**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: 2,000PHP  Category B: 3,000PHP  Category C: 4,000PHP  Category D: 7,000PHP |
| Honoraria | Category A: Inspectors  Category B: Inspectors  Category C: Inspectors  Category D: Inspectors |