**REGISTRATION FOR FACILITY CERTIFICATION**

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| WHEN TO REGISTER?  |
| Schedule | Open schedule/ monthly |
| Registration date | Every **1st to 10th** day of the month.  |
| Submission of documents:-BIR Certificate of Registration / Business Permit (required)-Copy of official receipt (required)-DOH Facility Code (if applicable) | Submission of documents: **11th to 15th** day of the month.**Note:** Documents should be in PDF format. |
| Submission of video recording or securing of real time schedule of inspection via online platform.  | Every **16th to 25th** of the month.***Note:*** *Refer to the registration form as a guide.**Video should be in MP4 format.* |
| Release of facility certificates | After completion of requirements. |
| Registration/ Processing fee*\*Valid for 3 years* | This will cover the printing of certificates, courier fee and honoraria:Category A: 2,000PHPCategory B: 3,000PHPCategory C: 4,000PHPCategory D: 7,000PHP |
| Honoraria | Category A: InspectorsCategory B: InspectorsCategory C: InspectorsCategory D: Inspectors |