kitchen, dining room, restaurant, bar, and other similar place;
  - ii. Guest rooms; and
  - iii. Uniforms, clothing, and personal linen of employees and guests.
- 4) Laundry contractors servicing such establishments shall conform to the pertinent provisions outlined herein and all other implementing rules and regulations of the Code on Sanitation of the Philippines (PD 856).



**SECTION 4D.09. Special Provisions for Commercial Laundry**

**A. Diaper-Supply Laundry Service**

- 1) Laundry services specializing with the diaper for babies shall handle, sort, transport, launder and store such linens separately from other linens.
- 2) Washing and sterilizing procedures shall be effective to ensure the complete removal of soil waste, microorganisms, and other types of contaminant, which may remain in the diaper.
- 3) The establishment shall use detergents and disinfectants which are strong enough and effective yet shall not cause irritation of babies' tender skin.
- 4) There shall be a continuous supply of diapers on a regular schedule and the diaper laundry contractor shall avoid deprivation of supply to customers of such items.

**B. Linen-Supply Laundry Service**

- 1) The establishment shall provide continuous and regular delivery schedule clean and uncontaminated linens based on the client requirements.
- 2) There shall be separate laundering of uniforms from offices and uniforms coming from hospitals and health-related institutions. The prevention of cross contamination between such linens shall be prevented.
- 3) The establishment shall provide separate handling, sorting, transport, laundering, and storage of linens and other materials used for cleaning purposes (e.g. mops, rags, mats, shop, towels, etc.) from uniforms and other clothes worn by workers and employees.
- 4) The establishment shall adopt the most effective and feasible laundry process (e.g. the use of dry cleaning procedure for linens with great amounts of oils and grease, etc.) which shall be applicable to different types of spoilage of linens.
- 5) There shall be additional equipment or the entrapment of oils, grease, other petroleum materials and coarse dirt or solids for an efficient waste water treatment system.
- 6) Linens which shall be subject to dry-cleaning procedures shall conform to pertinent provisions of sub-section 10.4 of these implementing rules and regulations.
- 7) Linens which are not pleasing in appearance such as those with unremovable stains, discolored, worn-out or torn-out garments shall be discarded, condemned, recycled or otherwise disposed of in accordance with the Chapter XVII – "Refuse Disposal" of the Code on sanitation of the Philippines (PD 856) and its implementing rules and regulations.

**C. Laundromats**

- 1) There shall be an efficient and adequate number of laundry equipment and facilities provided in the establishment.
- 2) The complete laundry cycle done by the laundry machine operation shall be effectively clean without any visible sign of spoilage or contamination. The drying process shall attain a 100% dryness of all linens.
- 3) There shall be adequate number of personnel to entertain and attend to customers during the processing of his/her clothes and linens, for payment of the corresponding fee, and for her security purposes.
- 4) There shall be a waiting lounge of adequate space and equipped with sufficient number of seats provided to all customers.
- 5) The loss or exchange of clothes or linens between customers shall be prevented.



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- 6) Defective and inefficient laundry machines shall be removed and repaired or replaced with functional laundry machines.

**D. Dry Cleaning Laundry Service**

- 1) An effective and suitable dry cleaning laundry procedure to provide clean garments and prevent damage/s shall performed to conform to the type of fabric, designs and coloring materials of each garment.
- 2) There shall be an initial test before linen or garment is subjected to the dry cleaning process such as test for color transfer, discoloration, or dye bleeding and other necessary test.
- 3) It shall be necessary to use proper classification and specified duration of dry cleaning cycle, separation of dark-colored and light-colored garments, and degree of spoilage for garments.
- 4) Finished linens or garments shall not have any chemical odor or residue retained before delivery to customers.
- 5) The establishment shall have adequate number of trained personnel, facilities and equipment for an efficient operation of the dry cleaning laundry process.
- 6) The operator of the establishment shall perform a preventive maintenance and weekly monitoring of the dry cleaning machines and other similar equipment as recommended or required by the equipment's manufacturer including the record keeping of such maintenance operations
- 7) Dry cleaning machines shall be tested for safety and certified by a nationally-recognized testing laboratory. It shall meet the minimum environmental standards.
- 8) Dry cleaning machines and other similar equipment shall be equipped with a spill containment system. Solvent storage containers shall be located around and within a spill containment area.
- 9) The entire dryer of the dry cleaning laundry process shall be vented through a carbon absorber or equally effective control device and shall be regularly replaced (when the residue from the diatomaceous earth filler contains more than 25 kilogram of solvent per 100 kilogram of waste filter material).
- 10) Laundry establishments shall perform vapor and liquid leak detection tests weekly or as frequent as necessary and when such need arises as detected by a leak detection device or by a common sight, smell, or sound.
- 11) The establishment shall be provided with adequate number and effective dry cleaning chemical vapor leak detection device. The dry cleaning chemical leak detection device shall pass the minimum standards required by a nationally-recognized testing laboratory.
- 12) During emergencies, leaks shall be controlled and contained as early as possible. There shall be preventive procedures and awareness program conducted by trained personnel.
- 13) Laundry chemicals which are proven risky to health and environment shall be phased-out in accordance with health and environmental laws, rules and regulations.
- 14) Discharge of solvents or dry cleaning chemical and wastes through public sewerage or drainage system shall be prohibited. It shall be disposed of, irrespectively of quantity as hazardous waste, which shall be in accordance with Republic Act No. 9275 (Clean Water Act), its implementing rules and regulations, other laws and regulations formulated by the Department of Environment and Natural Resources and other existing national and local laws, rules and regulations.
- 15) The Threshold Limit Value of solvents or dry cleaning chemicals shall conform to the Occupational Safety and Health Standards formulated by the Department of Labor and Employment.

**SECTION 4D.10. Health and Safety Provisions.**



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- 1) The health, safety and comfort of customers and employees shall be preserved and considered in the working environment.
- 2) Linens from hospitals and other health-related shall be handled, sorted, laundered and transported exclusively and separately from linens coming from other sources.
- 3) There shall be a complete separation and laundering of linens for each establishment or source.
- 4) The establishment shall provide the minimum type and quantity of medicines, medical supplies, equipment and services for emergency purposes as follows:

**TABLE 10: MEDICINES**

MEDICINE	NUMBER OF WORKERS					
	1-20	51-99	100-199	200-600	601-2000	2001 UP
Topical Antiseptic, cc	60	60	60	120	240	240
70% Isoprophyl Alcohol, cc	240	240	240	240	500	500
Aromatic Spirit of Ammonia, cc	30	30	30	30	30	30
Toothache drops, cc	15	15	30	30	30	30
Hydrogen Peroxide Solution, cc	120	120	120	240	240	240
Burn Ointment, tube	-	-	1	1	1	1
Analgesic/Antipyretic Tablets	10	10	10	20	30	40
Anti – histamine Tablets	-	-	10	20	30	40
Antacid Tablets	10	10	10	20	30	40
Anti – diarrhea tablets	10	10	10	20	30	40
Anti – spasmodic						
Tablets Anti - hypertensive	-	-	10	20	30	40
Tablets	-	-	10	20	30	40
Coronary vasodilator Tablets	-	-	10	20	30	40
Anti – asthma tablets	-	-	10	10	20	20
Anti – hemorrhage Tablets	-	-	10	10	20	20

**TABLE 11: MEDICAL SUPPLIES AND EQUIPMENT**

MEDICAL SUPPLIES/EQUIPMENT	NUMBER OF WORKERS					
	1-50	51-99	100-199	200-600	601-2000	2001 & UP
First Aid Pamphlet	1	1	1	1	1	1
First Aid Box	1	1	1	1	1	1
Thermometer	1	1	1	1	1	1
Stethoscope	-	-	1	1	1	1
Sphygmomanometer	-	-	1	1	1	1
Sterilized gauze pads	5	5	5	10	20	20
Gauze bandage, roll	1	1	1	1	1	1
Adhesive tape roll	1	1	1	1	1	1
Absorbent cotton	*	*	*	*	*	*
Triangular Bandage	1	1	1	1	1	1
Safety Pins	*		*	*	*	*
Wooden Tongue						
Depressors	-	-	100	100	100	100
Hot Water Bag	1	1	1	1	1	1
Ice Bag	1	1	1	1	1	1
Disposable Hypodermic Syringes w/ needles, 2.5 cc	-	-	10	10	10	20
Rubber Tourniquet	1	1	1	1	1	1





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Venoclysis Set (IV tubig, butterfly)	-	1	1	2	2	2
Minor surgical Instrument	1	1	*	*	*	*
Forceps	-	*	*	*	*	*
Sterilizer	-	-	-	-	1	1
Waste Pail	1	1	1	1	1	1
Soap, cake	*	*	*	*	*	*
Linens	-	-	-	*	*	*
Bed	-	-	-	1	1	1
Stretcher	-	-	-	1	1	1
Cabinet for medicines & supplies	-	-	1	1	1	1
Examining Table	-	-	-	1	1	1

Any medical supply/equipment prescribed in the table may be substituted with one of comparable effectiveness, and shall be replaced with the same quantity immediately after consumption.

**TABLE 12: MEDICAL FACILITIES**

MEDICAL FACILITY	NUMBER OF WORKERS					
	1-50	51-99	100-199	200-600	601-2000	2001 & UP
Treatment Room	-	1	1	1	-	-
Emergency Clinic	-	-	-	-	1	1
Dental Clinic	-	-	-	-	-	1

- 1) In the absence of medical officer or staff, emergency telephone and other communication equipment shall be provided together with the line numbers of ambulance services, doctors, and hospitals which shall be posted conspicuously in the establishment.
- 2) There shall be provisions for emergency exits, lights, and power supply in the establishment.
- 3) No chemical listed as prohibited or banned by the Department of Environment and Natural Resources and other national and international regulations shall be used in the establishment.
- 4) The establishment shall adopt a pollution prevention program.
- 5) Preventive maintenance and program for laundry equipment facilities shall be done on a regular basis.
- 6) All dry cleaning establishments shall have a contingency plan which shall include trained personnel and necessary equipment to deal with possible waste-related emergencies or accidents.
- 7) No contaminated linen shall be reused, recycled, sold, disposed, stored or placed together with sterile linens.
- 8) Linens and other substances or materials contaminated with radiation or any radioactive material shall be handled, stored, transported, or otherwise, disposed of in accordance with the laws, standards and implementing rules and regulations of the Philippine Nuclear Research Institute, Department of Environment and Natural Resources and other existing laws, rules and regulations.

**SECTION 4D.11. Inspection and Evaluation.**

**A. Responsible Officer**

It shall be the duty of the Local Health Officer to cause the inspection and evaluation of every establishment requiring a sanitary permit for its operations at least every three (3) months and to cause



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additional inspection and re-inspection and evaluation as deemed necessary for the enforcement of these rules and regulations.

**B. Sanitation Inspection Fee**

The fees payable on every inspection shall be of such amount prescribed by local ordinance.

**C. Mission Order**

- 1) The Municipal Health Officer or the chief of the sanitation division/section/unit of the Municipal Health Office, as the case may be, shall issue a mission order (EHS Form No. 112) for every sanitation inspection that will be conducted by the sanitary engineer/ sanitation inspector.
- 2) The mission order must contain the date, mission order number and series, the name of the inspector and the I.D. number, the business name, address, category of establishment to be inspected and the scheduled dates of inspection. This must be shown to the operator of the establishment before any inspection is conducted. The immediate supervisor of the inspector shall monitor the enforcement of the mission order.
- 3) Sanitary inspection conducted without a mission order is prohibited.
- 4) The operator of the establishment shall report to the Municipal Health Officer or chief of sanitation division/section/unit any unauthorized inspection that was conducted.

**D. Uniform of Sanitation Inspector and Aids to Inspections**

- 1) The sanitation inspection shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- 2) He shall likewise bring all the equipment and supplies needed in the inspection forms, clipboards, thermometer, flashlight, measuring tape, camera, light meter, water pressure gauge, chlorine residual and pH comparator kits, black light, food and drink sampling kit, copy of the sanitation laws, regulations, standards and other reference materials needed in the inspection.

**E. Frequency of Inspection**

The inspection shall be conducted at least once every three (3) months.

**F. Recording of Inspection**

- 1) The sanitary engineer/ sanitation inspector shall keep a record of all his inspections or evaluation reports in an inspection form.
- 2) The sanitary engineer/sanitation inspector shall furnish the original of such report to the operator of the establishment.
- 3) Demerits entered in the appropriate column of the inspection form shall indicate that the item does not conform to the requirements of these regulations.

**G. Sanitation Standard**

- 1) The percentage rating has an equivalent sanitation standard as follows:

Percentage Rating Sanitation Standards Color Code	
90 -100%	Excellent Luminous Green
70-89%	Very Satisfactory Luminous Yellow
50-69%	Satisfactory Luminous Red

- 2) Establishments with percentage rating below 50% shall be recommended for suspension of operation until compliance.



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- 3) Sanitation Standard Rating Sticker (SSRS) shall be posted in a conspicuous part of the establishment, preferably at the door, for guidance of the customers. It shall be updated once every three (3) months, unless revoked earlier.
- 4) The average sanitation standard of every establishment shall be evaluated by the Municipal Health Officer/chief of sanitation division/section/unit every end of the year to determine its improvement/maintenance of rating.

#### **H. Report of Inspection**

- 1) The sanitary engineer/sanitation inspector who conducted the inspection shall complete the sanitary inspection report, and whenever an inspection form issued indicates non-complying items, he shall notify the operator of the corrections to be made and indicate a reasonable period for its compliance.
  - a. The recommended corrective measures shall be specific in nature for the easy understanding and compliance of the operator of the establishment.
  - b. Reasonable period for compliance or grace period shall be inclusive of Saturdays, Sundays and holidays.
- 2) The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order for approval by the Municipal Health Officer or chief of the sanitation division/section/unit.
- 3) Within 48 hours of the inspection or evaluation, the original inspection report and the sanitary order shall be furnished and acknowledged by the holder of the permit certificate, the operator of the establishment. The inspection report shall be personally delivered, or shall be sent through postal service and registered with return card.

#### **I. Re-inspection**

- 1) If upon re-inspection of the establishment after the deadline, the sanitary engineer/ sanitation inspector have found that the correction has not been effected, he shall report to the Municipal Health Officer who shall recommend to the Municipal Health Authority the revocation of the sanitary permit.
- 2) A copy of the inspection form and any notice served shall, in all cases be filed and kept by the Municipal Health Office and be available for inspection by authorized officials.

#### **J. Service of Notice**

- 1) Whenever an inspection or evaluation form indicates non-complying items, the Municipal Health Officer shall serve to the operator a sanitary order requiring him, within the grace period stated in the order, to take such remedial action as may be specified therein.
- 2) In the event of non-compliance of the first sanitary order by the operator, the Municipal Health Officer may serve a second notice.

#### **K. Second Sanitary Order:**

- i. If the owner of the establishment needs additional time to comply with the first sanitary order, he shall request the local health officer in writing prior to the expiration of the said sanitary order, for an extension of the grace period. The Municipal Health Officer, upon the recommendation of the sanitary engineer/ sanitation inspector who conducted the inspection, shall act on such request.

- L. Notice of hearing.** The Municipal Health Officer shall call the operator to show case, at a time and place stated in the notice, why the permit issued in respect of the establishment shall not be revoked.

#### **M. Revocation of Permit**



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- 1) After prior notices and hearing as provided above, the Municipal Health Officer, if satisfied that the terms of the two notices have not been complied with or that failure to comply therewith is not excusable, shall recommend to the Municipal Health Authority the revocation of the said permit, or;
- 2) After the second sanitary order on an extended grace period, a reinsertion was conducted and still the owner/operator fails to comply with such order as reported by the sanitary engineer/sanitation inspector, the Municipal Health Officer shall recommend to the Municipal Health Authority the revocation of the sanitary permit without delay and shall inform other related agencies of the municipality of such revocation.
- 3) Lifting of suspension of permit may be recommended whenever the operator of the establishment complies with the notices.
- 4) The operator of the establishment may file a motion for reconsideration to the Municipal Health Authority if he/she is not satisfied with the action of the Municipal Health Officer.
- 5) The Municipal Health Authority shall file court proceedings against any establishment continuously operating after the revocation of its permit.

#### **N. Summary Suspension of Permits**

Whenever the Municipal Health Officer finds unsanitary or unhealthy conditions in the operation of an establishment which in his judgment constitute a substantial hazard to the public health, the Municipal Health Officer may recommend the immediate suspension of the sanitary permit. Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.

#### **O. Appeals**

The person or panel conducting the hearing may confirm, modify or reverse the decision appealed from which decision shall be final.

#### **P. Power of Entry**

- 1) Any sanitary engineer/sanitation inspector or duly authorized officer of the Department of Health of the Municipal Health Office, upon presentation of proper credentials may at all reasonable times enter into the establishment or any premises used for any of the purposes referred to in these rules and regulations for the purpose of inspection or any other action necessary for administration of these rules and regulations.
- 2) Sanitary inspection shall be conducted by officials in accordance with Section 12, Sub-section 12.3 of this Code.
- 3) Sanitary inspections shall be done preferably during the time when the establishment is in operation.

#### **Q. Hearings**

- 1) The Municipal Health Authority may conduct hearings regarding erring establishments to include appeals from establishments.
- 2) The decision of the Municipal Health Authority shall be deemed final and executor.

#### **SECTION 4D.12. Responsibility of the Laundry Supervisor.** The laundry supervisor shall:

- 1) Comply with all the requirements and standards as stated in these implementing rules and regulations.
- 2) Ensure the proper laundry operation and cleaning and care of laundry equipment and facilities.
- 3) Provide schedule of laundry operation for an adequate and continuous supply of linen and according to the needs of the user at all times.
- 4) Be knowledgeable in the selection, quantity, and proper use of laundry cleaning supplies.
- 5) Provide a schedule for regular maintenance and cleaning of equipment and facilities.
- 6) Evaluate the effectiveness of the laundry operation.
- 7) Ensure that the linen is safe for the customer's use; and



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- 8) Ensure the state of sanitation of the establishment.

**SECTION 4D.13.** Responsibility of the Operator. The operator shall:

- 1) Comply with all the requirements and standards as stated in these implementing rules and regulations.
- 2) Promote good personal hygiene among his employees and ensure updating of their health certificates.
- 3) Ensure the health, safety and comfort of all employees and customers in the establishment.
- 4) Provide adequate and appropriate sanitary facilities, personal protective equipment, and necessities to promote health, safety and sanitation in the establishment,
- 5) Renew the sanitary permit every year.
- 6) Assist the health authorities in conducting inspection of the establishment.
- 7) Ensure that the processes and materials used in the trade shall be environment-friendly; and
- 8) Provide regular training programs and instructions to all employees on health, sanitation and safety, conservation of the environment, and proper operation and maintenance of the establishment.

**SECTION 4D.13.** Responsibility of the Local Health Officer. The Municipal Health Officer shall:

- 1) Facilitate the conduct of inspection and evaluation of the establishment at least once every three months to ascertain their compliance to these implementing rules and regulations.
- 2) Coordinate with the Department of Health or its regional Health offices for information and guidance on the enforcement of these implementing rules and regulations.
- 3) Issue sanitary permit upon completion of the requirements stated in these implementing rules and regulations; and
- 4) Prescribed precautionary measures to the operator for the prevention of accidents or spreads of contagious or communicable disease in the establishment.

**SECTION 4D.14.** Responsibility of the Municipal Health Authority. The Municipal Health Authority shall:

- 1) Implement the pertinent rules and regulations of the Code on Sanitation of the Philippines (PD 856), RA 9003 (Ecological Solid Waste Management Law), RA 9275 (Clean Water Act) and other national and local laws, rules and regulations.
- 2) Assist the Municipal Health Officer and other health regulatory personnel by providing necessary facilities, equipment, training programs, and seminars for the promotion and improvement of the state of health and sanitation of the community.
- 3) Issue directives upon recommendation of the Municipal Health Officer for the prevention and control of any untoward circumstances that may jeopardize public health and safety.

**SECTION 4D.15.** Penal Provision. A maximum fine of One Thousand Pesos (Php 1,000.00) shall be imposed or an imprisonment for a period not exceeding Six (6) Months, or both be imposed for the violation of the provisions of this Chapter.

**ARTICLE E. SCHOOL SANITATION AND HEALTH SERVICES**

**SECTION 4E01.** Scope. This implementing rules and regulations shall apply to all public and private schools, sectarian and non-sectarian schools, seminaries or theological schools, review centers, graduate schools, special schools and schools for person with disabilities, foreign schools technical/vocational schools, special training or trade schools, training centers, day care or child care centers, nursery and kinder garden schools and children's institution. Exemption shall include Sunday schools, dancing and music schools, physical fitness and





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slimmer schools, swimming schools and scuba-diving schools, other schools and similar institutions and facilities that are covered with the scope of the other chapters of the Code on Sanitation of the Philippines.

**SECTION 4E.02.** *Definition of Terms.* As used in this Chapter, the following terms shall mean:

- **Children's Institution** – a place other than a boarding home, orphanage or children's hospital where, for compensation or otherwise, children under twelve (12) years of age are receive for day/night care and given tutorship.
- **Day Care Center** – a school taking care of children three (3) to five (5) years old when their parents/guardians are out.
- **Department** – the Department of Health for a particular clientele, especially the illiterate, out of school youth and adults who cannot avail of formal education, distinct from and outside of the regular offerings of the formal school system.
- **Emotional Environment** – Factors which affect the emotional health of students and members of the faculty.
- **Formal Education** – refers to the hierarchically structured and chronologically graded learning experience organized and provided by the formal school system and for which certification is required in order for the learners to progress through the grades or move to higher levels.
- **Kinder garden School** – a school for children four (4) to five (5) years old.
- **Nursery School** – a school for children three (3) to four (4) years old.
- **Physical Environments** – The school plants, grounds and facilities.
- **Pre-School Service** – any service which during all part of the day regularly gives care to children who are below five (5) years old, whether or not the care is given for compensation and whether the service is known as child minding center, child care center, day nursery, day care center, nursery school, kinder garden, play school or any other name.
- **Private School** – a privately owned and managed institution for teaching and learning authorized by the Department of Education or by the Commission on Higher Education to operate certain educational programs in accordance with law and the prescribed policies and rules of the Department of Education.
- **Pupil** – a child who attends classes in any grade of the elementary education level including pre-school, under the supervision and tutelage of the teacher.
- **Public School** – an education institution which is established by or pursuant to law, supported and maintained principally through public funds, and administered by the Local or National Government or an agency or subsidiary of the latter.
- **School** – An institution of learning which may be public, private or parochial.
- **School Administrator** – a person, usually the owner, who manage the activities of a particular school.
- **School for Persons with Disabilities** – school for person who suffering from restriction or lack of ability to perform an activity in the manner or within the range considered normal for a human being as a result of a mental, physical, or sensory impairment.
- **Sectarian School** – a school run or managed by a particular religious organization.
- **Special School** – An institution which utilizes cadavers, plants, animals, bacteria and viruses for study and research.
- **Special School** – a school which utilizes cadavers, plants, animals, bacterial or viral cultures and radioactive materials for studies and research.



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- **Student** – any person who are enrolled and engaged in formal education studies and attends classes at the secondary or higher education level.
- **Technical/Vocational School** – any school undertaking a non-degree program at the post-secondary education in preparation for a particular education.
- **Trade School** – a school which incorporates technical/vocational activities such as welding, refrigeration, and air conditioning, electronics, carpentry, electrical and other related activities into their curricula.

**SECTION 4E.03. The Physical Environment.** In the design and construction of the school, the following factors shall be considered:

- 1) Site. Traffic hazards are to be avoided but not to the point of sacrificing accessibility to public transportation. It shall be distant from sources of nuisance.
- 2) Grounds. The acreage shall be large enough to permit playgrounds, athletic fields and school gardens.
- 3) Building. Preferably, it shall be constructed of strong and durable materials and designed along functional lines. For the prevention of fire hazards, the requirements of the local fire department shall be observed. Sufficient ventilation shall be provided. Wall and ceiling finishes should be chosen so as to give minimum glare. Artificial lighting with lowered fluorescent or incandescent fixtures shall be used to supply minimum lighting of twenty-five-foot (25) candles in the darkest corner. For flooring, suitable materials shall be used which will give maximum durability without creating a slippery face.
- 4) Sanitary facilities. The school population shall be provided with potable water sewage and waste disposal systems shall likewise conform to the requirements prescribed in this Code.

**SECTION 4E.04. The Emotional Environment.** For the promotion of emotional health of the school population, the following requirements shall be observed:

- 1) Suitable location. The school site shall be located away from disturbances and places which give undesirable influence.
- 2) Recreational facilities. The school must have safe and attractive playgrounds and adequate facilities for suitable sports and games.
- 3) Rest Rooms. Facilities shall be provided where faculty members can rest and get short respite from teaching chores.

**SECTION 4E.05. Health Services.** Trained personnel and adequate facilities should be available so that students may be afforded the following health services:

- 1) Periodic physical and medical examination;
- 2) Periodic immunization;
- 3) Medical and Dental Treatment;
- 4) Treatment for common emergencies and;
- 5) Counseling and Guidance.

**SECTION 4E.06. Sanitation Requirements for Special Schools.**

- 1) No person or entity shall operate an establishment mentioned in section 1 without a sanitary permit issued by the local health officer.
- 2) Any extension, additional construction or alteration of the establishment shall require a new sanitary permit before it could be operated.
- 3) Poisonous and harmful plants and animals shall be kept in adequate and secured areas.
- 4) Viral and bacterial cultures shall be kept in laboratories under standard security laboratory measures.



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- 5) Schools utilizing radioactive materials or sources for study or research should closely conform with the requirements and guidelines given by the Radiation Health Office and the Philippine Atomic Energy Commission concerning radiation protection.
- 6) **Application or Renewal of Sanitary Permit**
  - i. The application or renewal of sanitary permit shall be filed with the city/municipal health office having jurisdiction over the establishment
  - ii. Sanitary permit shall be issued only upon compliance to at least a satisfactory rating utilizing the sanitary inspection of public places establishment form (EHS form No. 103-B)
- 7) **Fees.** Fees shall be paid upon application, renewal and noting of sanitary permit. The amount of fees shall be set through local ordinance.
- 8) **Noting of Permit.** Within 14 working days after any change in the ownership of the establishment, the new owner shall apply to the city/ municipal and shall pay the corresponding fee in respect of such nothing.
- 9) **Validity.** The sanitary permit shall be valid on the day of issuance until the last day of December of the same year, and shall be renewed at the beginning of every year thereafter. Upon the recommendation of the local health officer to the local health and other regulatory personnel.
- 10) **Record of Sanitary Permit.** Every municipality shall keep a record of all establishments which have been issued sanitary permits and renewal thereof.

The record shall in every case show the following:

- i. The name and address of the holder of the sanitary permit who in every case shall be the actual operator of the establishment;
  - ii. The location of the establishment;
  - iii. The nature/kind of business for which the permit has been issued;
  - iv. The date when the first permit was issued and the dates of every renewal thereof;
  - v. Every change of ownership of the establishment since the first permit was issued;
  - vi. Sanitary conditions under which the permit was issued or any renewal thereof granted; and
  - vii. The revocation of the sanitary permit.
- 11) The record shall be available at all reasonable times for inspection by any authorized officer of the Department of Health or local government unit.

**SECTION 4E.07. Site Requirements for School.** For the promotion of physical and emotional environment in the schools, the following shall be the minimum site requirements and standards:

**A. School Site Clearance.**

- 1) A site clearance shall be secured from the regional health office which has jurisdiction over the area before any construction is made.
- 2) Before a building or facility is constructed for school purposes, the owner operator or administrator shall submit the location plan as a requirement for site clearance.

**B. General Criteria for Selection of School Site.**

- 1) A site clearance shall be secured from the regional health office which has jurisdiction over the area before any construction is made.
- 2) Before a building or facility is constructed for school purposes, the owner, and operation.

**C. General Criteria for Selection of School Site.**

- 1) The school site shall not be located on a slope but in position to receive the maximum amount of sunlight.



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- 2) The area shall be large and suitable enough, to accommodate building expansion, recreational area and other school facilities.
- 3) The school site shall be accessible to the community to be served.
- 4) The school site shall have accessible water supply.
- 5) The area shall be easily drained.

**D. Requirements for Establishing Schools.**

- 1) **Area of School Site-** the area of the school site shall meet the size of enrollment and kind of school as well as the co-curricular needs of the pupils/students.
- 2) **Location**
  - i. Nuisance. The school site be located away from disturbances and places which give undesirable influence such cockpits, dancing, halls bars or recreational places of questionable character, bowling alleys movies houses, market, garbage dumps, funerals parlor, jails, cemeteries and other sources of nuisance.
  - ii. Noise. The school site shall be so selected that the intensity of noise field in which the building is to be constructed will be as low as possible. Noises level at the school site shall not exceed 70 decibel. The acceptable noise level in the school shall be as follows:

**ACCEPTABLE NOISE LEVEL IN SCHOOL AREAS**

TYPE OF ROOM	ACCEPTABLE NOISE LEVELS (DECIBELS)
Classrooms	35 to 40
Hearing Test Rooms	Less than 40
Music Rooms	Less than 40
Health Rooms	Less than 45
Cafeteria/ Canteen	30 to 55
School Sites (Outdoor noise level)	Less than 70

- iii. Sources of Pollution. The school site shall be remote from sources of pollution such as manufacturing plants, refineries, oil burning dumps, sanitary landfill operations, polluted stream, sources of smoke fumes or objectionable odors, poultries/piggeries and smoke belching vehicle.
  - iv. Distance from Property line to Public Places. The distance of the school site from its property line to any public place shall be:
    - ✓ 50 meters from cemeteries and memorial parks or other places of internet;
    - ✓ 200 meters from bars, cocktail lounges, karaoke and sing along joints abattoirs, markets movie houses , billiard and pool halls, bowling alleys, video machines, amusement and recreational places and the like; and
    - ✓ 1000 meters from jails, night clubs, cabarets, disco houses, message clinics and sauna baths, motels, booking outlets or racetracks and lotto cockpits, and other places of vice.
- 3) **Accessibility**
    - i. The school site shall be accessible to the greatest number of pupils/students it intends to serve.
    - ii. The site shall have sufficient freedom from hazard, but it shall be accessible to safe transportation facilities.
  - 4) **Topography**
    - i. The general contour of the land for the school site shall be level and shall have no irregular boundaries.
    - ii. The ground shall be free from unnecessary abrasive materials and dangerous rock outcrops.



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**SECTION 4E.08. General Structural Requirements.** For the promotion of the physical and emotional environment in schools, the following shall be the minimum structural requirements and standards:

**1) General Structural Requirements.**

- 1) Orientation and construction of the building shall be in such a way as to receive the maximum amount of natural light in the classrooms. And a satisfactory amount along corridors and stairways. Adequate supplementary artificial lighting shall be provided.
- 2) School buildings shall not be designed in such a way that part of which shall be used for private residences or for other purposes that may interfere directly or indirectly in the proper functioning of the school.
- 3) Healthful air condition shall be provided through effective ventilation, either natural and/or mechanical ventilation.
- 4) Adequate protection against fire and other life and health hazard shall be provided.
- 5) The classrooms and facilities shall be designed as to provide satisfactory acoustic.
- 6) The school shall be equipped and constructed to meet the individual health needs of the school population.
- 7) The construction of the school building shall be in conformity with the provisions of the National Building Code.
- 8) Sanitary facilities shall be properly designed and installed.
- 9) The school buildings premises and other facilities shall be aesthetically designed.
- 10) The classroom, premises and other facilities shall be of ample size to prevent overcrowding.

**2) Specification Structural Requirements**

**1) Floors**

- i. Floors of all rooms in the school shall be smooth, easily cleaned, and in good condition.
- ii. Floors shall be constructed of concrete or other impervious material that is resistant to wear and corrosion and shall be adequately graded and drained.
- iii. Floors constructed of wood shall be with dovetailed or tongue and grooved floor boards laid on a firm foundation and tightly clamped together.
- iv. Floors covered with linoleum or any smooth surface rubber of similar material shall be fixed to the floor with cement or suitable adhesive. Floors may be covered with carpet or covering can be satisfactorily cleaned and maintained.
- v. Mats or duck boards, if used, shall be so contracted as to facilitate cleaning.
- vi. Floors in toilet rooms shall be of impervious materials.

**2) Walls and Ceilings**

- i. The walls and ceiling shall be smooth, tight and in good condition.
- ii. Walls and ceiling shall have surface of light color and flat finish.
- iii. Ceiling and overhead structured shall be painted with light color and shall have a reflection factor of at least 80 %.
- iv. Upper walls shall be painted with light color, and walls adjacent window areas shall be as near white as practicable. The reflection factor shall not be less than 50 %.
- v. Lower walls up to the base board line and not more than 1/3 of the height shall have darker shade than the upper wall and a reflection factor between 25% and 40%.
- vi. All wall and ceiling surfaces shall have a flat non-glare producing finish of washable paint or equivalent finish.

**3) Ventilation**

**Apportionment of Air Space**

- i. Each pupils/student shall be allotted not less than 1.00 square meters of floor area and not less than 3 cubic meters of airspace.
- ii. Pupils/students doing laboratory or manual works shall be given at least twice the floor area and twice the air space.





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**Window and Other Opening**

- i. Window and other opening shall have area equipment to but not less than 1/5 of its floor space.
- ii. Window shall have an aggregate opening area of not less than 50% of the gross floor area.
- iii. The sill must be about 1 meter high from the floor and the head at least 20 cm. below the ceiling.

**REFLECTION FACTORS OF PAINTS OF VARIOUS TINTS**

CLASSIFICATION	REFLECTION OF COEFFICIENT (%)
Gloss Mill White	74 to 82
Flat Mill White	78
Light Cream	74
Light Pink	67
Light Yellow	65
Light Blue	61
Light Buff	58
Light Gray	49
Light Green	47
Medium Blue	38
Medium Gray	30
Red	13

**Mechanical Ventilation**

- i. Air-conditioning units: a 1.50 HP air-conditioner for every 50 cu. M .room volume shall be provided.
- ii. Exhaust fans and blowers: a 25 cm. diameter blower fan per 35 cu. M of room volume shall be provided.

**4) Lighting**

- i. The required minimum illuminations for different rooms are shown in below.
- ii. The use of materials and strong lighting that cause glare shall be avoided.

**Minimum Requirements for Illumination**

MINIMUM LIGHTING LEVEL	FOOT CANDLE	LUX
Drafting , computer, typing sewing rooms, rooms for partially mute children and those who lip read	50	538.00
Classroom, study halls, laboratories, dissecting room, offices, art rooms, and shops	30	322.80
Reception rooms, gymnasiums, swimming area	20	215.20
Auditorium (not for study ), cafeterias, stairways	10	107.60
Corridors	5	53.80

**2) Classroom and Other Rooms of the School.**

- i. The size of the classroom and other rooms of the school is influenced by lighting, ventilation and arrangement of seats.
  - a. The minimum dimension of the room shall be 7 meters by 9 meters to accommodate a maximum of 50 students of pupils. Windows along the longer side is preferred
  - b. If one wall contains the windows, the width of the room perpendicular to this wall shall not be more than twice the height of the windows from the floor.
  - c. If windows are in parallel walls, the width of the room perpendicular to this wall shall not exceed 4 times the window height.



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- d. The height of the walls of the room shall not be less than 3 meters for non-air conditioned rooms.
- ii. Mezzanine floors used for office, toilets and store rooms may be lower but not lower than 2.50meters in height.
- iii. In the computation of the room volume, any height in excess of 4 meters shall not be considered.
- iv. Class room shall properly light and ventilated.
- v. Rest Room/ Faculty Room- Every School shall be provided with a rest room/ faculty room where faculty members can stay and study their lessons or rest during their break time.

### 3) Class Equipment

- i. **Seat/Desk and Seat/Desk Adjustment** – Seat shall be movable adjustable and adaptable for varying pattern of arranging the seats in the classroom to accommodate such factors as left handed ness, sight and hearing problem, and variation in teaching technique.
  - a. The location pupil/student in the room shall depend on his hearing and vision
  - b. Diagonal seating is sometimes advisable secure better lightning.
  - c. Seat in laboratory rooms shall not be placed close to stove or draft.
- ii. **Seat Arrangement**
  - a. Seat and desk shall be arranged in such a way that light falls on the left shoulder of the pupil/student.
  - b. Pupil/student shall not be made to face the light.
  - c. The seats shall be set with a distance of at least cm. from the side and back walls of the classroom and 2 meters from the black board.
- iii. **Size of Seats**
  - i. Single seats shall be of such height and depth that the pupil/student when seated, can sit comfortably with feet rest firmly on the floor with the knees at right angle.
  - ii. Primary tables are acceptable, provided that each pupils/student has 60 cms. of table space, pupils/student sits at the ends and that the table is so arranged as to allow light to always shine on the table.
- iv. **Chalkboard/Whiteboard**
  - i. No chalkboard/whiteboard shall be placed on the wall where the window is used for lightning the room.
  - ii. The bottom of the chalkboard/whiteboard shall be adjusted just above the level of the eyes of the students while seated.
  - iii. Chalkboard/whiteboard shall not reflect light

### 5) School grounds.

- i. Adequate space for playground shall be provided for at least 40 students per session.
- ii. The playgrounds shall be located on a flat terrain and free from, trash, manure, stump, rocks or other obstruction which may render the ground unsafe for the student.
- iii. The school ground shall be easily and properly drained.
- iv. The grounds shall be fitted with relatively safe equipment and such conditions that accidents may be prevented.
- v. The grounds shall be provided with all pathways made of suitable materials like cement, gravel, cinder. If gravel or other loose materials will be used provision shall be made to keep the materials from scattering. The walkway shall be wide enough to permit passing without stepping off.



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- vi. Adequate space for parking shall be provided.
- vii. A playground with rubber ground shall be provided for school with cemented ground.

**SECTION 4E.09. Sanitary Facilities Requirements.** For the promotion of the physical and emotional environment in school, the following shall be the minimum sanitary facilities requirements and standard:

- 1) Toilet Facilities shall be provided.
- 2) Adequate and sanitary toilet facilities for male and female shall be provided.
- 3) Toilet facilities shall be easily accessible to the student and school personnel.
- 4) Adequate lavatories shall be provided within or adjacent to the toilet rooms.
- 5) Toilet rooms shall be properly lighted and ventilated.
- 6) Basement toilet shall have be good due to lack of sunlight, and difficulty of ventilation and sewer connection.

**SECTION 4E.10. Penal Provisions.** Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV Article F of this code shall, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2,500.00 or by imprisonment for a period of not less than (1) month but not more than six (6) months or both at the direction of the court.

#### **ARTICLE F. INDUSTRIAL HYGIENE**

**SECTION 4F.01. Scope.** These rules and regulations shall apply to all industrial establishments including government-owned or controlled corporations operating within the territorial jurisdiction of this Municipality of Bacolor, Pampanga.

**SECTION 4F.02. Definition of Terms.**

- **Emergency Clinic** - is an enclosed area room or building located within the premises of the establishment and equipped with the necessary medical facilities and supplies where workers may be brought for examination and treatment of their injuries or illnesses in case of emergency, where more elaborate instruments (such as examining bed, oxygen tank) are made available for the workers and where the services of a more competent medical staff are provided, who may handle or treat a few simple cases of injuries or illnesses needing short term confinement, or may refer such cases to hospitals.
- **First Aider** - is any person trained and duly certified or qualified to administer first aid by the Philippine Red Cross or by any organization accredited by the same.
- **Industrial Hygiene** - the science and the art devoted to the anticipation, recognition and control of those environment factors or stresses, arising in or from the workplace which cause sickness impair health and efficiency among workers as well as the surrounding communities
- **Threshold Limit Values** - refer to the airborne concentration of substances that represent conditions under which it is believed that nearly all workers may be repeatedly exposed day after day without adverse effect.
- **Company Medical Staff** - includes company Physicians, Nurses, Dentists and First Aiders with adequate training on occupational health and safety.
- **Full time** - a service rendered for 8 hours/day; 40 hours/week.
- **Part time**-a service rendered for at least 4 hours/day 12 to 24 hours/week as the case may be.
- **Hazard** – risk or danger to one's health or life.



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- **Hazardous workplace** – shall refer to an establishments where any or all of the following conditions.
- **Non-hazardous workplace** - shall refer to any establishments where none of the condition under hazardous workplace exists in the principal activity of the establishment. Where the nature of work exposes the workers to dangerous environmental elements, contaminants or work conditions including ionizing radiation, chemicals, fire, flammable, substance, noxious components.
- **Sanitary Permit** - No person or entity shall operate any establishment, premises or facility without Sanitary Permit issued by the Municipal Health Officer and (RSI) Rural Sanitary Inspector.

**SECTION 4F.03.** Sanitary Requirements for Operating an Industrial Establishment. The following sanitary requirements shall be applicable to sanitary establishment:

- 1) Secure ECC-Environmental Compliance Certificate.
- 2) Secure Permit to Operate Air Pollution Source Control Installations (APSCI) and Discharge Permit Water Pollution Source/Control Facilities (WPSCF).
- 3) Designate Pollution Control Officer (PCO) for every Industrial Establishment.
- 4) No person, firm, corporation, or entity shall operate any industrial establishment without first obtaining a sanitary permit from the Secretary of the Department of Health or his duly authorized representative.
- 5) Industrial establishments shall be allowed to operate only in places or zones assigned for the kind of industry by existing zoning laws, ordinances or policies. The local health authority shall determine the suitability of location where no zoning law, ordinance or policy exists.

**6) Water Supply.**

- i. Adequate potable water supply shall be provided to employees.
- ii. Standard drinking water facilities readily accessible to all employees and type approved by the proper authority shall be provided in the ratio of one facility for every (50) fifty employees.
- iii. Where a Local or City waterworks system exist the industrial establishments shall utilize water from the system or from its own water supply that complies with the Code on Sanitation and prescribed water quality standards of the National Drinking Water Standards.

**7) Sewage System.**

- i. Sewage disposal shall be by means of a municipal sewerage system whenever possible. If no municipal sewerage exists it shall be done in accordance with the provisions of this Code. Adequate and conveniently located toilet and bath facilities shall be provided for each sex.
- ii. All Establishments covered by the system shall be connected to the sewer in areas where a sewage system is available.
- iii. Out falls discharging effluent from treatment plant shall be carried to the channel of the stream or to deep water where the outlet is discharged.
- iv. Storm water shall be discharged to a sewerage system carrying sanitary sewage only; but this should not prevent the installation of combined system.
- v. Properly designed grease traps shall be installed in establishments where the sewage carries a large amount of grease.

**8) Septic Tank**

Where a public sewerage is not available sewer outfalls from industrial establishments shall be discharged into a septic tank to be constructed in accordance with the following minimum requirements.

- i. All wastes incident to the operation of the industrial plants shall be collected, stored or disposed of in a manner to prevent health hazards, nuisances and pollution. Where a municipal collection and disposal system exists, it should be utilized.



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- ii. It shall be generally rectangular in shape; when a number of compartments are used, the first compartments shall have the capacity from one half to two thirds of the total volume of the tank.
- iii. It shall be built of concrete, either precast or poured in place. Bricks, concrete blocks or adobe may be used.
- iv. It shall be constructed under any building and within 25 meters from any source of water supply.
- v. Disposal of septic tank effluent-The effluent from septic tanks shall be discharge into a subsurface soil, absorption field where applicable or shall be treated with some type of purification device. The treated effluent may be discharged into a stream or body of water if it conforms to the quality standards prescribed by the Environmental Management Bureau (EMB-DENR) Disposal of Industrial Wastes.

The following requirements shall be complied with;

- a. All wastes incident to the operation of the industrial plant shall be collected, stored or disposed of in a manner that will prevent health hazards, nuisance and pollution.
- b. All industrial establishments discharging toxic wastes shall submit a copy of the treatment approved and certified by the EMB.

9) An abatement program for the control of vermin shall be maintained.

**10) Facilities Requirements.**

The following facilities shall be installed in all industrial establishments.

- i. Adequate restrooms and mess-halls shall be provided for employees.
  - ii. Where the number of female employees exceeds 100, one toilet for every 20 female employees up to the first 100 and one for every 30 thereafter.
  - iii. Where the number of male employees exceeds 100 and sufficient urinals have been provided one toilet for every 25 males up to the first 100 and one more for every 40 thereafter.
  - iv. Where the number of males employed exceeds 500 it is sufficient to provide one toilet for every 60 males if sufficient urinals are provided.
- 11) All places of employment and all workrooms, including machinery and equipment, shall be kept clean and sanitary.

**SECTION 4F.04. Application or Renewal of Sanitary Permit.**

- 1) The application or renewal of Sanitary Permit shall be filed with the Municipal Health Office having jurisdiction over the establishment utilizing the prescribed EHS Form.
- 2) Sanitary Permit shall be issued only upon compliance to at least satisfactory rating utilizing appropriate EHS standard forms for the type of establishments that is being inspected.

**SECTION 4F.05. Revocation of Sanitary Permit.**

- 1) After prior notice and hearing, the local health officer, if satisfied that the terms of the two (2) notices have not been complied with or that failure to comply therewith is not excusable shall recommend to the local health authority the revocation of said permit.
- 2) After the second sanitary order on an extended grace period are inspection was conducted and still the owner failed to comply with such order as reported by the sanitary inspector, the concerned Municipal Health Officer shall recommend the revocation of the sanitary permit without delay and shall inform other related agencies.
- 3) Lifting of suspension of permit may be recommend whenever the owner of the establishment satisfactory corrected the defects.





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- 4) The establishment owner may file a motion for reconsideration to the local health authority with the action of the municipal health officer. The local health authority may file court proceedings against any establishment continuously operating after the revocation of the said permit

**SECTION 4F.06.** Responsibilities of the Employer and Employees. The following are the responsibilities of the employer and employees in the industrial establishments:

**A. Employer Responsibility.**

- 1) Provide, install and maintain in good repair all control measures and protective equipment;
- 2) Inform affected employees regarding the nature of the hazards and the reasons for, and methods and control measures and protective equipment;
- 3) Make periodical testing of the hearing of all employees in noisy areas of operation;
- 4) Adopt measures so that the noise produced is within allowable limits so as not to affect neighboring offices, buildings or establishments;
- 5) Request the DOH a permit for variation from the requirements when other means or equivalent protection are provided and
- 6) Provide personal protective equipment and/or protective barriers when they are necessary.

**B. Employee Responsibility.**

- 1) Observe strictly protective control measures which are prescribed
- 2) Observe the proper use of equipment provided to them by their employers.
- 3) Report health hazards present in the working environment to Company Medical Staff.
- 4) Cooperate in the conduct of health and safety program.
- 5) All employees shall undergo the following medical examinations;
  - i. chest x-ray
  - ii. fecalysis
  - iii. urinalysis
  - iv. drug test

**SECTION 4F.07.** Environmental Provisions. The environmental provisions enumerated hereunder for the protection of the health of workers are applicable to all industrial establishments:

**A. Control of Atmospheric Contaminants.**

- 1) Workers shall not be exposed to atmospheric contaminants hazardous to health.
- 2) Control of atmospheric contaminants shall be accomplished by methods approved by the Secretary of Health or his duly authorized representatives or other government authority.

**B. Control of Infectious Agents.**

- 1) Control measures shall be provided to eliminate control the transmission of infectious diseases through processing or handling of industrial products or wastes.
- 2) Control of possible sources of radiation hazard should be carried out under the supervision of the Radiation Health Officer or his duly authorized representative.

**C. Noise.**

- 1) Control measure shall be provided to reduce intensity of noise sufficiently to render it harmless to workers and to eliminate it at its sources as a, nuisance by the following recommendations of the local health or other government authority.



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One or more of the following measures shall be adopted.

- i. Substitution of moving parts.
- ii. Proper keeping and regular maintenance of machinery.
- iii. Total or partial enclosure of noise producing equipment.
- iv. Utilization of anti-vibration, mounting.
- v. Treatment of the area with sound absorbing materials to decrease reverberation.
- vi. Increase the distance or construct barriers between the work area and the noise source.
- vii. Construct sound insulated remote control booths.
- viii. Change of job schedules.
- ix. Rotation of workers.
- x. When the noise exposure cannot be controlled adequately by environmental changes, the use of hearing protection by workers is necessary.

**D. Illumination.**

- 1) Adequate lighting shall be provided and distributed in all work areas in amount required for the type of work or seeing tasks measured by a light-meter with a minimum of glare and contrasting intensities between work and workroom.
- 2) Where the specific task requires more light than provided by general illumination, supplementary lighting shall be supplied.

**E. Ventilation.**

- 1) Natural or artificial ventilation shall be provided in all work areas at a rate to ensure a safe and healthful working atmosphere, free from injurious amounts of toxic materials and reasonably free from offensive odors and dust throughout the establishment.
- 2) Proper control measures shall be used to reduce concentration of toxic contaminants to allowable limits.
- 3) Air inlets shall be arranged, located and equipped to insure sufficient air velocity and exhaust system which shall be located so that discharged materials shall not reenter places of employment or habitations nor create any hazard or nuisance.

**F. Heat and Cold Stress.**

- 1) Decrease in the number of hours of physical work of the task.
- 2) Modification of the number and duration of exposures.
- 3) Modification of the thermal environment.
- 4) Maintenance of normal thermal conditions of the rest areas.
- 5) Use of appropriate work clothing.

**SECTION 4F.08. Personal Protective Equipment.** The following requirements shall be applicable for personal protective equipment:

- 1) Personal Protective Equipment (PPE) shall be used whenever engineering and administrative control measures are not feasible or sufficient/inadequate.
- 2) Personal protective equipment and/ or protective barriers shall be provided whenever substances, radiations or mechanical irritants are encountered in a manner capable of causing any pathological change or injury or impairment in function of any part of the body through skin and / or mucous membrane absorption.
- 3) All personal protective equipment shall be of the Department's approved design and construction appropriate for the exposure and the work to be performed.
- 4) No person shall be subjected or exposed to hazardous environmental condition without protection.
- 5) Supervisors and employees shall familiarize themselves with the use, proper sanitary care or storage of this equipment.



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a) List of PPE recommended for use and shall be fitted to each exposed worker whenever necessary.

➤ Types of Personal Protective Equipment:

1. Respiratory Protection
2. Eyes and Face Protectors
3. Head Protection
4. Hearing Protection
5. Arm and Hand Protection
6. Foot Protection

**SECTION 4F.09.** Health Services. Medical services shall be provided to all employees in accordance with existing laws and the rules and regulations prescribed by the DOH.

**SECTION 4F.10.** Penal Provisions. Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV Article F of this code shall, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2,500.00 or by imprisonment for a period of not less than (1) month but not more than six (6) months or both at the direction of the court.

#### **ARTICLE G. PUBLIC SWIMMING OR BATHING PLACES AND RESORTS**

**SECTION 4G.01.** Scope. This implementing rules and regulations shall apply to all public swimming or bathing places including pools, bathhouses, bathing beaches and other natural bathing areas operated by individuals, corporations, partnerships, government agencies or instrumentalities, institutions or establishments but does not include private pools, private bathhouses, private bathing beaches or other private natural bathing areas.

**SECTION 4G.02.** Definition of Terms.

- **Back Drain** – a hole to allow water to escape from behind a retaining wall and thus reduce the pressure behind it.
- **Bathhouse** – an establishment having individual showers and wash basin facilities.
- **Bathing Load** – the maximum capacity of a swimming pool/bathing place.
- **Backwashing** – washing of a filter by reversing flow of water through it to remove accumulated impurities.
- **Diatomaceous Earth Filters** – microscopic fossils of marine plants used in the filtering systems of swimming pools.
- **Fill and Draw Swimming Pools** – a pool filled with fresh water, used drained, cleaned and refilled.
- **Lifeguard** – an expert swimmer trained on life saving procedures employed at a public bathing place to safeguard bathers and to prevent drowning.
- **Natural Bathing Places** – include streams, rivers, lakes, beaches, springs, falls, tidal waters and other natural bodies of water.
- **Private Swimming Pool, Bathhouse, Bathing Beach or Natural Bathing Area** – a bathing place used only by individual, his family or house guests for non-commercial purposes.
- **Public Swimming Pool or Bathing Place** – a bathing place intended to be used collectively or publicly by a number of persons for swimming or bathing and other recreational purposes operated by an operator as defined herein, whether he be the owner, lessee, licensee, or concessionaire, regardless or whether a fee is charged or not for such use.



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- **Recirculation Swimming Pool** – a pool filled by continuous flow of water, either fresh water from the source of supply or water which has been filtered and circulated.
- **Safety**- the condition of being free from danger which may cause accidents or diseases.
- **Swimming Pool or “Pool”** – any concrete or masonry structure, basin, tank, located either indoors or outdoors, used for bathing or swimming, diving or recreational purposes, religious or therapeutic healing purposes, and filled with a controlled water supply and having a depth of 91 centimeters (3 feet) or more at any point, together with appropriate buildings and appurtenances used in connection therewith.
- **Wading Pool** - any concrete or masonry structure, basin, tank, located either indoors or outdoors, used for bathing or swimming, diving or recreational purposes, religious or therapeutic healing purposes, and filled with a controlled water supply and having a depth of 91 centimeters (3 feet) or below at any point.

**SECTION 4G.03. Sanitary Permit.** No public swimming and bathing places shall be operated for public use without a sanitary permit issued by the Municipal Mayor or his duly authorized representative.

**SECTION 4G.04. Protection of Customers.** To protect the health and safety of persons who patronize public swimming or bathing places, the following practices shall be observed:

- 1) There shall be appropriate sanitary practices for persons swimming or bathing to prevent the transmission of communicable diseases;
- 2) There shall be appropriate sanitary procedures for personnel working in those places to maintain their adequate sanitation and cleanliness of accessories used by customers;
- 3) There shall be adequate number of trained personnel and necessary equipment needed for life-saving and rescue work;
- 4) There shall be signposts to warn the public of the presence of artificial or natural hazards;
- 5) There shall be standards and criteria concerning:
  - i. Sanitary structural requisites for swimming pools or bath houses to prevent pollution of their waters and to facilitate sanitation maintenance;
  - ii. Sanitary structural standards for appurtenances such as toilets, shower baths and dressing rooms to eliminate the risk of infection;
  - iii. Methods of determining the sanitary quality of water particularly that which is used in swimming pools and
  - iv. Criteria to be used in the limitation of swimming or bathing capacity of swimming pools in accordance with the type of water treatment applied.

**SECTION 4G.05. Jurisdiction of the Municipal Health Office.** The Municipal Health Office or its duly authorized representative shall have jurisdiction over public swimming or bathing places to protect the health and safety of persons who use them. The Municipal Health Officer/Rural Sanitary Officer shall promulgate the following rules and regulations:

- 1) **Approval of Plans** – All plans for public swimming pools shall be approved by the Department of Health or its duly authorized representative.
- 2) **Permits** – Before a public swimming pool, a bath house, or a public bathing or swimming place is placed in operation, the owner or operator must obtain a Sanitary Permit from the Municipal Health Authority. Such Sanitary Permit may be revoked for violation of or non-compliance with the rules and regulations of the Department of Health.
- 3) **Personnel and Supervision** – Adequate life guards and sufficient attendants shall be provided to operate the pool or bathing beach in an orderly manner and shall assist in sanitary control. No person shall be employed with the swimming pool and bathing places without a health certificate issued by the



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local health authority. This certification shall be issued only after the required physical and medical examinations are performed and immunizations are administered at prescribed intervals.

**SECTION 4G.06.** Responsibility of the Rural Sanitary Inspector. The Rural Sanitary Inspector concerned shall:

- 1) Inspect the state of sanitation of public swimming and bathing places;
- 2) Ascertain if the personnel working in the place are examined regularly for the presence of any infectious or contagious disease;
- 3) Enforce rules and regulations under this chapter and;
- 4) Recommend to the Municipal Mayor the revocation of their permits when it is deemed necessary for the protection of public health.

**SECTION 4G.07.** General Principles of Public Bathing Places.

- 1) All public bathing places both natural and artificial should be under the sanitary control of public health authorities.
- 2) Standard of cleanliness and bacterial purity of the water should apply at both indoors and outdoors swimming pools and the same precautions should be taken against the possible spread of diseases.
- 3) At public bathing beaches on natural waters, the same sanitary standards should apply to bathing houses, dressing rooms, toilet facilities and to the handling and care of bathing suits, towels and other articles of bathing apparel as would be required at artificial swimming pools.
- 4) Sanitary drinking facilities with a supply of safe potable water should be installed at all bathing places.
- 5) The common use of towels, drinking cups, combs, hair brushes or other toilet articles are strictly prohibited.
- 6) No dogs or other animals shall be allowed in the bathing and dressing rooms or other parts of bathing place enclosure.
- 7) Suitable placards embodying bathing places regulations and instructions shall be conspicuously posted in the bathing area and in dressing rooms.
- 8) No person with evidence of having any disease shall be allowed in the pool area, bathing places or bath houses.
- 9) No public bathing beach shall be maintained on a natural body of water that has been determined or declared by the Department of Health to be so contaminated as to be a menace to health if used for bathing.
- 10) There must be adequate number of life guards and attendants who are properly trained and qualified life savers, competent in aid and rescue methods and techniques, and in the use of artificial respiration and other resuscitation measures.

**SECTION 4G.08.** Chemical and Physical Quality of Swimming Pool Waters.

**A. Excess Chlorine.**

Whenever chlorine calcium hypochlorite or other chlorine compounds are used for swimming pool disinfection, the amount of available or excess chlorine in the water at all times when the pool is in use shall not be less than 0.5 ppm or more than 1.0 ppm. The sanitary inspector shall determine the amount of chlorine used in the swimming pool waters.

**B. Acidity/ Alkalinity.**

The swimming pool water at all times when pool is in use shall show that the hydrogen ion content (ph) of the pool water shall not fall below 7.4 or exceed 7.8, to be determined by the sanitary inspector.





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**C. Clearness.**

At all times when the pool is in use the water shall be sufficiently clear to permit a black disc 6 inches in diameter on a white field, when placed on the bottom of the pool at the deepest point, to be clearly visible from the sidewalks of the pool at all distances up to 10 yards measured from a line drawn across the pool through said disc.

**SECTION 4G.09. Bacterial Quality of Swimming Pool Waters.**

**1) Bacterial Count on Standard Nutrient Agar – 24 hours – 37C and Confirmed Test.**

Not more than 15 percent of the samples covering any considerable period of time shall show positive test (confirmed test) in any five 10 ml portions of water at all times when the pool is in use. All primary fermentation tubes showing gas should be confirmed by the sanitary inspector.

**2) Preparation of bottle for sampling.**

All samples of chlorinated swimming pool water shall be collected in bottles treated with sodium thiosulfate. The purpose of using water samples bottles containing sodium thiosulfate is to reduce the chlorine present in treated water at the moment the sample is collected to prevent a continuance of the killing action of the chlorine in the bacteria while the sample is being transported to the laboratory. The bacteriological examination then shows the true sanitary quality of the water at the time the sample was collected.

**3) Collection of Samples.**

The samples should be collected by plunging the open bottle beneath the surface, sweeping the bottle forward until filled. The bottle should be rinsed in the pool or the sodium thiosulfate will be removed. Samples should be collected only when the pool is in use and preferably during periods of heaviest bathing leads during the day. It is desirable wherever facilities permit, to collect one or more samples weekly from swimming pools.

**SECTION 4G.09. Safety Precautions at Swimming Pools.**

- 1) In general construction, appliances and operation shall be such as to reduce to a practical minimum in swimming pools the danger of drowning and of injuries to bathers from falls or collisions.
- 2) Every swimming pool should be equipped for safety and rescue with:
- 3) One or more light but strong poles (bamboo or other) with blunted ends not less than 12 feet in length, for making reaching assists or rescues.
- 4) One or more throwing ring boys not more than 15 inches in diameter having 60 feet of 3/16 inch Manila line attached, placed on racks at strategic points adjacent to the pool.
- 5) Every swimming pool should be equipped with First Aid Kit which should be kept filled and readily accessible for emergency use.
- 6) Every swimming pool should have a readily accessible room or area designate, equipped for emergency care of casualties. Minimum equipment for the emergency room should be the First Aid Kit previously suggested a stretcher and two woolen blankets, for emergency use only.
- 7) Every swimming pool should provide, immediately adjacent to its telephone numbers for (1) nearest available doctors, (2) nearest available ambulance services, (3) nearest available hospital or hospitals and (4) nearest available police or fire department rescue squads.
- 8) All walk areas used by patrons in bare feet should be, so far as possible, or non-slip construction.
- 9) Depth Marking-It is recommended that swimming lanes be marked on the bottom with dark colored material of the same kind as pool lining. The outlets of the pool should be plainly marked by a black or dark colored circle, unless outlet grating is of a conspicuous coloring.



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**a) Suits, Towels and Caps.**

- ii) At indoor pools used exclusively by men, nude bathing should be required. At indoor pools used exclusively by women, bathing suits should be of the simplest type.
- iii) At artificial pools all bathers with long hair should be required to wear rubber bathing caps.
- iv) It is desirable at artificial pools that all suits and towels be supplied and cared for by the management.
- v) All such suits and towels must be washed with soap, boiling water, rinsed thoroughly dried each time they are used.
- vi) Clean suits and towels must be kept strictly separated from those which have been used and unlaundered. Clean suits and towels must not be stored on shelves, handled in baskets, or passed out over counters where dirty suits have been.

**b) Dressing Rooms.**

- i) Bath house to be used simultaneously by both men and women should have two parts, one for each sex, entirely separated by tight partitions. Screens should be placed at entrances and exits of dressing rooms to break line of sight.
- ii) Floors of all dressing rooms and locker rooms should be smooth finished materials, impervious to moisture, with no open cracks or joints. All floors should have a pitch of about  $\frac{1}{4}$  inch to the foot and should slope to a proper drain to permit washing down with a hose.
- iii) Walls and partitions of all dressing rooms and locker rooms should be of smooth, impervious material, without open cracks or joints. If walls of wood or similar material are use, all cracks joints should be filled and the surface kept finished with paint or other sanitary waterproof coating. Partitions between dressing compartments should terminate not less than 4 inches above the floor to permit flushing of the entire floor area. House connection should be provided at frequent intervals for cleaning bathhouse facilities and pool area.
- iv) All furniture used in dressing room should be of simple character and of easily washable material. Lockers were provided should be properly ventilated.
- v) All dressing rooms and appurtenances must be kept clean at all times. The use of insecticide spray for lockers and of disinfectant on floors, walls, and seats at frequent intervals is recommended.

**c) Showers, Toilets, Lavatories**

- i) Adequate shower bath facilities should be provided for each sex at all artificial pools. Soap should be considered as a necessary part of each shower unit. The minimum number of showers provided should be in the proportion of one for each 40 bathers expected at time of maximum load, in the case of continuous bathing. Showers in the nude are to be encouraged to promote cleanliness.
- ii) Adequate and proper toilet facilities or each sex must be provided at all pools and beach bathhouses. The minimum number should be one toilet for each 40 women and one toilet will not cause splashing of urine upon legs and feet of bathers. Urinals and toilets should be so located that bathers will use them before entering the shower on their way to swimming pool.
- iii) Water flush toilets should be provided wherever possible. All toilets must be properly maintained.
- iv) Lavatories located adjacent to toilets should be provided at all swimming pools into proportion of one bowl to each 60 persons using the pool at time of maximum load.
- v) The use of solutions containing 0.3 to 0.6 percent of available chlorine should be used as a foot wash for the prevention of so called "athlete's foot". Bathers are required to rinse their feet in such a solution before entering the pools.
- vi) Place to foot bath in exit from the showers to the dressing rooms so as to spread the chlorine over the dressing room floor and increase the time of contact.

**SECTION 4G.10. Visitor's Galleries.** There must be an absolute separation of the space used by spectators and that used by bathers. There should be no means by which bathers can enter space reserved for spectators or vice versa. Visitor's quarters must have a separate entrance. Galleries for spectators should not overhang any



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portion of the pool surface. Floor and foot rail of the gallery should be of tight construction to prevent dirt tracked in from getting into the pool. Gallery floor should slope to a drain and should be flushed down with hose regularly. The drainage from the spectator should in no case be allowed to drain upon the area used exclusively by bathers. A curb or other provision should be used to prevent litter and dirt from being kicked or scuffed by spectators into the pool or pool area. Seat in galleries should be of non-absorbent construction to permit washing.

**SECTION 4G.11. Location and Lay-out of Pools.**

- 1) The location of an outdoor pool will be governed largely by local conditions to conform to the sanitary requirements of the Department of Health.
- 2) The lay-out or arrangement of entrances and exits of the pool room in relation to dressing rooms, showers, and toilets must be such as to provide proper routing of bathers. Coming from the dressing rooms a bather be required to pass the toilets, and go through the shower room before arriving at the pool entrance.
- 3) At pools used simultaneously by both sexes, separate entrances and exits should be provided for men and women. There should be no connection between men's and women's quarters.
- 4) Entrances and exit must be located at shallow water portion of the pool.
- 5) If the pool is to be of circulation type, ample room must be provided for filters and other units. All circulation piping, inlet outlet valves, etc., must be located where they will be readily accessible.
- 6) At pools where chlorine disinfection is to be used, it is recommended that the chlorine apparatus be so located as to be readily observed, and the location should be such that there is a minimum opportunity for leakage into equipment rooms or areas where persons gather. An exhaust fan for ventilation is good safeguard.

**SECTION 4G.12. Design and Construction Features.** In the design of a new pool, provision should always be made for complete circulation of water through all parts of the pool during the bathing period. Without proper circulation it is difficult or impossible to maintain good sanitary conditions at all times, even though the pool be completely emptied, cleaned, and refilled each day.

**A. Depth of Water.**

The minimum depth of water in the deep portion of any public pool should not be less than 6 feet. Water areas shallower than 3 feet should usually be confined to separate wading pools.

**B. Slope of Bottom.**

The slope of the bottom of any part of a pool where the water is less than 5.5 feet deep must not be more than 1 foot in each 15 feet. There should be no sudden changes of slope within the area where water depth is less than 5.5 feet.

**C. Overflow Gutters.**

Overflow gutters should extend completely around the pool. The design of overflow gutters should be such that matters entering them will not be washed by a sudden surge of entering water, and that the danger of bathers catching arms or feet in them be reduced to a minimum. The edge of an overflow gutter should be designed to serve as a handhold for bathers. Gutters should, therefore be sufficiently deep that bather fingers will not reach to the bottom. Sufficient opening must be provided to permit mechanical cleaning of the gutters.

**D. Steps and Ladders.**

Steps or stairways for entering and leaving the pool should be of such construction as to minimize danger of accidents. Ladders or stairways should be located at one or both sides of the deep end of the pool.



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E. Stairs and ladders should have a handrail on either side at the top leading out over runway. Stairs should not project into the pool. If stairs are desired, the stairway should be recessed into the wall and the runway of the pool.

**F. Runways or Sidewalks.**

Runways not less than 4 and preferably at least 8 to 10 feet wide should extend entirely around the pool. Runway floors should have a slope of about  $\frac{1}{4}$  inch to the foot, should be smooth and easily cleaned, but should be of non-slip construction so far as possible.

**G. Diving Towers.**

Diving towers, when provided, shall be rigidly constructed and properly anchored at the bottom with sufficient bracing to insure stability under the heaviest load. A minimum safe water depth of 8 feet should be provided for diving, and in the case of diving platforms elevated 9 to 10 feet above the water, it is recommended that this depth be increased to a minimum of 10 feet.

**SECTION 4G.13. Penal Provisions.** Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV Article F of this code shall, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2,500.00 or by imprisonment for a period of not less than (1) month but not more than six (6) months or both at the direction of the court.

**ARTICLE H. REST AREAS, BUS/JEEP TERMINALS AND SERVICE STATIONS**

**SECTION 4H.01. Scope.** These implementing rules and regulations shall apply to all rest areas, bus terminals, bus stops, bus stations and services stations and their premises, establishments operating within their premises, either privately or publicly operated and personnel working thereat.

**Section 123. Definition of Terms.**

- **Building** – an edifice or structure, framed or constructed, designed to stand more or less permanently and covering space of land, for use as dwelling, shelter, store house, or for industrial, commercial, business and some other useful purposes.
- **Bus/Jeepney Stop** – a common place for the stop-over of buses or jeepneys located along the highways or regular route for transport in long travel.
- **Bus/Jeepney/Tricycle Terminal/Station** – a passenger station and a place for the final stopover or a permanent station, office and yard of buses/jeepneys, which may also serve as loading and unloading area for passengers.
- **Rest Area** – a facility located at strategic point along the national highway or route of the travelling public which is provided with parking space, restaurants or snack bars, other business shops, recreational facilities, service stations, public restroom facilities or waiting sheds for travelers and commuters.
- **Service Facilities** – part of bus/jeep terminal station that refers to the sanitary facilities, washing bays, parking areas and repair stations.
- **Waiting Area** – a designated place for waiting passengers located inside terminals.
- **Waiting Shed** – a designated place for commuting passengers located along the highway that can accommodate a minimum of thirty (30) passengers.

**SECTION 4H.03. Sanitation Requirements for Operating Rest Areas, Bus/Jeep Terminals, Bus/Jeep Stops and Service Stations.**

Rest areas, bus/jeep terminals and service station areas with one or more permanent sheds, building and service facilities for motor vehicles shall be provided with sanitary facilities for the convenience and personal necessities of the traveling public.





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- 1) No establishment covered by these rules and regulations shall be operated for public patronage without a sanitary permit (EHS Form No. 101).
- 2) Any extension or additional construction or alteration in an establishment shall require a new sanitary permit before it could be operated.
- 3) Rest areas, bus terminals and service stations shall be established with ample area to prevent overcrowding of motor vehicles and travelers.
- 4) Excreta and Sewage collection and disposal shall be provided.
- 5) Adequate number of comfort rooms shall be provided as well as auxiliary facilities.
- 6) **Application or Renewal of Sanitary Permit:**
  - i. The application or renewal of sanitary permit shall be filled with the Municipal Health Office having jurisdiction over the establishment.
  - ii. Sanitary permit shall be issued only upon compliance to at least a satisfactory rating utilizing the sanitary inspection of public places establishment form (EHS Form No. 103-B).
  - iii. Fees shall be paid to the local government unit upon approval of the application, renewal and noting of sanitary permit. The amount of fees shall be set through by Municipal Ordinance.
- 7) **Noting of Permit.** If there is a change of ownership of the establishment, the new ownership shall apply to the MHO within fourteen (14) working days to have such change noted in the records and sanitary permit and shall pay the corresponding fee for such noting.
- 8) **Validity.** The sanitary permit shall be valid on the day of issuance until the last day of December of the same year. Unless otherwise revoked and shall be renewed every beginning of the year thereafter. Upon the recommendation of the local health authority, the sanitary permit shall be suspended or revoked upon violation of any sanitary rules and regulations.
- 9) **Posting of Permit.** The sanitary permit shall be posted in a conspicuous part of the establishment for public information and shall be available for inspection by health and other regulatory personnel.
- 10) **Record of Sanitary Permit.** Every City or Municipality shall keep a record of all establishment that have been issued sanitary permit and renewal thereof.
  - i. The record shall be available at all reasonable times for inspection by any officer of the Local Health authority.
  - ii. The record shall in every case show the following:
    - a. The name and address of the holder of the sanitary permit;
    - b. The location of the establishment;
    - c. The nature/kind of business for which the permit has been issued;
    - d. The date of first permit was issued and the date of any renewal thereof;
    - e. Every change of management of the establishment since the first permit was issued;
    - f. Sanitary conditions under which the permit was issued or any renewal thereof granted;
    - g. The revocation of the sanitary permit.

**SECTION 4H.04. Vermin Control.** Vermin is a group of insects or small animals such as flies, mosquitoes, cockroaches, fleas, lice, bedbugs, mice and rats that are vectors of diseases.

- 1) Spaces where food and drinks are stored, prepared and/or served shall be constructed and maintained as to exclude vermin.
- 2) All openings which connect spaces to the outer air shall be effectively protected with screen of non-corrosive wire sixteen (16) meshes or finer. Door screens shall be tight-fitting.
- 3) A Vermin Abatement Program shall be maintained in the establishments by their owners, operators, or administrators. If they fail, neglect or refuse to maintain a vermin abatement program, the local health agency will undertake the work at their expense.
- 4) During derating or disinfecting operations, all foodstuffs, utensils, food preparation and cleaning equipment shall be covered to protect them from toxic medical substances.





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- 5) Vermin control in public places shall be the responsibility of the municipal government which has jurisdiction over them.
- 6) The procedure and frequency of Vermin Abatement Program shall be determined and approved by the local health authority.

**SECTION 4H.05. Toilet and Washing Facilities.**

- 1) Adequate and clean toilet facilities for male and female customers and personnel's shall be provided.
- 2) Toilet rooms shall not be opened directly into spaces where food is prepared, stored or served. Where such toilet exist, the doors shall be tight-fitting and self-closing.
- 3) Adequate hand-washing facilities shall be provided within or adjacent to the toilet room.
- 4) Facilities shall include hot and cold running water, soap and detergent; single-service paper or cloth towel dispenser or a drying device.

**SECTION 4H.06. Safety Requirements.**

- 1) The safety and comfort of tourists, guests and personnel shall be of the utmost consideration by the operator of the establishment.
- 2) The establishment shall provide the emergency medicines, medical supplies, equipment and services.
- 3) Emergency telephone and other communication equipment shall provide together with the line numbers of ambulance services, doctors and hospitals and shall be conspicuously posted in the establishment.

**SECTION 4H.07. Disposal of Refuse.**

- 1) Refuse containers may be used in food-preparation areas for immediate use only.
- 2) Storage refuse containers, filled and empty, shall be in a designated space separated from food handling operations.
- 3) These cans shall be so constructed and maintained as to be vermin-proof and easily cleaned.
- 4) Cans containing refuse in food handling areas shall be tightly covered at all times, except during actual use.
- 5) Holding bins may likewise be used, provided they are constructed of impervious, readily-cleaned materials, and fitted with tight-fitting covers.
- 6) Where refuse cans are used, a space separate from the food-handling spaces and adjacent to the refuse can storage, shall be provided for cleaning. This space shall be equipped with scrubbing brushes, cleansing agents, steam or hot water under pressure, and a hose fitted with adjustable nozzle.

**SECTION 4H.08. Responsibility of the Operator.**

- 1) Comply with all the requirements and standards as stated in these implementing rules and regulations;
- 2) Ensure the state of sanitation of the establishment;
- 3) Promote good personal hygiene among his employees and ensure updating of their health certificates;
- 4) Ensure the safety and comfort of all guests and employees in the establishment;
- 5) Renew the Sanitary Permit every year;
- 6) Assist the health authorities in conducting inspection of the establishment; and
- 7) Provide regular training programs and instructions to all employees on health, sanitation and safety, conservation of the environment, and proper operation and maintenance of the establishment.

**SECTION 4H.09. Responsibility of the Local Health Officer.**

- 1) Facilitate the conduct of inspection and evaluation of the establishment at least once every three months to ascertain their compliance;
- 2) Coordinate with the DOH or Regional/Provincial Health offices for information and guidance on the enforcement of these rules and regulations;
- 3) Conduct information, education and advocacy campaigns with his area of jurisdiction in relation to the enforcement of these IRR;
- 4) Issue sanitary permit upon completion of the requirements;



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- 5) Prescribe precautionary measure to the operator for the prevention of accidents or spread of contagious or communicable disease in the establishment.

**SECTION 4H.10. Penal Provisions.** Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV Article F of this code shall, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2,500.00 or by imprisonment for a period of not less than (1) month but not more than six (6) months or both at the direction of the court.

**ARTICLE I. DANCING SCHOOLS, DANCE HALLS AND NIGHT CLUBS**

**SECTION 4I. 01. Scope.** These implementing rules and regulations shall apply to all dancing schools/studios, dance halls, discos/discotheques, night/day clubs/ bars, cabarets, folk houses, karaoke bars, videoke bars, music lounges and other similar establishments, facilities, premises, appurtenances and their personnel.

**SECTION 4I.02. Definition of Terms.**

- **Bar** – includes cocktail lounges and similar establishment with counter at which food and drinks, especially alcoholic beverages are served.
- **Cabaret** – an establishment serving food and drinks and providing entertainment, usually singing and/or dancing.
- **Dance** – rhythmic and expressive body movements, usually coordinated into a pattern and adopted to musical accompaniments.
- **Dance Hall** – a private or privately owned room suitable for dances and offering facilities for dancing. This shall include bistros, discos, ballrooms, dance halls and similar establishments.
- **Dance Instructors/Instructress** – a person who conduct lessons on ballet, modern dancing. Jazz dancing, ballroom dancing, ethnic dancing, theater dancing and other forms of dancing.
- **Dancing Schools/Studios** – an establishments offering trainings or instructions on ballet, modern dancing. Jazz dancing, ballroom dancing, ethnic dancing, theater dancing and other forms of dancing. This shall include dance training/talent schools/studios managed by placement agencies that recruit dancers for work abroad or locally.
- **Disco/Discotheque** – an establishment serving foods and drinks, equipped with electronics sound or bands and lighting system and similar accessories, and providing space for dancing.
- **Entertainers** – includes hosts/hostesses, singers, hospitality girls, male and female sexy dancers, dance instructors/instructress model of night/day clubs, and similar establishments who entertains patrons or costumers by seating and conversing, dancing, singing, eating or drinking with them.
- **Function Room** – a room in an establishment serving foods and drinks and rented for public or social ceremonies, gatherings or festivities.
- **Folkhouse/Karaoke Bars/Videoke Bar/Music Lounge** – an establishment serving foods and drinks and where the major form of entertainment is singing or listening to music.

**SECTION 4I.03. Sanitation Requirements for Operating a Dancing School, Dance Hall, Night Club and other Similar Establishments.**

**A. Sanitary Permit.**

- 1) No person or entity shall operate a dancing school, dance hall, night club and other similar establishments for public patronage without securing a sanitary permit (EHS Form No. 101)



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- 2) Any extension or additional construction or alteration in an establishment shall require a new sanitary permit before it could be operated.
- 3) **Application or Renewal of Sanitary Permit:**
  - i. The application or renewal of sanitary permit shall be filled with the MHO having jurisdiction over the establishments.
  - ii. The sanitary permit shall be issued only upon compliance to at least a satisfactory rating utilizing the form of sanitary inspection of public places establishments.
- 4) Fees shall be paid to the local government unit upon application, renewal and noting of sanitary permit.
- 5) **Noting of Permit.** If there is a change of ownership of the establishment, the new ownership shall apply to the MHO within fourteen (14) working days to have such change noted in the records and sanitary permit and shall pay the corresponding fee for such noting.
- 6) **Validity.** The sanitary permit shall be valid on the day of issuance until the last day of December of the same year. Unless otherwise revoked and shall be renewed every beginning of the year thereafter. Upon the recommendation of the local health authority, the sanitary permit shall be suspended or revoked upon violation of any sanitary rules and regulations.
- 7) **Posting of Permit.** The sanitary permit shall be posted in a conspicuous part of the establishment for public information and shall be available for inspection by health and other regulatory personnel.
- 8) **Record of Sanitary Permit.** Every City or Municipality shall keep a record of all establishment that have been issued sanitary permit and renewal thereof.
  - i. The record shall be available at all reasonable times for inspection by any officer of the Local Health authority.
  - ii. The record shall in every case show the following:
    - a. The name and address of the holder of the sanitary permit;
    - b. The location of the establishment;
    - c. The nature/kind of business for which the permit has been issued;
    - d. The date of first permit was issued and the date of any renewal thereof;
    - e. Every change of management of the establishment since the first permit was issued;
    - f. Sanitary conditions under which the permit was issued or any renewal thereof granted;
    - g. The revocation of the sanitary permit.

## **B. General Requirements for the Issuance of Sanitary Permit.**

### **1) Water Supply.**

The Drinking water supply shall be adequate and potable whether from a public or private water supply system and shall be in accordance with the provisions of Water Supply of the Code on Sanitation of the Philippines.

### **2) Food and Drinks.**

Dancing schools, dance halls, night clubs and other similar establishments serving foods and drinks shall comply with the pertinent provisions of Food Establishments of the Code on Sanitation of the Philippines.

### **3) Sewage Disposal and Drainage.**

All sewage discharge from the establishment shall be disposed in a public sewerage system or in the absence thereof, in a manner complying the provision of Sewage Collection and Disposals. A grease trap shall be used and where practicable be placed outside the establishment.

### **4) Solid Waste Management.**



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- 5) Every room of the establishment shall be provided with two (2) refuse receptacles or containers with swing cover and made of impervious materials, one for the biodegradable and one for the non-biodegradable waste materials.

**6) Vermin Control.**

The establishment owner or operator shall maintain a vermin abatement program in the buildings and its surroundings. If they fail, neglect or refuse to maintain a vermin abatement program, the local health office shall undertake the activity at the expense of the owner, operator or administrator. All openings to outdoor space of the establishment shall be effectively screened, unless air-conditioned.

**SECTION 4I.04. Requirements for VIP Rooms in Night Clubs and Other Similar Establishments.**

- 1) Minimum floor area shall be at least 15 square meters including a bar, kitchenette/sushi bar and handwashing facility;
- 2) The room shall have a maximum setting capacity of eight (8) persons at one time;
- 3) Floors, walls, ceiling, lighting, sound and ventilation requirements of these rules and regulations shall be applied herein;
- 4) Door of the room shall be of the swing type without lock;
- 5) Furniture and equipment in the room shall be maintained clean, in good repair and condition and disinfected regularly;
- 6) Food preparation, handling, serving and storage and vermin control shall be in accordance with the provision of Food Establishments;
- 7) The total floor area of all function rooms shall not be more than one-half (1/2) of the floor area of the establishment.
- 8) Operators of the establishments are strictly prohibited to operate private rooms or separate compartments for public use except those use for lavatories, dressing rooms, bars and kitchens.

**SECTION 4I.05. Review and Approval of Plans for Establishments.**

**A. For New Establishments.**

Prior to the construction of the establishments intended to be operated as dancing school, dance hall, night club, or similar establishment, plans shall be submitted for approval of local health officer, as recommended by the sanitary engineer, as to the site, water supply, plumbing, sewage and drainage, solid waste facilities, vermin-proofing, sanitary facilities, structural requirements, floor area allocations and arrangement of equipment and furniture and the materials to be used if complying to the sanitation standards.

**B. For Existing Establishments.**

Approval for the issuance of the sanitary permit to operate shall be subject to the compliance to the previously approved plans. Prescribed application form (EHS Form No. 101) shall be used for requesting for the issuance or renewal of sanitary permit.

**SECTION 4I.06. General Requirements for Personnel.**

- 1) All personnel shall wear clean and presentable working garments.
- 2) They shall observe good personal hygiene and practices.
- 3) Smoking is allowed only in designated areas, however, drinking alcoholic beverages while working shall not be allowed except for employees which require such in their nature of work.
- 4) Use of prohibited drugs is strictly prohibited.
- 5) All personnel shall observe proper decorum while working.
- 6) All personnel should comply for medical test such as vaginal smear every fifteen (15) days, drug test, chest x-ray, fecalysis and urinalysis.

**7) Dance Instructors or Instructress, Entertainers/Food handlers.**

- i. No dance instructor/instructress shall be allowed to work in an establishment without an updated health certificate issued by the local health officer.





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- ii. The health certificate shall be renewed at least every year or as often as required by the local health officer.
- iii. Health certificate are non-transferable and shall be clipped visibly in the upper left portion of the garment of the employee while working.

**SECTION 4I.07. Requirements for Dance Students/Trainees/Talents.**

- 1) Dancing schools shall require prospective students/trainees/talents to submit a medical certificate from a government physician certifying that he/she is physically fit for the dance lessons.
- 2) For students/trainees/talents below 40 years old, a standard physical and medical examination is required.
- 3) For students/trainees/talents 40 years old and above, a standard physical and medical examination including electrocardiogram is required.
- 4) Only physically fit students shall be allowed to enroll to specific dance lessons by undergoing pre-screening before they are accepted.

**SECTION 4I.08. Responsibility of the Operators of Dancing Schools/Studios.**

- 1) Post the sanitary permit and sanitation standard rating sticker in a conspicuous part of the establishment for public guidance.
- 2) Renew the Sanitary Permit every year.
- 3) Make sure that all employees possess updated health certificates.
- 4) Accept only students/trainees/talents that are physically and medically fit.
- 5) Provide first-Aid kit for emergency use and trained first aid personnel.
- 6) Report to the local health officer accidents and notifiable diseases among employees and students.
- 7) Conduct drills for emergencies and provide emergency lights on all egress.
- 8) Conduct periodic in-house inspection of the establishment to determine compliance with the sanitation standard.
- 9) Assist the local health office during the conduct of inspection.
- 10) Maintain the cleanliness and safety of the establishments and premises.

**SECTION 4I.09. Responsibility of the Operator of Night Clubs and Similar Establishments.**

- 1) Post the sanitary permit and sanitation standard rating sticker in a conspicuous part of the establishment for public guidance.
- 2) Renew the Sanitary Permit every year.
- 3) Employ only personnel with up-to-date health certificate and make sure that the VD Clearance of club hostesses/hosts are obtained every two (2) weeks.
- 4) Provide first-Aid kit for emergency use and trained first aid personnel.
- 5) Report to the local health officer accidents and notifiable diseases among employees and clients.
- 6) Assist the local health officer in the campaign for the prevention and control of STD AIDS and other diseases.
- 7) Conduct drills for emergencies and provide emergency lights on all egress.
- 8) Conduct periodic in-house inspection of the establishment to determine compliance with the sanitation standard.
- 9) Assist the local health office during the conduct of inspection.
- 10) Maintain the cleanliness and safety of the establishments and premises.
- 11) Prevent the overcrowding of the establishment.
- 12) Make sure that there is no private rooms or separate compartments for public use in the establishment except those used for lavatories, dressing rooms, bars, and kitchens.

**SECTION 4I.10. Responsibility of the Local Health Officer.**

- 1) Check the STD clearances of entertainers at least every two weeks.





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- 2) Inspect or cause the evaluation and inspection of all dancing schools/studios, dance halls, night clubs and other similar establishments as per set frequency of inspection to ascertain their state of sanitation.
- 3) Apply precautionary measures to prevent accidents and the spread of communicable diseases among the employees, students and clients of the establishments.
- 4) Coordinate with other government agencies for the enforcement of safety regulations in all establishments.

**SECTION 4I.11. Penal Provisions.** Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV. Article F of this code shall, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2, 500.00 or by imprisonment for a period of not less than (1)month but not more than six (6) months or both at the discretion of the court.

### **ARTICLE J. TONSORIAL AND BEAUTY ESTABLISHMENTS**

**SECTION 4J.01. Scope.** These implementing rules and regulations shall apply to all barber shops, beauty parlors/salons. Cosmetic salons, hair and hairdressing salons, manicuring and pedicuring establishments, tattooing and skin piercing shops, and similar establishments, and figure slenderizing salons that include figure and slimmer salons, physical fitness salons/clubs, aerobic centers/clubs, slimmer salons and similar establishments including personnel, owners, managers and operators of such establishments and individuals who provide home service of similar trade or occupation; except establishments and individuals licensed professionally to perform practice medical/surgical procedures.

#### **SECTION 4J.02. Definition of Terms.**

- **Barber** – an individual whose occupation is cutting, styling and drying of hair, shaving and trimming of beards, moustaches, eyebrows and other body hair and performing other related services.
- **Barber Shop** – a barber's place of business usually catering to the male costumers.
- **Beautician/Hairdresser/Hairstylist/Make-Up Artist** – an individual who shaves, cuts, trims, styles, waves, curls, stains or dyes or who in any other way treats the hair of any person.
- **Beauty Parlor** – an establishment or a department in an establishment offering services in adorning or beautifying the human head, hair, face. Scalp, hands, feet, skin or nails and other services such as shampooing, blow drying, cutting or trimming, perming or waving, curling or shaving, barbering, dying, straightening, hot oil treatment of hair, hair removal in the armpit and legs, skin, facial and scalp treatment, manicuring, pedicuring.
- **Chiropodist** – an individual who practices the art of treating diseases of the hands and feet.
- **Cosmetics** -any preparation approved for use by the Bureau of Food and Drugs to be applied to the human body for beautifying or preserving the appearance of a person or for cleansing, coloring, conditioning or protecting the skin, face, hair, nails or eyes.
- **Cosmetology** – the arts and science of cosmetic treatment and professional application of cosmetics.
- **Customer** – a person receiving or seeking or awaiting the provisions of some service in an establishment.
- **Dermatology** – the branch of medicine concerned with the diagnostic and treatment of skin diseases and disorders.
- **Dermatologist** – a physician specializing in the field of dermatology.
- **Depilatory Wax** – a wax used for the removal of superfluous hair.
- **Facial Treatment** – a procedure used to maintain or improve the appearance or freshness of the human face especially by the use of massage or cosmetics.



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- **Manicure** – the care of the hands and fingernails including massage of the hands and cleaning, shaping and polishing of the fingernails.
- **Nits** – eggs of the head lice attached to the shaft of the hair and can be passed from one person to another by way of combs, brushes, hats, head scarves and towels.
- **Nail Sculpturing** – the process of mending, beveling, filing and overlaying of nails or applying sculptured nails, nail extensions and manicure and pedicure.
- **Pedicure** – the care, cleaning, shaping and polishing of the toe nails.
- **Shampooing** – washing the hair and massaging the scalp with water and soap or shampoo.
- **Skin Piercing** – a process of perforating the skin that is carried out by means of an apparatus or by the use of a sealed pre-sterilized disposable fittings.
- **Tattooing** – marking or coloring the skin by pricking with a coloring matter so as to form indelible marks or figures by production of scars.

**SECTION 4J.03.** General Requirements for Sanitary Permit and Sanitation.

**A. Sanitary Permit.**

- 1) No tonsorial or beauty establishment shall open and operate for public patronage without a sanitary permit issued by the local health office (EHS Form No. 101).
- 2) Any extension or additional construction or alteration in an establishment shall require a new sanitary permit before it could be operated.
- 3) Application or Renewal of Sanitary Permit:
  - i. The application or renewal of sanitary permit shall be filled with the MHO having jurisdiction over the establishments.
  - ii. The sanitary permit shall be issued only upon compliance to at least a satisfactory rating utilizing the form of sanitary inspection of public places establishments.
- 4) Fees shall be paid to the local government unit upon application, renewal and noting of sanitary permit.
- 5) **Noting of Permit.**

If there is a change of ownership of the establishment, the new ownership shall apply to the MHO within fourteen (14) working days to have such change noted in the records and sanitary permit and shall pay the corresponding fee for such noting.
- 6) **Validity.**

The sanitary permit shall be valid on the day of issuance until the last day of December of the same year. Unless otherwise revoked and shall be renewed every beginning of the year thereafter. Upon the recommendation of the local health authority, the sanitary permit shall be suspended or revoked upon violation of any sanitary rules and regulations.
- 7) **Posting of Permit.**

The sanitary permit shall be posted in a conspicuous part of the establishment for public information and shall be available for inspection by health and other regulatory personnel.
- 8) **Record of Sanitary Permit.** Every City or Municipality shall keep a record of all establishment that have been issued sanitary permit and renewal thereof.
  - i. The record shall be available at all reasonable times for inspection by any officer of the Local Health authority.
  - ii. The record shall in every case show the following:



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- a. The name and address of the holder of the sanitary permit;
- b. The location of the establishment;
- c. The nature/kind of business for which the permit has been issued;
- d. The date of first permit was issued and the date of any renewal thereof;
- e. Every change of management of the establishment since the first permit was issued;
- f. Sanitary conditions under which the permit was issued or any renewal thereof granted;
- g. The revocation of the sanitary permit.

**B. General Requirements for the Issuance of Sanitary Permit.**

**1) Water Supply.**

The Drinking water supply shall be adequate and potable whether from a public or private water supply system and shall be in accordance with the provisions of Water Supply of the Code on Sanitation of the Philippines.

**2) Food and Drinks.**

No tonsorial or beauty establishment and other similar establishments serving foods and drinks shall comply with the pertinent provisions of Food Establishments of the Code on Sanitation of the Philippines.

**3) Sewage Disposal and Drainage.**

All sewage discharge from the establishment shall be disposed in a public sewerage system or in the absence thereof, in a manner complying the provision of Sewage Collection and Disposals. A grease trap shall be used and where practicable be placed outside the establishment.

**4) Solid Waste Management.**

Every room of the establishment shall be provided with two (2) refuse receptacles or containers with swing cover and made of impervious materials, one for the biodegradable and one for the non-biodegradable waste materials.

**5) Vermin Control.**

The establishment owner or operator shall maintain a vermin abatement program in the buildings and its surroundings. If they fail, neglect or refuse to maintain a vermin abatement program, the local health office shall undertake the activity at the expense of the owner, operator or administrator. All openings to outdoor space of the establishment shall be effectively screened, unless air-conditioned.

**SECTION 4J.04. Specific Sanitary Requirements for Barber Shops and Beauty Parlors.**

**A. Sanitary Requirements for Premises.**

- 1) **Maintenance of Premises.** The operator shall maintain all floors, walls, ceilings, coverings, shelves, fittings, furniture, appliances, equipment, instruments, tools and things that are within or used in the establishment in good repair and in sanitary condition to ensure the hygienic conduct of the work performance of the barbers/beauticians. No pets shall be allowed inside the barber shop/beauty parlor.
- 2) **Removal of Soiled Linens.** Receptacles or containers for the repository of soiled towels, cloths and similar materials shall be removed from the premises daily and shall be brought back into the premises only after they have been washed and disinfected.
- 3) **Supplies.** The following supplies shall be provided in adequate quantity at all times for the exclusive use of the barber/beautician:
  - i. Soap or anti-bacterial cleansing agent containing any of the type specified below table.

**ANTI-BACTERIAL CLEANSING AGENT:**

PERCENTAGE	ANTIBACTERIAL CLEANSING AGENT
4%	Chlorhexidine gluconate, foaming detergent
0.5 %	Chlorhexidine gluconate, aqueous



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0.5 %	Chlorhexidine gluconate, in 95% ethyl alcohol, with 1% glycerol
0.5 %	Chlorhexidine gluconate, in 70% Isopropyl alcohol
3 %	Hexachlorophene antibacterial cleansing agent

- ii. Nailbrushes; and
- iii. Clean towels or other suitable hand drying equipment.

**B. Cleanliness and Appearance**

- 1) All persons employed in the establishment shall wear a clean working garment or uniform at all times while working.
- 2) Every barber/beautician shall thoroughly cleanse his/her hands with water and soap or antibacterial agent immediately before and after serving each customer.
- 3) No person with infectious disease shall work or be permitted to work in the establishment.

**C. Smoking.**

It is strictly prohibited for barber/beautician to smoke while attending to a customer, "No Smoking" sign shall be posted conspicuously in the designated area of establishment.

**D. Waste Collection.**

- 1) All hair clipping and other wastes, including shaving lather and paper shall be collected after each hair treatment and placed in a refuse receptacles.
- 2) All soiled towels, cloths and paper shall be placed in proper receptacle.

**E. Waiting Room.** Waiting room shall be provided to customers.

**F. Linen, Towels and Other Materials.**

- 1) A separate, clean towel or neck band shall be used for each customer.
- 2) A barber/beautician shall place unused Paper strip or clean towel completely around the neck of each customer before any apron or wrap or other protective device is fastened around the neck.
- 3) A barber/beautician shall not allow a customer to recline in a chair or couch, unless the headrest of the chair or couch has been covered with a clean unused towel, cloth or clean sheet of paper.

**G. Prohibited Practices.**

- 1) It is prohibited to use rotary hair brush, sponge, powder, puff, neck duster. Substances in block form or any other thing or substance likely to transfer infection to the customer.
- 2) It is prohibited for a barber/beautician/hairdresser to apply to the skin or face of a customer any powder, rouge or similar cosmetics other than by means of a clean applicator such as eye liner, lip liner or a fresh clean pad or brush.
- 3) It is prohibited for a barber/beautician/hairdresser to apply petroleum jelly or any other substance to the skin of a customer unless it is removed from its container by means of spatula or an application that has been disinfected prior to such use or by means of a sterile disposable spatula or applicator.
- 4) A barber/beautician/hairdresser shall keep all fluids and solution for use in permanent waving in a container that prevent contamination of unused solution and he/she shall not apply to a customer fluids and solutions previously used on another customer.
- 5) It is prohibited for a barber/beautician/hairdresser to apply creams or other substances used in face massage to a customer unless it is removed from a collapsible tube and alternatively from a container by means of sterile disposable spatula or applicator.

**H. Depilatory Wax.**

A barber/beautician/hairdresser shall be allowed to use wax for the removal of the hair from any part of the body of a person only if such wax has not been previously used to another person; or previously used. Strained



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through a metal strainer to remove all hair and other extraneous matter and heated to at least 130 degree C for 15 minutes.

**I. Maintenance of Equipment.**

A barber/beautician/hairdresser shall keep all appliances, instruments and stools in a clean condition and shall disinfect such equipment before and after use on each customer.

**A barber/beautician shall:**

- 1) Keep all razors, scissors, forceps, coms and clippers, when not in use, in containers provided for that purpose;
- 2) Keep the container closed except when articles are being placed therein or removed therefrom;
- 3) Clean the containers daily with cloth or pad impregnated with any of the following solutions;

**DISINFECTANT SOLUTION:**

PERCENTAGE	DISINFECTANT SOLUTION
95 %	Ethyl Alcohol
70 %	Isopropyl alcohol
<b>Hospital Grade Disinfectant</b>	
2.5 %	Sodium Hypochlorite

- 4) After using, thoroughly clean, rinse and dry all portable bowls, basins, cups and other similar containers with soap or suitable detergent and keep the same dust free.

**J. Sanitary Practices for Control of Communicable Diseases.**

- 1) Any barber/beautician/hairdresser shall provide service with extra care to a client who is suffering from an infectious skin disease or is infested with head lice or some other parasitic infestation of the skin or hair. The client shall be advised to see a physician or dermatologist;
- 2) Immediately gather together all readily movable equipment and things used in the service of a customer and disinfect such equipment in the manner prescribed in these rules and regulations;
- 3) Immediately destroy, disinfected or dispose in waste receptacle every paper, pad, swab and things used in the service of such customer and in the case of towels, cloths and any coat or overall worn by the hairdressers/barber, place such towels, cloths and coat or overall in a sealed container and at the first practicable opportunity disinfect the same in the manner prescribed herein;
- 4) Clean his hands by scrubbing them with a suitable brush and water and soap or antibacterial cleansing agent of a type specified in these rules and regulations;
- 5) Clean and disinfect all nippers, nail cutters, nail files, brushes, scissors, emery boards and similar instruments. The beveling machine and its attachments shall be cleaned prior to re-use;
- 6) Every barber/beautician shall use Personal Protection Equipment (PPE) like surgical or face mask for protection against air-borne particles when undertaking acrylic nail polishing or similar procedures.

**SECTION 4J.05. Specific Sanitary Requirements for Tattooing and Skin Piercing Establishments.**

The following requirements shall not apply to medical practitioners, chiropodists, physiotherapists, registered nurses, registered midwives and persons assisting them or under their supervision while performing tattooing or skin piercing.

**A. Sanitary requirements for Premises.**

**1) Lavatory**

- i. The establishment shall have at least one (1) lavatory or sink for every five (5) tattooist or skin piercer.





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- ii. The lavatory shall be accessible and located as near as practicable to the tattooist or skin piercer.
- iii. The water supply in the lavatory shall be well designed that its operation is controlled by arm or foot operated pedals.

## **2) Water Supply**

The drinking water supply shall be adequate and potable whether from a public or from a private water supply system and shall comply with Water Supply of the Code on Sanitation of the Philippines. The quality of water used shall be in accordance with the Philippine National Standards for Drinking Water.

## **3) Soap and Antibacterial Cleansing Agent**

- 1) There shall be at all times adequate supply of soap or antibacterial cleansing agents;
- 2) Nailbrushes for the practitioners;
- 3) Clean paper or tissue; and
- 4) Clean towels or other hand drying equipment.

## **4) Structure and Equipment**

All floors, walls, ceilings, floor coverings, shelves, fittings, furniture, appliances, equipment, tools and things shall be maintained in clean and good condition at all times.

## **5) Surfaces**

All surfaces on which appliances, equipment, tools or things are to be placed shall be made of durable, smooth and impervious materials free from cracks or crevices.

## **6) Storage**

There shall be adequate vermin-proof cupboards, cabinets or similar fittings for the storage of all clean towels, linen or other materials.

## **7) Waste Receptacles**

- 1) There shall be adequate waste receptacles for the storage of waste matter generated in the process of activity.
- 2) Sharps shall be disposed in puncture-proof container and pre-treated prior to disposal.
- 3) Infectious, pathologic and hazardous waste shall be segregated from other types of waste, disposed in receptacles or containers lined with yellow-colored plastic trash bags and pre-treated prior to disposal.

### **B. Personal Hygiene.** All personnel shall observe good personal hygiene by:

- 1) Wearing at all times of clean gown or coverall of washable white or light colored material over the garment.
- 2) Keeping hands, fingernails and body clean.
- 3) Cleansing hands with water and soap or any antibacterial agent and drying with clean towel or other hand drying equipment before starting and after completing the work; after visiting or using the toilet; and after handling or touching soiled towels, linen or similar materials, biological matter or waste materials used for produce in connection with the work.
- 4) Refraining from work while suffering from communicable disease.

### **C. Personal Habit**

- 1) No person shall smoke in the establishment except in the designated area which shall be clearly separated from the area where the process of tattooing or skin piercing is carried out.
- 2) Personnel shall not be allowed to smoke while working.
- 3) Eating while servicing a customer shall be prohibited.

### **D. Sanitary Practices for Control of Communicable Diseases**

- 1) Every tattooists/ piercer shall handle all clients with extra care to prevent the transmission of communicable diseases.
- 2) Only sterile and disposable sharps or needles shall be used. Equipment and instruments shall be disinfected before and after every use.



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- 3) Immediately after giving service the tattooists/piercer shall gather together all readily movables appliances, implements, tools and things used in the service of the costumer and wash them with water and soap and detergent and dry them with a clean towel of cloth and immerse in disinfectant solution.

**E. Cleaning of Surfaces**

The tattooists/piercer shall immediately, following the service to a costumer, clean every bench, table or other article of equipment used in carrying out the process of tattooing or skin piercing and washed it down with a disinfectant solution.

**F. Removal of Soiled Linen**

The tattooists or skin piercer shall dispose all soiled towels, linen and similar materials, biological matter or waste materials generated in the process of carrying out the activity on the customer in a waster receptacle.

**G. Cleansing of Skin, Appliances, etc.**

- 1) Before starting tattooing or skin piercing on a customer, he shall cleanse the whole area of the skin with sterile swab impregnated with disinfecting solution as shown in table below.
- 2) Sterilized disposable sharps and needles shall be used for every customer.

**SKIN DISINFECTANT SOLUTION:**

PERCENTAGE	DISINFECTANT SOLUTION
95 %	Ethyl Alcohol
70 %	Isopropyl Alcohol
Cetrimide and Chlorhexidine Paint A.P.F	
0.5 %	Chlorhexidine Gluconate in 70% Ethyl Alcohol
0.5 %	Chlorhexidine Gluconate in 70% Isopropyl Alcohol
10 %	Providone-Iodine in 70% Ethyl Alcohol

**H. Sterilization of Electrical Actuating Appliances**

Where an electrical actuating appliance or instrument for projecting a needle or thing into the skin of a customer is used, the hand piece thereof shall be sterilized by wiping with a clean paper towel, tissue or clean soaked in 95% Ethyl alcohol.

**I. Tattooing**

- 1) In addition to the aforementioned obligations imposed by these rules and regulations, tattooists who have completed the process of tattooing on a customer shall:
  - i. Clean the contents of every bowl, cup, jar or other container from which dyes or inks were used in the process of tattooing and disposed in the waste receptacle or sewage system of the establishment;
  - ii. Sterilize all bowls, cups, jars or other containers that is to be re-used;
  - iii. Clean all screens, patterns, or templates used in the process of tattooing with swab impregnated with a disinfectant solution;
  - iv. Sterilize the hand-piece of the apparatus used to actuate the needle; and
  - v. Affix to the skin to the customer a sterile gauze dressing covering the treated area.

**J. Skin Piercing**

- 1) Skin piercing shall be performed only with a spring loaded gun or sterilized sharps or needles.
- 2) Requirement in Skin Piercing Establishment:
  - i. The establishment shall be fitted with a reticulated water supply and at least one (1) lavatory or basin;
  - ii. The establishment shall have adequate supply of soap and antibacterial cleansing agent;



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- iii. The establishment shall provide towels or other hand drying equipment;
- iv. The skin piercer shall observe washing and brushing of hands with water and soap or antibacterial cleansing agent;
- v. The skin piercer shall first clean the whole area of the skin to be treated with a sterile swab impregnated with a disinfectant solution.

**SECTION 4J.06. Specific Sanitary Requirements for Figure Slenderizing Salons.**

**A. Maintenance of Premises**

- 1) The operator shall see to it that all floors, walls, ceilings, coverings shelves, fittings, furniture, appliances, instruments and equipment within the establishment shall be maintained in good repair and in clean condition.
- 2) Domestic animals shall not be allowed inside a figure slenderizing salon.

**B. Personal Hygiene**

- 1) The instructor/instructress or trainer shall at all times be physically clean and wear clean uniform or clothing.
- 2) Eating and smoking while working shall be prohibited.

**C. Disinfection of Equipment**

The operator shall keep all appliances, equipment or instruments in clean condition and shall be disinfected before use each day and immediately after use by each customer.

**SECTION 4J.07. Review and Approval of Plans for Establishments.**

**A. For New Establishments:**

- 1) Prior to the construction of the establishment, plans shall be submitted for review and approval by the local health officer as recommended by the sanitary engineer as to compliance with the sanitation standards for water supply, plumbing, sewage and drainage, solid waste facilities, vermin-proofing, sanitary facilities, floor area allocations and arrangement of equipment and furniture and the materials to be used.
- 2) For building, malls, atriums, shopping/business centers and other multi-purpose edifices, whose spaces are for rent or lease, the plans shall be submitted by the lessee to the local health officer before its construction and operation.
- 3) Issuance of the sanitary permit to operate shall be subject to the compliance with previously approved plans.

**B. For Existing Establishments:**

- 1) Request of renewal of sanitary permit of tonsorial and beauty establishments already operating before the issuance of these rules and regulations shall be evaluated by the local health officer concerned. A transition period of one (1) year shall be afforded to the establishment to comply with these rules and regulations.
- 2) The operator shall submit a duly approved plan for the issuance of a new sanitary permit before any additional construction or alteration in the establishment is made.

**SECTION 4J.08. General Requirements for All Personnel of Tonsorial and Beauty Establishments.**

**A. Health Certificate**

- 1) The operator and employees of the establishment shall be required to secure a health certificate (EHS Form No. 102-B; light green color) issued by the Municipal Health Officer.
- 2) The health certificate shall be renewed at least once a year or as often as required by local ordinance.
- 3) The health certificate shall be clipped visibly in the upper left portion of the garment while working.
- 4) Health certificates are non-transferable.



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**SECTION 4J.09. Evaluation of Tonsorial and Beauty Establishments.**

**A. Responsible Officer**

It shall be the duty of the concerned MHO to cause the inspection and evaluation of every water refilling station establishment and other similar establishments, facilities or equipment processing, dispensing or selling drinking water at least once every three months and to cause additional inspection and re-inspections and evaluation as deemed necessary for the enforcement of these rules and regulations.

**B. Sanitation Inspection Fee**

The fees payable on every inspection shall be in such amount prescribed by local ordinance.

**C. Mission Order**

- 1) The MHO or the Chief of Sanitation office, as the case maybe shall issues a mission order (EHS Form No. 112) for every sanitation inspection that will be conducted by the sanitary engineer/sanitation inspector.
- 2) The mission order contain the date, mission order number of series, the name of the inspector and the I.D. number, the business names, addresses, categories of establishments to be inspected and the scheduled date of inspection. The immediate supervisor of the inspector shall monitor the enforcement of the mission order.
- 3) Sanitary inspection conducted without a mission order is prohibited.
- 4) The owner/operator of the establishment shall report to the health officer or chief of sanitation any unauthorized inspection that was executed.

**D. Uniform of the Sanitation Inspector and Aids to Inspection**

- 1) The sanitation inspection shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- 2) The sanitation inspector shall likewise bring all the documents and supplies needed in the inspection such as the inspection forms, clipboards, thermometers, flashlight, measuring tape, camera, light meter, water pressure gauge, residual chlorine and pH comparator kits black light, etc.

**E. Frequency of Inspection.** Inspection of the establishments shall be conducted at least once every three (3) months.

**F. Recording of Inspection**

- 1) The sanitary engineer/sanitation inspector shall keep a record of all inspections or evaluation reports in an inspection form (EHS Form No. 103-B).
- 2) The sanitary engineer/sanitation inspector shall furnish the original of such report to the owner/operator of the establishment.
- 3) Demerits entered the appropriate column of the inspection form shall indicate that the item does not conform with the requirement of these rules and regulations.
- 4) The average sanitation standard for every establishment shall be evaluated by the local health officer/chief of the sanitation section every end of the year to determine its improvement /maintenance of rating.
  - i. The inspection form has twenty (20) items. Non-complying item are indicated with an (X)/. Each item is weighted with a demerit of 5. The rating of the establishment therefore 100 less (number of demerit x 5). The result is expressed as a percentage (%) rating.

**G. Sanitation Standard**

- 1) The percentage rating has equivalent sanitation standards as follows:

<b>SANITATION STANDARD RATING</b>		
<b>PERCENTAGE RATING</b>	<b>SANITATION STANDARD</b>	<b>COLOR CODE</b>
90% - 100%	Excellent	Luminous Green
70% - 89%	Very Satisfactory	Luminous Yellow
50% -69%	Satisfactory	Luminous Red



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- 2) The sanitation standard rating sticker (SSRS) (EHS Form No. 104-A/C) shall be posted in a conspicuous part of the establishment, preferably at the door for guidance of the guests and the general public. It shall be updated once every three months, unless revoked earlier.

**H. Report of Inspection.**

- 1) The sanitary engineer/sanitation inspector who conducted inspection shall complete the sanitary inspection report, and whenever an inspection form issued indicates non-compliance to any item, the inspector shall notify the manager, occupier or the holder of the sanitary permit of the correction to be made and indicate a reasonable period for its compliance.
- 2) The recommended corrective measures shall be specific in nature for easy understanding of the owner or manager or occupier of the establishment.
- 3) Reasonable period for compliance or grace period shall be inclusive of Saturdays, Sundays and holidays.
- 4) The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order (EHS Form No. 107) for approval by the Municipal Health Officer or chief of the sanitation section, as the case maybe.
- 5) Within 48 hours of the inspection or evaluation, the original copy of the inspection report (EHS Form No. 103-B) and the sanitary order shall be furnish and acknowledge by the holder of the sanitary permit or the owner/operator of the establishment. The inspection report shall be personally delivered, or shall be send through postal service, registered with return card.

**I. Re-Inspection**

- 1) If upon re-inspection after the deadline, the sanitary engineer/sanitation inspector finds that correction has not been effected, he shall report to the local health officer or chief of the sanitation section as the case maybe.
- 2) A copy of the inspection form and any notice served shall, in all cases be filled and kept by the local health office and be available for inspection by authorized officials.

**J. Service of Notice**

- 1) Whenever an inspection or evaluation form indicates non-complying items, the local health officer shall serve the owner/operator of the establishment a sanitary order requiring him, within the grace period stated in the order, to take remedial action as maybe specified therein.
- 2) In the event of non-compliance of the first sanitary order by the owner/operator of the establishment, the local health officer may serve the second notice.

**K. Second Sanitary Order**

If the owner/operator of the establishment needs additional time to comply with the first sanitary order, he shall request the local health officer in writing, prior to the expiration of the said sanitary order for an extension of the grace period. The local health officer, upon the recommendation of sanitary engineer/sanitation inspector who conducted the inspection, will act on such request.

**L. Notice of Hearing. (EHS Form No. 118)** – The local health officer shall call the owner/operator of the establishment to show cause, at a time and place stated in the notice why the sanitary permit issued in respect of the establishment should not be revoked.

**M. Revocation of Permit**

- 1) After prior notice and hearing as provided above, the local health officer, if satisfied that the terms of the two notices have not complied with or failure to comply therewith is not excusable, shall recommend to the local health authority the revocation of the said permit, or;
- 2) After the second sanitary order or an extended grace period, a re-inspection was conducted and still the owner/operator failed to comply with such order as reported by the sanitary engineer/sanitation inspector, the local health officer shall recommend the local health authority the revocation of the sanitary permit without delay and shall inform other related agencies of the Municipality of the revocation.





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- 3) Lifting of suspension of permit maybe recommended whenever the owner/operator of the establishment complied with the notices.
- 4) The owner/operator of the establishment may file a motion to reconsideration to the local health authority if he is not satisfied with the action with the local health officer.
- 5) The health authority may file court proceedings against any establishment continuously operating after the revocation of its permit.

#### **N. Summary of Suspension of Permit**

Whenever the local health officer finds unsanitary or unhealthy conditions in the operation of an establishment which constitute a substantial hazard to public health, the local health officer shall recommend to the health authority the immediate suspension of the sanitary permit. Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.

#### **O. Appeals**

The person or panel conducting the hearing may confirm, modify or reverse the dictation appealed from which decision shall be final.

#### **P. Power of Entry**

- 1) Any sanitary engineer/sanitation inspector or duly authorized officer of the DOH of the Provincial, Municipal Officer, upon presentation of proper credentials may at all reasonable times enter into any premises of tonsorial and beauty establishments or any premises used for any of the purposes referred to these rules and regulations. For the purpose of inspection or any other action necessary for administration of these rules and regulations.
- 2) Sanitation inspection shall be conducted by officials in accordance with these rules and regulations.
- 3) Sanitation inspection shall be done preferable during the operation of the establishments.

#### **Q. Hearings.**

The local health authority may conduct hearings regarding erring establishments to include appeals from establishments. The decision of the local health authority shall be deemed final and executory.

#### **SECTION 4J.10. Responsibility of the Operators of Barbers Shops, Beauty Parlors and Tattooing and Skin Piercing Establishments**

- 1) Renew the Sanitary Permit every year;
- 2) Hire only barbers/beautician and employees who posses up-to-date health certificates;
- 3) Prevent employees from working or staying in the establishment if they are suffering from communicable diseases;
- 4) Provide sufficient supplies of soap, antibacterial cleansing agent, disinfectant and other supplies and equipment for use of the employees and customers;
- 5) Provide first aid kit and medicines for emergency use;
- 6) Report to the local health office notifiable diseases among employees;
- 7) Conduct in-house inspection of establishment;
- 8) Post the sanitary permit and sanitation standard rating sticker (SSRS) in conspicuous part of the establishment.
- 9) Implement the "No Smoking" campaign of the government;
- 10) Prohibit the entry of animal and provide a waiting area for customers;
- 11) Collect, segregate and dispose waste daily or as often as possible;
- 12) Install required facilities and egress in the establishment;
- 13) Maintain the cleanliness and odorless of the establishment and premises;
- 14) Advise customers suffering from skin diseases to seek medical treatment;
- 15) Take precautionary measures in servicing customers suspected of suffering from infectious diseases;
- 16) Supervise employees as to their compliance with the sanitation requirements of the Municipal Health Office regarding observe of good personal hygiene, habit and practices;
- 17) Comply with the sanitary provisions embodied in these rules and regulations.



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**SECTION 4J.11.** Responsibility of the Operators of Figure Slenderizing Salons.

**The Operators shall;**

- 1) Ensure cleanliness and disinfections of all equipment used at the end of the day with disinfectant solutions specified in these rules and regulations.
- 2) Require customers being entering/applying for work-out in such establishments a physical and medical examination certificates;
- 3) Install required facilities and egress in the establishment and post the exit plan for information of the customers;
- 4) Prevent attendance and physical fitness instructors/instructress from working if they are suffering from skin diseases and other communicable diseases;
- 5) Provide the establishment with sufficient first-aid kit;
- 6) Comply with the prescribed provisions of these rules and regulations.

**SECTION 4J.12.** Responsibility of the Local Health Officer.

**The Local Health Officer shall:**

- 1) Inspect or cause the evaluation and inspection of all tonsorial and beauty establishment at least once every three months to ascertain their state of sanitation;
- 2) Issue the health certificate of personnel of the establishment;
- 3) Issue sanitary permit and the sanitation standard rating sticker (SSRS) to establishments complying with the sanitation standards;
- 4) Apply precautionary measures to prevent accidents and spread of communicable diseases among the customers and employees;
- 5) Prevent the use of unregistered cosmetics, cream, oil, ointment, or other substances containing acid, metal or any toxic substance injurious to skin, mucous membrane, eyes, hair, of those than can be absorb by the skin.
- 6) Ascertain that effective disinfectant solutions, methods and procedures are being applied to prevent transmission of diseases;
- 7) Monitor the required medical certificates of customers in slenderizing salons and other similar establishments;
- 8) Enforce the provisions of these rules and regulations.

**SECTION 4J.13.** Penal Provisions. Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV Article F of this code shall, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2,500.00 or by imprisonment for a period of not less than (1) month but not more than six (6) months or both at the direction of the court.

**ARTICLE K. MASSAGE CLINICS AND SAUNA BATH ESTABLISHMENTS**

**SECTION 4K.01** Scope. These implementing rules and regulations shall apply to all massage clinics and sauna bath establishments, masseurs/massagists, massage attendants, sauna bath attendants and other similar entities and practitioners.

**SECTION 4K.02.** Definition of Terms.

- **Certificate of Registration** – a certification in writing issued by the Department of Health Committee of Examiners of Masseurs who will be authorized to perform massage and supervise massage attendants/masseurs.
- **Massage** – a method wherein the superficial soft part of the body are rubbed or stroked or kneaded or tapped for remedial or aesthetic or hygienic purposes. It also includes the practice of reflexology, synchro therapy, physical therapy and other similar techniques that used instruments and/or other parts of the body.



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- **Massage Attendant** – a trained person who has complied with the basic requirements under the provisions of these rules and regulations and authorized to massage customers under the guidance and supervision of a registered masseur.
- **Massage Clinic** – an establishment equipped with necessary facilities for the practice of massage under the guidance/supervision of a registered masseur.
- **Masseur/Massagist** – a trained person who has passed the masseur examination and is a holder of a valid certificate of registration for masseur issued by the Department of Health Committee of Examiners for Masseurs.
- **Sauna Bath Attendant** – a person who apply the proper technique of giving steam bath to customers.
- **Sauna Bath Establishment** – an establishment where customers are exposed to steam which is generated by sprinkling water on hot stones or by some other means.

**SECTION 4K.03. Sanitary Permit.**

- 1) No massage clinic or sauna bath establishment shall open or operate for public patronage without a sanitary permit issued by the local health officer.
- 2) Any extension or additional construction or alteration in an establishment shall require a new sanitary permit before it could be operated.
- 3) Application or Renewal of Sanitary Permit:
  - i. The application or renewal of sanitary permit shall be filed with the Municipal Health Office having jurisdiction over the establishment.
  - ii. The sanitary permit shall be issued upon compliance to at least satisfactory rating utilizing the form for sanitary inspection of public places establishment (EHS Form No. 103-B)

**4) Noting Permit.**

If there is a change in ownership of massage clinic and sauna bath establishments, the new owner shall apply to the Municipal Health Office/Rural Sanitation Office within fourteen (14) working days to have such change noted in the records and permit certificate and shall pay the corresponding fee for such noting.

**5) Validity.**

The sanitary permit shall be valid for one (1) year, ending on the last day of December of each year, and shall be renewed every beginning of the year, thereafter. Upon the recommendation of the local health officer to the local health authority, the sanitary permit shall be suspended or revoked for violation of sanitary rules and regulations.

**6) Posting of Permit.**

The sanitary permit shall be posted in a conspicuous place of the establishment for public information and shall be available for inspection by authorized health and other regulatory personnel.

**7) Record of Sanitary Permit.**

- i. Municipality shall keep a record of all massage clinics and sauna bath establishments which have been issued sanitary permit and renewal thereof;
- ii. The record shall in every case show the following:
  - a. The name and address of the holder of the sanitary permit;
  - b. The location of the establishment;
  - c. The nature/kind of business for which the permit has been issued;
  - d. The date the first permit was issued and the date of any renewal thereof;



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- e. Every change of management of the establishment since the first permit was issued;
  - f. Sanitary conditions under which the permit was issued or any renewal thereof granted; and
  - g. The revocation of the sanitary permit.
- 8) The record shall be available at all reasonable times for inspection by any authorized officer of the Local Health Office.

**SECTION 4K.04. Personnel and Personal Hygiene.**

**A. Masseurs**

- 1) No masseurs shall be allowed to practice their profession without first securing a certificate of registration issued by the DOH committee of examiners for masseurs.
- 2) The masseurs and massage clinic attendants shall possess an up-to-date health certificate (EHS Form No. 102-C; pink color) including sexually transmitted diseases (STD) clearances at least every two weeks secured from DOH accredited government clinic or hospitals. Other examination such as hepatitis B antigen (HBsAG), VDRL and HIV may be required depending upon the discretion of the local health officer. However, in case of HIV examination the consent of the masseur/attendant shall be secured first by the local health officer.
- 3) The health certificate shall be clipped visibly in the upper left front portion of the uniform worn while working.
- 4) The masseur shall wear a clean working garment when attending to customers or when supervising clinic attendance.
- 5) The masseur shall wash his/her hands thoroughly with soft, water and 70% isopropyl alcohol before and after massaging customer.
- 6) The masseur is not allowed to take a bath with the customers whether in the shower or in the tab or hydro-massage tab/shower.
- 7) A registered masseur shall supervise a maximum of fifty (50) massage attendants.
- 8) A registered masseur shall render no less than six (6) hours of supervision a day.
- 9) A certified copy of the certificate of registration of masseur issued by the committee including its renewal shall be displayed at a conspicuous place of the massage clinic in full view of the public. A copy of which shall be furnish to the municipal health office

**B. Massage Attendants**

Basic Requirements for the Employed of Massage Attendant:

- 1) He/she must be at least 18 years of age.
- 2) He/she must submit a medical certificate from a government physician preferably hospital/municipal health officer that he/she is physically and mentally fit.
- 3) He/she must have a certificate of training noted by the local health officer after having completed of 60 hours of training on practical massage under the supervision of a registered masseur.
- 4) He/she must present a certification that he/she had attended seminars or lectures on sexually transmitted diseases including AIDS conducted by competent health authorities.
  - i. Attendants must possess an up-to-date health certificate.
  - ii. The health certificate shall clipped visibly in the upper left front of the uniform worn while working.
  - iii. The attendant shall wear a clean working uniform when attending the customers.
  - iv. The attendant shall thoroughly wash his/her hands with soap, water and 70% isopropyl alcohol before and after massaging a customer.
  - v. The massage attendant is not allowed to take a bath with the customers whether in the shower or in the tab or hydro-massage tab/shower.
  - vi. The massage attendant shall be under the close supervision and control of a registered masseur.

**C. Sauna Bath Attendants**

Basic Requirements for the Employed of Sauna Bath Attendant:





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- 1) He/she must be at least 18 years of age.
- 2) He/she must submit a medical certificate from a government physician preferably hospital/municipal health officer that he/she is physically and mentally fit.
- 3) He/she must have a certificate of training noted by the local health officer after having completed of 60 hours of training on practical massage under the supervision of a registered masseur.
- 4) He/she must present a certification that he/she had attended seminars or lectures on sexually transmitted diseases including AIDS conducted by competent health authorities.
  - i. Attendants must possess an up-to-date health certificate.
  - ii. The health certificate shall be clipped visibly in the upper left front of the uniform worn while working.
  - iii. The attendant shall wear a clean working uniform when attending the customers.
  - iv. The attendant shall thoroughly wash his/her hands with soap, water and 70% isopropyl alcohol before and after massaging a customer.
  - v. The sauna bath attendant is not allowed to take a bath with the customers whether in the shower or in the tub or hydro-massage tub/shower.
  - vi. The sauna bath attendant shall be under the close supervision and control of a registered masseur.

#### **D. Operators**

- 1) Attendants must possess an up-to-date health certificate issued by the local health officer concerned.
- 2) The operator shall hire licensed masseur during the entire operation of the establishment corresponding to the recommended ratio of attendants to be supervised.

#### **E. Other Personnel**

All personnel in the massage clinic or sauna bath establishment other than those mentioned above must possess an up-to-date health certificate issued by the local health officer concerned.

### **SECTION 4K.05. Sanitary Facilities Requirements.**

#### **A. Toilet, Bath and Handwashing Facilities**

- 1) Sanitary handwashing, bath and toilet facilities shall be available. For every five (5) massage tables, there shall be at least one (1) hand washing facility with hot at least 48.9 degree C (120 degree F) and cold water, one (1) shower room, and one (1) water closet.
- 2) One (1) shower room, one (1) water closet, one (1) lavatory and one (1) urinal shall be provided for every five (5) customers in the sauna bath. Individual locker shall likewise be furnished.
- 3) Customers shall be provided with soap, clean towel, sufficient number of bed linen, and sanitized rubber or plastic slippers. They shall be required to take thorough bath before massage. Cabinets for supplies shall be provided adjacent to toilet room.
- 4) All plumbing connections and fixtures shall be in accordance with the National Plumbing Code of the Philippines.

#### **B. Water Supply**

- 1) The water supply shall be adequate and potable in accordance with the Philippine National Standard for Drinking Water.
- 2) Hot and cold running water shall be provided.
- 3) In case bottled water is served, it shall be in conformity with DOH administrative Order No 18 series of 1993.
- 4) All ice shall come from approved sources, or it coming from ice makers dispensing unit of the establishment, adequate and acceptable ice storage and dispensing utensils shall be provided and properly used.
- 5) Steam water shall be free from any material or additive other than those specified by the DOH.





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**C. Food and Drink**

Dispensing of food and drinks shall be in accordance with the Food Establishment Chapter.

**D. Sewage Disposal and Drainage**

All sewage discharge from massage clinics and sauna bath establishments shall be disposed in a public sewage system, or in the absence thereof, in a manner complying with the Sewage Collection and Disposal of this Chapter.

**E. Solid Waste Management**

- 1) All rooms of the establishment shall be provided with two (2) refuse receptacles or containers made of impervious materials, one for biodegradable and one for non-biodegradable wastes.
- 2) All receptacles or containers shall be provided with tight-fitting lids or covers, so constructed and maintained as to be vermin-proof and easily cleaned. The receptacles or containers shall be lined with black plastic trash bags for non-biodegradable and green plastic trash bags for biodegradable materials.
- 3) After being emptied, each containers shall be thoroughly cleaned inside and outside with water, soap and brush.
- 4) Storage of refuse shall be done in such a way that it shall be and accessible to vermin and order to avoid becoming a potential insect and rodent attractant and harborage and cause of nuisance.
- 5) Refuse storage areas shall be maintained clean at all times.
- 6) All refuse shall be disposed at least once a day, or more frequently through the collection system or by any approved method and in such manner as to prevent nuisance.

**F. Vermin Control**

- 1) A vermin control program shall be maintained in the massage clinic in sauna bath establishments by the owner, operator or administrator, if they fail, neglect or refuse to maintain a vermin abatement program, the local health office will undertake the work at their expense.
- 2) Massage room, change rooms, bathrooms, and other openings to outdoor space shall be effectively screened, unless air-conditioned.
- 3) All below grade openings such as windows, lightings and ventilation shall be rat-proofed. Likewise, all openings in the exterior, walls, grounds or first floor and roof shall be rat-proofed. In cases of heavy rat infestation, wooden exterior door shall be covered with cuff and chain metal and equipped with an automatic closing device.
- 4) The growth of bush, weeds, and grass shall be controlled to prevent harborage of ticks, bugs and other insects.
- 5) The procedures and frequency of vermin abatement program shall be determine and approved by the local health office.

**SECTION 4K.06. Evaluation and Inspection.**

**A. Responsible Officer**

It shall be the duty of the concerned MHO to cause the inspection and evaluation of every massage clinic establishment and other similar establishments at least every three (3) months and to cause additional inspection and re-inspections and evaluation as deemed necessary for the enforcement of these rules and regulations. Inspection of the establishment shall be conducted within seven (7) days after payment of the inspection fee to the municipal treasurer concerned.

**B. Sanitation Inspection Fee**

The fees payable on every inspection shall be in such amount prescribed by local ordinance.

**C. Mission Order**

1. The MHO or the Chief of Sanitation office, as the case maybe shall issues a mission order (EHS Form No. 112) for every sanitation inspection that will be conducted by the sanitary engineer/sanitation inspector.



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- 2) The mission order contain the date, mission order number of series, the name of the inspector and the I.D. number, the business names, addresses, categories of establishments to be inspected and the scheduled date of inspection. The immediate supervisor of the inspector shall monitor the enforcement of the mission order.
- 3) Sanitary inspection conducted without a mission order is prohibited.
- 4) The owner/operator of the establishment shall report to the health officer or chief of sanitation any unauthorized inspection that was executed.

#### **D. Uniform of the Sanitation Inspector and Aids to Inspection**

- 1) The sanitation inspector shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- 2) The sanitation inspector shall likewise bring all the documents and supplies needed in the inspection such as the inspection forms, clipboards, thermometers, flashlight, measuring tape, camera, light meter, water pressure gauge, residual chlorine and pH comparator kits black light, etc.

#### **E. Frequency of Inspection**

Inspection of the establishments shall be conducted at least once every three (3) months.

#### **F. Recording of Inspection**

- 1) The sanitary engineer/sanitation inspector shall keep a record of all inspections or evaluation reports in an inspection form (EHS Form No. 103-B).
- 2) The sanitary engineer/sanitation inspector shall furnish the original of such report to the owner/operator of the establishment.
- 3) Demerits entered the appropriate column of the inspection form shall indicate that the item does not conform with the requirement of these rules and regulations.
- 4) The average sanitation standard for every establishment shall be evaluated by the local health officer/chief of the sanitation section every end of the year to determine its improvement /maintenance of rating.
- 5) The inspection form has twenty (20) items. Non-complying item are indicated with an (X)/. Each item is weighted with a demerit of 5. The rating of the establishment therefore 100 less (number of demerit x 5). The result is expressed as a percentage (%) rating.

#### **G. Sanitation Standard**

- 1) The percentage rating has equivalent sanitation standards as follows:

<b>SANITATION STANDARD RATING</b>		
PERCENTAGE RATING	SANITATION STANDARD	COLOR CODE
90% - 100%	Excellent	Luminous Green
70% - 89%	Very Satisfactory	Luminous Yellow
50% -69%	Satisfactory	Luminous Red

- 2) The sanitation standard rating sticker (SSRS) (EHS Form No. 104-A/C) shall be posted in a conspicuous part of the establishment, preferably at the door for guidance of the guests and the general public. It shall be updated once every three months, unless revoked earlier.

#### **H. Report of Inspection**

1. The sanitary engineer/sanitation inspector who conducted inspection shall complete the sanitary inspection report, and whenever an inspection form issued indicates non-compliance to any item, the inspector shall notify the manager, occupier or the holder of the sanitary permit of the correction to be made and indicate a reasonable period for its compliance.
- 2) The recommended corrective measures shall be specific in nature for easy understanding of the owner or manager or occupier of the establishment.
- 3) Reasonable period for compliance or grace period shall be inclusive of Saturdays, Sundays and holidays.



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- 4) The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order (EHS Form No. 107) for approval by the Municipal Health Officer or chief of the sanitation section, as the case maybe.
- 5) Within 48 hours of the inspection or evaluation, the original copy of the inspection report (EHS Form No. 103-B) and the sanitary order shall be furnish and acknowledge by the holder of the sanitary permit or the owner/operator of the establishment. The inspection report shall be personally delivered, or shall be send through postal service, registered with return card.

**I. Re-Inspection**

- 1) If upon re-inspection after the deadline, the sanitary engineer/sanitation inspector finds that correction has not been effected, he shall report to the local health officer or chief of the sanitation section as the case maybe.
- 2) A copy of the inspection form and any notice served shall, in all cases be filled and kept by the local health office and be available for inspection by authorized officials.

**J. Service of Notice**

- 1) Whenever an inspection or evaluation form indicates non-complying items, the local health officer shall serve the owner/operator of the establishment a sanitary order requiring him, within the grace period stated in the order, to take remedial action as maybe specified therein.
- 2) In the event of non-compliance of the first sanitary order by the owner/operator of the establishment, the local health officer may serve the second notice.

**K. Second Sanitary Order**

If the owner/operator of the establishment needs additional time to comply with the first sanitary order, he shall request the local health officer in writing, prior to the expiration of the said sanitary order for an extension of the grace period. The local health officer, upon the recommendation of sanitary engineer/sanitation inspector who conducted the inspection, will act on such request.

- L. Notice of Hearing. (EHS Form No. 118)** – The local health officer shall call the owner/operator of the establishment to show cause, at a time and place stated in the notice why the sanitary permit issued in respect of the establishment should not be revoked.

**M. Revocation of Permit**

- 1) After prior notice and hearing as provided above, the local health officer, if satisfied that the terms of the two notices have not complied with or failure to comply therewith is not excusable, shall recommend to the local health authority the revocation of the said permit, or;
- 2) After the second sanitary order or an extended grace period, a re-inspection was conducted and still the owner/operator failed to comply with such order as reported by the sanitary engineer/sanitation inspector, the local health officer shall recommend the local health authority the revocation of the sanitary permit without delay and shall inform other related agencies of the Municipality of the revocation.
- 3) Lifting of suspension of permit maybe recommended whenever the owner/operator of the establishment complied with the notices.
- 4) The owner/operator of the establishment may file a motion to reconsideration to the local health authority if he is not satisfied with the action with the local health officer.
- 5) The health authority may file court proceedings against any establishment continuously operating after the revocation of its permit.

**N. Summary of Suspension of Permit**

Whenever the local health officer finds unsanitary or unhealthy conditions in the operation of an establishment which constitute a substantial hazard to public health, the local health officer shall recommend to the health authority the immediate suspension of the sanitary permit. Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.



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#### **O. Appeals**

The person or panel conducting the hearing may confirm, modify or reverse the dictation appealed from which decision shall be final.

#### **P. Power of Entry**

Any sanitary engineer/sanitation inspector or duly authorized officer of the DOH of the Provincial, Municipal Officer, upon presentation of proper credentials may at all reasonable times enter into any premises of tonsorial and beauty establishments or any premises used for any of the purposes referred to these rules and regulations. For the purpose of inspection or any other action necessary for administration of these rules and regulations.

- 1) Sanitation inspection shall be conducted by officials in accordance with these rules and regulations.
- 2) Sanitation inspection shall be done preferable during the operation of the establishments.

#### **Q. Hearings**

The local health authority may conduct hearings regarding erring establishments to include appeals from establishments. The decision of the local health authority shall be deemed final and executory.

### **SECTION 4K.07. Practice of Massage.**

#### **A. Licenses massagists/masseurs shall practice massage in accordance with the following:**

- 1) No person is authorized to practice massage in the Municipality without holding a valid certificate of registration for masseur issued by the committee and approved by the Municipal Health Office.
- 2) It is absolutely prohibited for any quality or practicing masseur to use the "Dr" sign before or the letters "M.D." after his name in advertising his profession in the newspaper, cards, signboards or any other means of advertisement.
- 3) No masseur shall engage in any other occupation which may infect his hands and transfer the disease to other person. In case of disease/infection, the masseur shall inhibit himself to in the practice of massage until such time that the infection has been cured.
- 4) No masseur is allowed to prescribe any form of drugs or medical therapy.
- 5) No masseur shall perform massage to any person by using/supplying substance or preparation of any kinds containing chemicals or materials that are detrimental to human health and hygiene.
- 6) Masseur shall comply with the standards and scientifically accepted procedures and techniques in performing massage to any person.

#### **B. Massage attendants/sauna bath attendants shall practice their occupation in accordance with the following:**

- 1) A massage attendant is authorized to practice massage only with the direct supervision of a licensed masseur.
- 2) A sauna bath shall apply the technique of giving sauna or steam bath to customers under the supervision of a licensed masseur.

### **SECTION 4K.08. Responsibility of the Local Health Authority.**

#### **The Local Health Authority shall:**

- 1) Issue sanitary permit to massage clinics and sauna bath establishments;
- 2) Issue sanitary order to establishments not complying with these rules and regulations;
- 3) Conduct hearings regarding erring establishments to include appears from such establishments; and
- 4) Act on the recommendation of the local health officer to suspend or revoke sanitary permit.

### **SECTION 4K.09. Responsibility of the Local Health Officer.**



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**The Local Health Officer shall:**

- 1) Conduct or cause the inspection and evaluation of massage clinics and sauna bath establishments at least once every three (3) months to ascertain their state of sanitation;
- 2) Inspect the health certificate of masseur, massage clinic attendant and sauna bath attendants;
- 3) Check at least two (2) weeks the sexually transmitted diseases clearances records of massage clinic masseurs and attendants; and
- 4) Enforce the provisions of these rules and regulations.

**SECTION 4K.10. Penal Provisions.** Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV Article F of this code shall, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2,500.00 or by imprisonment for a period of not less than (1) month but not more than six (6) months or both at the direction of the court.

**ARTICLE L. HOTELS, MOTELS, APARTMENTS, LODGING, BOARDING, OR TENEMENT HOUSES,  
AND CONDOMINIUMS**

**SECTION 4L.01 Scope.** The implementing rules and regulations shall apply to all hotels, motels, and apartments, lodging, boarding, or tenement houses, and condominiums and other similar facilities or establishments.

**SECTION 4L.02. Definition of Terms.**

- **Accessory Building** – a detached building or structure in a secondary or subordinate capacity from the main or principal building on the same premises.
- **Apartel** – a cottage or unit with one or more rooms distinctly different from a hotel room in such a way that the cooking is allowed inside and that complete facilities for such are provided.
- **Apartment House** – a building containing a number of separate residential suites.
- **Article of Bedding** – includes upholstered furniture and filling materials and any mattress, pillows, cushion, quilt, bed pad, comforter, upholstered spring bed, metal couch, metal bed, box-spring davenport or day bed, metal cot, metal cradle, used for sleeping, resting or reclining purposes and any glider, hammock or other substantially similar article which upholstered in whole or in part.
- **Bathroom** – a room with toilet and bathing facilities.
- **Boarding House** – a building where selected persons for fixed period of time are supplied with and charge for sleeping accommodations and/or meals. This will include dormitories and other similar establishments.
- **Condominium** – a building with one or more storeys composed of multi-unit residential suites under the joint ownerships of occupants, each unit provided with complete sanitary facilities, utilities and other amenities.
- **Egrees** – an arrangement of facilities to assure of safe means of exit from a building.
- **Establishments** – a collective term construed to include hotel, apartel, motel, boarding house, tenement house, apartment house, dormitories, inn, lodge, condominium and other similar establishments.
- **Function Room** – a room in a hotel/motel and other boarding and lodging room.
- **Guest** – the occupant of a hotel/motel and other boarding and lodging rooms.
- **Hotel** – a building, edifice or premises or a completely independent part thereof; which is used for the regular reception of transient guests, accommodation or lodging of travelers and tourists and the provisions of services incidental thereto for a fee.





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- **Lettable Room** – any room or rooms in an establishment intended for the use or occupancy of any of its guests for a fee.
- **Linen** – includes sheets, tablecloths and other similar materials.
- **Lobby** – a foyer or an anteroom or a waiting room furnished with lodges, chairs or sofas where guests can stay and register.
- **Lodging House** – a building where a persons are supplied with and charged for sleeping accommodations only. This will include inn, lodge, cabin, cottage, resort, spa, cabana, club, pension house and other similar establishments not classified as hotel by the Department of Tourism.
- **Motel** – a roadside hotel consisting of private cabins usually intended for motorists.
- **Permissible Occupancy** – the maximum number of individuals permitted to stay in a hotel/motel/room or similar establishment room.
- **Room Service** – any service or things supplied and delivered to the guest rooms such as food drinks, sundries, etc.
- **Tenement House** – a building or portion thereof which is leased or sold to an occupant as residence by a number of families but living independently of one another and having a common right in the use of halls, stairways, terraces, verandas, toilets and baths.

**SECTION 4L.03. Sanitary Permit.**

- 1) No establishment covered by these rules and regulations shall be operated and opened for the public patronage without a sanitary permit.
- 2) Any extension or additional construction or alteration in an establishment shall require a new sanitary permit before it could be operated
- 3) **Application or renewal of sanitary permit:**
  - i. The application or renewal of sanitary permit shall be filed with the municipal health office.
  - ii. Sanitary permit shall be issued only upon compliance to at least a satisfactory rating utilizing the sanitary inspection form for public places establishment (EHS Form 103.B).
  - iii. Fees shall be paid to the municipality upon application, renewal and noting of sanitary permit. The amount of fees shall be set through municipal ordinance.
- 4) **Noting Permit.** If there is a change of ownership of the establishment, the new owner shall apply to the municipal health office within fourteen (14) working days to have such change noted in the records and permit certificate and shall pay the corresponding fee for such noting.
- 5) **Validity.** The sanitary permit shall be valid for one (1) year, ending on the last day of December of each year, unless otherwise revoked and shall be renewed every beginning of the year thereafter.
- 6) **Revocation/suspension.** Upon the recommendation of the municipal health office, sanitary permit shall suspended or revoked upon violation of any sanitary rules and regulations.
- 7) **Posting.** The sanitary permit shall be posted in a conspicuous place of the establishment for public information and shall be available for inspection by authorized health and other regulatory personnel.
- 8) **Record sanitary permit:**
  - i. The municipal health office shall keep a record of all establishments which have been issued sanitary permit and renewal thereof.
  - ii. The record shall in every case show the following:
    - a. The and address of the holder of the sanitary permit;
    - b. The location of the establishment;



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- c. The nature or kind of business for which the permit has been issued;
- d. The date the first permit was issued and dates of any renewal thereof;
- e. Every change of management of the establishment since the permit was issued;
- f. Sanitary condition under which the permit was issued at first issuance or any renewal thereof granted; and
- g. The revocation of sanitary permit.

- 9) The record shall be available at all reasonable times for inspection by authorized officer of the Department of Health or Municipal Health Officer.

**SECTION 4L.04. Sanitary Requirements.**

**A. Water supply**

The water supply in an establishment shall be adequate and potable whether for public or private water supply system and shall be in accordance with "water supply" of the code on sanitation of the Philippines (P. D. 856) and its implementing rules and regulation and the Philippine national standards for drinking water.

- 1) All water sources shall have a certificate of portability of drinking water issued by the municipal health officer as recommended by the sanitary engineer/inspector.
- 2) A minimum of forty (40) liters per capita per day shall be maintained.
- 3) When a private water supply is issued, it shall be constructed, maintained and operated in accordance with chapter ii – "water supply" of the code on sanitation of the Philippines (P.D.856) and its implementing rules and regulations.
- 4) Except in cases of public water supplies, drinking water samples shall be submitted by the owners/operation of the establishment to the department of health accredited laboratories once a year for physical and chemical examination or as often as possible and determined by the sanitary engineer/inspection.
- 5) In the cases where the establishment is utilizing two or more water supply source, no cross – connection with unapproved water supplies shall exist.
- 6) Hot and cold water supplies shall be provided by the following establishment: hotels, motels, resorts, apartels, inns, lodges, and condominium. Water pressure shall be maintained at 1.406kg.per.sq.cm.(20psi).

**B. Drinking Water Facilities**

- 1) Facilities for the dispensing of drinking waters are of approved sanitary design.
- 2) If water – cooling equipment is installed, its shall be a type in which ice does not in contact with water
- 3) If drinking fountains are provided, they shall be approved angle – jet type.
- 4) Drinking water container shall not use common dippers of drinking glasses or cups.
- 5) All guest rooms of the hotel, motels or boarding places shall be provided with Glasses and portable water in pitchers (or multi use tube) or single service cups. Multi – use utensils shall be washed thoroughly and subjected to approve bactericidal treatment and store handled in a sanitary manner before being given to succeeding guest. Clean glasses shall be individually wrapped.
- 6) Ice used for room service shall be manufactured from an approval and portable water supply, stored and handled in a sanitary manner, or if coming from ice makers dispensing unit of the establishment adequate and acceptable ice storage and dispensing utensils shall be provided designed grease traps. A transition period of one year shall be afforded to the establishment to comply with these rules and regulations, otherwise, no renewal of sanitary permit shall be issued.

**C. Toilet, Bathroom and Hand Washing Facilities**

- 1) Every room of hotels/motels and other similar establishment shall be provided with toilet, lavatory and bathing facilities in accordance with the following:
  - i. The water closet shall be seat type made of vitreous china or equivalent material.



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- ii. Lavatory shall be of vitreous china or enameled cast iron or other approved material and provided with tap and sufficient water.
- iii. Bathe tub and/or shower shall be made of smooth, non –adsorbent materials and shall be free from concealed fouling surfaces.
- iv. The bathroom shall always have toilet tissue and one set of towels and soap per guest per day.
- v. Water pressure o 1.406 kg. /sq. cm (20psi) must available twenty four (24) hours for both the lavatories and shower/bathtub. Hot water with not less than 49°C (120°F) in temperature shall be provided at least four (4) hours in the morning and three (3) hours at night. Schedule of hot water shall be posted in all bathrooms
- vi. The bathroom shall be sanitized before the guest room is rented to the next guest.
- vii. For a common bathroom, the male guest room shall have a minimum of one (1) water closet, one (1) urinal, one (1) lavatory, one (1) shower head every five (5) let table rooms shall have a minimum of one (1) water closet, one (1)lavatory, one (1) shower head for every three (3) let table rooms.
- viii. Toilet and urinal shall be provided with anti-odor/absorptive material.

- 2) Employee’s bathroom and locker rooms for each shall be provided. Number of fixtures relative to the number of personnel per shift shall be as follows:
- 3) Function rooms conference rooms and other similar facilities used by guest/visitors of the establishment shall be provided with the following sanitary facilities:

Number of Person	Water Closet		Urinals Stalls		Wash Hand Basin
	Male	Female	Male	Female	
1-29	1	1	1	1	1
30-49	1	1	1	2	2
50-99	2	2	2	3	3
100 – up one (1) fixture unit for each additional 50 employees					

**Shower: one (1) for every 15 employees drinking fountains: one (1) for every 75 employees**

**Locker rooms: located adjacent to the sleeping quarter/change room**

**Rest space: adequate for all employees resting per shift**

Dining Room Accommodation (no. of persons)	Water closet		Urinal Stalls		Wash Hand Basin
	Male	Female	Male	Female	
1-100	1	1	1	1	1
101-200	2	2	1	1	1
201-400	3	3	2	2	2
401-600	4	4	3	3	3
One (1) fixture unit for each 100 persons					

Drinking foundation or its equivalent shall be readily available.

- 4) Hotels and other similar establishments with class A restaurant/coffee shops and other food outlets including disco, bars, and night clubs shall be provided with the following sanitary facilities.



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Dining Room Accommodation (no. of persons)		Water closet		Urinal Stalls		Wash Hand Basin
		Male	Female	Male	Female	
1-49	1	1	1	1	1	1
50-60	2	2	1	1	1	1
61-120	2	2	2	2	2	2
One (1) fixture unit for each additional 100 persons						

#### D. Solid Waste Management

- 1) Every room shall be provide at least two (2) refuse receptacles or containers or made of impervious materials, one for biodegradable and one for non – biodegradable wastes with swing cover.
- 2) All receptacles or containers shall be provided with tight fitting lids or cover, so constructed and maintained as to be vermin – proof and easily cleaned. The receptacles or containers shall be lined with black colored trash bags for non – biodegradable and green colored trash bags for biodegradable waste.
- 3) All public areas in the establishment such as lobby, elevator, foyer, floor landing of stair and other appropriate areas shall be provided with refuse receptacle with separate compartment for cigarette butts
- 4) Garbage and other putrescible animal and vegetable waste shall be collected and stored in water tight container with tight-fitting cover. It shall be disposed as frequently as necessary in an approved manner.
- 5) Storage of refuse shall be done in such a way that it shall be inaccessible to vermin in order to avoid becoming a potential insect and rodent attractant and harborage and cause of nuisance
- 6) The segregation, collection, storage and disposal of refuse shall be in accordance with acceptable sanitary procedure and regulation.
- 7) Separate storage room/bin for dry and wet refuse shall be provided.
- 8) Refuse storage areas shall be maintain clean at all times.
- 9) All refuse shall be disposed once a day, or more frequently when necessary trough the collection system or by any approved sanitary method and in such manner as to prevent nuisance.
- 10) All refuse containers or receptacles shall be thoroughly cleaned inside and outside with water, soap, and brush after every use.

#### E. Vermin control

- 1) The owners, operator or administrator of the establishment shall maintain a vermin abatement program in the buildings and its surroundings. If they fall, neglect or refused to maintain a vermin abatement program, the local health agency will undertake the work at the expense of the owners, operator or administrators.
- 2) Guest rooms, bathrooms and other opening to outdoor space shall be effectively screened, unless – conditioned.
- 3) All below grade openings such as windows, lighting and ventilation shall be rat – proofed. Likewise, all opening in the exterior walls, fountains, grounds or first floor and roof shall be rat – proof. In case of heavy rat infestation, wooden exterior doors shall be covered with cuff and chain sheet metal and equipped an automatic closing device.
- 4) The growth of bush, weeds and grass outside or in the surrounding area of the establishment shall be controlled to prevent harborage of ticks, bugs and other noxious insects.
- 5) All derating, disinfection and disinfecting operators shall be handle by accredited urban pest control applicators under the supervision of the local health office at the expense of the owner.



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- 6) The procedure and frequency of vermin abatement program shall be determined and approved by the local health office.
- 7) The vermin control program in all establishments shall be in accordance with chapter XVI- "Vermin Control" of the Code on Sanitation of the Philippines (PD 856) and its implementing rules and regulations.

#### **F. Rooms and Beddings**

- 1) Rooms shall be allocated with clean and freshly laundered fabric and supply materials such as three (3) single size mosquito net (if not air condition and screened six (6) bed sheets, six (6) bed spreads, six (6) blankets (where applicable in cold areas) , two (2) pillows, twelve (12) pillow cases, six (6) bath towels and twelve (12) face towels.
- 2) For each bed two (2) bed sheets shall be furnished, the lower sheets shall be of sufficient length to fold under both ends of the mattress, where contour sheets are not used, the upper sheets shall be of sufficient length to fold under the mattress at the lower and folded over the cover for a least 15cm. at top end. All sheets shall be kept clean and in good repair/condition.
- 3) Furniture, shade, curtains, carpets, other similar accessories and article maintained and kept clean and in good condition.
- 4) All articles of bedding shall be replaced daily and other after every check – out of the guest and/or as requested.

#### **G. Food and Drink**

Dispensing of food and drink shall be in accordance with Chapter III – "Food Establishment" of the Code on Sanitation of the Philippines (PD 856) and its implementing rules and regulations.

### **SECTION 4L.05. Structural Requirements.**

#### **A. Site Requirements**

- 1) The establishment shall be located in areas or zones designated by existing laws or ordinances for the type of building or development project.
- 2) It shall be accessible to transportation.
- 3) It shall be located in area considered safe from potentials sources of pollution and nuisance.
- 4) It shall be located in an area which receives sufficient amount of sunlight.
- 5) There shall be adequate parking area for personnel and guest/occupants.

#### **B. Lobby**

- 1) Reception area where guest ordinarily register shall be located in the establishment lobby.
- 2) The lobby shall be equipped with lounges, easy chairs or sofas, the number of which shall be equal to at least 5% of the maximum number of occupants of all let table rooms of the establishments.
- 3) Coffee shops, bars, sundry shops and other similar facilities can be located in the lobby provide that such location will not disturb the smooth flow of the traffic therein, will not contaminate the flood outlets, and will not be 25% of the total floor area of the lobby.
- 4) Smoking and non – smoking areas of the lobby shall be properly designated for the convenience of guest and the protection of public health, and in accordance with the local ordinances.

#### **C. Guests Room and Sleeping Room Requirements**

- 1) Guests rooms (including the bathroom) in hotel, motels and other similar establishments shall have a minimum floor areas of square meters and at least 43.2 cubic meter of air space.
- 2) Sleeping rooms in dormitories and other boarding places shall have an air space of 14 cubic meters per person.
- 3) Height of ceilings shall not be less than 2.4 meter if air conditioned and 2.7 meters if not.
- 4) Rooms shall be adequately lighted and ventilated.
- 5) Approved window covering such as other equivalent materials be provided to ensure privacy from guest and shall be kept clean and in good repair/condition.





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- 6) The floor, walls, ceiling, closet and storage areas shall kept clean and in good repair. Storage rooms shall be provided with at least 30 cm. high platforms.
- 7) All guest rooms shall be provided with at least 0.40 sq.m of floor to ceiling closet space for personnel effect of each guest/boarder.
- 8) The establishment shall be kept free from domesticated animals and fowls. Otherwise, accommodation for pets shall be provided but shall be kept separate from the guest/sleeping rooms.
- 9) Communal cooking and dining facilities in guest/sleeping rooms are prohibited.
- 10) Every guest/sleeping room shall have immediate success to an approved means of egress, properly marked leading to safe and open space at ground level or as required by existing laws.

#### **D. Walls and Ceilings**

- 1) Walls and ceiling shall be smooth, tight constructed, even, and in good repair.
- 2) Walls shall be finished with paneling, wall cover or similar materials which can be cleaned easily without damaging the surfaces.
- 3) Walls and ceilings shall be painted or made of flat non – glare reflecting material.
- 4) Wall finish of bathrooms and other areas which are subject to wetting or splashing shall be of impervious materials.
- 5) Decorations, ornaments, lighting fixtures and other attachments to walls and ceilings shall be refurbished, repaired or rehabilitated as often as necessary.

#### **E. Dormitories and Other similar Establishments**

- 1) Sleeping quarters of dormitories and other similar establishments shall not be overcrowded. Adequate air space of 14 cubic meters per person shall be maintained. For the purpose of computation, the height of ceiling is 2.4 meters.
- 2) A kitchen area shall be provided for use of the boarders. It shall be provided with kitchen sinks, food storage, refrigerators or cabinets, storage cabinets for cleaned tableware and dishware's.
- 3) A dining room with a floor area of not less than 12 square meters with a minimum width of 3 meters shall be available for use of the boarders. The dining room shall be equipped with a clean fly – proofed food showcase.

#### **F. Condominiums, Apartments, Tenements Houses and other Similar Establishments.**

- 1) Operations of rooms and facilities shall conform with the provisions of these rules and regulations and its design and construction shall be in accordance with the National building Code of the Philippines.
- 2) The following conditions shall apply to the choice of sites for condominiums and other similar establishment:
- 3) Consistent with zoning plan of the locality.
- 4) Availability of transportation and communication services.
- 5) Availability of power and drinking water facilities and services.
- 6) Facilities for liquid and solid waste disposal and cleanliness of buildings.
- 7) Nearness to place of work, schools, police stations and clinics.
- 8) Availability of low – cost goods and services.
- 9) Parking facilities and playground for children.
- 10) Efficiency of lifts.

#### **G. Other Rooms Located Inside the Establishments**

Other rooms such as renter offices shall conform to the provisions of these rules and regulations and other existing laws, regulations and ordinances.

### **SECTION 4L.06. Evaluation and Inspection.**

#### **A. Responsible Officer**

It shall be the duty of the Municipal Health Officer to cause the evaluation and inspection of every establishment herein mentioned at least once every three (3) months and to cause additional inspections and re – inspections



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and evaluation as deemed necessary for the enforcement of these rules regulations. Inspection of the establishment shall be conducted within seven (7) days after payment of the inspection fee of the Municipal Treasurer concerned.

**B. Sanitation Inspection Fee**

The payment for every inspection shall be of such amount prescribed by municipal ordinance.

**C. Mission Order**

- 1) The Municipal Health Officer or the chief sanitation division/ section/ unit of the Municipal Health Office =, as the case may be, shall issue a mission order (EHS Form No.122) for every sanitation inspection that will be conducted by the sanitary Engineer/Inspector.
- 2) The mission order must contain the date, mission, order number and series, the name of the inspector and I.D number, the business names, addresses, categories of establishment to be inspected and the scheduled dates of inspections. This must be shown to the owner/operator of the establishment before any inspection is conducted. The immediate supervisor of the inspector shall monitor the enforcement of the mission.
- 3) Sanitary inspection conducted without a mission order is prohibited.
- 4) The owner / inspector of the establishment shall report to the Municipal Healthy Officer or chief of sanitation division/section/unit the unauthorized inspection that was executed.

**D. Uniform of the Sanitation Inspector and Aids to Inspection**

- 1) The sanitation inspector shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- 2) He shall likewise bring all the equipment and the supplies needed in the inspection such as the inspection forms, clipboards, thermometers, flashlight, measuring tapes, camera, light meter, water pressure gauge, chlorine residual and pH comparator kits, backlight, etc, and copy of the sanitation laws and other materials.

**E. Recording of Inspection**

- 1) The sanitary engineer/sanitation inspector shall keep a record of all inspector form (EHS Form No.103 – B).
- 2) The sanitary engineer/sanitation inspector shall furnish the original of such report to the owner/operator.
- 3) Demerits entered in the appropriate column of the inspection form shall indicate that the item does not conform to the requirements of these regulations.
- 4) The inspection form has twenty (20) items. Non – complying item is indicated with a demerit of five (5). The rating of the establishment is therefore:  $100 - (\text{number of demerits} \times 5)$ . The result is expressed as a percentage (%) rating.

**F. Sanitation Standard**

- i. Percentage rating has an equivalent sanitation standard as follows:

Percentage Rating	Sanitation Standard	Color Code
90 – 100%	Excellent	Luminous Green
70 – 89%	Very Satisfactory	Luminous Yellow
50 – 69%	Satisfactory	Luminous Red

- ii. The sanitation standard rating sticker (SSRS) (EHS Form No.104 – A/C) shall be posted in a conspicuous part of the establishment, preferably at the door for guidance of the guest and the general public. It shall be update once every three (3) months, unless revoked earlier.
- iii. The average sanitation standard of every category of establishment shall be evaluated by the Local health officer/chief of sanitation division/section/unit every and of the year to determine its improvement/maintenance of rating.



### **G. Report of Inspection**

- 1) The sanitary engineer/sanitation inspector who conducted the inspection shall complete the sanitary inspection report, and whenever an inspection from issued indicates non – complying items, he shall notify the owner/operator of the establishment regarding the corrections to be made and indicate the reasonable period for its compliance.
- 2) The recommended corrective measures shall be specific in nature for the easy understanding of the owner/operator of the establishment.
- 3) Reasonable period of compliance or grace period shall be inclusive of Saturday, Sunday and Holidays.
- 4) The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order (EHS Form No.107) for approval of the Municipal Health Officer or chief sanitation division/section/unit as the case may be.
- 5) Within 48 hrs. the evaluation or inspection, the original of the inspection report (EHS Form No. 103 – B) and the sanitary order shall be furnished and acknowledge by the holder of the sanitary permit or the owner/operator of the establishment. The inspector report shall be personally delivered, or shall be personally delivered, or shall be sent through postal service, registered with return card.

### **H. Re – Inspection**

- 1) If upon re – inspection after the deadline, the sanitary engineer/sanitation inspector finds that correction has not been effected, he shall report to the Municipal Health Authority the revocation of the sanitary permit.
- 2) A copy of the inspection form and any notice served shall, in all cases be filed and kept by the Municipal Health Office and be available at all reasonable times for inspection by authorized officials.

### **I. Service of Notice**

- 1) Whenever an evaluation or inspection form indicates non – complying items, the Municipal Health Officer shall serve the owner/operator of the establishment a sanitary order requiring him within the grace period stated in the order to take remedial action as may be specified therein.
- 2) In the event of non – compliance of the first sanitary order by the owner/operator of the establishment, the Municipal Health Officer may serve a second notice.

### **J. Second Sanitary Order**

If the owner/operator of the establishment needs additional time to comply with the first sanitary order he shall request the Municipal Health Officer in writing prior to the expiration of the grace period in the sanitary order for, an extension of the grace period. The Municipal Health Officer, upon the recommendation of the sanitary engineer/sanitation inspector who conducted the inspection, will act on such request.

### **K. Notice of Hearing (EHS Form No.118)**

The Municipal Health Officer shall call the owner/operator of the establishment to show cause, at time and place stated in respect of the establishment should not be revoked.

### **L. Revocation of Permit**

- 1) After prior notices and hearing as provided above, the Municipal Health Officer, If satisfied that the terms of the two notices have not been complied with or failure to comply therewith is not excusable, shall recommend to the Municipal Health Authority the revocation of the said permit, or
- 2) After a second order on an extended grace period, are – inspection was conducted and still the owner/operator fails to comply with such order as reported by sanitary engineer/sanitation inspector, the Municipal Health Officer shall recommended to the Municipal Health Authority the revocation of the sanitary permit without delay and shall inform other related agencies o the municipality of the revocation.
- 3) The owner/operator of the establishment may be recommended whenever the owner/operator of the establishment complies with the notices.



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- 4) The owner/operator of the establishment may file a motion for reconsideration to the Municipal Health Authority if it is not satisfied with the action by the Municipal Health Officer.
- 5) The Municipal Health Authority may file court proceedings against any establishment continuously operating after the revocation of its permit.

**K. Summary Suspension of Permit**

- 1) Whenever the Municipal Health Officer finds unsanitary or unhealthy conditions in the operation of the establishment which constitute a substantial hazard to public health, the Municipal Health Officer shall recommend immediate suspension of the sanitary permit.
- 2) Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.

**L. Appeals**

The person or panel conducting the hearing may confirm, modify or reverse the decision appealed from which decision shall be final.

**M. Power of Entry**

Any sanitary engineer/sanitation inspector or duly authorized officer of the Department of Health or of Municipal Health Office or of the Municipal Health Office, upon presentation of the proper credentials may at all reasonable times enter into any premises of an establishment used for any of the purposes referred to in these rules and regulations, for the purpose of inspection or any other action necessary for administration or any other action necessary for administration of these rules and regulation.

1. Sanitation inspections shall be conducted by officials in accordance with section 3 of these rules and regulations.
2. Sanitation inspection shall be done preferably during the operation of the establishment.

**N. Hearings**

The Municipal Health Authority may conduct hearings regarding erring establishment to include appeals from establishment. The decision of the Municipal Health Authority shall be deemed final and executor.

**SECTION 4L.07. Responsibility of the Owner and Operator.**

**The owner/operator shall:**

- 1) Report the occurrence of notable disease in this establishment to the Municipal Health Officer.
- 2) Report all deaths occurring in his establishment to the Municipal Health Officer.
- 3) Conduct in – house inspection of the establishment.
- 4) Keep all the records of all registered guests.
- 5) Assist the Municipal Health Officer in the campaign for the prevention of sexually transmitted diseases, AIDS, and other communicable, contagious and infectious diseases.
- 6) Assist in the preservation of drinking water and promote proper sanitation practices in his establishment.
- 7) Guide the authorized officers in the conduct of inspection.

**SECTION 4L.08. Responsibility of the Municipal Health Office.**

**The Municipal Health Officer shall:**

- 1) Conduct or cause the regular inspection of hotels and other similar establishment and their premises to ascertain their state of sanitation.
- 2) Ascertain the validity of the sanitary permit of the establishment and health certificates of the personnel employed in these establishment.



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- 3) Post the sanitation standard rating sticker (SSRS) in a conspicuous part of the establishment for public guidance after each inspection.
- 4) Apply precautionary measures to prevent the spread of any communicable disease among persons staying in the hotel and other similar establishment and investigate all reported illnesses and deaths.
- 5) Coordinate with the Department of Tourism in the classification of hotels.
- 6) Coordinate with other government agencies and non – government organizations in the improvement of the operation of these establishment in accordance with Presidential Decree Nos. 856 and 522 and Letter of Instruction No. 247.
- 7) Enforce the provisions of these rules and regulations.

**SECTION 4L.09. Responsibility of the Local Health Authority.**

**The Local Health Authority shall:**

- 1) Pass an ordinance consistent with these rules and regulations;
- 2) Provides the necessary supplies and materials of the sanitary engineer/sanitation inspectors.
- 3) Issue sanitary order to establishments not complying with these rules and regulations;
- 4) Conduct hearings regarding erring establishments to include appears from such establishments; and
- 5) Act on the recommendation of the local health officer to suspend or revoke sanitary permit.

**SECTION 4L.10. Responsibility of the Local Health Officer.**

**The Local Health Officer shall:**

- 1) Conduct or cause the inspection and evaluation of hotels and other similar establishments at least once every three (3) months to ascertain their state of sanitation;
- 2) Ascertain the validity of sanitary permit of the establishments and health certificates of the personnel employed in these establishments;
- 3) Post the sanitation standard rating sticker (SSRS) in a conspicuous part of the establishment for public guidance after each inspection;
- 4) Apply precautionary measures to prevent the spread of any communicable diseases among persons staying in the hotel and other similar establishments and investigate all reported illnesses and deaths;
- 5) Coordinate with the Municipal Health Office or Department of Tourism in the classifications of Hotels;
- 6) Coordinate with other government agencies and non-government organizations in the improvement of the operation of these establishments in accordance with the Sanitation Code of the Philippines.

**SECTION 4L.11. Penal Provisions.** Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV Article F shall, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2,500.00 or by imprisonment for a period of not less than (1) month but not more than six (6) months or both at the direction of the court.

**ARTICLE M. VERMIN CONTROL**

**SECTION 4M.01. Scope.** These rules and regulations shall apply to all urban pest control operators, urban pest control applicators, and owner, operators or administrators of land, places, building, residences, public places, food establishments and other similar establishments operating within the territorial jurisdiction of this Municipality.

**SECTION 4M.02. Definition of Terms.**

- **Biodegradation** – is a process in which material is decomposed by microbiological organisms or enzymes.





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- **Biological Control**- is a pest control method which utilizes predators, parasites and natural enemies of pest species to reduce or eliminate pest population.
- **Chemical Control** - is a pest control method which utilizes rodenticides, insecticides, larvicides, and pesticides.
- **Environmental Sanitation Control** - is a maintenance of cleanliness of the immediate premises and proper building construction and maintenance so as to prevent access of pests into human dwellings.
- **Fumigation**- is the act of applying, releasing or dispensing a toxic chemical so that it reaches the target organism primarily or wholly in gaseous state.
- **Infestation** – the presence within or around the building, place or convenience of any insect, rodent or other parts.
- **Insects** – flies, mosquitos, cockroaches, bedbugs, fleas, lice, ticks, ants and other insects that are of public health significance.
- **Mechanical Control** - is a pest control method which utilizes mechanical devices like rodents traps, fly traps and mosquito traps.
- **Pest** – any destructive or unwanted insect or other small animals that causes, annoyance, discomfort, nuisance or transmission of disease to humans and damage to structures.
- **Rodent** – small mammals such as rats, mice, characterized by constantly growing incisor teeth used for gnawing or nibbling.
- **Rodenticide** – chemicals or other preparations used to destroy rats.
- **Traditional Pesticides** – plant extracts or plant substances that are used to control pests.
- **Urban Pest Control** - is pest control activities in all habitable areas but not to include agricultural pest control activities.
- **Vector** – any organism which transmits infection by inoculation into the skin or mucous membrane by biting; or by deposit of infective materials on the skin or food or other objects; or by biological reproduction within the organism.
- **Vermin** - is a group of insects or small animals such as flies, mosquitoes, cockroaches, lice, rats, mice, and others which are vectors of diseases.

#### **SECTION 4M.03. Sanitary Permit**

- 1) No urban pest control operator shall engage in urban pest control activities without a Sanitary Permit issued by the concerned local health officer. The establishment shall employ an accredited urban pest control applicator as a requirements for an issuance of Sanitary Permit.
- 2) Any extension or additional construction or alteration in an establishment shall require a new sanitary permit before it could be operated.
- 3) Application or Renewal of Sanitary Permit:
  - i. The application or renewal of sanitary permit shall be filed with the Municipal Health Office having jurisdiction over the establishment.
  - ii. The sanitary permit shall be issued upon compliance to at least satisfactory rating utilizing the form for sanitary inspection of public places establishment (EHS Form No. 103-B)
  - iii. Fees shall be paid upon application, renewal and noting of sanitary permit. The amount of fess shall be set through by the municipal ordinance.



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**4) Noting Permit.**

If there is a change in ownership of establishments, the new owner shall apply to the Municipal Health Office/Rural Sanitation Office within fourteen (14) working days to have such change noted in the records and permit certificate and shall pay the corresponding fee for such noting.

**5) Validity.**

The sanitary permit shall be valid for one (1) year, ending on the last day of December of each year, and shall be renewed every beginning of the year, thereafter. Upon the recommendation of the local health officer to the local health authority, the sanitary permit shall be suspended or revoked for violation of sanitary rules and regulations.

**6) Posting of Permit.**

The sanitary permit shall be posted in a conspicuous place of the establishment for public information and shall be available for inspection by authorized health and other regulatory personnel.

**7) Record of Sanitary Permit.**

- i. Municipality shall keep a record of all establishments which have been issued sanitary permit and renewal thereof;
- ii. The record shall in every case show the following:
  - a. The name and address of the holder of the sanitary permit;
  - b. The location of the establishment;
  - c. The nature/kind of business for which the permit has been issued;
  - d. The date the first permit was issued and the date of any renewal thereof;
  - e. Every change of management of the establishment since the first permit was issued;
  - f. Sanitary conditions under which the permit was issued or any renewal thereof granted; and
  - g. The revocation of the sanitary permit.
- iii. The record shall be available at all reasonable times for inspection by any authorized officer of the Local Health Office.

**SECTION 4M.04. Rules on Health Certificate.**

- 1) No person shall be employed by the Urban Pest Control Operator without first securing a health certificate (EHS Form No. 102-B) from the Municipal Health Officer of the locality where the establishment is located. The health certificate shall be renewed at least every year, is non-transferable, and shall be clipped visibly in the upper left front portion of the uniform and bears the picture of the employee while working.
- 2) The health certificate shall be clipped visibly in the upper left portion of the uniform and bear the picture of the employee while working.
- 3) The health certificate shall be renewed at least every year.
- 4) Health certificates are non-transferable.

**SECTION 4M.05. Requirements for Vermin Abatement Program in Public Places.**

Control measures and methods shall be one or more of the following:

**A. For Insects**

- 1) Larviciding and other biological control methods.
- 2) Changing of water in flower vases every 3 days.
- 3) Providing insect egg traps for dark areas.
- 4) Covering of exposed foods and food products.
- 5) Maintenance of the general cleanliness of building and premises.



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- 6) Filling or cleaning of potential egg-laying areas such as cracks.
- 7) Warding off and repelling adult insects by utilizing botanical, electrical and biological methods.
- 8) Destruction of adults insects by fogging, misting, residual spraying.
- 9) Proper maintenance of wastewater drains, storm water canals and regular de-clogging of sewers and waterways.
- 10) Covering, screening (mosquito net gauge no.16 wire) or decanting of all water stock containers.
- 11) Preventing the accumulation of water in containers such as in cans, tin, boxes, broken or empty bottles, old tires.
- 12) Spraying the surface of drainage canal water, stagnant pools or other running water with larvicide to prevent the propagation of mosquitoes therein.
- 13) Improvement, removal, recycling, elimination or cleaning of potential harborage and breeding areas for vermin such as unsanitary toilets, animals manure, open garbage containers, garbage dumping places, open sewers, drainage and other decaying organic matters from open fields.

**B. For Rodents**

- 1) Rat proofing of all buildings.
- 2) Trimming all free branches likely to harbor rats.
- 3) Providing rat proofed garbage containers for the disposal of solid wastes.
- 4) Applying rodenticide with provisions for emergency instruction in the packaging
- 5) Providing simple inexpensive traps like eggs traps, spring traps.
- 6) Eliminating harborages and breeding places including access to food supplies, water, nesting sites/materials.

**SECTION 4M.06. Requirements for Vermin Abatement Program in Public Place Establishments.**

- 1) All public establishments shall keep a tight fitting screen for processed foods that attract insect.
- 2) In public places establishment where food is handled, sold and served, insect and fly – proofing facilities such as air curtain, gauge no 16 wire mesh screen and other food display cabinet shall be provided.
- 3) Septic tanks shall be water tight and clean outs shall be fitted with screens. Effluent from septic tanks shall not be discharged into curbs, open canal or drainage system.
- 4) Overflow pipe of elevated and ground level water tanks shall be covered with at least gauge no. 16 wire mesh screen.
- 5) Discharge of sillage in curbs, open canals or street gutters is prohibited. All kitchen waste shall be provided with grease traps.
- 6) Branches of trees growing close to a building shall be trimmed/cut to prevent easy access of rodents.
- 7) Biodegradable wastes shall be stored and confined in the rat-proofed containers with tight-fitting lids and shall be managed, segregated or disposed separately from non-biodegradable wastes.

**SECTION 4M.07. Requirements for Vermin Abatement Program in food Establishments and Facilities.**

- 1) Door and window screening or rat –proofing shall be constructed and maintained as to exclude vermin in food establishments.
- 2) During actual deratting, fogging, spraying and disinfecting operations, all foodstuff, utensils, food preparations and cleaning equipment shall be covered properly to protect them from toxic chemical contamination.
- 3) Provision of separate storage facilities for pesticides, soap and chemicals shall be provided and located far from food and food utensils.
- 4) Decaying vegetables and garbage shall be disposed daily.
- 5) Proper garbage disposal shall be maintained. Rat-proofed garbage containers shall be provided for the disposal of solid wastes.
- 6) Residual spraying inside the food establishments shall be made only as the needed arises.
- 7) During emergencies, the use of physical control measures such as electrical devices, mini-flame throwers and flooding of exclusive breeding grounds shall be allowed, provided it will not cause and danger to the public.



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- 8) The release of vermin and dissemination of pathogenic organisms shall be undertaken only in controlled setting as approved by the concerned government agencies.

**SECTION 4M.08. Evaluation and Inspection.**

**A. Responsible Officer**

It shall be the duty of the Municipal Health Officer to cause the evaluation and inspection of every establishment herein mentioned at least once every three (3) months and to cause additional inspections and re – inspections and evaluation as deemed necessary for the enforcement of these rules regulations. Inspection of the establishment shall be conducted within seven (7) days after payment of the inspection fee of the Municipal Treasurer concerned.

**B. Sanitation Inspection Fee**

The payment for every inspection shall be of such amount prescribed by municipal ordinance.

**C. Mission Order**

- 1) The Municipal Health Officer or the chief sanitation division/ section/ unit of the Municipal Health Office =, as the case may be, shall issue a mission order (EHS Form No.122) for every sanitation inspection that will be conducted by the sanitary Engineer/Inspector.
- 2) The mission order must contain the date, mission, order number and series, the name of the inspector and I.D number, the business names, addresses, categories of establishment to be inspected and the scheduled dates of inspections. This must be shown to the owner/operator of the establishment before any inspection is conducted. The immediate supervisor of the inspector shall monitor the enforcement of the mission.
- 3) Sanitary inspection conducted without a mission order is prohibited. The owner / inspector of the establishment shall report to the Municipal Healthy Officer or chief of sanitation division/section/unit the unauthorized inspection that was executed.

**D. Uniform of the Sanitation Inspector and Aids to Inspection**

- 1) The sanitation inspector shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- 2) He shall likewise bring all the equipment and the supplies needed in the inspection such as the inspection forms, clipboards, thermometers, flashlight, measuring tapes, camera, light meter, water pressure gauge, chlorine residual and pH comparator kits, backlight, etc, and copy of the sanitation laws and other materials.

**E. Recording of Inspection**

- 1) The sanitary engineer/sanitation inspector shall keep a record of all inspector form (EHS Form No.103 – B).
- 2) The sanitary engineer/sanitation inspector shall furnish the original of such report to the owner/operator.
- 3) Demerits entered in the appropriate column of the inspection form shall indicate that the item does not conform to the requirements of these regulations.
- 4) The inspection form has twenty (20) items. Non – complying item is indicated with a demerit of five (5). The rating of the establishment is therefore:  $100 - (\text{number of demerits} \times 5)$ . The result is expressed as a percentage (%) rating.

**F. Sanitation Standard**

- 1) Percentage rating has an equivalent sanitation standard as follows:

Percentage Rating	Sanitation Standard	Color Code
90 – 100%	Excellent	Luminous Green
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- 2) The sanitation standard rating sticker (SSRS) (EHS Form No.104 – A/C) shall be posted in a conspicuous part of the establishment, preferably at the door for guidance of the guest and the general public. It shall be update once every three (3) months, unless revoked earlier.
- 3) The average sanitation standard of every category of establishment shall be evaluated by the Local health officer/chief of sanitation division/section/unit every and of the year to determine its improvement/maintenance of rating.

#### **G. Report of Inspection**

- 1) The sanitary engineer/sanitation inspector who conducted the inspection shall complete the sanitary inspection report, and whenever an inspection from issued indicates non – complying items, he shall notify the owner/operator of the establishment regarding the corrections to be made and indicate the reasonable period for its compliance.
  - a. The recommended corrective measures shall be specific in nature for the easy understanding of the owner/operator of the establishment.
  - b. Reasonable period of compliance or grace period shall be inclusive of Saturday, Sunday and Holidays.
- 2) The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order (EHS Form No.107) for approval of the Municipal Health Officer or chief sanitation division/section/unit as the case may be.
- 3) Within 48 hrs. the evaluation or inspection, the original of the inspection report (EHS Form No. 103 – B) and the sanitary order shall be furnished and acknowledge by the holder of the sanitary permit or the owner/operator of the establishment. The inspector report shall be personally delivered, or shall be personally delivered, or shall be sent through postal service, registered with return card.

#### **H. Re – Inspection**

- 1) If upon re – inspection after the deadline, the sanitary engineer/sanitation inspector finds that correction has not been effected, he shall report to the Municipal Health Authority the revocation of the sanitary permit.
- 2) A copy of the inspection form and any notice served shall, in all cases be filed and kept by the Municipal Health Office and be available at all reasonable times for inspection by authorized officials.

#### **I. Service of Notice**

- 1) Whenever an evaluation or inspection form indicates non – complying items, the Municipal Health Officer shall serve the owner/operator of the establishment a sanitary order requiring him within the grace period stated in the order to take remedial action as may be specified therein.
- 2) In the event of non – compliance of the first sanitary order by the owner/operator of the establishment, the Municipal Health Officer may serve a second notice.

#### **J. Second Sanitary Order**

If the owner/operator of the establishment needs additional time to comply with the first sanitary order he shall request the Municipal Health Officer in writing prior to the expiration of the grace period in the sanitary order for, an extension of the grace period. The Municipal Health Officer, upon the recommendation of the sanitary engineer/sanitation inspector who conducted the inspection, will act on such request.

#### **K. Notice of Hearing (EHS Form No.118)**

The Municipal Health Officer shall call the owner/operator of the establishment to show cause, at time and place stated in respect of the establishment should not be revoked.





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#### **L. Revocation of Permit**

- 1) After prior notices and hearing as provided above, the Municipal Health Officer, If satisfied that the terms of the two notices have not been complied with or failure to comply therewith is not excusable, shall recommend to the Municipal Health Authority the revocation of the said permit, or
- 2) After a second order on an extended grace period, are – inspection was conducted and still the owner/operator fails to comply with such order as reported by sanitary engineer/sanitation inspector, the Municipal Health Officer shall recommended to the Municipal Health Authority the revocation of the sanitary permit without delay and shall inform other related agencies o the municipality of the revocation.
- 3) The owner/operator of the establishment may be recommended whenever the owner/operator of the establishment complies with the notices.
- 4) The owner/operator of the establishment may file a motion for reconsideration to the Municipal Health Authority if it is not satisfied with the action by the Municipal Health Officer.
- 5) The Municipal Health Authority may file court proceedings against any establishment continuously operating after the revocation of its permit.

#### **M. Summary Suspension of Permit**

Whenever the Municipal Health Officer finds unsanitary or unhealthy conditions in the operation of the establishment which constitute a substantial hazard to public health, the Municipal Health Officer shall recommend immediate suspension of the sanitary permit.

Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.

#### **N. Appeals**

The person or panel conducting the hearing may confirm, modify or reverse the decision appealed from which decision shall be final.

#### **O. Power of Entry**

Any sanitary engineer/sanitation inspector or duly authorized officer of the Department of Health or of Municipal Health Office or of the Municipal Health Office, upon presentation of the proper credentials may at all reasonable times enter into any premises of an establishment used for any of the purposes referred to in these rules and regulations, for the purpose of inspection or any other action necessary for administration or any other action necessary for administration of these rules and regulation.

- 1) Sanitation inspections shall be conducted by officials in accordance with section 3 of these rules and regulations.
- 2) Sanitation inspection shall be done preferably during the operation of the establishment.

#### **P. Hearings**

The Municipal Health Authority may conduct hearings regarding erring establishment to include appeals from establishment. The decision of the Municipal Health Authority shall be deemed final and executor.

#### **SECTION 4M.09. Responsibility of the Local Health Authority.**

##### **The Local Health Authority shall:**

- 1) Enforce the provisions pass an ordinance consistent with these rules and regulations;
- 2) Direct the local health officer to conduct periodic sanitary inspection in the area of jurisdiction and to identify insect and rodent problem areas.
- 3) Prepare programs for its control and conduct public health campaigns involving the community, government agencies and private sectors.



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- 4) Institute education and training program on pest management for local personnel who shall oversee pest control operations of public health importance based on sound ecological principles.
- 5) Vermin control in public places owned, operated or managed by the local government shall be the responsibility of the local health authority which has the jurisdiction over the area.
- 6) Shall approved the vermin control program as to its procedure and frequency based on existing local conditions.

**SECTION 4M.10. Penal Provisions.** Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV Article F, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2,500.00 or by imprisonment for a period of not less than (1) month but not more than six (6) months or both at the direction of the court.

#### **ARTICLE N. SEWAGE COLLECTION AND DISPOSAL, EXCRETA DISPOSAL AND DRAINAGE**

**SECTION 4N.01. Scope.** These implementing rules and regulations shall apply to all public and private sewage and excreta collection and disposal system projects planned by any government agency or instrumentality including government-owned or controlled corporation, private organizations, firms, individuals of other entities.

#### **SECTION 4N.02. Definition of Terms**

As used and these rules and regulations, the terms below shall defined as follows:

**A. Approved Excreta Disposal Facilities** shall mean any of the following:

- 1) Any approved type of privy such as:
    - i. Flush toilet connected to:
      - ✓ Community sewer
      - ✓ Imhoff Tank
      - ✓ Septic Tank
      - ✓ Digester Tank
      - ✓ Chemical Tank
  - 2) Pit privy such as:
    - ✓ VIP Latrine
    - ✓ Pit Type
    - ✓ "Antipolo" Toilet
- Any disposal device approved by Municipal Health Office or his duly authorized representative.
  - **Communal Excreta Disposal System** – an excreta disposal system serving a group of dwelling unit.
  - **Chemical Privy** –a privy where fecal matter is deposited into a tank containing a caustic chemical solutions to prevent septic action while the organic matter is decomposed.
  - **Distribution Box** –a small concrete receptacle between the septic tank and the drain field from which lines of drain tiles extend and which acts as surge tank to distribute the flow of sewage equally to each line of drain tiles.
  - **Distribution Line of a Leaching Tile System** –the pipe from within the distribution box to the drain field.
  - **Domestic Sewage** – the sewage containing human excrement and liquid household waste. Also called sanitary sewage.
  - **Drainage System** – the drainage pipes of a plumbing system taking the waste water from the plumbing fixtures and delivering it to the sewer or some other outlet.
  - **Freeboard or Airspace of a Septic Tank** –the distance as measured from the liquid level line into the inside top of the septic tank.



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- **House Sewer** – the pipe line conveying sewage from the house or building to the septic tank or to any point of discharge.
- **Individual Excreta Disposal System** – serving a dwelling unit.
- **Individual Waste Disposal System** – a sewage disposal system serving a dwelling unit/building.
- **Privy** – a structure which is not connected to a sewerage system and is used for the reception, disposition and storage of feces or other excreta from the human body.
- **Public Sanitary Sewer** – is a common sewer to which all abutters have equal rights of connections.
- **Public Toilet** – a toilet facility located at public places like market, bus stations, buildings, etc. intended for public use.
- **Septic Tank** – a water type receptacle which receives the discharge of plumbing system or part thereof, and is designed to accomplish the partial removal and digestion of the suspended solid matter in the sewage through a period of detention.
- **Septic Tank Absorption Bed or Drain Field** – an underground system of pipes leading from the outlet of the septic tank, consisting of open jointed or perforated pipes so distributed that the effluent from a septic tank is oxidized and absorbed by the soil.
- **Sewage Disposal System** – a system of collection, transportation, treatment and disposal of sewage.
- **Sewer** – pipe, conduit, or channel intended to convey sewage.
- **Sewage or Sewerage Works** – system of pipes, pumps, devices and other appurtenant structure for the collection, transportation and final disposal of waste water.

**SECTION 4N.03.** Individual Excreta and Sewage Disposal System.

**A. Individual Excreta Disposal System**

- 1) Every new house/building to be constructed shall be provided with plan and specifications or excreta disposal system approved by the local health authority prior to construction.
- 2) All houses/buildings without an approved excreta disposal system shall be required to construct such facilities under the supervision of the local health officer.
- 3) The privy recommended for use is the sanitary privy. It shall conform with the following requirements:
  - i. It shall consist of an earthen pit, a floor covering the pit, and a water sealed bowl. It shall be so constructed in order that fecal matter and urine be deposited into the earthen pit which shall be completely fly-proof.
  - ii. The pit shall be at least one meter square.
  - iii. The floor should cover the pit tightly to prevent the entrance of flies. It shall be constructed of concrete or other impervious materials.
  - iv. The water sealed bowl shall be joined to the floor so as to form a water tight and insect proof joint.
  - v. A suitable enclosure, shall be constructed to provide comfort and privacy for the users of the privy.
  - vi. Wooden floors and pit risers shall not be used.

**B. Individual Sewage Disposal System**

- 1) Installation requirements
- 2) Approval
- 3) Disposal of Sewage
- 4) Operational Permit



5) Lot Dimensions and Areas

**SECTION 4N.04.** Designs and Construction of Septic Tanks, Leaching Tile Field and House Sewers.

**A. Septic Tank**

**1) Design Capacity**

The septic tank capacity may be determined from the quantities of sewage flow contained in the Sewage Collections and Disposal, Excreta disposal and drainage, based on adequate detention time interval resulting in efficient sedimentation. Daily flow from metered water consumptions may be used to estimate flow when available. For buildings with occupants, the number of persons to be served shall be computed based on the number of rooms in considering each room as occupied by two persons or on the basis of the actual number of persons served by the tank, whichever is the greater.

**2) Inlet and Outlet**

- i. The invert level of the inlet shall not be less than 5 cm (2 inches) above the liquid level of the tanks.
- ii. A vented inlet baffle or sanitary tee shall be provided to divert the incoming sewage downward. The baffles or tee shall penetrate at least 15 cm. (6 inches) below the liquid level, the penetration shall not be greater than that allowed for the outlet baffle or sanitary tee.
- iii. The outlet shall be fitted with a sanitary tee or baffle.
- iv. The outlet baffle or sanitary tee device shall extend through the scum layer above the liquid level of the tank to approximately 2.5 cm. (1 inch) from the inside top of the tank.
- v. The invert of the inlet pipe shall be at a level not less than 5 cm (2 inches) above the invert of the outlet pipe.
- vi. Inlet and outlet pipe fittings or baffles, through compartment partitions shall have a free vent area equal to the required cross-sectional area of the house sewer discharging therein.

**3) Tank Proportions**

- i. The septic tank may have various shapes provided the capacity inlet, outlet and depth requirements are met. Generally the septic tank is rectangular in shape. If 2 or more compartments are used, the first compartment shall have the capacity from  $\frac{1}{2}$  to  $\frac{2}{3}$  of the total volume of the tank.
- ii. The septic tank shall have a liquid drawing depth not less than 1.20 meters (4 feet).
- iii. The vertical distance from the liquid level to the inside top of the tank shall be at least 20 cm (8 inches).

**4) Inspection Manholes**

The septic tank shall be provided with an inspection manhole 0.36 m<sup>2</sup> (4 ft<sup>2</sup>) in minimum area or by an equivalent removable cover slab to provide access to the inlet and outlet devices and to the compartment of the tank for inspection and cleaning. One access manhole shall be located over each compartment. Septic tanks installed under concrete or block top paving shall have the required manholes accessible by extending the manhole opening to grade.

**5) Construction of Septic Tanks**

- i. Plans and specifications for all septic tanks shall be submitted to the local health authority for approval.
- ii. Such plans and specifications shall show all dimensions, reinforcement, structural calculations and such other pertinent data may be required.
- iii. Septic tanks shall be constructed of sound durable materials, not subject to excessive corrosion or decay and shall be watertight. Each such tank shall be structurally designed to withstand all anticipated earth or other loads and shall be installed level on a solid bed. Structural and hydraulic design shall be in accordance with good engineering practice.



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- iv. Approved pre-fabricated septic tank maybe used. After installation, the tank shall be filled with sufficient amount of water to prevent floating.
- v. Roof drains, foundations drains, area drain or cistern overflows shall not be made to enter the septic tanks or any part to the treatment system.

**6) Location**

- i. The septic tank shall be locate not less than 25 meters from any well, springs, cistern, or other sources of drinking water supply; mot less than 1.5 m (5 ft.) from any water service line; and not less than 3.0 m (10 ft) away from water main.
- ii. Septic tank shall be located such that desludging equipment can have access to the opening manholes conveniently.
- iii. Septic shall not be located under the building.

**7) Maintenance**

- i. Septic tank shall be cleaned before excessive sludge or scum is allowed to accumulate and seriously reduce the setting efficiency.
- ii. Septic tanks be inspected at least once a year and be cleaned when the bathroom of the scum mat is within 7.50 (3 inches) of the bottom of the outlet device or the sludge and scum has reduced the liquid capacity by 50%.
- iii. Tanks shall not be washed or disinfected after cleaning. A small residual of sludge shall be left in the tank of seeding purposes.
- iv. Sludge from septic tanks shall be disposed of by burial or by any other method approved by the Secretary or his duly authorized representative and not by being emptied into open field, ditches or bodies of water.

**B. Leaching Tile Field**

**1) Design**

- i. A leaching tile system utilizing trenches more than 0.90 meter (36 inches) wide considered to be leaching bed.
- ii. A leaching tile system utilizing trenches more than 0.90 meter (36 inches) wide considered to be leaching bed.
- iii. Leaching tile field and leaching beds, based on percolation tests, shall have a minimum absorption area equivalent to that required for a small dwelling unit having sewage flow of 50gal/cap/day. Only the trench bottom area is to be calculated as the absorption area.
- iv. Leaching tile field or leaching bed or leaching well or chamber shall not be installed in any of the following:
  - a. In swampy area or where ponding or flooding is likely to occur.
  - b. Where the percolation rate exceed 60 mins. Per 2.5 cm.(1 in.) of water fall.
  - c. Where the depth to normal ground water or rock strata is less than 1.2m (4ft.) below of the device.
- v. Absorption area requirement for residences shall conform to the following:

Average time required for water to fall 2.54 cm. (1") is indicated by percolation test	Suitable of leaching soil	Square meters of trench bottom of leach bed base required
1 minute or less	Good	6.5(70 ft.2 )
5 minutes	Good	11.61(125 ft.2 )
10 minutes	Good	15.33(165 ft.2 )
15 minutes	Fair	17.65(190 ft.2 )
30 minutes	Fair	23.22(250 ft.2 )
45 minutes	Poor	27.87(300 ft.2 )
60 minutes	Poor	30.66(330 ft.2 )





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**2) Construction**

- i. Drain lines shall be constructed of material not subject to excessive deterioration and shall be laid with open joints, except that perforated clay tile, perforated bituminous fiber pipe, or other approved materials may be used, provided that sufficient openings are available for distribution of the effluent into the trench areas. (Total area of perforations shall be at least 150% of the cross-sectional area of the pipe.)
- ii. In leaching tile fields the minimum distance between centerline of trenches shall be at least 1.80 m. (60ft.).
- iii. In leaching beds, lines for distributing effluent shall be spaced 0.90 m. (3ft.) from side to side of trench walls.
- iv. Final grading shall be completed prior to installing a leaching field or leaching bed.
- v. The leaching tile or leaching bed shall have a minimum depth of 30.0 cm. (12 in.) of clean gravel, stone or slag fill. Extending at least 5.0 cm. (2 in) above and 15cm. (6in) below the drain lines. The filter material shall be 2cm. to 6.5 cm. (0.80 to 2.5 in.) in size. The absorption trenches shall have a minimum depth of 45 cm. (18 in.) but not more than 75 cm. (30 in.)
- vi. Before placing filter material and drain lines in a prepared excavation, all smeared or compacted surface shall be removed from trenches by ranking to a depth of 2.5 cm and the loose material is removed, Clean stone, gravel, slag or similar filter material varying in size from 2.0 cm. to 6.5 cm. shall be placed in the trench to the depth and grade required by this section. Drain pipe shall be placed on filter material in an approved manner. The drain lines shall then be covered with pervious material to the minimum depth of 5 cm. as required by this section and this covered with untreated building paper, straw or similar porous material to prevent closure of voids with earth backfill.
- vii. Where two or more drain lines are installed, an approved distribution box of sufficient size to receive lateral lines shall be constructed at the head of each disposal field. The invert of all outlets shall be level and the invert of the inlet shall be at least 2.5cm. above the outlet. Suitable baffles shall be provided to insure equal flow. Distribution boxes shall be built on a level concrete slab installed in natural or compacted soil.
- viii. All lateral from an approved distribution box to the disposal field where the grade exceeds 1:2000(0.0005%) shall be bell and spigot vitrified clay or other approved pipe with water tight joints. Multiple disposal field laterals, whenever practicable, shall be uniform length.
- ix. Connection between a septic tank and a distribution box, or between a distribution box and drain field, shall be laid with approved watertight joints on natural ground or compacted fill.
- x. Heavy equipment shall not be used over the tile field or bed after the tile and gravel are in place.
- xi. Disposal fields shall be constructed as follows:

Minimum number of drain lines per field	1
Maximum length of each line	30.0 m
Minimum bottom width of trench	0.45 m
Minimum spacing side wall to side wall	0.90 m
plus 0.6 m for the additional	0.3 m of depth
Minimum depth of earth cover over lines	0.3 m
Maximum grade of lines	0.5%
Minimum grade of lines	0.25%
Minimum filter material over drain line	5.0 cm.

**3) Location**

The leaching tile or leaching bed shall be located not less than twenty five (25) meters (80 ft.) from any well, spring, cistern, or other source of drinking water supply ; not less than 3m. (10 ft.) from an occupied building; and not less than 1.5 m. (5ft.) from any lot line.

**C. House Sewers**

**1) Design**

The size of any house sewer shall be determined on the basis of the total number of fixture units drained by such sewer. Minimum size shall not be less than 100 mm. (4 in.) in diameter.



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## 2) Materials

- i. Vitrified clay sewer pipe
- ii. Asbestos cement pipe
- iii. Cast iron pipe
- iv. Bituminized fiber pipe
- v. Glass pipe
- vi. Any other pipe other approved by the Bureau of Standards, Department of Trade and Industry

## 3) Installation

- i. The house sewer shall be laid in good alignment and at a uniform slope of not less than 1:50 (0.02%) toward the point of disposal; provided that, where it is impracticable, due to the depth of the street sewer or to the structure features or to the arrangement of any building of structure, to obtain a slope of 1:50 (0.02%), any such pipe or piping 100 mm diameter or larger may have a slope of not less than 1:100 (0.01%).
- ii. Whenever the house sewer is located within 25 meters of a well or spring or any drinking water source, the house sewer shall meet the ten (10) foot head of water test for fifteen minutes. When water is not available or when there is a danger of freezing, the air or smoke test may be used.
- iii. House or building sewer piping shall be laid on a firm bed throughout its entire length, and any such piping laid in ground shall be laid on a bed of approved materials and shall be adequately supported.
- iv. House sewer of other drainage piping or part thereof, which made of materials other than those approved for use under or within a building, shall not be installed under or within 0.06 m.(2ft.) of any building, or structure or parts thereof nor less than 0.30 m. (1 ft.) below the surface of the ground. The provisions of this paragraph include structures such as porches and steps, whether covered or uncovered, roof patios, carports, covered walls, covered driveways and similar structure or appearances.
- v. Non-metallic house sewer piping shall not be run or laid in the same trench with water service pipes or any underground water pipes unless both of the following requirements are met:
  - ✓ The bottom of the water piping at all points be at least 30 cm. (1 ft.) above the top of the sewer pipeline.
  - ✓ The water piping shall rest on a solid shelf at one side of the common trench.

### **SECTION 4N.05. Public Sewerage System.**

**A.** Any person, government of private entity, firm and/or agency, corporation, institution or local government unit which intends to construction a public sewerage treatment plant shall be required to submit plans, design and the necessary date and specifications to the Secretary of Health or his duly authorized representative, for approval there is an existing one, its as built plan and specification shall be submitted for review and approval.

- 1) It shall be unlawful for any person, entity, or firm to discharge untreated effluent of septic tank and/or sewage treatment plants to bodies of water without obtaining approval from the Municipal Health Office or his duly authorized representatives.
- 2) Sludge from septic tank and sewage treatment plants shall be dispose of in a manner approved by the DOH.

### **B. Provision of Sewerage System**

#### **1) Subdivision**

##### **➤ Approval**

- ✓ Plans of subdivisions indicating all lots therein shall be submitted to the DOH for approval of the sewage disposal system before any construction its started or before any of the lots in



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the subdivision are sold or offered for sale whether or not each sale entails transfer of title or deeds of sale.

- ✓ If individual sewage disposal system or individual water supply system or both are proposed, the plot shall contain all pertinent information relative to the installation of these systems.

➤ **Provision of Sewerage**

- ✓ Whenever feasible, the proposed subdivision shall be served by extension by existing public sanitary sewage system or by a community sewerage and sewage treatment system.

➤ **Proper Disposal of Sewage**

- ✓ The proper disposal of sewage in subdivisions shall conform with the provision of "Individual Excreta Disposal System" of these rules and regulations.

**2) Operation of Sewerage Treatment Plants**

- The sewage treatment plant shall be capable of treating the flow of sewage discharge by the community in the area.
- The type of sewage treatment plant shall be approved by the DOH or his duly authorized representatives and the effluent from such treatment plants shall meet the standards formulated by the DENR.
- The sewage treatment plant shall provide laboratory facilities for control tests and other examinations needed.
- Operating data, control tests and such other records as may be required shall be forwarded to the local health authority.
- The local health authority shall be informed in case of breakdown or improper functioning of the treatment works.
- Where sewage treatment plants is provided, no sewage shall be allowed to by pass the plant.
- The sewage treatment plant shall be managed a registered sanitary engineer.

**SECTION 4N.06. Damage to Public Sewer or Sewage Disposal System.**

It shall be unlawful for any person to discharge, by any means whatsoever, into any plumbing fixtures, such as floor drain, sump, receptacle or device which is connected to any drainage system, public sewer, septic tank or cesspool any ashes, cinders, solids, rags, flammable, poisonous or exclusive liquids or gasses, oils, grease and any other thing whatsoever which would or could cause damage to the public sewage disposal system, whether the system is government or private owned.

**SECTION 4N.07. Abandoned Sewer and Sewage Disposal Facilities.**

- 1) Every abandoned building or house sewer or part thereof, shall be plugged or capped within 1.5 meter of the property line.
- 2) Every cesspool, septic tank and seepage pit which has been abandoned or has been discontinued otherwise from further use or to which no waste or soil pipe from a plumbing fixture is connected, shall have the sewage removed therefrom and be completely filled with earth, gravel, concrete or other approved material.
- 3) The top cover of the cesspool, septic tank and seepage shall be removed before filling and the filling shall not extend above the top of the vertical portions of the sidewalls or above the level of any outlet pipe until inspection has been called. After an inspection by the LHO, the cesspool, septic tank and seepage pit shall be filled to the level of the top of the ground.
- 4) It is unlawful for a person owning or controlling any cesspool, septic tank and seepage pit on his premises or in that portion of any public street, alley or other public property abutting such premises to



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refuse or neglect to comply with the provision of this section or upon receipt of notice from local health authority.

**SECTION 4N.08. Drainage System.**

- 1) It shall be responsibility of every local health authority to provide and maintain in a sanitary state and in good repair a satisfactory system of drainage in all inhabited areas where waste water from buildings and premises could empty without causing nuisance to the community and danger to the public health.
- 2) Buildings or premises producing waste water shall be connected to the municipal drainage system in all areas where it exists.

**SECTION 4N.09. Special Establishment.**

Establishments such as industrial, laundry, slaughter houses, dairies, poultries, piggeries, mining, hospitals, clinics, funeral parlors, laboratories and other similar establishments discharging waste water into receiving river or other waste bodies which create pollution problems shall be required to obtained approval from the DENR before construction and issuance of sanitary permit by the local health office.

**SECTION 4N.10. Special Precaution for Radioactive Excreta and Urine of Hospitalized Patient**

- 1) Patient given high doses of radioactive isotope for therapy shall be given toilet facilities separate from those used by "Non-radioactive" patient.
- 2) Radioactive patients shall be instructed to use the same toilet bowl at all times and flush it at least three times after its use.

**SECTION 4N.11. Penal Provisions.** Any person who violates, disobeys, refuses, omits or neglects to comply with any of the provisions of Chapter IV Article F of this code shall, upon conviction, be penalized by a fine of at least P1,000.00 but not exceeding P2,500.00 or by imprisonment for a period of not less than (1) month but not more than six (6) months or both at the direction of the court.

**ARTICLE O. REFUSE DISPOSAL**

**SECTION 4O.01 Scope.** These rules and regulations shall apply to all occupants, owners, tenants, lessees of building and dwelling houses, owner or operators of industrial, commercial and business establishments, local government units, other government agencies or government-owned or controlled corporations, private firms or institutions, refuse collectors, disposal area operators, junk dealers, and entities generating, accumulating, storing, collecting and transporting, processing, treating, utilizing and disposing refuse or other waste matter within the territorial Jurisdiction of this municipality of Bacolor.

**SECTION 4O.02. Definition of Terms.**

- **Agricultural Waste** -waste generated from planting or harvesting of crops, trimming or pawning of plants and waste or run off materials from farms or fields.
- **Ashes** – the residue from the burning of wood, coal, or other solid combustible materials.
- **Biodegradable Waste** - is any material that can be reduced into the finer particles.
- **Chemical Waste** – comprises of discards solid, liquid and gaseous chemicals. Chemical waste may be hazardous or non- hazardous.
- **Commercial Refuse** - is a refuse resulting from the use or occupation of any commercial or business establishments or premises where any business of work is carried put other than a manufacturing process.



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- **Composting** - is a process of biological degradation under controlled conditions: the processing of biodegradable waste as food waste, garden waste, animal waste, human waste mixing them with soil.
- **Contamination** – the presence of pathogenic organisms, suspended air emissions, heavy metals, chemicals and other pollutants in an inanimate article or substances.
- **Disposal Area** - is only site, location, tract of land or structure used or intended to be used for refuse disposal.
- **Domestic Refuse** - is a refuse from the household as distinguished from industrial, commercial and institutional waste.
- **Ecological Waste Management** – a method of handling waste that facilitates their sanitary retrieval, reuse or recycling without degrading the environment nor polluting air, water and soil.
- **Garbage** – refers to a waste or rejected food constituents which have been produced during the preparation, cooking or storage of meat, fruits, vegetables and other food materials.
- **General Waste** – domestic type of waste or other waste materials or substances that do not require special handling.
- **Hazardous Waste** – any waste that is potentially dangerous to environment and health because of chemical reactivity, flammability and explosiveness.
- **Incineration** - is the controlled process which combustible wastes are burned and changed to gases and residues that contain little or no combustible materials.
- **Industrial Refuse** – a solid wastes resulting from industrial processes and manufacturing operations, such as food processing wastes, boiler house cinders, wood plastic and metal craps and shaving and other similar wastes.
- **Night Soil** – any refuse materials composed wholly or partly of human excrement and shall include the extracted contents from privies, privy vaults and other such materials retaining characteristics of human excrement.

**SECTION 40.03. Sanitary Permit Requirements.**

- A. No person, firm, corporation, public agency or institution shall operate or manage a refuse collection service disposal area and facilities, junk dealership without a Sanitary Permit issued by the concerned local health officer.
- B. Any extension or additional construction or alteration in an establishment shall require a new sanitary permit before it could be operated.
- C. **Application or Renewal of Sanitary Permit:**
  - 1) The application or renewal of sanitary permit shall be filed with the Municipal Health Office having jurisdiction over the establishment.
  - 2) The sanitary permit shall be issued upon compliance to at least satisfactory rating utilizing the form for sanitary inspection of public places establishment (EHS Form No. 103-B)

**D. Fees.**

The fees shall be paid upon application, renewal and noting of sanitary permit. The amount of fess shall be set through by the municipal ordinance.

**E. Noting Permit.**

If there is a change in ownership of establishments, the new owner shall apply to the Municipal Health Office/Rural Sanitation Office within fourteen (14) working days to have such change noted in the records and permit certificate and shall pay the corresponding fee for such noting.





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**F. Validity.**

The sanitary permit shall be valid for one (1) year, ending on the last day of December of each year, and shall be renewed every beginning of the year, thereafter. Upon the recommendation of the local health officer to the local health authority, the sanitary permit shall be suspended or revoked for violation of sanitary rules and regulations.

**G. Posting of Permit.**

The sanitary permit shall be posted in a conspicuous place of the establishment for public information and shall be available for inspection by authorized health and other regulatory personnel.

**H. Record of Sanitary Permit.**

- 1) Municipality shall keep a record of all establishments which have been issued sanitary permit and renewal thereof;
- 2) The record shall in every case show the following:
  - i. The name and address of the holder of the sanitary permit;
  - ii. The location of the establishment;
  - iii. The nature/kind of business for which the permit has been issued;
  - iv. The date the first permit was issued and the date of any renewal thereof;
  - v. Every change of management of the establishment since the first permit was issued;
  - vi. Sanitary conditions under which the permit was issued or any renewal thereof granted; and
  - vii. The revocation of the sanitary permit.
- 3) The record shall be available at all reasonable times for inspection by any authorized officer of the Local Health Office.

**SECTION 40.04. Sanitary Requirements for the Segregation and Storage of Refuse/Solid Waste**

The following shall be the minimum standards requirements for sanitary segregation and storage of refuse pending collection.

- 1) There shall be a separate container for each type of waste in all establishments and dwelling units.
- 2) The refuse container, depending on its use shall be properly marked for on-site collection as biodegradable waste non-biodegradable waste infectious waste, chemical waste, radioactive waste or sharps.
- 3) Standard color coding for refuse storage:
  - i. Black-for storage of non-biodegradable general waste
  - ii. Green-for storage of biodegradable general waste
  - iii. Yellow-for storage of infectious and pathological waste
  - iv. Orange-for storage of radioactive waste
  - v. Red-for storage of sharps
  - vi. Yellow with Black band-for storage of chemical waste

**SECTION 40.05. Evaluation and Inspection.**

**A. Responsible Officer**

It shall be the duty of the Municipal Health Officer to cause the evaluation and inspection of every establishment herein mentioned at least once every three (3) months and to cause additional inspections and re – inspections and evaluation as deemed necessary for the enforcement of these rules regulations. Inspection of the establishment shall be conducted within seven (7) days after payment of the inspection fee of the Municipal Treasurer concerned.



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### B. Sanitation Inspection Fee

The payment for every inspection shall be of such amount prescribed by the Revenue Code.

### C. Mission Order

- 1) The Municipal Health Officer or the chief sanitation division/ section/ unit of the Municipal Health Office, as the case may be, shall issue a mission order (EHS Form No.122) for every sanitation inspection that will be conducted by the sanitary Engineer/Inspector.
- 2) The mission order must contain the date, mission, order number and series, the name of the inspector and I.D number, the business names, addresses, categories of establishment to be inspected and the scheduled dates of inspections. This must be shown to the owner/operator of the establishment before any inspection is conducted. The immediate supervisor of the inspector shall monitor the enforcement of the mission.
- 3) Sanitary inspection conducted without a mission order is prohibited.
- 4) The owner / inspector of the establishment shall report to the Municipal Healthy Officer or chief of sanitation division/section/unit the unauthorized inspection that was executed.

### D. Uniform of the Sanitation Inspector and Aids to Inspection

- 1) The sanitation inspector shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- 2) He shall likewise bring all the equipment and the supplies needed in the inspection such as the inspection forms, clipboards, thermometers, flashlight, measuring tapes, camera, light meter, water pressure gauge, chlorine residual and pH comparator kits, backlight, etc, and copy of the sanitation laws and other materials.

### E. Recording of Inspection

- 1) The sanitary engineer/sanitation inspector shall keep a record of all inspector form (EHS Form No.103 – B).
- 2) The sanitary engineer/sanitation inspector shall furnish the original of such report to the owner/operator.
- 3) Demerits entered in the appropriate column of the inspection form shall indicate that the item does not conform to the requirements of these regulations.
- 4) The inspection form has twenty (20) items. Non – complying item is indicated with a demerit of five (5). The rating of the establishment is therefore:  $100 - (\text{number of demerits} \times 5)$ . The result is expressed as a percentage (%) rating.

### F. Sanitation Standard

- 1) Percentage rating has an equivalent sanitation standard as follows:

Percentage Rating	Sanitation Standard	Color Code
90 – 100%	Excellent	Luminous Green
70 – 89%	Very Satisfactory	Luminous Yellow
50 – 69%	Satisfactory	Luminous Red

- 2) The sanitation standard rating sticker (SSRS) (EHS Form No.104 – A/C) shall be posted in a conspicuous part of the establishment, preferably at the door for guidance of the guest and the general public. It shall be update once every three (3) months, unless revoked earlier.
- 3) The average sanitation standard of every category of establishment shall be evaluated by the Local health officer/chief of sanitation division/section/unit every and of the year to determine its improvement/maintenance of rating.

### G. Report of Inspection



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- 1) The sanitary engineer/sanitation inspector who conducted the inspection shall complete the sanitary inspection report, and whenever an inspection report issued indicates non-complying items, he shall notify the owner/operator of the establishment regarding the corrections to be made and indicate the reasonable period for its compliance.
  - i. The recommended corrective measures shall be specific in nature for the easy understanding of the owner/operator of the establishment.
  - ii. Reasonable period of compliance or grace period shall be inclusive of Saturday, Sunday and Holidays.
- 2) The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order (EHS Form No.107) for approval of the Municipal Health Officer or chief sanitation division/section/unit as the case may be.
- 3) Within 48 hrs. the evaluation or inspection, the original of the inspection report (EHS Form No. 103 – B) and the sanitary order shall be furnished and acknowledged by the holder of the sanitary permit or the owner/operator of the establishment. The inspector report shall be personally delivered, or shall be personally delivered, or shall be sent through postal service, registered with return card.

#### **H. Re – Inspection**

- 1) If upon re-inspection after the deadline, the sanitary engineer/sanitation inspector finds that correction has not been effected, he shall report to the Municipal Health Authority the revocation of the sanitary permit.
- 2) A copy of the inspection form and any notice served shall, in all cases be filed and kept by the Municipal Health Office and be available at all reasonable times for inspection by authorized officials.

#### **I. Service of Notice**

- 1) Whenever an evaluation or inspection form indicates non-complying items, the Municipal Health Officer shall serve the owner/operator of the establishment a sanitary order requiring him within the grace period stated in the order to take remedial action as may be specified therein.
- 2) In the event of non-compliance of the first sanitary order by the owner/operator of the establishment, the Municipal Health Officer may serve a second notice.

#### **J. Second Sanitary Order**

If the owner/operator of the establishment needs additional time to comply with the first sanitary order he shall request the Municipal Health Officer in writing prior to the expiration of the grace period in the sanitary order for an extension of the grace period. The Municipal Health Officer, upon the recommendation of the sanitary engineer/sanitation inspector who conducted the inspection, will act on such request.

#### **K. Notice of Hearing (EHS Form No.118)**

The Municipal Health Officer shall call the owner/operator of the establishment to show cause, at time and place stated in respect of the establishment should not be revoked.

#### **L. Revocation of Permit**

- 1) After prior notices and hearing as provided above, the Municipal Health Officer, If satisfied that the terms of the two notices have not been complied with or failure to comply therewith is not excusable, shall recommend to the Municipal Health Authority the revocation of the said permit, or
- 2) After a second order on an extended grace period, an inspection was conducted and still the owner/operator fails to comply with such order as reported by sanitary engineer/sanitation inspector, the Municipal Health Officer shall recommend to the Municipal Health Authority the revocation of the sanitary permit without delay and shall inform other related agencies of the municipality of the revocation.



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- 3) The owner/operator of the establishment may be recommended whenever the owner/operator of the establishment complies with the notices.
- 4) The owner/operator of the establishment may file a motion for reconsideration to the Municipal Health Authority if it is not satisfied with the action by the Municipal Health Officer.
- 5) The Municipal Health Authority may file court proceedings against any establishment continuously operating after the revocation of its permit.

#### **M. Summary Suspension of Permit**

Whenever the Municipal Health Officer finds unsanitary or unhealthy conditions in the operation of the establishment which constitute a substantial hazard to public health, the Municipal Health Officer shall recommend immediate suspension of the sanitary permit.

Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.

#### **N. Appeals**

The person or panel conducting the hearing may confirm, modify or reverse the decision appealed from which decision shall be final.

#### **O. Power of Entry**

- 1) Any sanitary engineer/sanitation inspector or duly authorized officer of the Department of Health or of Municipal Health Office or of the Municipal Health Office, upon presentation of the proper credentials may at all reasonable times enter into any premises of an establishment used for any of the purposes referred to in these rules and regulations, for the purpose of inspection or any other action necessary for administration or any other action necessary for administration of these rules and regulation.
- 2) Sanitation inspections shall be conducted by officials in accordance with section 3 of these rules and regulations.
- 3) Sanitation inspection shall be done preferably during the operation of the establishment.

#### **P. Hearings**

The Municipal Health Authority may conduct hearings regarding erring establishment to include appeals from establishment. The decision of the Municipal Health Authority shall be deemed final and executor.

#### **SECTION 40.06. Responsibility of Owner or Occupant Building Dwelling Units and Premises.**

- A.** It shall be the duty of every person, occupant, owner, permit holder, tenant or lessee of any residential, industrial, commercial and business establishment, institution or open spaces like parks, camps and picnic grounds producing refuse to:
  - 1) Maintain premises, facilities or equipment clean;
  - 2) Provide and maintain appropriate and sufficient number and size of containers of sufficient to handle the accumulation of refuse on the building, family dwelling unit or premises during internal between collection.
  - 3) Keep containers in a designated place.
  - 4) Refrain from placing refuse in street, alley, sidewalk, tooth path, or any public place whosoever except for the period of time immediately prior to collection.
  - 5) Prevent and control harborage of vermin
  - 6) Provide odor or nuisance control program.
- B.** Every person, occupant, owner permit holder. tenant or lessee shall prevent the:
  - 1) Removal or any refuse/solid waste placed in containers by unauthorized persons;



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- 2) Storing, disposing or keeping of refuse/solid waste in any place or in any manner where vermin can have access to or feed thereon, or can use such refuse as a harborage, nest or breeding place;
  - 3) Placing refuse/solid waste in low area and low lots without filling, leveling and covering it, thus creating unsanitary condition or nuisance;
  - 4) Burning of refuse/solid waste causing excessive smoke, liberating toxic substance of combustion or producing noxious odor likely to affect the occupants of neighboring premises;
  - 5) Burying of garbage or swill in areas not designated for refuse disposal;
  - 6) Feeding of animals with uncooked offal or viscera obtained from slaughterhouse, poultry killing house or fish market;
  - 7) Throwing or depositing of any refuse/solid waste in any sewer, manhole or storm water catch basin, bodies of water or esteros;
- C. It shall be the responsibility of every owner or occupant of building, family dwelling unit or premises lining the street to keep it clean and free from refuse/solid waste from the line of the property to the middle of the street and from property to the other.

**SECTION 40.07. Responsibility of the Refuse Collector.**

**The refuse collector shall:**

- 1) Provide daily collection service of putrescible wastes produced by public markets, food establishments, health care institutions, school, public places and other congested/urban areas;
- 2) Transfer the contents of all containers into the vehicle provided thereof, without spilling any refuse on stairs, walks, yards, or streets;
- 3) Clean all refuse spilled during the collection and completely empty containers and replace the lids;
- 4) Use every precaution while collecting refuse at night or in the early morning to prevent unnecessary noises;
- 5) Return containers/cans to their proper locations or designated places without damage after each refuse collection;
- 6) Use personal protective equipment while conducting services;
- 7) Clean immediately oneself after working;
- 8) Submit information, records and periodic report as may be required by the local health officer for the purpose of evaluating the compliance with these implementing rules and regulations; and
- 9) Abide with the provisions of these rules and regulations.

**SECTION 40.08. Responsibility of the Local Health Officer.**

**The local health officer shall:**

- 1) Conduct or cause the conduct of regular inspections and visits to any place or premises wherein refuse may accumulate and to all refuse collection, transportation and disposal sites, locations, equipment and premises for the purpose of ascertaining the status of compliance with the requirements of these rules and regulations;
- 2) Issue Sanitary Permit after a complete investigation of the premises, equipment plan of operation, schedules of collection, places of disposal, and other pertinent information indicate of ability to comply with all standards and requirements;
- 3) Conduct constant dialogue with the holder of the sanitary permit for the purpose of discussing the terms and conditions deemed necessary to assure compliance with these implementing rules and regulations;





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- 4) Recommend to the local authority the withholding, disapproval or revocation of the Sanitary Permit upon the violation of or pending compliance to certain terms and conditions stipulated under these rules and regulations;
- 5) Inform all concerned agencies/organizations regarding these implementing rules and regulations.

**SECTION 40.09. Responsibility of the Local Government Unit.**

**The local government units concerned shall:**

- 1) Provide an adequate and efficient system of collecting, transporting and disposing refuse in their areas of jurisdiction.;
- 2) Maintain the cleanliness of parks, plazas, and streets adjacent to public buildings;
- 3) Promote resource recovery scheme in solid waste management;
- 4) Promote recycling of refuse for beneficial use and in augmenting the income of the people in the community/local government unit;
- 5) Allocate track of land for use in sanitary disposal of refuse/solid waste;
- 6) Establish buying stations for the recovery of recycled materials;
- 7) Conduct training on proper solid waste management;
- 8) Enforce the provisions of these implementing rules and regulations;
- 9) Pass and enforce local ordinances in strengthening these implementing rules and regulations.

**SECTION 40.10. Penal Provisions.** Any person who violates, disobey, refuses, omits or neglects to comply with any of the provisions of this Sanitation Code shall penalized upon conviction by a fine of not less than P1,000.00 but not exceeding P 2,500.00 or by imprisonment for a period of not less one month but not more than six (6) months or both.

**ARTICLE P. NUISANCES AND OFFENSIVE TRADES AND OCCUPATIONS**

**SECTION 4P.01. Scope.** These rules and regulations shall cover all establishments or entitles and public or private premises:

**A.** All those that are likely to produce nuisances such as but not limited to the following:

- 1) Public or private premises maintained and used in a manner injurious to health
- 2) Breeding places and harborage of vermin
- 3) Animals and their carcasses which are injurious to health
- 4) Accumulation of refuse
- 5) Noxious matter or wastewater discharged improperly in streets
- 6) Animal stockade maintained in a manner injurious to health
- 7) Excessive noise

**B.** Illegal shanties in public or private properties limited to the following;

- 1) Soap boiling
- 2) Guts cleaning
- 3) Boiling of offal, bone, fat or land(Permissible if process is performed in a public i)slaughterhouse under prescribed regulations)
- 4) Manufacturing of glue or fertilizer



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- 5) Skin curing
- 6) Scrap processing
- 7) Manure storing
- 8) Lime burning
- 9) Any manufacturing process in which lead, arsenic, mercury, phosphorous, or other poisonous substances is used (The use of such chemicals or permissible in the practice of pharmacy and in printing where ready-made lead types are used)

**SECTION 4P.02. Definition of Terms.**

- **Animal stockade** - any land, building or structure used for the keeping, stabling, feeding, watering, grooming, shoeing, treatment of an animal, or any other veterinary purpose.
- **Livestock** - Domestic animals used on a farm, especially those kept as food animals.
- **Manure** - refuse from stables and barnyards, consisting of animal excreta with or without litter.
- **Manure storing** - stock piling or disposition of manure.
- **Noise** - means an erratic, intermitted, or statistically random oscillation or any unwanted sound.
- **Noxious** - Anything offensive to the human senses and/or tends to cause injury.
- **Nuisance**- Anything that injures health, endangers life, offends the senses or produces discomfort to a person or group of persons.
- **Objectable odor** - any odor present in the outdoor atmosphere which by itself or in combination with other odors is or may be harmful or injurious to human health or welfare which unreasonably interferes with the comfortable use and enjoyment of life and property or which creates a nuisance.
- **Piggery** - refers to any parcel of land, building or other structure used for keeping, raising or breeding, de-pasturing, feeding or watering of swine.
- **Poultry** - refers to domesticated fowls which serve as sources of eggs and meat for human consumption or any other purpose. It includes any species of fowl such as chicken, duck, goose, turkey, quail, pigeon or guinea fowl.
- **Premise** – includes any building or structure or part thereof.

**SECTION 4P.03. Sanitary Permit Requirements.**

- A. Establishments that are likely to produce a nuisance and/or engaged in offensive trades and occupations shall secure a sanitary permit (EHS form no.101) issued by the local health officer before they could operate.
- B. Any extension or additional construction or alteration in the establishment shall require a new sanitary permit before it could operate.
- C. **Application or Renewal of Sanitary Permit:**
  - 1) The application or renewal of sanitary permit shall be filed with the Municipal Health Office having jurisdiction over the establishment.
  - 2) The sanitary permit shall be issued upon compliance to at least satisfactory rating utilizing the form for sanitary inspection of public places establishment (EHS Form No. 103-B)
- D. **Fees.**

The fees shall be paid upon application, renewal and noting of sanitary permit. The amount of fees shall be set through by the municipal ordinance.



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**E. Noting Permit.**

If there is a change in ownership of establishments, the new owner shall apply to the Municipal Health Office/Rural Sanitation Office within fourteen (14) working days to have such change noted in the records and permit certificate and shall pay the corresponding fee for such noting.

**F. Validity.**

The sanitary permit shall be valid for one (1) year, ending on the last day of December of each year, and shall be renewed every beginning of the year, thereafter. Upon the recommendation of the local health officer to the local health authority, the sanitary permit shall be suspended or revoked for violation of sanitary rules and regulations.

**G. Posting of Permit.**

The sanitary permit shall be posted in a conspicuous place of the establishment for public information and shall be available for inspection by authorized health and other regulatory personnel.

**H. Record of Sanitary Permit.**

- 1) Municipality shall keep a record of all establishments which have been issued sanitary permit and renewal thereof;
- 2) The record shall in every case show the following:
  - i. The name and address of the holder of the sanitary permit;
  - ii. The location of the establishment;
  - iii. The nature/kind of business for which the permit has been issued;
  - iv. The date the first permit was issued and the date of any renewal thereof;
  - v. Every change of management of the establishment since the first permit was issued;
  - vi. Sanitary conditions under which the permit was issued or any renewal thereof granted; and
  - vii. The revocation of the sanitary permit.
- 3) The record shall be available at all reasonable times for inspection by any authorized officer of the Local Health Office.
- 4) Any extension or additional construction or alteration in an establishment shall require a new sanitary permit before it could be operated.

**I. Application or Renewal of Sanitary Permit:**

- 1) The application or renewal of sanitary permit shall be filed with the Municipal Health Office having jurisdiction over the establishment.
- 2) The sanitary permit shall be issued upon compliance to at least satisfactory rating utilizing the form for sanitary inspection of public places establishment (EHS Form No. 103-B)

**J. Fees.**

The fees shall be paid upon application, renewal and noting of sanitary permit. The amount of fees shall be set through by the municipal ordinance.

**K. Noting Permit.**

If there is a change in ownership of establishments, the new owner shall apply to the Municipal Health Office/Rural Sanitation Office within fourteen (14) working days to have such change noted in the records and permit certificate and shall pay the corresponding fee for such noting.

**L. Validity.**

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**M. Posting of Permit.**

The sanitary permit shall be posted in a conspicuous place of the establishment for public information and shall be available for inspection by authorized health and other regulatory personnel.

**N. Record of Sanitary Permit.**

- 1) Municipality shall keep a record of all establishments which have been issued sanitary permit and renewal thereof;
- 2) The record shall in every case show the following:
  - i. The name and address of the holder of the sanitary permit;
  - ii. The location of the establishment;
  - iii. The nature/kind of business for which the permit has been issued;
  - iv. The date the first permit was issued and the date of any renewal thereof;
  - v. Every change of management of the establishment since the first permit was issued;
  - vi. Sanitary conditions under which the permit was issued or any renewal thereof granted; and
  - vii. The revocation of the sanitary permit.
- 3) The record shall be available at all reasonable times for inspection by any authorized officer of the Local Health Office.

**SECTION 4P.04. Requirements for Personnel.**

**A. Health Certificate.**

- 1) The operator and employees of the establishment shall be required to secure a health certificate (EHS Form no.102 B cream in color) issue by the Municipal Health Officer(MHO) and (RSI) RURAL Sanitary Inspector)The health certificate shall be issued only after the required physical and medical examinations and immunizations.
- 2) The health certificate shall be renewed at least once a year or as often as required by local ordinance.
- 3) The health certificate shall be clipped visibly in the upper left front portion of the uniform worn by the employee while working. When such condition is not practical due to the nature of work in the establishment, the health certificate shall be made available upon inspection.
- 4) Health Certificates are non-transferable.

**B. Personal Health and hygienic Practices.**

- 1) Employees of the establishment shall at all times observe good personal hygiene such as, but not limited to the following.
- 2) Wearing of clean appropriate working garments.
- 3) Washing of hands with soap and water before and after working. after smoking, after using the toilet, after coughing, sneezing into hands or as often as necessary to remove dirt and contaminants;
- 4) Other hygienic practices called for by the nature of work in the establishment.

**C. Employees of the Establishment shall observe Personal Hygiene such as but not limited to the following:**

- 1) No smoking of tobacco
- 2) No drinking of alcoholic beverages
- 3) No eating of any kind of food
- 4) No spitting or blowing of nose
- 5) No littering
- 6) No unnecessary chatting or distraction
- 7) Other personal health and safety practices called for the nature of work in the establishment.



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**D. Workers suffering from a Contagious or Communicable Disease shall immediately reported to the Operator and referred for Treatment.**

- 1) **Personal Protective Equipment.** Shall be provided to and used by every worker in accordance with the provisions of Industrial Hygiene of the Code of Sanitation of the Philippines.

**SECTION 4P.05. Sanitary Facilities Requirements.**

**A. Water Supply**

The drinking water supply for the establishments covered under these implementing rules and regulations shall conform with Water Supply chapter of this code.

**B. Food and Drinks.**

All food and drinks handled, stored, prepared or served in the establishment or within its premises shall conform to the pertinent provisions of Food Establishments.

**C. Sewage Disposal and Drainage.**

- 1) All sewage, storm water and wastewater shall be discharged in a manner complying with Sewage Collection and Disposal, Excreta Disposal and Drainage.
- 2) The effluent quality to be discharged from the establishment shall meet the minimum standards and requirements set by the Department of Environment and Natural Resources and all other concerned regulatory agencies.
- 3) The plumbing system of the establishment shall be in accordance with the pertinent provisions stated in the National Plumbing Code of the Philippines.

**D. Solid Waste Management.**

All refuse including animal litter and manure, animal waste food products, and other waste matter shall be disposed of in accordance with the provisions stated in Chapter XV111 Refuse Disposal.

**E. Vermin Control.**

- 1) The operator of the establishment shall maintain a vermin abatement program which conform to Vermin Control Chapter of this code.
- 2) During the vermin control operations all food preparation equipment and feeds for animals shall covered to protect it from contamination. Likewise all animal shall be protected from toxic chemical substances.

**F. Toilet, Bath and Handwashing Facilities.**

- 1) The sanitary facilities shall be located within a distance of 25 meters of the service area.
- 2) Adequate number of plumbing fixtures shall be afforded to all persons in the establishment. The minimum appurtenances shall be as follows.

**Minimum Number of Plumbing Fixtures for Employees:**

<b>MINIMUM NUMBER OF PLUMBING FIXTURES FOR EMPLOYEES</b>						
NO. OF PERSONS	WATER CLOSET		URINAL	LAVATORY		SHOWER
	MALE	FEMALE	MALE	MALE	FEMALE	
1-29	1	1	1	1	1	1 shower for each 15 persons exposed to excessive heat or to skin contamination with poisonous material
30-49	1	2	2	2	2	
50-99	2	3	2	3	3	
For each additional 60 persons		1	1	1	1	

One (1) additional fixture shall be provided for differently abled employees





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- i. Separate clearly marked toilet rooms for male and female shall be provided.
- ii. A minimum toilet or bathroom area of 1.20 square meters with a minimum dimension of 0.90 meter shall be provided.
- iii. Toilet and bathrooms shall be properly located lighted and ventilated.
- iv. Proper maintenance of toilets and bathrooms shall be done regularly.
- v. Toilet paper and /or paper holders, soap, soap dispensers, and paper towels shall be supplied at all times. Paper towels or hot air machines shall be used for hand drying mirror shall be installed in every room facilities.
- vi. Windows of toilet rooms shall be located above eye level and shall be provided with no.16 mesh screen unless otherwise air conditioned.
- vii. All doors shall open outward and must be self-closing.

**SECTION 4P.05. Safety Requirements.**

- 1) The health and safety in the working environment shall be accordance with the Occupational Health and Safety Standards formulated by the Department of Labor and Employment and Chapter V11 Industrial Hygiene.
- 2) Emergency telephone and the telephone numbers of ambulance services, doctors, and hospitals shall be conspicuously posted in the premises of the establishment.

**SECTION 4P.06. Provisions for Specific Types of Nuisance.**

- A. Public or private premises maintained and used in a manner injurious to health.
- B. No public or private place shall be used and maintained as a disposal site of refuse or any other noxious waste unless the site has been designated for such purpose and with the approval of the Municipal Health Office or other concerned regulatory agencies.
- C. By-products such as bagasse, rice hulls and other similar particles shall not be stored or dumped in an open or exposed area without any covering or protective material which shall prevent such by-products from scattering or being blown away by the wind.
- D. There shall be no structure, materials, equipment, machinery, or vehicles abutting unto public street or sidewalk that effect and obstruct the convenient passage of traffic and passer by.
- E. Streets used as parking for vehicles or for any other purpose shall be subjected to the approval by the local health authority under existing local regulations and ordinances.
- F. Any structure or parts thereof that was decayed, damaged by fire or termites, or declared as condemned and to which in the assessment of the health officer that the structural integrity questionable and shall constitute hazard to public health and safety shall be demolished within such reasonable time as the local officer may order after due written notification of the owner or operator.
- G. Machinery, equipment, or any structure or material placed unprotected, unguarded, unsanitary or operated in public or private premises which constituent as nuisance shall be confiscated or abated within thirty (30)days after its assessment by the local health office and written notification of the owner or operator.
- H. Establishment that are emitting dense smoke or noxious fumes, vapors, gas, dust, soot or ciders in unreasonable or toxic quantity that adversely affect health and sanitation shall be declared as a nuisance and shall be dealt accordingly by the local officer concerned.
- I. Establishments engaged in the processing and manufacturing of explosives, inflammable liquids ,and other toxic and hazardous substances shall be located 300 meters away from densely populated areas (residential, commercial, and institutional areas).



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**1) ANIMALS AND THEIR CARCASSES WHICH ARE INJURIOUS TO HEALTH**

- i. A dead animal shall be disposed by its owner within twenty-four (24) hours after its death and in such a manner complying with Refuse Disposal Chapter.
- ii. Wherever a dead animal is indiscriminately disposed in any private or public place to which owner of such animal is unknown, the local health officer has the authority to direct his authorized representative to bury it in manner complying with Refuse Disposal Chapter.
- iii. Storing and drying of manure shall be made at a minimum distance of 500 meters away from residential, commercial or industrial area or as approved by the local health officer, considering that objectionable odors emitted from the establishment shall not cause nuisance to the people residing within the area.

**2) ANIMALS STOCKADE MAINTAINED IN A MANNER INJURIOUS TO HEALTH**

- i. All animal stockade shall be kept reasonably clean and free from accumulation of manure and other refuse.
- ii. Adequate water supply both for drinking and cleaning and for other domestic purposes shall be provided in the establishment. The water requirement for common domesticated animals shall be as follows.
- iii. Every animals stockade or other animal enclosures shall be provided with a watertight, easy to carry, and vermin-proofed receptacle for manure and other litter arising within the premises of the stockade. Such receptacle shall always be securely covered except on the time of emptying and shall be preferably disinfected after every use. No manure shall be allowed to accumulate except in such receptacle.

**3) ANIMAL USED FOR COMMERCIAL PURPOSES**

- i. Establishment engaged in livestock industry shall be located only in places or areas designated under existing zoning laws and local zoning ordinances. Where no zoning law or ordinance exist the local health officer concerned shall determine the suitability of the location.
- ii. Livestock stockades shall not be located within twenty five (25) meters from any ground and surface drinking water sources nor shall it be near flood-prone areas or in depressions where heavy water run-off may occur.
- iii. There shall be no livestock stockade intended for commercial purposes which shall be constructed, operated, and maintained at a point 100 meter (328 feet) from any place of human habitation.
- iv. There shall be a buffer zone of at least five (5) meters in width around the boundaries of the lot and if possible it shall be planted with trees or shrubs.
- v. The location of any livestock industry shall be at least 500 meters away from national roads and highways.
- vi. Any establishment engaged in the sale of pet animals such as dogs, cats, reptiles, fishes, doves, rabbits, mice and others located within a commercial area shall be at least 25 meters away from any food establishment.
- vii. The establishment shall be provided with a sufficient ventilation such as an exhaust system capable of delivering a minimum of 1 cubic meter of air per minute at 10 air changes per hour that minimize objectionable odors arising from such establishment.
- viii. All places including animal cages or pens shall be maintained clean as often as possible to prevent attraction and harborage of vermin.
- ix. All animal and poultry feeds shall kept and stored under such conditions that will limit the attraction and harborage of vermin.
- x. Whenever an animal or an animal stockade serves as a nuisance and is the subject of complain of the residents within the area, the people may file a written complaint to the local health officer who in return shall notify and suggest sanitary procedures to the operator to correct or remove such nuisance. If the operator or owner fails, neglect or refuses to abate such nuisance within thirty (30) days after such notification within A shorter time prescribed by the local health officer.



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#### 4) EXCESSIVE NOISE

- i. An establishment creating such noise which exceeds the maximum allowable noise levels shall be so located in appointed areas designated under existing zoning laws and other zoning ordinances.
- ii. All persons exposed to noise which exceeds the maximum allowable noise levels emanating within any construction site, establishment or premises such as those emitted from certain equipment, machinery, vehicle tools or devices shall be provided with appropriate Personal Protective Equipment (PPE).
- iii. Whenever a noise is emitted from any residential, commercial, industrial and other premises which served as a nuisance and is the subject of complaint of the residents within the area, the people may file a written complaint to the local health officer who in return shall notify the owner or operator to abate such nuisance. If the operator or owner fails, neglects or refuses to abate such nuisance within thirty (30) days after such notification or within the shorter time prescribed by the local health officer, the latter shall prohibit such nuisance or provide measures to prevent such nuisance at the expense of the owner or operator or person concerned.

#### 5) OTHER TYPE OF NUISANCE

- i. Other type of nuisance such as, but not limited to objectionable odor, unnecessary vibration and radiation, noxious weeds and shrubs in a public place, decayed, unwholesome, or contaminated food or drinks offered for sale or for distribution to the public, any person or animal inflicted with a contagious or communicable disease which is exposed to the public, and distribution or sale of medicines, drugs or cosmetics which are not approved by the Bureau of Food and Drugs articles such as clothes, shoes, lines, bedding materials, blankets, pillows and anything used for sleeping or resting, which are second hand or made of second hand materials that are offered for sale to the public, and others which are the subject of complaint of the residents within the area, which jeopardize the health, sanitation and safety of community shall be investigated by the local health officer who shall notify and prescribe sanitary procedures to the owner or operator to correct or remove such nuisance.
- ii. If the owner or operator fails, neglects or refuses to abate such nuisance within thirty (30) days after such notification or within shorter time prescribed by the local health officer, the latter shall prohibit such nuisance or provide measures to stop or prevent such nuisance at the expense of the owner or operator concerned.

#### **SECTION 4P.07. Inspection and Evaluation.**

##### **A. Responsible Officer**

It shall be the duty of the Municipal Health Officer to cause the evaluation and inspection of every establishment herein mentioned at least once every three (3) months and to cause additional inspections and re – inspections and evaluation as deemed necessary for the enforcement of these rules regulations. Inspection of the establishment shall be conducted within seven (7) days after payment of the inspection fee of the Municipal Treasurer concerned.

##### **B. Sanitation Inspection Fee**

The payment for every inspection shall be of such amount prescribed by municipal ordinance.

##### **C. Mission Order**

- 1) The Municipal Health Officer or the chief sanitation division/ section/ unit of the Municipal Health Office, as the case may be, shall issue a mission order (EHS Form No.122) for every sanitation inspection that will be conducted by the sanitary Engineer/Inspector.
- 2) The mission order must contain the date, mission, order number and series, the name of the inspector and I.D number, the business names, addresses, categories of establishment to be inspected and the scheduled dates of inspections. This must be shown to the owner/operator of the



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establishment before any inspection is conducted. The immediate supervisor of the inspector shall monitor the enforcement of the mission.

- 3) Sanitary inspection conducted without a mission order is prohibited.
- 4) The owner / inspector of the establishment shall report to the Municipal Health Officer or chief of sanitation division/section/unit the unauthorized inspection that was executed.

#### **D. Uniform of the Sanitation Inspector and Aids to Inspection**

- 1) The sanitation inspector shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- 2) He shall likewise bring all the equipment and the supplies needed in the inspection such as the inspection forms, clipboards, thermometers, flashlight, measuring tapes, camera, light meter, water pressure gauge, chlorine residual and pH comparator kits, backlight, etc, and copy of the sanitation laws and other materials.

#### **E. Recording of Inspection**

- 1) The sanitary engineer/sanitation inspector shall keep a record of all inspector form (EHS Form No.103 – B).
- 2) The sanitary engineer/sanitation inspector shall furnish the original of such report to the owner/operator.
- 3) Demerits entered in the appropriate column of the inspection form shall indicate that the item does not conform to the requirements of these regulations.
- 4) The inspection form has twenty (20) items. Non – complying item is indicated with a demerit of five (5). The rating of the establishment is therefore:  $100 - (\text{number of demerits} \times 5)$ . The result is expressed as a percentage (%) rating.

#### **F. Sanitation Standard**

- 1) Percentage rating has an equivalent sanitation standard as follows:

Percentage Rating	Sanitation Standard	COLOR CODE
90 – 100%	Excellent	Luminous Green
70 – 89%	Very Satisfactory	Luminous Yellow
50 – 69%	Satisfactory	Luminous Red

- 2) The sanitation standard rating sticker (SSRS) (EHS Form No.104 – A/C) shall be posted in a conspicuous part of the establishment, preferably at the door for guidance of the guest and the general public. It shall be update once every three (3) months, unless revoked earlier.
- 3) The average sanitation standard of every category of establishment shall be evaluated by the Local health officer/chief of sanitation division/section/unit every and of the year to determine its improvement/maintenance of rating.

#### **G. Report of Inspection**

- 1) The sanitary engineer/sanitation inspector who conducted the inspection shall complete the sanitary inspection report, and whenever an inspection from issued indicates non – complying items, he shall notify the owner/operator of the establishment regarding the corrections to be made and indicate the reasonable period for its compliance.
  - i. The recommended corrective measures shall be specific in nature for the easy understanding of the owner/operator of the establishment.
  - ii. Reasonable period of compliance or grace period shall be inclusive of Saturday, Sunday and Holidays.
- 2) The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order (EHS Form No.107) for approval of the Municipal Health Officer or chief sanitation division/section/unit as the case may be.
- 3) Within 48 hrs. the evaluation or inspection, the original of the inspection report (EHS Form No. 103 – B) and the sanitary order shall be furnished and acknowledge by the holder of the sanitary





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permit or the owner/operator of the establishment. The inspector report shall be personally delivered, or shall be personally delivered, or shall be sent through postal service, registered with return card.

#### **H. Re – Inspection**

- 1) If upon re – inspection after the deadline, the sanitary engineer/sanitation inspector finds that correction has not been effected, he shall report to the Municipal Health Authority the revocation of the sanitary permit.
- 2) A copy of the inspection form and any notice served shall, in all cases be filed and kept by the Municipal Health Office and be available at all reasonable times for inspection by authorized officials

#### **I. Service of Notice**

- 1) Whenever an evaluation or inspection form indicates non – complying items, the Municipal Health Officer shall serve the owner/operator of the establishment a sanitary order requiring him within the grace period stated in the order to take remedial action as may be specified therein.
- 2) In the event of non – compliance of the first sanitary order by the owner/operator of the establishment, the Municipal Health Officer may serve a second notice.

#### **J. Second Sanitary Order**

If the owner/operator of the establishment needs additional time to comply with the first sanitary order he shall request the Municipal Health Officer in writing prior to the expiration of the grace period in the sanitary order for, an extension of the grace period. The Municipal Health Officer, upon the recommendation of the sanitary engineer/sanitation inspector who conducted the inspection, will act on such request.

#### **K. Notice of Hearing (EHS Form No.118)**

The Municipal Health Officer shall call the owner/operator of the establishment to show cause, at time and place stated in respect of the establishment should not be revoked.

#### **L. Revocation of Permit**

- 1) After prior notices and hearing as provided above, the Municipal Health Officer, If satisfied that the terms of the two notices have not been complied with or failure to comply therewith is not excusable, shall recommend to the Municipal Health Authority the revocation of the said permit, or
- 2) After a second order on an extended grace period, are – inspection was conducted and still the owner/operator fails to comply with such order as reported by sanitary engineer/sanitation inspector, the Municipal Health Officer shall recommended to the Municipal Health Authority the revocation of the sanitary permit without delay and shall inform other related agencies o the municipality of the revocation.
- 3) The owner/operator of the establishment may be recommended whenever the owner/operator of the establishment complies with the notices.
- 4) The owner/operator of the establishment may file a motion for reconsideration to the Municipal Health Authority if it is not satisfied with the action by the Municipal Health Officer.
- 5) The Municipal Health Authority may file court proceedings against any establishment continuously operating after the revocation of its permit.

#### **M. Summary Suspension of Permit**

Whenever the Municipal Health Officer finds unsanitary or unhealthy conditions in the operation of the establishment which constitute a substantial hazard to public health, the Municipal Health Officer shall recommend immediate suspension of the sanitary permit.

Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.





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**N. Appeals**

The person or panel conducting the hearing may confirm, modify or reverse the decision appealed from which decision shall be final.

**O. Power of Entry**

- 1) Any sanitary engineer/sanitation inspector or duly authorized officer of the Department of Health or of Municipal Health Office or of the Municipal Health Office, upon presentation of the proper credentials may at all reasonable times enter into any premises of an establishment used for any of the purposes referred to in these rules and regulations, for the purpose of inspection or any other action necessary for administration or any other action necessary for administration of these rules and regulation.
- 2) Sanitation inspections shall be conducted by officials in accordance with section 3 of these rules and regulations.
- 3) Sanitation inspection shall be done preferably during the operation of the establishment.

**P. Hearings**

The Municipal Health Authority may conduct hearings regarding erring establishment to include appeals from establishment. The decision of the Municipal Health Authority shall be deemed final and executor.

**SECTION 4P.08. Responsibility of the Operator.**

The operator of establishment engaged in offensive trades and occupations and those establishments which likely to produce a nuisance shall:

- 1) Comply all the requirements and standards, rules and regulations as stated in this Chapter.
- 2) Ensure the state of sanitation of the establishment.
- 3) Promote good personal hygiene among his employees and ensure updating of their health certificate.
- 4) Ensure the safety and comfort of all employees in the establishment.
- 5) Provide regular training programs and instructions to all employees on safety and proper operation and maintenance of the establishment.
- 6) Provide adequate and appropriate facilities, personal protective equipment, and necessities to promote health, safety and sanitation in the establishment.
- 7) Renew the sanitary permit every year.
- 8) Assist the health authorities in conducting inspection of the establishment.
- 9) Ensure that the processes and materials used in the trade shall be environment friendly.
- 10) Orient and provide regular training seminars, program and instructions on the importance of environmental sanitation and promote awareness on all existing laws, rules and regulations and ordinances on the conservation of the environment among his employees.

**SECTION 4P.09. Responsibility of the Local Health Officer.**

- 1) Facilitate the conduct and evaluation of the establishment at least every three months to ascertain their state of sanitation
- 2) Investigate compliance concerning alleged nuisance and apply necessary corrective actions;
- 3) Coordinate with the DOH or Regional Health Office regarding the enforcement of these IRR;
- 4) Conduct information, education and advocacy campaigns within the area of jurisdiction;
- 5) Prescribe precautionary measures to the operator or owner to prevent nuisance, accidents or spread of contagious or communicable disease in the establishment.

**SECTION 4P.10. Responsibility of the Local Health Authority.**

- 1) Facilitate the conduct and evaluation of the establishment at least once every three months to ascertain their compliance to these rules and regulations.
- 2) Investigate complaints concerning alleged nuisances as mentioned in this chapter and apply necessary corrective action.
- 3) Conduct information, education and advocacy campaigns within area of jurisdiction in relation to the enforcement of these rules and regulations.



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- 4) Issue sanitary permit upon completion of the requirements stated in these rules and regulations.

**SECTION 4P.11. *Penal Provisions.*** Any person who shall violate, disobey, refuse, omit or neglect to comply within any of the provisions of these rules and regulation shall be guilty of misdemeanor and upon conviction shall be punished by imprisonment for a period not exceeding six (6) months or by a fine not exceeding P2,500.00 or both.

#### ARTICLE Q. POLLUTION OF THE ENVIRONMENT

**SECTION 4Q.01. *Scope.*** These rules and regulations shall apply to all establishments, premises and facilities that are producing, processing, manufacturing, handling, storing, transporting, selling, distributing, using and disposing the following fertilizers, pesticides, heavy metals, chemicals, biological agents and pollutants, radioactive materials, food additives, products emitting ionizing and non-ionizing radiation and other products and by-products that may cause harm to public health. These rules and regulations shall also apply to projects conditions or activities such as industry, transport, energy infrastructure, food, agricultural and other processes that may generate pollutants that are likely to adversely affect public health.

**SECTION 4Q.02. *Definitions of Terms.***

- **Environment** - all which is external to the individual human host. It includes the physical, biological, chemical, social or economic factors that can influence human health.
- **Environmental Compliance Certificate (ECC)** - the document issued by the DENR Secretary or Regional Director (RED) certify that based on the representations of the project proponent and the EIS prepares as reviewed and validated by the Environmental Impact assessment Review Committee (EIARC) the proposed project or undertaking will not cause a significant negative environment impact and that the proponent has complied with all the requirements of the Environment Impact Statement (EIS) system.
- **Environmental Health** - The characteristics environmental conditions that affect the quality of health. It is the aspect of public health that is concerned with those forms of life substances forces and conditions in the surrounding or person that may exert an influence on human health and well-being.
- **Environmental Impact Statement** – the document/s studies on the environmental impacts of a project including the discussion on direct and indirect consequences upon human welfare and ecological environmental integrity and the appropriate mitigation and enhancement measures.
- **Health Sensitive Project** - is a project whose raw materials by products, intermediate products, finished products, waste products and other processes during the construction operation and decommissioning phases will pose a significant health risk to the workers and the communities exposed. These undertaking can be classified into major development project such as but not limited to:
  1. Heavy industries (non-ferrous metal industries, iron and steel mills, smelting plants, petroleum, and other petrochemical industries including oil and gas).
  2. Resource extractive industries (major mining and quarrying project, forestry projects like logging, grazing and extraction of mangrove products, fishing projects, including dikes and fishpond development project).
  3. Power Generation Operation (thermal, geothermal hydroelectric nuclear and other non-Traditional sources of power and energy).
- **Health Sensitive Project Location** - is a project location in an area that meets any of the following characteristics:
- **Health sensitive project location** - defined by the presence of endemic diseases in the area, presence of vulnerable environment pathways which can cause an exposure situation, and presence of significantly high number of vulnerable sector of the community (children, elderly, sick).



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- **Initial Environmental Examination (IEE)** – the document required of proponents describing the environmental impact of, and enhancement measures of projects or undertakings located in an Environmentally Critical Area (ECA).
- **Proponent** – any natural or judicial person intending to implement a project or undertaking.

**SECTION 4Q.03. Sanitary Requirements.**

**A. Site Requirements**

- 1) The establishments premises and facility shall be located only in areas or zones designated by existing laws or ordinances for that type of establishment.
- 2) Suitable warning devices in workplaces where hazardous substances are manufactured, handled, stored, transported and disposed shall be stall to alert the personnel in case of the liberation of dangerous quantities of such substances.

**B. Water Supply**

The water shall be adequate and potable whether from a public or private water supply system. The quality of drinking water used shall be in accordance with the Philippine National Standards for drinking Water.

**C. Solid Waste Management**

Refuse segregation/separation, storage, collection, transport and disposal shall be accordance with the provision of Refuse Disposal of this Code.

**D. Vermin Control**

- 1) Vermin abatement shall be maintained in the establishment by the operator. If they fail, neglect or refuse to maintain a vermin abatement program the concerned Municipal Health Office shall undertake the work at the expense of the operator.
- 2) The procedure and frequency of vermin abatement program shall be determined by the local health officer and approved by the local health authority.
- 3) Proper housekeeping and cleaning of surrounding shall be maintained at all times by the owner or operator of the establishment, premises or facility.

**E. Handwashing Facilities**

- 1) Wash-hand basins shall be installed in convenient and as near as practicable to where the person to whose use they are provided.
- 2) If required in writing by the local health officer, additional wash-hand basins shall be installed near the toilet facilities as possible.

**F. Toilet Facilities**

- 1) The operator shall be provide adequate and clean toilet facilities for male, female persons with disabilities and clients.
- 2) The toilet room shall be easily accessible to the workers and clients.
- 3) Toilet rooms shall be completely enclosed properly lighted and provided with adequate ventilation.

**G. Lighting and Ventilation**

The general illumination and ventilation requirements of specific rules and regulations of this code.

**H. Change rooms**

Establishments, premises or facilities shall be provided with change rooms for workers for each gender and shall be located adjacent to the bathrooms. Change rooms shall be provided with individual lockers, chairs and lounges.



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**SECTION 4Q.04.** *Requirements for Personnel.*

- 1) No worker shall be allowed to work in the establishment, premises or facility without an up to date health certificate issued by the Municipal Health Officer (MHO) and Rural Sanitary Inspector.
- 2) Health Certificate shall be issued after the personnel has undergone physical and medical examinations .All certificate are non-transferable and shall be renewed at least once a year.
- 3) The worker shall wear the health certificate.
- 4) No worker suffering from communicable disease shall be allowed to work in the establishment.

**SECTION 4Q.05.** *Specific Provisions.*

**A. Pesticide and fertilizer Establishment**

- 1) No pesticide and fertilizer establishments shall operate without securing appropriate clearances from concerned agencies as required.
- 2) Every employer shall provide the workers with personal protective equipment (PPE) protective shields and barriers whenever necessary.
- 3) All PPE shall be of the approved design and construction appropriate for the exposure or exposure or the work to be performed.
- 4) Agricultural chemicals shall be handled and used only by trained personnel.
- 5) Pesticides used in public health shall be handled only by accredited urban pest control applicators.

**B. Steel and Metal Industries**

- 1) Steel and metal parts shall be located only in areas designated by local zoning laws ordinances.
- 2) Waste water and other discharges coming from steel and metal shall conform to the DENR.
- 3) Air emission coming from steel and metal plants shall conform to the DENR standards.
- 4) The workers shall wear personal protective equipment while at work.

**C. Electric and Electric Industries**

- 1) High-tension transmission lines shall never pass overhead or underground of residential areas.
- 2) Manufactures of electrical or electronic products and other products emitting radiation that may adversely affect the health and safety of the people shall be required to secure clearance from the DOH before selling their products.

**D. Transport Industries**

- 1) All drivers, conductors and inspectors of public utility vehicles shall be required to secure an up –to date health certificate from the Municipal Health Officer (MHO) and (RSI) Rural Sanitary Inspector.
- 2) Blowing of horns shall be prohibited while passing public building like courthouses, places of worships, schools, hospital, offices and other institutions.

**E. Construction Industries**

- 1) No vertical, horizontal or underground construction activities shall be allowed to discharge or emit pollutants (water, air, soil, noise, odor) that may adversely affect the health of the workers and the community. Workers shall be protected from the effect of the activities by the proper use of applicable PPE.
- 2) Harmful dust, gases and fumes present in an excavation shall be rendered harmless by the installation of ventilators or other control and mitigating measures to free the area from contaminants. Internal combustion engine shall be operated in an excavation only when provision has been made to ensure that exhaust gases and fumes are rendered harmless or discharged to a point away from the excavation.
- 3) Explosives, when used incidental to the construction works, shall not cause or produce pollutants that may adversely affect the health and safety of nearby communities or the workers in the construction site.

**F. Health Care Facilities**





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- 1) The handling storage, collection, transport and disposal of solid and liquid wastes, particularly infectious, pathologic and hazardous wastes from health care facilities such as hospitals, clinics, laboratories and other similar establishments shall conform to the pertinent provisions of Sewerage Collection and Disposal, Excreta Disposal and Drainage and Refuse Disposal of these Sanitation Code of the Municipality of Bacolor and their rules and regulations.
- 2) The owner or operator of the establishment shall provide personnel of health care facilities handling biomedical wastes with appropriate PPE.

**G. Sanitary Landfills and other Garbage Disposal Industries**

- 1) Sanitary Landfills and other garbage disposal areas shall conform to the provisions of Refuse Disposal of this Chapter on the Sanitation Code of the Municipality of Bacolor.

**H. Firecrackers, Explosives and Ammunition Industries**

- 1) Firecrackers, ammunition and explosive plants/shops shall be allowed only in areas designated by the local zoning ordinance for the type of industry
- 2) The owner or operator of such establishment shall institute appropriate health sanitation and safety measures to prevent mitigate and control adverse impact to public health and safety

**.Rice mills and Lumberyards**

- 1) Rice husks from rice mills (stationary or mobile) shall not be stored and disposed in a manner that will create pollution. Storage and disposal of rice husks shall conform to the provisions of Refuse Disposal Chapter on the Sanitation Code of the Municipality of Bacolor.
- 2) Saw dusts and wood shaving from lumberyards shall not be stirred and disposed in a manner that will create pollution.
- 3) The owner or operator of rice mills and lumber yards shall institute appropriate preventive mitigation and control measures for the protection of public health and safety.

**I. Biomass Fuel**

- 1) Wood, crop residues, animal dung and other forms of biomass shall not be used in establishments for cooking and/or heating fuels unless the establishment has a satisfactory ventilation system. Unprocessed solids fuels like wood or coal shall not be used in establishments even if they satisfy the ventilation requirement.
- 2) Open fire cooking, roasting and barbecuing in streets and other crowded areas shall not be permitted.

**J. Other Establishments, Premises and Facilities**

Cement plants, car assembling plants, battery plants, mining and quarrying plants, food manufacturing and processing plants, abattoirs, funeral parlors and embalming establishments, industrial and commercial complex, recreation facilities, and other similar establishment, premises or facility that may create pollution shall conform to the pertinent provisions of Sanitation Code of the Municipality of Bacolor.

**SECTION 4Q.06. Inspection and Evaluation.**

**A. Responsible Officer**

It shall be the duty of the Municipal Health Officer to cause the evaluation and inspection of every establishment herein mentioned at least once every three (3) months and to cause additional inspections and re – inspections and evaluation as deemed necessary for the enforcement of these rules regulations. Inspection of the establishment shall be conducted within seven (7) days after payment of the inspection fee of the Municipal Treasurer concerned.

**B. Sanitation Inspection Fee**

The payment for every inspection shall be of such amount prescribed by municipal ordinance.





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### C. Mission Order

- 1) The Municipal Health Officer or the chief sanitation division/ section/ unit of the Municipal Health Office, as the case may be, shall issue a mission order EHS Form No.122) for every sanitation inspection that will be conducted by the sanitary Engineer/Inspector.
- 2) The mission order must contain the date, mission, order number and series, the name of the inspector and I.D number, the business names, addresses, categories of establishment to be inspected and the scheduled dates of inspections. This must be shown to the owner/operator of the establishment before any inspection is conducted. The immediate supervisor of the inspector shall monitor the enforcement of the mission.
- 3) Sanitary inspection conducted without a mission order is prohibited.
- 4) The owner / inspector of the establishment shall report to the Municipal Healthy Officer or chief of sanitation division/section/unit the unauthorized inspection that was executed.

### D. Uniform of the Sanitation Inspector and Aids to Inspection

- 1) The sanitation inspector shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- 2) He shall likewise bring all the equipment and the supplies needed in the inspection such as the inspection forms, clipboards, thermometers, flashlight, measuring tapes, camera, light meter, water pressure gauge, chlorine residual and pH comparator kits, backlight, etc, and copy of the sanitation laws and other materials.

### E. Recording of Inspection

- 1) The sanitary engineer/sanitation inspector shall keep a record of all inspector form (EHS Form No.103 – B).
- 2) The sanitary engineer/sanitation inspector shall furnish the original of such report to the owner/operator.
- 3) Demerits entered in the appropriate column of the inspection form shall indicate that the item does not conform to the requirements of these regulations.
- 4) The inspection form has twenty (20) items. Non – complying item is indicated with a demerit of five (5). The rating of the establishment is therefore:  $100 - (\text{number of demerits} \times 5)$ . The result is expressed as a percentage (%) rating.

### F. Sanitation Standard

- 1) Percentage rating has an equivalent sanitation standard as follows:

Percentage Rating	Sanitation Standard	COLOR CODE
90 – 100%	Excellent	Luminous Green
70 – 89%	Very Satisfactory	Luminous Yellow
50 – 69%	Satisfactory	Luminous Red

- 3) The sanitation standard rating sticker (SSRS) (EHS Form No.104 – A/C) shall be posted in a conspicuous part of the establishment, preferably at the door for guidance of the guest and the general public. It shall be update once every three (3) months, unless revoked earlier.
- 4) The average sanitation standard of every category of establishment shall be evaluated by the Local health officer/chief of sanitation division/section/unit every and of the year to determine its improvement/maintenance of rating.

### G. Report of Inspection

The sanitary engineer/sanitation inspector who conducted the inspector shall complete the sanitary inspection report, and whenever an inspection from issued indicates non – complying items, he shall notify the owner/operator of the establishment regarding the corrections to be made and indicate the reasonable period for its compliance.



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- 1) The recommended corrective measures shall be specific in nature for the easy understanding of the owner/operator of the establishment.
- 2) Reasonable period of compliance or grace period shall be inclusive of Saturday, Sunday and Holidays.
- 3) The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order (EHS Form No.107) for approval of the Municipal Health Officer or chief sanitation division/section/unit as the case may be.
- 4) Within 48 hrs. the evaluation or inspection, the original of the inspection report (EHS Form No. 103 – B) and the sanitary order shall be furnished and acknowledge by the holder of the sanitary permit or the owner/operator of the establishment. The inspector report shall be personally delivered, or shall be personally delivered, or shall be sent through postal service, registered with return card.

#### **H. Re – Inspection**

- 1) If upon re – inspection after the deadline, the sanitary engineer/sanitation inspector finds that correction has not been effected, he shall report to the Municipal Health Authority the revocation of the sanitary permit.
- 2) A copy of the inspection form and any notice served shall, in all cases be filed and kept by the Municipal Health Office and be available at all reasonable times for inspection by authorized officials.

#### **I. Service of Notice**

- 1) Whenever an evaluation or inspection form indicates non – complying items, the Municipal Health Officer shall serve the owner/operator of the establishment a sanitary order requiring him within the grace period stated in the order to take remedial action as may be specified therein.
- 2) In the event of non – compliance of the first sanitary order by the owner/operator of the establishment, the Municipal Health Officer may serve a second notice.

#### **J. Second Sanitary Order**

If the owner/operator of the establishment needs additional time to comply with the first sanitary order he shall request the Municipal Health Officer in writing prior to the expiration of the grace period in the sanitary order for, an extension of the grace period. The Municipal Health Officer, upon the recommendation of the sanitary engineer/sanitation inspector who conducted the inspection, will act on such request.

#### **K. Notice of Hearing (EHS Form No.118)**

The Municipal Health Officer shall call the owner/operator of the establishment to show cause, at time and place stated in respect of the establishment should not be revoked.

#### **L. Revocation of Permit**

- 1) After prior notices and hearing as provided above, the Municipal Health Officer, If satisfied that the terms of the two notices have not been complied with or failure to comply therewith is not excusable, shall recommend to the Municipal Health Authority the revocation of the said permit, or
- 2) After a second order on an extended grace period, are – inspection was conducted and still the owner/operator fails to comply with such order as reported by sanitary engineer/sanitation inspector, the Municipal Health Officer shall recommended to the Municipal Health Authority the revocation of the sanitary permit without delay and shall inform other related agencies o the municipality of the revocation.
- 3) The owner/operator of the establishment may be recommended whenever the owner/operator of the establishment complies with the notices.
- 4) The owner/operator of the establishment may file a motion for reconsideration to the Municipal Health Authority if it is not satisfied with the action by the Municipal Health Officer.
- 5) The Municipal Health Authority may file court proceedings against any establishment continuously operating after the revocation of its permit.



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#### **M. Summary Suspension of Permit**

Whenever the Municipal Health Officer finds unsanitary or unhealthy conditions in the operation of the establishment which constitute a substantial hazard to public health, the Municipal Health Officer shall recommend immediate suspension of the sanitary permit.

Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.

#### **N. Appeals**

The person or panel conducting the hearing may confirm, modify or reverse the decision appealed from which decision shall be final.

#### **O. Power of Entry**

- 1) Any sanitary engineer/sanitation inspector or duly authorized officer of the Department of Health or of Municipal Health Office or of the Municipal Health Office, upon presentation of the proper credentials may at all reasonable times enter into any premises of an establishment used for any of the purposes referred to in these rules and regulations, for the purpose of inspection or any other action necessary for administration or any other action necessary for administration of these rules and regulation.
- 2) Sanitation inspections shall be conducted by officials in accordance with section 3 of these rules and regulations.
- 3) Sanitation inspection shall be done preferably during the operation of the establishment.

#### **P. Hearings**

The Municipal Health Authority may conduct hearings regarding erring establishment to include appeals from establishment. The decision of the Municipal Health Authority shall be deemed final and executor.

#### **SECTION 4Q.07. Responsibility of the Operator.**

- 1) Secure sanitary permit from the local health office before operating the establishment, premises or facility.
- 2) Post the sanitation standard rating sticker (SSRS) in a conspicuous part of the establishment.
- 3) Renew the sanitary permit as prescribed.
- 4) Prevent the escape of pollutant from the establishment, premises or facility by installing pollution control devices.
- 5) Employ only workers with up-to-date health certificate.
- 6) Assist the local health office in the evaluation and inspection of the establishment, premises or facility.
- 7) Submit regular reports to the local health authority through the local health officer.
- 8) For proposed development project or projects for expansion classified under health sensitive projects and health sensitive projects location, secure necessary clearance/permits from appropriate national government agencies.
- 9) Comply with the provisions of these implementing rules and regulations.

#### **SECTION 4Q.08. Responsibility of the Local Health Officer.**

- 1) Inspect or cause the inspections and evaluation of establishment, premises and facilities to ascertain their compliance to these implementing rules and regulations.
- 2) Act on complaints against establishments, premises and facilities emitting od discharging pollutants and institute necessary measures to prevent the spread of diseases from such pollutants.
- 3) Monitor accidents and sickness of workers and establishments, premises and facilities.
- 4) Issue the sanitary permit for establishments and the health certificates of workers.
- 5) Implement the posting of the SSRS for the guidance of the general public.
- 6) Recommend to the local health authority the temporary or permanent closure of establishment violating the provisions of these implementing rules and regulations.



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- 7) Assist the DOH in the implementation of EHIA process.
- 8) Enforce the provisions of these implementing rules and regulations.

**SECTION 4Q.09. Penal Provisions.** Any person who shall violate, disobey, refuse, omit or neglect to comply within any of the provisions of these rules and regulation shall be guilty of misdemeanor and upon conviction shall be punished by imprisonment for a period not exceeding six (6) months or by a fine not exceeding P2,500.00 or both.

#### **ARTICLE R. DISPOSAL OF DEAD PERSONS**

**SECTION 4R.01. Scope.** These rules and regulations shall apply to all crematories, funeral and embalming establishments, medical and research institutions, undertaken embalmers, public and private burial grounds and other similar institutions operated by government agencies or instrumentalities including government-owned or controlled corporations, private organizations, firm, individuals or other entities operating within the territorial jurisdiction.

**SECTION 4R.02. Definition of Terms.**

- **Burial** - means interment of remains in a grave, tomb, or the sea.
- **Burial Ground** - refer to a cemetery, memorial park, or any place duly authorized by law for permanent disposal of the dead.
- **Cemetery** - is a public or private land used for the burial of the dead and other uses dedicated for cemetery purposes to include landscape grounds, driveway, columbaria, crematories, mortuaries.
- **Cremation** - is a process that reduces human remains to bone fragments of fine sand or ashes .
- **Crematorium** - is any designated place duly authorized by law to cremate dead persons.
- **Disinterment** - is the removal or exhumation of remain from places of interment.
- **Embalmer** - is a duly licensed person who applies, injects or introduces any chemical substance or drug or herbs internally to a dead human boy for the purpose of embalming disinfecting and preserving it.
- **Funeral establishment** - includes funeral parlor, funeral chapels and any similar place used in the preparation, storage and care of the body of a deceased person for burial or cremation.
- **Memorial Park** - is a cemetery with well-kept landscaped lawns and wide roadways and footpaths separating the area assigned for ground interments, tombs mausoleums and columbaria with or without a mortuary chapel and provided with a systematic supervision and maintenance.
- **Morgue** - is a place in which dead bodies are temporarily kept pending identification or burial.
- **Public Cemetery** - is a burial ground government or privately owned, open for general use of the public.

**SECTION 4R.03. Burial Ground Requirements.**

- A. The requirements for securing an initial clearance from the Department of Health (DOH) in establishing and opening of a public cemetery or memorial park:
  - 1) Application for establishing and opening of a cemetery or memorial park.
  - 2) Resolution of the concerned Sangguniang Bayan for the cemetery site embodying therein the strict compliance to these rules and regulations.
  - 3) Map of the proposed cemetery in triplicate copies indicating the dimensions of the cemetery length and width and the 25-50 meter zones, and dwelling places and sources of water supply within said zones.
  - 4) Title of ownership of the land proposed to be utilized as a cemetery, duly registered with the office of the Registered of Deeds of the province.





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- 5) Certification from the Sanitary Engineer of the DOH with regards to the suitability of the land proposed to be utilized as a cemetery, as to the depth of water table during the dry and rainy seasons, highest flood level, direction of run-off, drainage disposal, the distance of any dwelling house within the 25 meter zone and drilling of a well or any source of potable water supply within the 50 meter zone.
  - 6) Plan for the construction of a reinforced concrete wall or steel grille or combination thereof with a minimum height of 2 meters around the cemetery with a steel grille main door provided with a lock.
  - 7) Plan for the construction of a chapel or a structure/building for public assembly within the cemetery. It shall have a minimum area of 50 square meters (5m x 10m) where funeral ceremonies may be held and serve as a haven for protection against the sun or rain.
  - 8) Plan for the construction of a 4 meter wide main road from the gate to the rear and the 1 meter minimum cross roads which divide the cemetery in lots and sections.
  - 9) Topographic map of the cemetery zone.
  - 10) **Technical description of the proposed cemetery showing the following:**
    - i. The name of the cemetery or memorial park or in case of private burying ground, the name of applicant, and the barangay, city or municipality, and province where the proposed site is located;
    - ii. Exact dimension of all the sides of the proposed cemetery site;
    - iii. The area of said site;
    - iv. The 25 meter zone around the property delimited;
    - v. The name of all the land or residential owners within the 25-meter zone indicating the portions belonging to each owner;
    - vi. The direction of the compass, the top of the plan be the North; and
    - vii. The distance of the corners of the proposed cemetery site proper from some known and permanent topographical objects, or some characteristics of the place which will facilitate the accurate identification of the cemetery site proper even if its fence or wall is removed.
- B.** In case the land involved is a public land, the site shall be set aside by the President of the Philippines for cemetery purposes. The application shall be coursed through the Land Management Bureau, DENR in the form of a resolution by the concerned Sangguniang Panlungsod/Bayan.
- C.** When the site is owned by the component city or municipality, the Sangguniang Panlalawigan may set aside the said land for cemetery purposes upon recommendation of the concerned Sangguniang Panlungsod/Bayan.
- D.** In case the land involved is a private property, the title of ownership shall be duly registered with Register of Deeds. If it is a donation, the Deed of Donation shall be likewise registered.
- E. The following are the requirements for securing an initial clearance** from the DOH for private burial grounds or place of enshrinement (including sectarian burial areas, catacomb, mausoleum):
- 1) Compliance to the Section---, paragraphs 1, sub-paragraphs 1.a, 1.c to 1.f and 1.i to 1.j of this article;
  - 2) Resolution by the concerned Sangguniang Panlungsod/Bayan permitting the establishment of the private burial ground;
  - 3) Certification by the City/Municipality Planning and Development Office with regards to the proposed site location.
  - 4) Certification by the City/Municipal Engineer that the designs of the proposed structures conforms to the National Building Code of the Philippines;
  - 5) Size of the burial private ground shall be at least 1.2 hectares which includes a buffer zone of 50 meters around the niche or space for interment;
  - 6) Burial shall be limited to 10 inches occupying an area not more than 30 square meters to be located at the center of the proposed site;
  - 7) Additional burials shall not exceeds or go beyond the 30 square meters designated site and shall be constructed only over and above the existing niches, but in no case more than 4 niches or 3.0 meter high whichever is lower; and
  - 8) All niches shall be totally enclosed with concrete or other impervious material strictly watertight and the flooring slightly sloped at the center; a 5 centimeter non-corrosive 'weep holes' shall be located





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at the opposite side of the niche's opening and not exposed to the atmosphere as a drain; a reverse of an air vent; (also applicable to apartment-type or honeycomb-type or capsule-type arrangement of niches).

F. The DOH Regional Director (Region III) shall issue clearance upon submission and review of the requirements stated in Section--(for public cemetery/memorial park) or Section --(for private burial grounds) of this Article.

G. Upon completion of the cemetery of memorial park or private burial ground and before its operation, a validation as to compliance to the requirements stated in Section—or Section – of this Article, as the case may be shall be conducted by the DOH Regional Director. An operational clearance shall be issued by the DOH Regional Director which shall be the basis for issuance of the Sanitary Permit by the concerned City/Municipality Health Office.

**H. Sanitary Requirements for Burial Grounds:**

**1) Toilet and Handwashing Facilities**

- i. Adequate, clean and accessible toilet facilities for male, female and persons with disabilities/personnel shall be provided in properly located areas.
- ii. Adequate lavatories with sufficient supply of soap and hand dryer shall be provided within or adjacent the toilet rooms.
- iii. Toilet rooms shall be completely enclosed, properly lighted and ventilated.
- iv. All toilets shall have good ventilation either by windows or exhaust fans.
- v. Odor absorbent materials such as saw dust and activated carbon shall be installed in the toilet rooms.
- vi. The wall of toilet rooms shall be painted or finished in light color.
- vii. Adequate number of water closets shall be provided.

MALE COMFORT ROOM			
NUMBER OF PERSONS	TOILET	URINAL	LAVATORY
Below 50	1	-	1
50-100	2	1	2
For each additional 100 males one (1) toilet, one (1) urinal and one (1) lavatory			

FEMALE COMFORT ROOM			
NUMBER OF PERSONS	TOILET		LAVATORY
Below 30	1		1
30-100	2		2
One (1) toilet for each additional 50 females. One (1) lavatory for each additional 100 females			

PERSONNEL COMFORT ROOM					
NUMBER OF PERSONNEL	TOILET		URINAL	LAVATORY	
	MALE	FEMALE	MALE	MALE	FEMALE
Below 30	1	1	-	1	1
Below 49	1	2	1	2	2
50-99	2	2	2	3	3
For each additional 100 and above, one (1) fixture for each 50 personnel					

**2) Toilet Structural Requirements**

- i. Approval of the concerned component City/Municipal Health Officer based on recommendation of the City/Municipal Engineer or Sanitary Engineer as to the plans of the toilet, plumbing connection, and individual sewage disposal system, sub-surface absorption system or other treatment device.



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ii. Minimum space requirement for comfort room as follows:

COMFORT ROOM SPACE REQUIREMENTS		
UNIT	SQUARE METER/UNIT	SQUARE FEET/UNIT
Toilet	1.50	10
Lavatories	1.11	12
Urinals	1.11	12

- iii. Minimum height of toilet ceiling : 2.50 meters
- iv. Lighting: Not less than 10 foot-candle.
- v. Natural ventilation: Window space shall be at least 10% of the floor area of toilet room.
- vi. Mechanical ventilation: Use of exhaust fan

### 3) Water supply.

The water supply shall be adequate and potable whether from a public or from a private water supply system. All water sources shall have a Certificate of Potability of Drinking Water issued by the local health officer. A minimum supply of 40 liters per day shall be maintained.

### 4) Foods and Drinks.

Dispensing of food shall be in accordance with Food Establishments of this code.

### 5) Sewage Disposal and Drainage.

Sewage from the burial ground plumbing system shall be connected to a public sewerage system or in the absence thereof to an Imhoff or septic tank or other wastewater treatment facility and subsurface absorption field. A transition of one year period shall be afforded to the owner of the burial ground to comply with these rules and regulations: otherwise, there shall be no renewal of Sanitary Permit after the transition period for non-compliance thereof, storm water shall be discharged to a storm sewer system in all areas where it exist.

### 6) Solid Waste Management

- i. Each strategic area of the burial ground shall be provided with at least 2 refuse receptacles or containers, one for biodegradable and one for non-biodegradable materials, provided by tight-fitting cover. It shall be lined with black color coded plastic bag for non-biodegradable and green color coded plastic bag for biodegradable materials. Collection of refuse shall be done by the personnel of the burial ground.
- ii. Accumulation of refuse which may become harborage and breeding places of vermin shall not be permitted.
- iii. The collection, segregation, storage and disposal of refuse shall be in accordance with sanitary procedures and regulations.
- iv. Separate storage room/bin for dry and wet refuse shall be provided.

### 7) Vermin Control

- i. A vermin abatement program shall be maintained in the burial ground premises by the owners, operators or administrators. If they fail, neglect to maintain a vermin abatement program, the concerned component city/municipal health authority/office shall undertake the work at their expense.
- ii. Office rooms, toilet rooms and other openings to outdoor space shall be screened, unless air-conditioned. Doors shall be tight-fitting and self-closing.
- iii. All below grade opening such as windows, lighting and ventilation shall be rat-proofed. Likewise, all openings in the interior walls and roof shall be covered with cuff and chain sheet metal and equipped with an automatic closing device.
- iv. The growth of bush, weeds and grass shall be controlled to prevent harborage of ticks, bugs and other noxious insects.



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**SECTION 4R.04. Burial requirements.**

**A. Death Certificate requirements**

- 1) No remains shall be buried or cremate without a death certificate.
- 2) The death certificate must be issued by the attending government or private physician.

**B. Shipment of Remains**

The following are the requirements in the shipment or transfer of cadaver from one place to another.

- 1) Death certificate must be secured;
- 2) Transfer permit must be secured from the local health authority of the point of origin;
- 3) The remains must be properly embalmed;
- 4) Shipment of remains to and from abroad shall be governed by the rules and regulations of the National Quarantine Office.

**C. Grave Requirements**

- 1) Graves where remains are buried shall be at least one and one half meters deep filled well firmly.
- 2) No remains shall be buried in a grave where water table is less than two (2) meters deep from the natural ground surface.

**D. Cost of Burial**

The cost of burial of a dead person shall be borne by the nearest kin in the following order:

- 1) The spouse;
- 2) The descendants in the nearest degree;
- 3) The ascendant of the nearest degree; and
- 4) The brothers and sisters.

**E. Burial of Remains**

The burial of remains in the Municipal burial grounds and similar burials grounds like cemetery/memorial parks, etc. shall not be prohibited on account of race, nationality, religion or political persuasion.

**F. Medico Legal Cases**

- 1) If the local health officer who issues a death certificate has reasons to believe or suspect that the cause of death was due to violence or crime, he shall notify immediately the authorities of the PNP or NBI concerned.
- 2) In case the cause of death was due to violence or crime mentioned in the preceding sub-section, the decease shall not be buried until permission is obtained from the prosecutor where the death occurred.

**G. Un-embalmed Dead Body**

No un-embalmed dead body shall remain unburied longer than 48 hours after death except:

- 1) When permitted by the local health authority for valid reasons such as flood, calamities and disasters, provided that the cause of death was not due to dangerous communicable disease.
- 2) When there is necessary for legal investigation.

**SECTION 4R.05. Disinterment or Exhumation Requirements.**

**A. The requirements for the disinterment or exhumation of remains of persons died of non-dangerous communicable disease are:**



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- 1) Permission to disinfect the bodies or remains of persons who died of other than non-dangerous communicable disease may be granted after such bodies have been buried for a period of three(3) years;
- 2) The remains upon exhumation shall be disinfected in a placed in a sealed coffin case or box, and properly identified as to the name of the deceased, date and cause of death and place of reinterment;
- 3) Exhumation and transfer permits shall be secured from the point of origin;
- 4) Death certificate;
- 5) Reburial permit shall be secured at the placed of reinterment.

**B. The requirements for the disinterment of remains of persons who died of dangerous communicable disease are:**

- 1) Bodies or remains of persons who died of any dangerous communicable disease shall be exhumed after a lapse of five (5) years burial period.
- 2) Upon exhumation, the remains shall be disinfected then placed in a hermetically sealed container, properly identified as to the name of the deceased, date and cause of death and place of origin.
- 3) .Death Certificate.
- 4) Exhumation and transfer permits shall be secured from the point of origin.
- 5) Reburial permit shall be secured at the place of reinterment.

**SECTION 4R.06. Requirements for the Establishment and Operation of Funeral Parlors/Chapels, Embalming Establishments and Morgues.**

**A. Sanitary Permit Requirements**

- 1) No establishment such as funeral parlors/chapels, embalming establishments and morgues shall be operated within this Municipality of Bacolor without Sanitary Permit.
- 2) Any extension or additional construction or alternation in an establishment shall require a new Sanitary Permit before it could be operated.

**B. Personnel**

**1) Undertakers**

- i. Funeral parlors shall employ undertakers who shall be responsible for the care, handling, transfer and disposal of dead bodies/remains;
- ii. The undertakers shall have an up to date health certificate issued by the Municipal Health Officer Concerned;
- iii. Undertakers shall be licensed and registered at the DOH Regional Office;
- iv. Undertakers shall be licensed to practice undertaking only after compliance with the requirements prescribed by the DOH such license is renewable every beginning of the year at the DOH Regional Office;
- v. Responsibilities of undertakers shall include:
  - a. Care and arrangement of the deceased person during vigils and application of sanitary precautions in placing the remains inside the casket;
  - b. Assure that all caskets to be used are hermetically tight;
  - c. Accompany the transfer of the deceased persons by land or by sea at a distance more than 50 kilometers from the place of origin.

**2) Embalmers**

- i. Funeral parlors with embalming facilities and offering embalming services that employ an embalmer licensed and registered with the DOH.
- ii. The embalmers shall have up to date health certificate issued by the Municipal Health Officer concerned.



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- iii. Embalmers shall be licensed to practice embalming only after compliance with requirements prescribed by the DOH. Such license is renewable every beginning of the year at the DOH Regional Office.(Region 3)
  - iv. Responsibilities of embalmers include:
    - a. Attend to all procedures of embalming of remains.
    - b. Ensure that no parts of the remains shall be removed during embalming;
    - c. Apply all sanitary precautions in embalming of remains;
    - d. Uptake their knowledge by undergoing training conducted by DOH Accredited trainers/institutions/associations.
- 6) **Classifications of Funeral establishment. Funeral establishments shall be classified in 3 categories described as follows:**
- i. Category 1 - establishment with chapels and embalming facilities and offering funeral services.
  - ii. Category 2 - establishments with chapels and offering funeral services but without embalming facilities.
  - iii. Category 3 - establishments offering only funeral services from the house of the deceased to the burial place.
- 7) **Sanitary Requirements for funeral Chapels:**
- i. Funeral chapels shall be adequately lighted and ventilated.
  - ii. Each chapel be provided with bathroom with one shower head, one water closet, and one lavatory for each gender.
  - iii. There shall be adequate potable water always available.
- 8) **Sanitary Requirements for Embalming and Dressing Rooms.**
- i. Embalming and dressing rooms shall be constructed of concrete or semi-concrete materials.
  - ii. There shall be provided a minimum working space at 1.50 meters by 2.0 meters for every remains.
  - iii. The floors shall be constructed at concrete or other impervious or easily cleaned materials that are resistant to wear corrosion and shall be sloped to drain; all angles between the floors and walls shall rounded off to a height of not less than 3 inches from the floor.
  - iv. Floor drains shall be provided. It shall be constructed and slopped to drain so that all washing and body fluids shall flow to waste water treatment facility separate from the septic tank. All solid wastes which include pathological and infectious wastes shall be placed in receptacles lined with yellow plastic bag while sharps shall be placed in receptacles lined with red plastic bag or any approved type of sharps collector.
  - v. The internal surface of walls shall have a smooth, even, non-absorbent surface easily cleaned without damage to the surface and constructed of dust-proof materials.
  - vi. All lightings shall be free from glare and distributed so as to avoid shadows.
  - vii. Ventilation shall be provided which shall be effective and suitable to maintain comfortable condition. The natural air supply in any room shall in no instance be less than 0.005 cubic meter per second per person.
  - viii. Embalming shall be performed on a table made of single marble slab or aluminum, stainless steel or other equality impervious materials with a minimum size of 0.60 m x1.80 m.
  - ix. Embalmers and assistants shall use personal protective equipment such as rubber gloves, aprons, boots and safety goggles while working.
  - x. Washing facilities with soaps, detergents and germicidal solutions shall be provided for use of the working personnel. Embalmers and assistants shall be provided with lockers and closets for personal protective equipment and a separate closet for chemicals used for embalming.
- 9) **Sanitary Requirements for Morgues**
- i. **Location.** The Morgue shall be constructed either as a separate structure or part of the funeral and embalming establishments. In either case, strict privacy must be maintained.
  - ii. **Size.**





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The size of the morgue depends on the number of remains to be stored. The cadavers shall be contained in tanks divided into compartments. Each compartment must have the following dimensions; length of 2.50 meters, width 1.50 meters and a dept. of 2.50 meters. Every compartments shall be provided with a drain pipe leading into a separate waste water treatment facility from the septic tank. The cover of each compartment shall be provided with tight fitting lids.

**iii. Lighting and ventilation.**

The aggregate window area shall not be less than 1/10 of the floor area. The room shall be well ventilated and well lighted. In addition those opening, exhaust ducts of at least 1/50 of the floor area shall be provided in the ceiling or as close to the ceiling as possible.

**SECTION 4R.07. Requirements for the Opening of a Cemetery/Memorial Park.**

- 1) Ordinance of the Sangguniang Bayan for reclassification of land from agricultural to commercial
- 2) Sangguniang Bayan Resolution transmitting the application for the opening of a cemetery/Memorial Park.
- 3) Ordinance prohibiting the construction of any dwelling house within 25 meter zone and drilling of a well or any source of water supply within the 50 meter zone.
- 4) Map of the proposed cemetery/memorial park in length and width and 25-50 meters zones, the dwelling places and sources of water supply within said zones.
- 5) Title of ownership of the land proposed to be utilized as a cemetery/memorial park duly registered in the office of the Register of Deeds of the province.
- 6) Certification of the Municipal Health Officer with regards to the suitability of the land proposed to be utilized as a cemetery.
- 7) Construction of a strong fence around the cemetery/memorial park with a strong door and lock.
- 8) Construction of a chapel at the center of the cemetery/memorial park within an area of 50 square meters, 5m x 10m where funeral ceremonies may be held and incidentally serve as a haven for funeral attendants against the heat of the sun or rain.
- 9) Construction of a 2 meter main road from the gate to the rear and the 1 meter crossroads which divide the cemetery/memorial park in lots and sections.

**SECTION 4R.08. Requirements for the Re-opening of a Cemetery/Memorial Park.**

- 1) B.H Form 82, Report on Old Cemetery should be properly filled up especially with regard to the date of the last interment made in the cemetery.
- 2) A general exhumation should be made after the necessary exhumation and burial permit secured from the office of the Municipal Civil Registrar of the place and the relatives or nearest-of-kin of the deceased persons are duly notified to enable them to claim the remains for reburial in authorized burial place
- 3) For the purpose of notification, publication or posting of the list of the names of the deceased persons to be exhumed should be made for a period of 30 days prior to the date of exhumation.
- 4) All the remains upon exhumation shall be disinfected and those claimed by relatives placed in separate coffins, cases or boxes and properly identified as to the names of the deceased, dates and causes of deaths and places of reburial. The unclaimed remains shall be placed in one box or case buried in a common grave within the cemetery which should be permanently covered to safeguard public health.
- 5) After the exhumation shall have been made, the cemetery ground should be leveled and all the roads and paths, the chapel and the fence constructed or reconstructed and placed in good sanitary condition.

**SECTION 4R.09. Requirements for Closure and Removal of Cemetery/Memorial Park.**

- 1) A cemetery may be ordered closed when its further use poses a threat to public health such as when"



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- i. The requirements of Section 1074 and 1075 of the Revised Administrative Code regarding distances from the nearest dwelling house or source of water supply is no longer met
- ii. The cemetery has been utilized in full and further burials can no longer be made.
- iii. Resolution for the closure and removal of said cemetery shall be passed by the Sangguniang Bayan and submitted before general exhumation is effected.
- iv. Exhumation and transfer permits required under Section 1090 of the Revised Administrative Code shall be secured from the Office of the Municipal Civil Registrar of the Municipality.
- v. For the purpose of notification, publication or posting in conspicuous places of the list of the names of the deceased persons for exhumation to give opportunities to the relatives to claim for the remains buried therein for whatever disposition they may take in accordance with the provisions of the law.
- vi. All remains claimed by relatives shall be disinfected. The unclaimed remains shall be placed in one case or box and reburied in common grave in an authorized burial.
- vii. The exhumation and reburial of the remains shall be under the supervision of the Municipal Health Officer who shall see to it that public health is not endangered.

**SECTION 4R.10. Cadavers for the Scientific Purpose.**

All applications for the use of cadavers for scientific purpose shall be forwarded to the Undersecretary for Health and Medical Services for approval.

**The following requirements should be complied with:**

- 1) Only institution authorized to establish schools of medicine, nursing dentistry, and midwifery are qualified to apply for permission to use cadavers for scientific purposes. The application must be filled by the applying institution and not by a funeral establishment or by an individual.
- 2) Cadavers must be properly embalmed. Proper space in the death certificate under title of "CERTIFICATION OF EMBALMERS" should be accomplished.
- 3) Where the body is involved in a medico-legal case, clearance should be first be secured from the Chief of Police or the Municipal Circuit Trial Judge having jurisdiction.
- 4) Application must be made in the proper form, must be accomplished by the death certificate of inspection from the proper health official in the point of destination.
- 5) The necessary transit fee should be paid and the official receipt covering the payment should be attached to the application.
- 6) Cadavers of persons who died of or with a dangerous communicable disease should not be permitted to be utilized for the scientific purposes and should be buried in accordance with the provision of Section 1092 of the Revised Administrative Code.
- 7) Where the Cadaver involved has been donated for the purpose of an affidavit to this effect should be secured from the nearest-of-kin witnessed by two witnesses and subscribed and sworn to before a duly authorized Notary Public.
- 8) The cadaver, part or parts thereof shall not be disposed of in any way or manner other than the purposes applied for.
- 9) After the cadavers have served their purpose, the same shall be given a decent burial by the applicant-institution which shall destroy all, expenses incident to there to.
- 10) In the event that the cadaver involved is unclaimed, a certification from the Chief of Hospital where it died must be secured stating that same is unclaimed for 48 hours after death of the deceased.
- 11) Where controversial problems which cannot be solved in the Regional Health Office level arise, the matter shall be elevated to the Secretary of Health, thru the Undersecretary for the Health and Medical Services, for decision.

**SECTION 4R.11. Inspection and Evaluation.**

**A. Responsible Officer**

It shall be the duty of the Municipal Health Officer to cause the evaluation and inspection of every establishment herein mentioned at least once every three (3) months and to cause additional inspections and re – inspections and evaluation as deemed necessary for the enforcement of these rules regulations. Inspection of the



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establishment shall be conducted within seven (7) days after payment of the inspection fee of the Municipal Treasurer concerned.

**B. Sanitation Inspection Fee**

The payment for every inspection shall be of such amount prescribed by municipal ordinance.

**C. Mission Order**

- 1) The Municipal Health Officer or the chief sanitation division/ section/ unit of the Municipal Health Office, as the case may be, shall issue a mission order (EHS Form No.122) for every sanitation inspection that will be conducted by the sanitary Engineer/Inspector.
- 2) The mission order must contain the date, mission, order number and series, the name of the inspector and I.D number, the business names, addresses, categories of establishment to be inspected and the scheduled dates of inspections. This must be shown to the owner/operator of the establishment before any inspection is conducted. The immediate supervisor of the inspector shall monitor the enforcement of the mission.
- 3) Sanitary inspection conducted without a mission order is prohibited.
- 4) The owner / inspector of the establishment shall report to the Municipal Healthy Officer or chief of sanitation division/section/unit the unauthorized inspection that was executed.

**D. Uniform of the Sanitation Inspector and Aids to Inspection**

- 1) The sanitation inspector shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- 2) He shall likewise bring all the equipment and the supplies needed in the inspection such as the inspection forms, clipboards, thermometers, flashlight, measuring tapes, camera, light meter, water pressure gauge, chlorine residual and pH comparator kits, backlight, etc, and copy of the sanitation laws and other materials.

**E. Recording of Inspection**

- 1) The sanitary engineer/sanitation inspector shall keep a record of all inspector form (EHS Form No.103 – B).
- 2) The sanitary engineer/sanitation inspector shall furnish the original of such report to the owner/operator.
- 3) Demerits entered in the appropriate column of the inspection form shall indicate that the item does not conform to the requirements of these regulations.
- 4) The inspection form has twenty (20) items. Non – complying item is indicated with a demerit of five (5). The rating of the establishment is therefore:  $100 - (\text{number of demerits} \times 5)$ . The result is expressed as a percentage (%) rating.

**F. Sanitation Standard**

- 1) Percentage rating has an equivalent sanitation standard as follows:

Percentage Rating	Sanitation Standard	COLOR CODE
90 – 100%	Excellent	Luminous Green
70 – 89%	Very Satisfactory	Luminous Yellow
50 – 69%	Satisfactory	Luminous Red

- 2) The sanitation standard rating sticker (SSRS) (EHS Form No.104 – A/C) shall be posted in a conspicuous part of the establishment, preferably at the door for guidance of the guest and the general public. It shall be update once every three (3) months, unless revoked earlier.
- 3) The average sanitation standard of every category of establishment shall be evaluated by the Local health officer/chief of sanitation division/section/unit every and of the year to determine its improvement/maintenance of rating.



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**G. Report of Inspection**

- 1) The sanitary engineer/sanitation inspector who conducted the inspection shall complete the sanitary inspection report, and whenever an inspection from issued indicates non – complying items, he shall notify the owner/operator of the establishment regarding the corrections to be made and indicate the reasonable period for its compliance.
  - i. The recommended corrective measures shall be specific in nature for the easy understanding of the owner/operator of the establishment.
  - ii. Reasonable period of compliance or grace period shall be inclusive of Saturday, Sunday and Holidays.
- 2) The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order (EHS Form No.107) for approval of the Municipal Health Officer or chief sanitation division/section/unit as the case may be.
- 3) Within 48 hrs. the evaluation or inspection, the original of the inspection report (EHS Form No. 103 – B) and the sanitary order shall be furnished and acknowledge by the holder of the sanitary permit or the owner/operator of the establishment. The inspector report shall be personally delivered, or shall be personally delivered, or shall be sent through postal service, registered with return card.

**H. Re – Inspection**

- 1) If upon re – inspection after the deadline, the sanitary engineer/sanitation inspector finds that correction has not been effected, he shall report to the Municipal Health Authority the revocation of the sanitary permit.
- 2) A copy of the inspection form and any notice served shall, in all cases be filed and kept by the Municipal Health Office and be available at all reasonable times for inspection by authorized officials.

**I. Service of Notice**

- 1) Whenever an evaluation or inspection form indicates non – complying items, the Municipal Health Officer shall serve the owner/operator of the establishment a sanitary order requiring him within the grace period stated in the order to take remedial action as may be specified therein.
- 2) In the event of non – compliance of the first sanitary order by the owner/operator of the establishment, the Municipal Health Officer may serve a second notice.

**J. Second Sanitary Order**

If the owner/operator of the establishment needs additional time to comply with the first sanitary order he shall request the Municipal Health Officer in writing prior to the expiration of the grace period in the sanitary order for, an extension of the grace period. The Municipal Health Officer, upon the recommendation of the sanitary engineer/sanitation inspector who conducted the inspection, will act on such request.

**K. Notice of Hearing (EHS Form No.118)**

The Municipal Health Officer shall call the owner/operator of the establishment to show cause, at time and place stated in respect of the establishment should not be revoked.

**L. Revocation of Permit**

- 1) After prior notices and hearing as provided above, the Municipal Health Officer, If satisfied that the terms of the two notices have not been complied with or failure to comply therewith is not excusable, shall recommend to the Municipal Health Authority the revocation of the said permit, or
- 2) After a second order on an extended grace period, are – inspection was conducted and still the owner/operator fails to comply with such order as reported by sanitary engineer/sanitation inspector, the Municipal Health Officer shall recommended to the Municipal Health Authority the revocation of the sanitary permit without delay and shall inform other related agencies o the municipality of the revocation.
- 3) The owner/operator of the establishment may be recommended whenever the owner/operator of the establishment complies with the notices.





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- 4) The owner/operator of the establishment may file a motion for reconsideration to the Municipal Health Authority if it is not satisfied with the action by the Municipal Health Officer.
- 5) The Municipal Health Authority may file court proceedings against any establishment continuously operating after the revocation of its permit.

#### **M. Summary Suspension of Permit**

Whenever the Municipal Health Officer finds unsanitary or unhealthy conditions in the operation of the establishment which constitute a substantial hazard to public health, the Municipal Health Officer shall recommend immediate suspension of the sanitary permit.

Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.

#### **N. Appeals**

The person or panel conducting the hearing may confirm, modify or reverse the decision appealed from which decision shall be final.

#### **O. Power of Entry**

- 1) Any sanitary engineer/sanitation inspector or duly authorized officer of the Department of Health or of Municipal Health Office or of the Municipal Health Office, upon presentation of the proper credentials may at all reasonable times enter into any premises of an establishment used for any of the purposes referred to in these rules and regulations, for the purpose of inspection or any other action necessary for administration or any other action necessary for administration of these rules and regulation.
- 2) Sanitation inspections shall be conducted by officials in accordance with section 3 of these rules and regulations.
- 3) Sanitation inspection shall be done preferably during the operation of the establishment.

#### **P. Hearings**

The Municipal Health Authority may conduct hearings regarding erring establishment to include appeals from establishment. The decision of the Municipal Health Authority shall be deemed final and executor.

#### **SECTION 4R.12. Responsibility of the Local Health Authority.**

##### **The local health authority shall:**

- 1) Administer Municipal or public cemeteries/memorials;
- 2) Issue permit to enter, disinter or transfer remains;
- 3) Apply prescribed measures when cause of death is due to dangerous communicable diseases;
- 4) Keep records of deaths occurring within area of jurisdiction;
- 5) Conduct hearings regarding erring establishments to include appeal from such establishments;
- 6) Act on the recommendation of the local health officer to suspend or revoke sanitary permit;
- 7) Recommend to the local health director for approval the donation of unclaimed remain to medical school and scientific institutions for purposes specified in these rules and regulations;
- 8) Sponsor the training of the local health officer to become medico-legal officer.

#### **SECTION 4R.13. Responsibility of the Local Health Officer.**

##### **The local health officer shall:**

- 1) Recommend to the local health authority the suspension and revocation of sanitary permit for funeral establishments;
- 2) Issue the death certificate in the absence of an attending physician;
- 3) Recommend to the local health authority the issuance of burial, transfer and exhumation permit;
- 4) Supervise the exhumation of remains for medico-legal cases;





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- 5) Evaluate and inspect the compliance of funeral establishments with these implementing rules and regulations;
- 6) Issue sanitary order to funeral establishments for non-compliance with these rules and regulations;
- 7) Perform autopsy and detection of remains as the need arises.

**SECTION 4R.14. Penal Provisions.** Any person who shall violate, disobey, refuse, omit or neglect to comply within any of the provisions of these rules and regulation shall be guilty of misdemeanor and upon conviction shall be punished by imprisonment for a period not exceeding six (6) months or by a fine not exceeding P2,500.00 or both.

**CHAPTER V  
EVALUATION OF ESTABLISHMENTS**

**ARTICLE A. SANITARY INSPECTION.**

**SECTION 5A.01. Responsible Officer.** – It shall be the duty of the Local Health Officer to cause an inspection and evaluation of businesses, facilities and any other similar establishments requiring a Sanitary Permit for their operations, at least every three (3) to six (6) months and shall cause as many additional inspections and re-inspections and evaluations as deemed necessary for the enforcement of the provisions of the Ordinance. Inspection of the establishments shall be conducted seven (7) days after payment of the inspection fee to the Office of the Local Treasurer.

**SECTION 5A. 02. Sanitation And Inspection Fee.** – The Fees payable for every inspection shall be of such amounts prescribe by municipal ordinances.

**SECTION 5A.03. Mission Order.**

- A. The Local Health Officer or the Chief of Sanitation Division/Section/Unit of the Local Health Office, as the case maybe, shall issue a Mission Order (EHS Form No. 112) for every sanitary inspection that will be conducted by the Sanitation Inspector.
- B. The mission order must contain the date, mission order number and series, the name of the inspector and identification number, the business name, address, category of establishment to be inspected and the date of inspection. This must be shown to the owner/operator of the establishment before any inspection is conducted. The immediate supervisor of the inspector shall monitor the enforcement of the mission order
- C. Sanitary Inspection conducted without a mission order is prohibited.
- D. The owner/operator of the establishment shall report to the Local Health Officer or Chief of Sanitation Division/Section/Unit the unauthorized inspection that was conducted.

**SECTION 5A.04. Uniform of the Sanitation Inspector and Aides to Inspection.** –

- A. The Sanitation Inspector shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- B. The Sanitation Inspector shall carry the following items during inspection;
  1. Sanitary Inspection Forms.
  2. Clipboard.
  3. Thermometers (hot & cold)
  4. Flashlight.
  5. Measuring tape.
  6. Camera.
  7. Copies of sanitation ordinance/s, regulations, standards and other reference materials needed in the inspection.
  8. Field Bag.
  9. Also, the following, if available;
    - i. Light meter;



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- ii. Water pressure gauge;
- iii. Black light;
- iv. Food & Drink Sampling Kit; and
- v. Epidemiological Kit.

**SECTION 5A.05. Recording Of Inspection –**

- A. The Sanitation Inspector shall keep a record of all his inspections or evaluation reports in an inspection form.
- B. The Sanitation Inspector shall furnish the original of such report to the owner/operator/officer-in-charge of the establishment/facility.
- C. Demerits entered in the appropriate column of the inspection form shall indicate that the item does not conform with the requirements of the provisions of this Ordinance.
  1. Non-complying items are indicated with an (X). Every such item is weighted with a demerit of 5. The rating of the establishment is therefore 100 less number of demerits x 5. The result is expressed as a percentage (%) rating.
- D. Sanitation Standard.
  1. The percentage rating has an equivalent sanitation standard as follows;

Percentage Rating	Sanitation Standard	Color Code
90 – 100%	Excellent	Luminous Green
70 – 89%	Very Satisfactory	Luminous Yellow
50 – 68%	Satisfactory	Luminous Red

2. The Sanitation Standard Rating Sticker (SSRS) shall be posted in a conspicuous of the establishment. It shall be updated once every three (3) months, unless revoked earlier.
- E. The average sanitation standard of the establishment shall be evaluated by the Local Health Officer/Chief of Sanitation Division/ Unit/ Section every year-end to determine its improvement/maintenance of rating.

**SECTION 5A.06. Report Of Inspection. –**

- A. The Sanitation Inspector who conducted the inspection shall complete the sanitary inspection report and whenever an inspection form issued indicates non-compliance to items relating to any particular type of premises, the inspector shall notify the holder of the sanitary permit, the manager or occupier of the correction to be made and indicate a reasonable period for its compliance.
  1. The recommendation corrective measures shall be specific in nature for the easy understanding of the owner or manager or occupier of the food establishment.
  2. Reasonable period for compliance or grace period shall be inclusive of Saturdays, Sundays and holidays.
- B. The Sanitation Inspector who conducted the inspection shall likewise prepare a Sanitary Order for approval by the Local Health Officer through the Recommendation of the Chief of the Sanitation Division or Section or unit.
- C. Within 48 hours of the inspection or evaluation, the original of the inspection report and the Sanitary Order shall be furnished and acknowledged by the holder of the permit certificate, the manager or occupier of the establishment.
  1. The inspection report shall be personally delivered.
  2. Mailing of Notice shall be sent through the postal service registered with return card.



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**SECTION 5A.07. *Re-Inspection.* –**

- A. If upon re-inspection after the deadline, the Sanitation Inspector finds that correction has not been effected, he/she report to the Chief of the Sanitation Division or Section or Unit for prompt recommendation to the Local Health Officer for the revocation of the Sanitary Permit; and
- B. A copy of the inspection form and any notices served shall, in all cases be filed and kept by the Local Health Officer and be available for inspection by authorized officials.

**ARTICLE B. SERVICE OF NOTICE.**

**SECTION 5B.01.** – Whenever an inspection or evaluation form indicated non-complying items, the Local Health Officer of the municipality may cause to be served on the holder of the permit, the manager or occupier a notice (Sanitary Order) requiring him, within the time (grace period) stated in the notice, to take such remedial actions as may be specified therein.

**SECTION 5B.02.** – In the event of non-compliance with the terms of the first Sanitary Order, the Local Health Officer may cause the issuance of a second notice to the holder of the permit, the manager or occupier.

A. Secondary Sanitary Order.

1. If the owner of the establishment needs additional time to comply with the first Sanitary Order, he shall request in writing prior to the expiration of the said Sanitary Order for an extension of the grace period to the Local Health Office. The second Sanitary Order shall then be subjected to the approval of the Local Health Officer.
2. The second notice shall contain shall contain a call on the holder of the permit, the manager or occupier to show cause, at a time and place stated in the notice, why the permit issued to the establishment shall not be served.

**ARTICLE C. REVOCATION OF PERMIT.**

**SECTION 5C.01.** – After prior notice and hearing as provided above, the Local Health Office, if satisfied that the terms of the two notices have not been complied with or that failure to comply therewith is not excusable, shall recommend the revocation of the permit.

**SECTION 5C.02.** – After the second sanitary order on an extended grace period, a re-inspection was conducted and still the owner fails to comply with such order as reported by the Sanitation Inspector, the Local Health Officer shall recommend revocation of the sanitary permit without delay and shall inform other related agencies of the municipality of the revocation.

**SECTION 5C.03.** – Lifting of suspension of permit maybe recommended whenever the owner of the establishment satisfactorily corrects the defects.

**ARTICLE D. POWER OF ENTRY**

**SECTION 5D.01** – Any Sanitation Inspector or duly authorized officer of the Local Health Office, upon presentation of proper credentials may at all reasonable times enter into any premises used for any of the purposes referred to in this Ordinance for the purpose of inspection or any other action necessary for the administration of this Ordinance.

**SECTION 5D.02.** – Sanitary inspection shall be conducted by health Officials in accordance with the provisions of this Ordinance.

**SECTION 5D.03.** – Sanitary inspections shall be done preferably during the time the establishment is in operation.



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**ARTICLE E. SANITARY FORMS AND CERTIFICATES, RATING STICKERS  
AND SANITATION STANDARD SCHEDULE.**

**SECTION 5E.01.** – All sanitation forms, certificates, rating stickers and other related documents to be used and issued shall be in accordance with the prescribed standards of the Department of Health in relation with the Implementing Rules and Regulations of the Sanitation Code of the Philippines.

**SECTION 5E.02.** – The Sanitation Standard Schedule for Inspection shall be in accordance with the prescribed standards of the Department of Health in relation with the Implementing Rules and Regulations of the Sanitation Code of the Philippines.

**CHAPTER VI  
INSTITUTIONAL MECHANISM**

**ARTICLE A. CREATION OF THE SANITATION UNIT**

There is hereby created the Sanitation Unit in the Office of the Local Health Officer tasked to carry out the effective enforcement and implementation of the Health and Sanitation Code of the Municipality of Bacolor

The Local Health Officer at his sound discretion, is hereby authorized to designate an Officer-in-Charge to head the Sanitation Unit created in the preceding paragraph and to re-assign or detail or request additional personnel to meet the actual human resources requirement of the aforesaid unit.

**ARTICLE B. DUTIES AND RESPONSIBILITIES OF THE SANITATION UNIT HEAD.**

The Sanitation Unit Head shall perform, among other purposes, the following duties and responsibilities;

- A. Implement the Health and Sanitation Ordinance of the Municipality of Bacolor.
- B. Direct and supervise the effective administration and operation of the Sanitation Unit.
- C. Define and assign specific individual work assignment to subordinates and direct and supervise them in the discharge of their respective functions in order to achieve optimum efficiency.
- D. Formulate plans and systems for the effective and efficient implementation of this Ordinance.
- E. Shall see to it that all equipment and tools are properly maintained and operable at all times to avoid disruption of operation.
- F. Conduct the necessary period inspection and re-inspection to business establishment.
- G. Promote and encourage active public involvement in the enforcement and implementation of this Ordinance.
- H. Assist the Local Health Officer in drafting health and sanitation plans and program.
- I. Keep and maintain all health and sanitation and sanitation records for effective management

**ARTICLE C. RESPONSIBILITIES OF THE LOCAL HEALTH OFFICER.**

The Local health Officer shall have the following responsibilities:

- A. Propose ordinance/s to the Sangguniang Bayan through the Local Health Board relevant and essential rules and regulations that will strengthen the promulgation and enforcement of health and sanitation policies.
- B. Supervise the conduct or cause of regular or periodical inspection of all the establishments and/or business covered under this Ordinance and their premises to ascertain the maintenance of adequate sanitary conditions such as proper disposal of all solid and liquid waste incidental to the operation of such businesses.
- C. Supervise the verification of the validity of sanitary permit of the establishments and/or business entities and the Health Certificates of their working staff.
- D. Supervise the posting of the sanitation evaluation report and Sanitation Standard Rating Sticker (SSRS) of the inspected establishment and/or business entity on a conspicuous part of its building and/or stall for public guidance after each inspection.
- E. Supervise the employment of precautionary measures to prevent the spread of any communicable diseases among persons staying or working in establishments and/or business entities for reference and guidance.



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- F. Supervise the safekeeping of the sanitation evaluation report and recommendation records of all inspected establishments and /or business entities for reference and guidance.
- G. Recommend appropriate action for all those found violating this Ordinance and other related health and sanitation measures.
- H. Exercise general supervision over the hygienic and sanitary conditions of the Municipality including public and private premises.
- I. Conduct health and sanitation information campaign and render health intelligence services.
- J. Issue directives upon recommendation of the local Chief Executive through the delegated authority concerned for the prevention and control of any untoward circumstances that may endanger public health and safety such as enforcing internal quarantine applicable to the locality.
- K. Supervise the enforcement of the provision of this Ordinance and to cause additional inspections and re-inspections and evaluations as deemed necessary for the observance of health and sanitation measures in the locality.

**CHAPTER VII**  
**MISCELLANEOUS AND FINAL PROVISIONS**

**SECTION 07.01. Objective.**

The celebration of special event dates in the Municipality of Bacolor, Pampanga aims to provide the inhabitants of this province with essential knowledge and information on health that would enable them to make decisions about their health conditions.

**SECTION 07.02. Special Health Event Dates.**

The Local Government of Municipality of Bacolor, Pampanga declares, recognizes and adopts the celebration of the following special health events:

DAY / MONTH	HEALTH EVENT
January	✓ Cancer Awareness and Prevention Month
February	✓ Heart and Healthy Lifestyle Awareness Month
March	✓ Rabies Awareness Month
March 24	✓ Pampanga TB Day
April	✓ Garantisadong Pambata I
April	✓ Cancer in Children Awareness Month
Every 3 <sup>rd</sup> week of April	✓ Provincial Health Consciousness Week
May 1	✓ World "No Tobacco" Day
June	✓ Dengue Awareness
June 15	✓ ASEAN Dengue Day
July	✓ Blood Donors Month; Nutrition Month
July	✓ Disability Prevention and Rehabilitation Week
August	✓ Lung Month: Tuberculosis Awareness Month
August	✓ Anti-Dengue Awareness and Prevention Month
August	✓ Sight Saving Month
August 1-7	✓ Breast Feeding Week
September	✓ Medicine Week
October	✓ Garantisadong Pambata II
October	✓ Breast Cancer Month
November	✓ Malaria Awareness Month
November 14	✓ Diabetes Awareness Week
December	✓ Fire Crackers Injury Prevention Month
December 1	✓ World AIDS Day





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**SECTION 07.03. General Penal Provision.**

**Common Penalty.**

Any violation of the provisions of this Code not herein covered by a specific penalty or of the rules and regulations herein promulgated shall be penalized by a fine of at least Five Hundred Pesos (Php 500.00) but not exceeding Two Thousand Five Hundred Pesos (Php 2,500.00) or imprisonment of a period of one (1) month but not more than six (6) months, or both, without prejudice to the imposition of a higher penalty imposed by the existing national laws, rules and regulations for the same offense committed herein.

If the violation is committed by any juridical entity, the President, General Manager or any person entrusted with the administration thereof at the time of the commission of the violations shall be held responsible or liable thereof.

**SECTION 07.04. Final Provisions. Separability Clause.**

If, for any reason, a court competent jurisdiction shall declare any part of this Code as invalid and unconstitutional, the remaining parts which are not affected by such declaration shall remain in full force and effect.

**SECTION 07.05. Repealing Clause.**

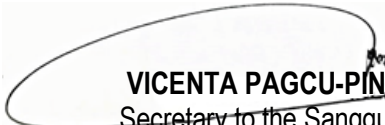
All ordinances, rules and regulations or parts thereof which are in conflict or inconsistent with any provision of this Code are hereby repealed or modified accordingly.

**SECTION 07.06. Effectivity.**

This Sanitation Code of the Municipality of Bacolor, Pampanga shall take effect after thirty (30) days from the date of its approval and the satisfaction of the requirement of publication in a newspaper of general circulation in the Municipality of Bacolor and/or the posting of the same in conspicuous places of the Municipality.

**APPROVED.**

I HEREBY CERTIFY, to the correctness of the foregoing ordinance.

  
**VICENTA PAGCU-PINEDA**  
Secretary to the Sanggunian

ATTESTED:

  
**HON. WILFREDO H. BALINGIT**  
Presiding Officer/Municipal Vice Mayor

APPROVED:

  
**HON. EDUARDO G. DATU, GEO.,MPM**  
Municipal Mayor