

## Inter-Office Memo

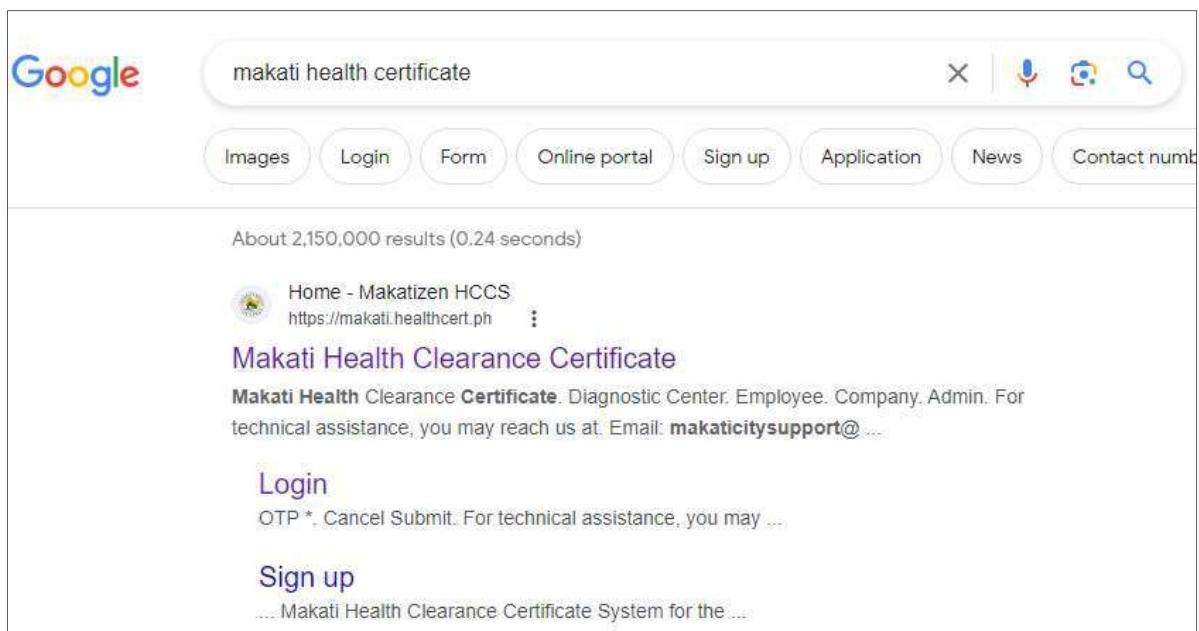
FOR : ALL HEAD OFFICE EMPLOYEES  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : **MAKATI HEALTH CERTIFICATE REGISTRATION (2025)**  
DATE : January 21, 2025  
REF# : HRD-BEN-25-01-010  
CC : All Department/DC/file

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As part of our annual compliance with Makati Health Permit requirements, please re-submit your existing documents for the 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 note that the deadline for submitting the certificate is **February 15, 2025**, as mandated by the Makati government to ensure our company avoids any penalties

**For those who have the account already, please follow the step-by-step instructions outlined below:**

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



makati health certificate

Images Login Form Online portal Sign up Application News Contact numb

About 2,150,000 results (0.24 seconds)

Home - Makatizen HCCS  
https://makati.healthcert.ph

Makati Health Clearance Certificate

Makati Health Clearance Certificate. Diagnostic Center. Employee. Company. Admin. For technical assistance, you may reach us at: Email: makaticitysupport@...

Login

OTP \*, Cancel Submit. For technical assistance, you may ...

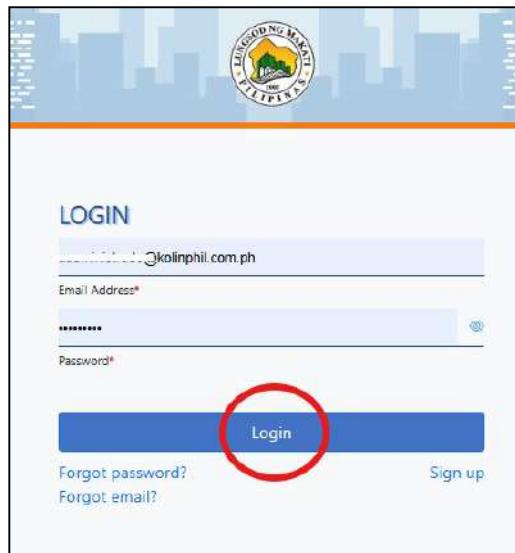
Sign up

.... Makati Health Clearance Certificate System for the ....

2. On the homepage, click on ‘Employee’.



3. Provide your login details. If you happen to forget your user password, please click on ‘Forgot Password’ and follow the steps to reset it.



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.

The image shows the 'Health Certificate Application' page. On the left, there is a sidebar with a list of options: 'Dashboard', 'Health Certificate Application' (which is highlighted with a red circle), 'Medical Assessment & Approval', 'Seminar', 'Payment', 'Diagnostic Centers', 'My Account', 'Makatizen Virtual Card', 'Coming soon', and 'Logout'. The main content area is titled 'Application Of Health Certificate' and contains a 'PERSONAL INFORMATION' section. This section includes fields for 'Last Name\*', 'First Name\*', 'Middle Name', 'Suffix', 'Date of Birth', 'Female', 'Sex', 'Single', 'Civil Status', 'Province\*', 'City\*', 'Address\*', 'PRC ID', and 'Government Issued ID Type\*'. Below these fields are two images: a 'PRC ID' card and a 'Government Issued ID' card. A red arrow points from the bottom right towards the 'SUBMIT' button, which is located at the very bottom of the page.

**Health Certificate Application**

Seminar:  CTC Number:  

**EMPLOYMENT INFORMATION**

Business ID: 20120096 Business Name: KOUN PHILIPPINES INT'L, INC. Business Address: Lot 6 Block 60 1024 Sta. Rita St. Quadrado, Nuvali, CITY OF MAKATI, NCR, Philippines Category: NON-FOOD Position: Office Personnel & Staff

Show: 5 entries Search:

Showing 1 to 1 of 1 entries Previous  Next

Click the checkbox if you are **applying for EARLY RENEWAL** of the Health Clearance Certificate

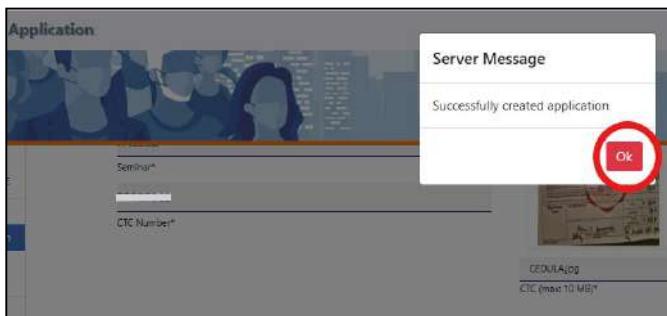
**Submit** 

**MAKATI**  
My City. My Makati.

**Application**

Server Message

Successfully created application 



5. In the 'Dashboard' tab, kindly check the status of your application. Medical results from your APE 2024 will be uploaded by Sto. Domingo Diagnostic and Medical Center Corp.

**Dashboard**

**Dashboard**

COVERED PERIOD: 01/01/2025 - 01/15/2025  Filter:

| Date Of Application    | Application No.    | Category | Business ID | Business Name                | Position                 | Application Status | Status Date | Seminar | Health Certificate Status | Remarks  |
|------------------------|--------------------|----------|-------------|------------------------------|--------------------------|--------------------|-------------|---------|---------------------------|--|
| 01/15/2025 10:14:00 AM | 515123011510001090 | NON-FOOD | 20120096    | KOUN PHILIPPINES INT'L, INC. | Office Personnel & Staff | FOR LABORATORY     | PASSED      |         | PENDING                   |  |

Showing 1 to 1 of 1 entries Previous  1 Next

6. For those who have passed the seminar last year, there is no need to watch the seminar. You may proceed to the 'Payment' tab. You will select 'Cash' as mode of payment then 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

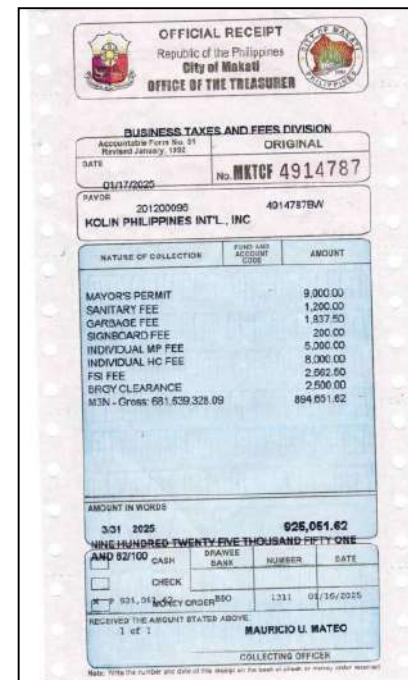
Proof of Payment\*

Enter OIR Number

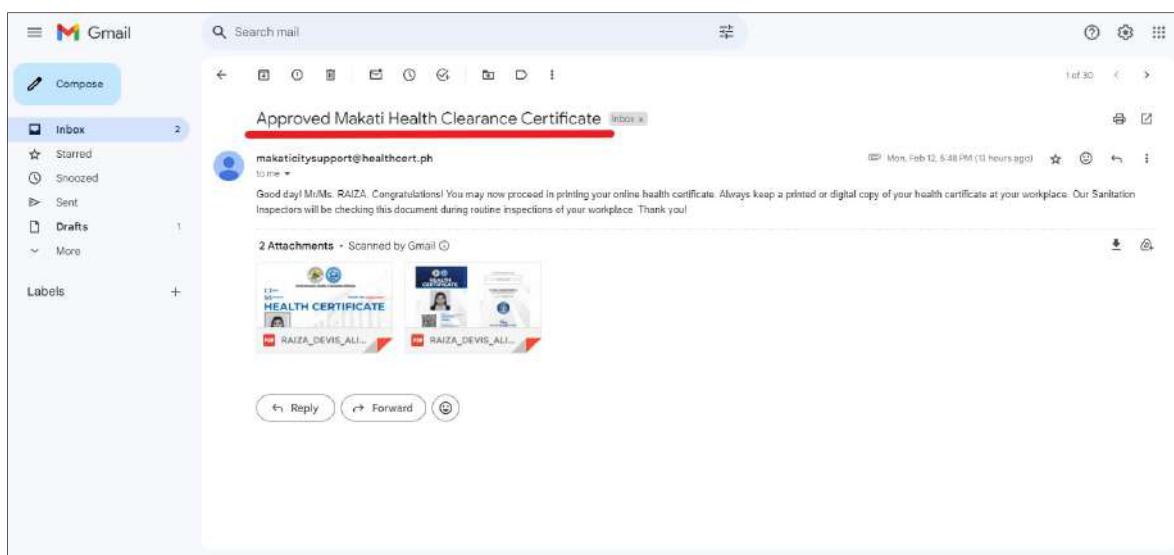
QR Number\*

Enter Job Order Number

Job Order Number\*



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





**Environmental Health & Sanitation Division**

Permit No: 00000000000000000000

**HEALTH CERTIFICATE**

NEW  
 RENEWAL


  
**HOLDER**

**Address:** \_\_\_\_\_

**Date of Birth:** 0000-00-00 **Age:** 26 **Sex:** MALE

**Nationality:** FILIPINO **Civil Status:** SINGLE

**Date Issued:** 01-31-2025 **Place Issued:** MAKATI CITY

**Expiration of Certificate**

**Name of Establishment:** KOLIN PHILIPPINES INT'L, INC **Position:** Office Personnel & Staff

**Date of Issuance:** 01-31-2025 **Officer's Initial:** J.E.J.

**Date of Expiration:** 01-31-2026

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

Dashboard

EMPLOYEE

**Dashboard**

COVERT PERIOD: 01/01/2025 - 01/31/2025

**Health Certificate Application**

| Date Of Application    | Application No.      | Category | Business ID | Business Name                | Person                   | Application Status | Status Date            | Summer | Health Certificate Status | Remarks  |
|------------------------|----------------------|----------|-------------|------------------------------|--------------------------|--------------------|------------------------|--------|---------------------------|----------|
| 01/15/2025 10:14:00 AM | 00000000000000000000 | NON-FOOD | 20120036    | KOLIN PHILIPPINES INT'L, INC | Office Personnel & Staff | COMPLETED          | 01/31/2025 10:42:45 AM | PASSED | COMPLETED                 | Download |

Showing 1 to 1 of 1 entries

Filter: \_\_\_\_\_

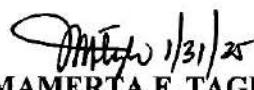
Previous  Next 

**MAKATI**  
My City. My Makati.

Prepared by:

  
**ANDREA A. SUMINISTRADO**  
 HR BENEFITS

Noted by:

  
**MAMERTA F. TAGLE**  
 HR SUPERVISOR