



# **CAVITE STATE UNIVERSITY – CCAT CAMPUS**

## **CAMPUS HEALTH SERVICES UNIT**

External and Internal Services



<b>1. Consultation and Referrals</b>				
This procedure shows how the Campus Health Services Unit provide assistance in assessing the physical condition of a patient as well as in the administration of treatment.				
<b>Office or Division:</b>	Campus Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Valid Identification Card			Patient/ Client	
Consultation Form			Campus Health Services Unit	
Dental Record Form				
Medical Certificate Form				
Prescription Form				
Request Form				
Laboratory Result Form				
X-Ray/ Diagnostic Result Form				
Monitoring Sheet				
Referral Form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Identification Card to the Nurse on	1.1 Confirms personal information from identification card and accomplishes	None	1 Minute	<i>Nurse on Duty</i>



Duty (NOD).	consultation form.			
2. Submit oneself to the assessment of vital signs.	2.1 Check and record vital signs, refer and accompany patient to the physician or dentist depending on the case.	None	2 Minutes	<i>Nurse on Duty</i>
3. Submit to the consultation process.	3.1 Examine the patient and prescribe medication.  3.2 Physician may refer patient for the following procedures if necessary:  a. Wound Care b. Laboratory/Radiologic Exam c. Observation in Ward & Confinement d. Referral to a Medical Specialist e. Transfer to hospital (NOD can also transfer patient if the cases is severe)  3.3 Refer patient to the Nurse on Duty (NOD).	None	15 Minutes/ depending on the case	<i>Nurse on Duty</i>  <i>Physician/ Dentist, if available and based on their schedule of visit.</i>
4. Present prescription and submit the medical or dental card to the NOD.	4.1 Receive the prescription form and dispense available prescribed medication (initial dose only).  4.2 Advise the patient on proper use and intake of medicines.	None	2 Minutes	<i>Nurse on Duty</i>
5. The patient signs the logbook.	5.1 Log the name of patient, name, and quantity of dispensed medicines, and have it signed by the patient.	None	1 Minute	<i>Nurse on Duty</i>
	5.2 Encode the accomplished consultation form, medical or dental record, and files for safekeeping.	None	1 Minute	<i>Nurse on Duty</i>



	5.3 Provide client with Stakeholder’s Feedback Form.			
	<b>TOTAL:</b>	<b>None</b>	<b>22 minutes</b>	



<b>2. Physical, Dental, and Laboratory Examination of Students</b>				
This procedure aims provide assistance in the conduct of Physical, Dental and Laboratory Examination of students for qualification to perform various school function and activities.				
<b>Office or Division:</b>	Campus Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students, Faculty Members and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Notice of Admission (NOA)		Office of Student Affairs and Services		
Student Health Record Form		Campus Health Services Unit		
Request Form				
Laboratory/X-Ray Result Form				
Dental Record Form				
<b>Additional Requirements:</b> 2 pieces of 2x2 ID picture Clearance Stub (to be passed in the Registrar’s Office)		Client Campus Health Services Unit/ Registrar’s Office		
Medical Clearance Form		Medical Specialist		
Medical Certificate				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Day 1</b> 1. Presents the Notice of Student Admission (NOA) for new and transferee students/ Request for	1.1 Confirm NOA or Request for Medical Requirements. 1.2 Issues request form for diagnostic	None	1 Minute	<i>Nurse on Duty</i>



medical clearance for returnee students.	procedure (if to be done outside, advise to accomplish diagnostic examination at any DOH-Accredited Diagnostic Center and proceed to <b>Day 2</b> )			
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>1 Minute</b>	
<b>Day 2</b> 1. Present the laboratory results to the NOD.	1.1 Secure copy of Notice of Student Admission (NOA).  1.2 Collect medical results (photocopy).  1.3 Give original results to the student and issues Student Health Record.	None	2 Minutes	<i>Nurse on Duty</i>
2. Fill out Student Health Record and submit to the NOD.	2.1 Issue clearance stub to be presented at the Registrar’s Office.  2.2 Provide client with Stakeholders’ Feedback Form.	None	2 Minutes	<i>Nurse on Duty</i>
*Additional Procedures: If, with medical findings especially X-ray results	Advise student to undergo special diagnostic procedure; or refers to medical specialist	None	3 Minutes	<i>Nurse on duty</i>  <i>Physician (Specialist)/ Hospital accredited to the specialist</i>
<b>Day 2</b>	<b>TOTAL:</b>	<b>None</b>	<b>7 Minutes</b>	



<b>3. Physical, Dental and Laboratory Examination of Applicant Employee, Faculty and Staff for Pre-employment and Re-employment</b>				
This procedure covers the pre-employment physical, dental and laboratory examination, including treatment, advises, and referrals of applicant employee and faculty.				
<b>Office or Division:</b>	Campus Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Campus Officials, Faculty Members and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Medical Endorsement Form		Human Resource and Development Office (Notice)		
CSC Form No. 211 Medical Certificate		Campus Health Services Unit		
Personal Information Sheet or Identification Form				
Medical Form				
Request Form				
X-Ray Result Form				
Dental Record Form		Medical Specialist depending on the schedule per satellite campus		
<b>For Pre-Employment:</b> Employees are the one decided to go in University Health Services Unit (Main Campus) to undergone Physical Examination or in any Government Physician. Official receipt (if Physical Exam done at the University Health Services Unit- Main Campus)		Any Government Physician/ University Health Services Unit  Cashier’s Office (Main Campus)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p><b>Day 1</b> 1. The client presents Medical Endorsement Form issued by HRDO or any letter that the employees are hired in the campus as employee.</p>	<p>1.1 Secures copy of Medical Endorsement Form.  1.2 Issues Request Form for diagnostic procedures and CSC Medical Certificate.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Nurse on Duty</i></p>
<p><b>If Laboratory and Diagnostic Examination will be done outside:</b>  2. Fill out the Personal Information Sheet and submit to the NOD.</p>	<p>2.1 Advises to accomplish laboratory and diagnostic examination at any DOH-Accredited Diagnostic Center and advises to accomplish other tests (including Neuropsychiatric test for Newly-hired Faculty and for Promotion).  2.2 Instruct to go in any Government Physician for Physical Examination and if the employee decided to do it in University Health Services Unit, they need to bring all the result of the laboratory.  *Advance to <b>DAY 2</b> of Physical Examination in UHS if patient decided to undergone P.E at UHS.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Nurse on Duty</i></p>
<p><b>Day 1</b></p>	<p><b>TOTAL:</b></p>	<p><b>None</b></p>	<p><b>4 Minutes</b></p>	





<p><b>Day 2 Physical Examination</b></p> <p>1. The client presents laboratory result, Neuro-psychiatric Result including CSC Medical Certificate signed by any Government Physician.</p>	<p>1.1 Collect medical results including signed CSC Medical Certificate and Personal Information Sheet.</p> <p>1.2 Provide client with Stakeholders’ Feedback Form.</p>	<p>None</p>	<p>3 Minutes</p>	<p><i>Nurse on Duty</i></p>
<p>*Additional Procedures <i>(If there is abnormal findings)</i></p>	<p>2.1 Advises to undergo additional laboratory and or special diagnostic procedures and or refers to medical specialist.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Physician (Specialist)/ Hospital accredited to the specialist</i></p>
<p><b>Day 2 (Physical Examination)</b></p>	<p><b>TOTAL:</b></p>	<p><b>None</b></p>	<p><b>5 Minutes</b></p>	
<p><b>Day 2 Physical Examination (If the University Physician is available for visit)</b></p> <p>1. Proceed to the Cashier’s Office for payment of Physical Examination</p>	<p>1.1 Issue charge slip for payment of Physical Examination.</p> <p>1.2 Advise to return to Clinic after payment.</p>	<p>Php 125.00</p>	<p>1 Minute</p>	<p><i>Nurse on Duty</i></p>
<p>2. Present the Official Receipt to the NOD.</p>	<p>2.1 Secure copy of official receipt.</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Nurse on Duty</i></p>



<p>3. The client presents laboratory result, Neuro-psychiatric Result including CSC Medical Certificate.</p>	<p>3.1 Collect medical results, Three (3) copies of CSC Medical Certificate and Personal Information Sheet.</p> <p>3.2 Checks and records vital signs.</p> <p>3.3 Issues the medical form with attached photocopy of laboratory and diagnostic results.</p>	<p>None</p>	<p>3 Minutes</p>	<p><i>Nurse on Duty</i></p> <p><i>University Physician available</i></p>
<p>4. The client proceeds to medical section for physical examination.</p>	<p>4.1 Does physical examination and signs the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work.</p>	<p>None</p>	<p>7 Minutes</p>	<p><i>Physician</i></p>
<p>5. The client proceeds to the NOD.</p>	<p>5.1 Secures copy of one (1) medical form and CSC medical certificate form with attached photocopy of diagnostic results for encoding and safekeeping.</p> <p>5.2 Provide client with Stakeholders' Feedback Form.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Nurse on Duty</i></p>
<p>*Additional Procedures (For applicant with findings upon examination)</p>	<p>6.1 Advise the applicant to undergo additional laboratory and or special diagnostic procedures and or refer to medical specialist.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Physician</i></p>
<p><b>Day 2 Physical Examination (If the University Physician is available for visit)</b></p>	<p><b>TOTAL</b></p>	<p><b>None</b></p>	<p><b>16 Minutes</b></p>	
<p><b>Day 1 Laboratory and Diagnostic Examination will be done at</b></p>				



<p><b>the UHS:</b></p> <p>1. The client presents Medical Endorsement Form issued by HRDO.</p>	<p>1.1 Secures copy of Medical Endorsement Form.</p> <p>1.2 Issues Request Form for diagnostic procedures and CSC Medical Certificate.</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Nurse on Duty</i></p>
<p>2. The client proceeds to the Cashier’s Office for payment of laboratory and diagnostic examination.</p>	<p>2.1 Issue charge slip for payment of diagnostic examination.</p> <p>2.2 Advises to return to UHS after payment.</p>	<p>Php 1,425.00 for Contractual, Permanent, and Temporary</p> <p>Php 475.00 for Job Order (Php 125.00 physical and dental examination fee is already included)</p>	<p>1 Minute</p>	<p><i>Nurse on Duty</i></p>
<p>3. The client proceeds to the Diagnostic Section for examination.</p>	<p>3.1 Performs necessary procedures.</p> <p>3.2 Instructs to return the following day to claim the results.</p> <p>3.3 Advises to accomplish other tests not available in the UHS (eg. Neuropsychiatric test, drug test)</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>Medical/X-ray Technologist</i></p> <p><i>Nurse on Duty</i></p>
<p><b>Day 1 (Laboratory and</b></p>		<p><b>PHP1,425.00</b></p>	<p><b>32 Minutes</b></p>	



Diagnostic Examination done at the UHS)	TOTAL:	for Contractual, Permanent, and Temporary <b>PHP475.00</b> for Job Order		
<p><b>Day 2 Physical Examination Done at UHS:</b></p> <p>1. The client presents official receipt and CSC Medical Certificate Form.</p>	<p>1.1 Secure copy of official receipt, one photocopy of results and triplicate copy of accomplished CSC medical certificate.</p> <p>1.2 Issue Personal Information Sheet.</p>	None	1 Minute	<i>Nurse on Duty</i>
<p>2. The client fills-out the Personal Information Sheet and submits to the Nurse on Duty.</p>	<p>2.1 Encodes data to the Medical Form, takes picture and prints the form.</p> <p>2.2 Checks and records vital signs.</p> <p>2.3 Issues the medical form with attached photocopy of laboratory and diagnostic results.</p>	None	3 Minutes	<i>Nurse on Duty</i>
<p>3. The client proceeds to the dental section for dental examination.</p>	<p>3.1 Does dental examination and signs the medical form.</p>	None	5 Minutes	<i>Dentist</i>
<p>4. The client proceeds to medical section for physical examination.</p>	<p>4.1 Does physical examination and signs the medical form together with the triplicate copy of CSC medical form for fitness or unfitness to work.</p>	None	10 Minutes	<i>Physician</i>



*Additional Procedures	Advises to undergo additional laboratory and or special diagnostic procedures and or refers to medical specialist.	None	3 Minutes	<i>Physician</i>
5. The client proceeds to the Nurse on Duty.	5.1 Secures copy of one (1) medical form and CSC medical certificate form with attached photocopy of diagnostic results for encoding and safekeeping.	None	1 Minute	<i>Nurse on Duty</i>
6. The client proceeds to the NOD.	6.1 Secures copy of one (1) medical form and CSC medical certificate form with attached photocopy of diagnostic results for encoding and safekeeping.  6.2 Provide client with Stakeholders' Feedback Form.	None	1 Minute	<i>Nurse on Duty</i>
<b>Day 2</b>	<b>TOTAL</b>	<b>None</b>	<b>24 Minutes</b>	



4. Physical, Dental and Laboratory Examination of Applicant Employee, Faculty and Staff for Pre-employment and Re-employment (Online Physical Examination) (Advisory No. 3 s. 2021)				
This procedure covers the pre-employment physical of applicant employee and faculty through online physical examination.				
<b>Office or Division:</b>	Campus Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Faculty Members and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Medical Endorsement Form	Human Resource and Development Office (Notice)			
CSC Form No. 211 Medical Certificate	Campus Health Services Unit			
Laboratory Results	Client (All requirements are needed for the signing of CSC Form No. 211 Medical Certificate)			
Physical Exam done by Private Physician				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>If Laboratory and Diagnostic Examination will be done outside:</b>  1. Submit all scanned copies of laboratories, physical exam and excel format of CSC Medical Certificate to the email address of Nurse on Duty	1.1 Gather all the scanned copies and medical certificate received by the client.  1.2 Send all copies to the email address of infirmary.  1.3 Advises to wait for the availability of doctor.	None	2 Minutes onwards (depends on the availability if doctor)	<i>Nurse on Duty/ University Physician</i>
*Additional Procedures				



<i>(with findings upon examination)</i>	Advises to undergo additional laboratory and or special diagnostic procedures and or refers to medical specialist	None	3 Minutes	<i>Physician</i>
2. Once the CSC Medical Certificate received via email.	2.1 Forward the CSC Medical Certificate to the employees. 2.2 Provide client with Stakeholders' Feedback Form.	None	2 Minutes	<i>Nurse on Duty</i>
	<b>TOTAL:</b>	<b>None</b>	<b>7 Minutes onwards</b>	



**5. Annual Physical, Dental and Laboratory Examination of University Officials, Faculty Members and Employees (Scheduled on University Health Services)**

This procedure aims to determine systematic procedure of the annual physical, dental and laboratory examination of University officials, faculty members, and employees for qualification to continue various school function and activities.

<b>Office or Division:</b>	University Health Services Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may Avail:</b>	University/ Campus Officials, Faculty Members and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal Information Sheet or Identification Form	University Health Services Unit
Medical Form	
Request Form	
Laboratory Result Form	
X-Ray Result Form	
Dental Record Form	
Medical Certificate	Medical Specialist

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Day 1</b>				
1. The client proceeds to the UHS for examination based on their schedule	1.1 Confirms the schedule for laboratory and X-ray examination. 1.2 Issues Personal Information Sheet	None	2 Minutes	<i>Nurse on Duty</i>





	(Identification form).			
2. Fill-out Personal Information Sheet.	2.1 Encodes the date to the Medical- Dental Form, takes picture and prints the form. 2.2 Checks and records vital signs. 2.3 Issues request form and claim stub.	None	3 Minutes	<i>Nurse on Duty</i>
3. The client presents the request form to the diagnostic section for examination.	3.1 Performs necessary examinations. 3.2 Advises to claim the results the following day to continue with the physical and dental examination.	None	5 Minutes	<i>Medical/X-ray Technologists</i>
<b>Day 1</b>	<b>TOTAL:</b>	<b>None</b>	<b>11 Minutes</b>	
<b>Day 2</b>				
1. Proceed to the NOD to claim results and submit to physical and dental examination.	1.1 Releases examination results and issues Medical and Dental Form. 1.2 Advises to proceed to the dental section for examination.	None	1 Minute	<i>Nurse on Duty</i>
2. The client proceeds to the medical and dental section for examination.	2.1 Does Dental/Medical examination and signs the Medical - Dental Form for fit and unfit to work.	None	15 Minutes	<i>Dentist/ Physician</i>
3. The client proceeds to the NOD.	3.1 Secures copy of one Medical - Dental Form for encoding and safekeeping. 3.2 Provide client with Stakeholders Feedback Form.	None	1 Minute	<i>Nurse on Duty</i>
<b>Day 2</b>	<b>TOTAL</b>	<b>None</b>	<b>17 minutes</b>	



<b>6. Provision of Emergency Care and Treatment</b>				
This procedure aims to provide systematic procedure and immediate actions to patient who needs urgent emergency care and treatment.				
<b>Office or Division:</b>	Campus Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Students, CvSU Faculty Members, Employees, and Campus Officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Consultation Form		Campus Health Services Unit		
Request Form				
Monitoring Sheet				
Referral Form				
Medical Certificate Form				
Prescription Form				
Request Form				
Laboratory Result Form				
X-Ray/ Diagnostic Result Form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The patient comes in or brought in as emergency case.	1.1 Places the patient in a comfortable position and immediately looked or present identification of patient through ID card or other means of providing identity.	None	2 Minutes	<i>Nurse on Duty</i>



1a. Unconscious and pulseless:	1a.1 Administer First Aid treatment, call other medical staff for assistance and assess if needed to transfer to the nearest hospital.	None	10 Minutes / depending on the case	<i>Nurse on Duty/ Physician Available</i>
1b. If conscious, the patient gives medical history (if accident in nature) and submits to assessment of vital signs.	1b.1 Elicits medical history or incidence report, checks, monitors and records vital signs. 1b.2 Refers patient to physician on duty if applicable or transfer to the nearest hospital	None	10 Minutes/ depending on the case	<i>Nurse on Duty</i>
2. The patient signifies improvement and stability of condition.	2.1 Prescribes medication with proper instructions and give advises. May issue medical certificate if necessary and if physician is available. 2.2 Reports to the security office if the emergency case is accident and or medico-legal in nature. 2.3 Provide client with Stakeholders’ Feedback Form.	None	3 Minutes	<i>Nurse on Duty / Physician</i>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes onwards</b>	



<b>7. Verification of Physical, Dental, Laboratory and Diagnostic Examination Results of Students Enrollees and Issuance of Medical Clearance for Enrollment</b>				
This procedure covers how enrollees can submit their Physical, Dental and Laboratory Examination results/ report through online and drop box system, for verification and issuance of medical clearance for enrolment purposes.				
<b>Office or Division:</b>	Campus Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may Avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Online Student Health Record		Campus Health Services Unit		
Online Student Request Form				
Medical Clearance Form				
Medical Certificate		Medical Specialist (Government Physician/ University Physician)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The student submits requirements through online system/drop box system	1.1 Check if the students is in the list of enrollees verifies by the Office of the Student Affairs.  1.2 Checks and verifies the completeness of the scanned copies or drop box copies of documents and presents it to the physician.	None	2 Minutes	<i>Nurse on Duty</i>



	<p>2.1 Assesses the results for comments and recommendation.</p> <p>2.2 If the assessment is clear/normal, issues medical clearance through e-mail, electronically signed for confirmation to enrollment.</p> <p>2.3 If upon verification and assessment, results are unfavorable or noted with communicable diseases, the student enrollee through e-mail is advised to undergo additional laboratory or special diagnostic procedures and or refers to medical specialist before given clearance for confirmation to enrollment.</p>	None	7 Minutes	<i>Nurse on Duty</i>
3. The student receives medical clearance through e-mail.	<p>3.1 Encodes, saves and prints the online documents for filing and safekeeping.</p> <p>3.2 Provide client with Stakeholders’ Feedback Form.</p>	None	1 Minute	<i>Nurse on Duty</i>
	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	



<b>8. Health Monitoring of All CvSU Personnel and Visitors Upon Entry to University during Pandemic</b>				
This procedure aims to monitor the present health status of all CvSU personnel and visitors who enter the university campus during pandemic occurrence. This includes health survey, contact tracing, and safety precautions.				
<b>Office or Division:</b>	Campus Health Services Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may Avail:</b>	CvSU Personnel and Visitors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Health Declaration Form		University Health Services Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills-out Health Declaration Form and submits it to the Guard on Duty.	1.1 Provides the copy of health declaration form to the Security Unit.	None	1 Minute	<i>Nurse on Duty</i>
	1.2 Distributes copy of health declaration form to every CvSU personnel and visitors that enter the University.	None	1 Minute	<i>Security Guard</i>
	1.3 Checks the answers in the health survey portion of the Health Declaration Form. <ul style="list-style-type: none"> <li>○ If the answer in the health survey portions are all <u>NO</u> and the personnel or visitor had no fever, he/she will be allowed to enter the campus.</li> <li>○ If there is one or more <u>YES</u> answer/s with or without fever, the security personnel will refer and send him/her</li> </ul>	None	1 Minute	<i>Security Guard</i>



	to the Campus Health Services Unit for further evaluation, management and advises			
	1.4 Returns back the Health Declaration Form to Health Services Unit.	None	1 Minute	<i>Security Guard</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Minutes</b>	