

MARIKINA CLEAN FOOD & WATER LABORATORY

Location of Office: Ground Floor, Marikina Public Market, Sta. Elena, Marikina City

Section Head/OIC: RONALD DALUSONG

Officer-in-Charge: ANALIZA A. CLARIN – Food Technologist

Tel. No.: 369-7248

SERVICES OFFERED:

A. MONTHLY MICROBIOLOGICAL ANALYSIS OF WATER REFILLING STATIONS & WATER HAULERS

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1	Laboratory Analyst/Staff visits water refilling stations & water haulers for water sample collection.	Laboratory Analyst/ Staff	Site of Store	2 min.
2	After water sample collection, an Acknowledgement Receipt for payment of water analysis fee is given to client.	Laboratory Analyst/ Staff.	Site of Store	1 min.
3	Present Acknowledgement Receipt for payment of Water Analysis fee at Cashier.	Cashier	Window 9 Marikina City Health Office or at the Treasury Office, Marikina City Hall	1 min.
4	Releasing of result starts on Wednesday (onwards) one week after water sample collection.	Laboratory Analyst/ Staff	Clean Food & Water Laboratory Office	8-10 days after submission of water sample

Requirement:

1. Official Receipt for Payment of Water Analysis Fee
2. Water Analysis Fee: Refilling stations-Php500.00

B. WATER MICROBIOLOGICAL ANALYSIS OF WALK-IN CLIENTS (RESIDENTIAL AND PRIVATE ESTABLISHMENTS)

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1	1.Request for water sample bottles and forms to be filled-up by client from Laboratory Staff. Then Acknowledgement Receipt will be issued to paying clients for payment of water analysis	Laboratory Analyst/ Staff	Clean Food & Water Laboratory Office	2 mins.

2	2.Present Acknowledgement Receipt for payment of Water Analysis fee at Cashier.	Cashier	Window 9 Marikina City Health Office or at the Treasury Office, Marikina City Hall	1 min.
3	Submit filled-up forms, water sample & Official Receipt (for paying clients only) to Laboratory Staff. Schedule of submission of water samples will be from Monday to Wednesday, 8:00 am-3:00 pm.	Laboratory Analyst/ Staff	Clean Food & Water Laboratory Office	1 min.
4	Releasing of result starts on Wednesday (onwards) one week after water sample collection.	Laboratory Analyst/ Staff	Clean Food & Water Laboratory Office	8-10 days after submission of water sample

Requirement:

1. Official Receipt for Payment of Water Analysis Fee
2. Water Analysis Fee: Private Establishments – Php 300.00
Marikina Residents – FREE

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.