

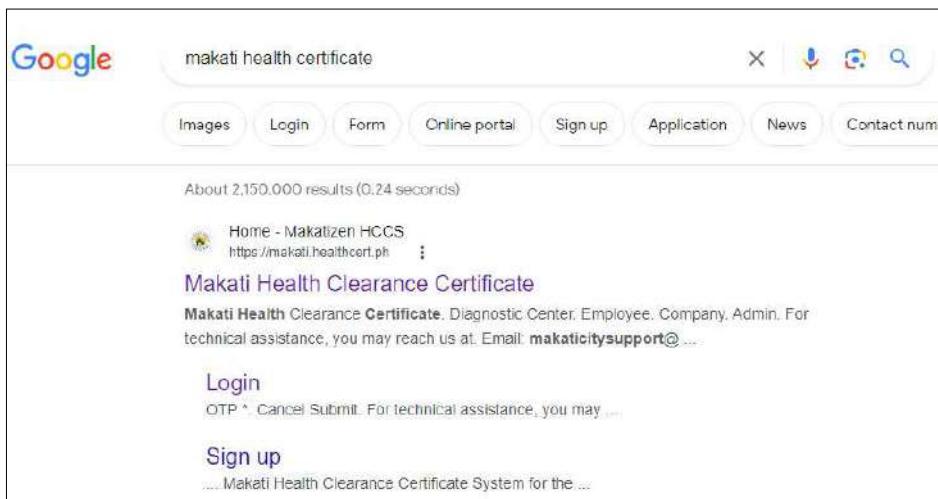
Inter-Office Memo

FOR : ALL HEAD OFFICE (Makati) EMPLOYEES
FROM : HUMAN RESOURCE DEPARTMENT
RE : **MAKATI HEALTH CERTIFICATE REGISTRATION (2024)**
DATE : February 15, 2024
REF# : HRD-BEN-24-02-040
CC : All Department/DC/file

In compliance with Makati Health Permit requirements, kindly re-submit your existing requirements for Health Certificate Application. Please know that this is an individual requirement as an employee locator of Makati. Once you have successfully registered, you will receive an email from Makati Health providing you a copy of your Health Certificate. Upon receiving it, please provide a copy to HR-Benefits for record-keeping purposes and to comply with the business permit regulations. As stated in the previous memo regarding Makati Health Certificate Registration 2023, this process needs to be completed on a yearly basis through your online portal while you are employed at Kolin or in Makati City. Therefore, please ensure that you secure or save your email address and password for easy renewal.

Kindly proceed with the sequential instructions provided below:

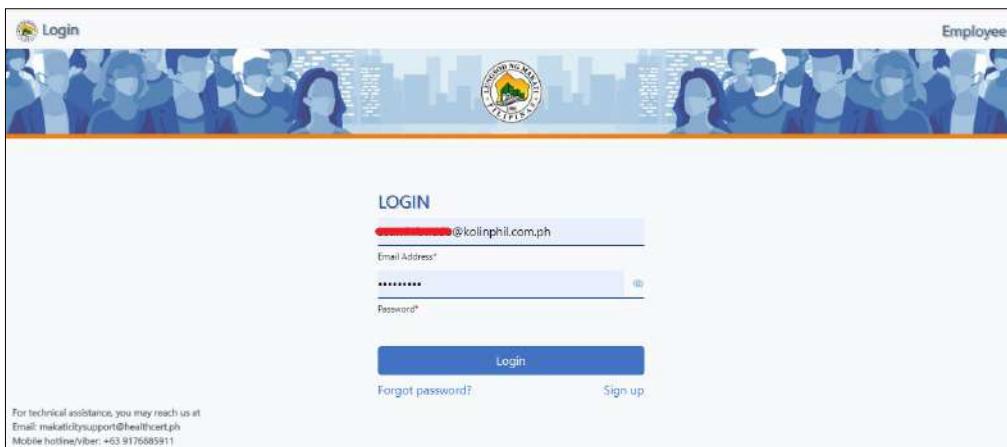
1. In your browser, search for the official online portal of the Makati Health Certificate.



2. On the homepage, click on 'Employee'.



3. Provide your login details.



4. In the 'Health Certificate Application' tab, kindly double-check your personal information. Scroll down to the bottom, click the small circle, and then click SUBMIT.



Health Certificate Application

RAIZA ALIVEN

Dashboard

Health Certificate Application

Medical Assessment & Approval

Seminar

Payment

Diagnostic Centers

My Account

Makatizen Virtual Card

Coming soon

Logout

CTC Number*

37130811158460610690054

CTC (max 10 MB)

EMPLOYMENT INFORMATION

Business ID: 01200096 Business Name: KOLIN PHILIPPINES INT'L, INC. Business Address: Lot 6 Block 66 1834 Sta. Rita St. Guadalupe Nuevo, CITY OF MAKATI, NCR, Philippines Category: NON-FOOD Position: Office Personnel & Staff

Showing 1 to 1 of 1 entries

Submit

MAKATI My City. My Makati.

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MAKATI My City. My Makati.

Server Message

Successfully created application

OK

5. Wait for the approval of your application before taking the seminar. Medical results from your APE 2023 will be uploaded by Sto. Domingo Diagnostic and Medical Center Corp.

6. Upon the approval of your application, you will receive an email from makaticitysupport@healthcert.ph, you may now proceed in completing the video orientation seminar.

Gmail

Compose

Inbox 2

Starred

Snoozed

Sent

Drafts 1

More

Labels +

Search mail

Approved Medical Requirements for Makati Health Clearance Certification

to me

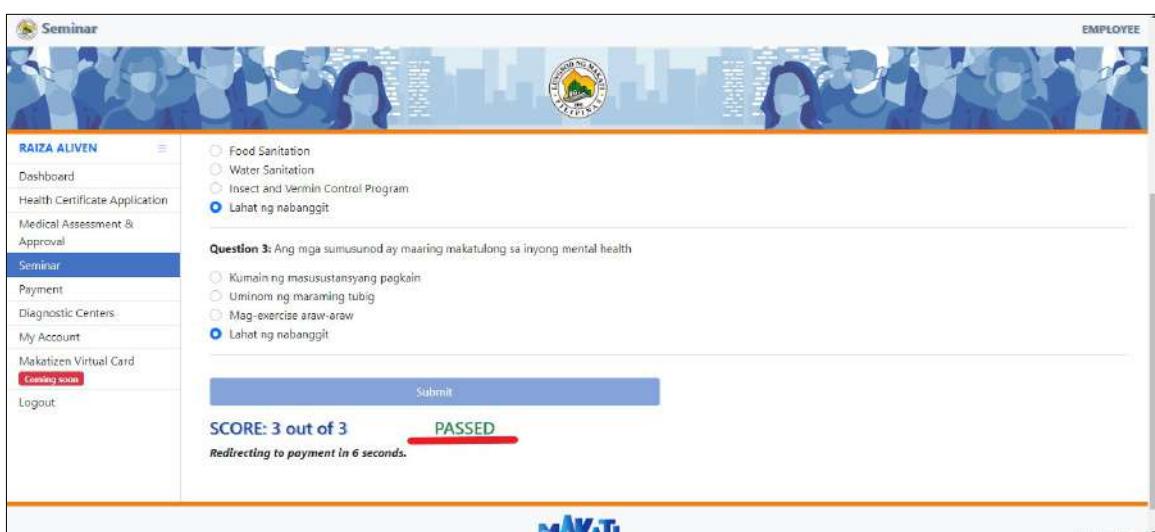
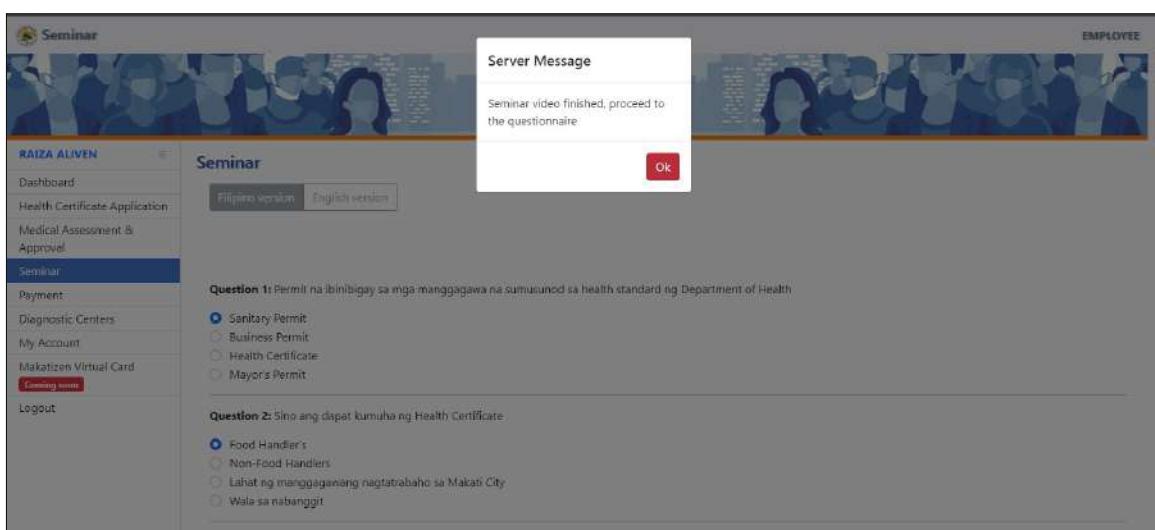
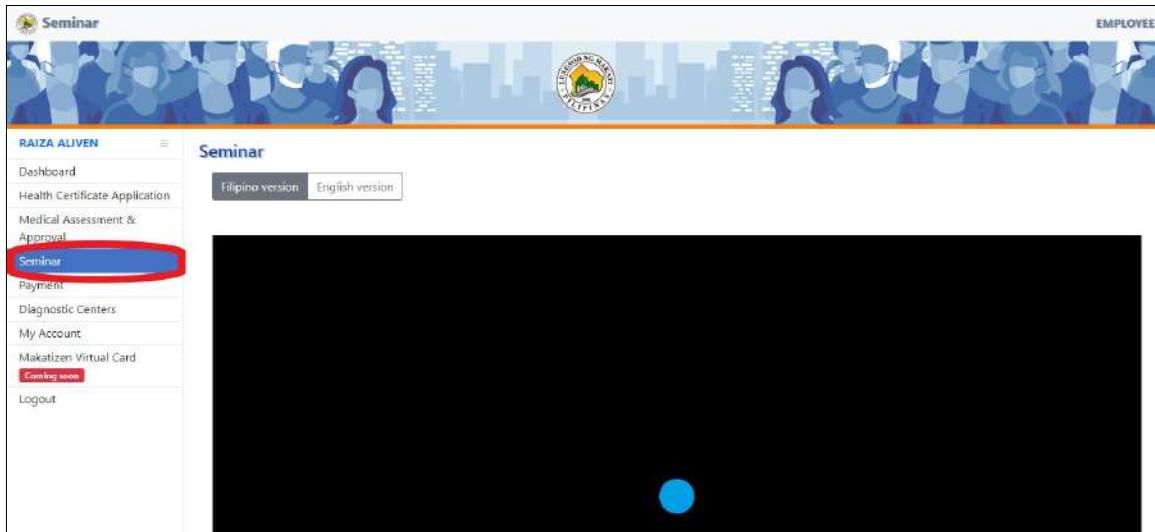
Good day! Mr./Ms. RAIZAALIVEN

The test results submitted for you by the Diagnostic facility has been approved and you may now proceed in completing the video orientation seminar.

Thank you!

Reply Forward

7. In the 'Seminar' tab, kindly finish video orientation seminar so you may proceed to the questionnaire (3 Questions only)



8. Once you have passed the questionnaires, you may proceed to the 'Payment' tab. Input the details needed. A copy of the payment receipt will be provided.

RAIZA ALIVEN

Payment

Instructions: Cash Payment Online Payment

Select Application Number

Application Number*

Select Mode of Payment

Mode of Payment*

Amount

Amount Paid* Please fill out this field.

File

Proof of Payment*

Enter QR Number

QR Number*

Enter Job Order Number

Job Order Number*



9. Finally, wait for the confirmation email for the approval of your Makati Health Clearance Certificate. You may download and print the certificate.

Compose

Inbox 2

Search mail

Compose

makaticitysupport@healthcert.ph to me

Mon, Feb 12, 5:48 PM (11 hours ago)

Approved Makati Health Clearance Certificate

Good day! Mr/Ms. RAIZA. Congratulations! You may now proceed in printing your online health certificate. Always keep a printed or digital copy of your health certificate at your workplace. Our Sanitation Inspectors will be checking this document during routine inspections of your workplace. Thank you!

2 Attachments · Scanned by Gmail

RAIZA_ALIVEN_Health_Certificate.pdf

RAIZA_ALIVEN_Health_Certificate_Thumbnail.pdf

Reply Forward



10. You may also download the certificate and check your application status in the 'Dashboard' tab.

| Date Of Application | Application No. | Category | Business ID | Business Name | Position | Application Status | Status Date | Seminar | Health Certificate Status | Remarks |
|------------------------|-----------------|----------|-------------|------------------------------|--------------------------|--------------------|------------------------|---------|---------------------------|----------------------|
| 01/23/2024 11:53:46 AM | 202400096 | NON-FOOD | 201200096 | KOLIN PHILIPPINES INTL., INC | Office Personnel & Staff | COMPLETED | 02/12/2024 05:48:46 PM | PASSED | COMPLETED | Download Certificate |

Showing 1 to 1 of 1 entries

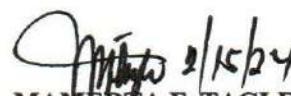
Previous 1 Next

MAKATI My City. My Makati.

Prepared by:


ANDREA A. SUMINISTRADO
HR BENEFITS

Noted by:


MAMERTA F. TAGLE
HR SUPERVISOR