

## Inter-Office Memo

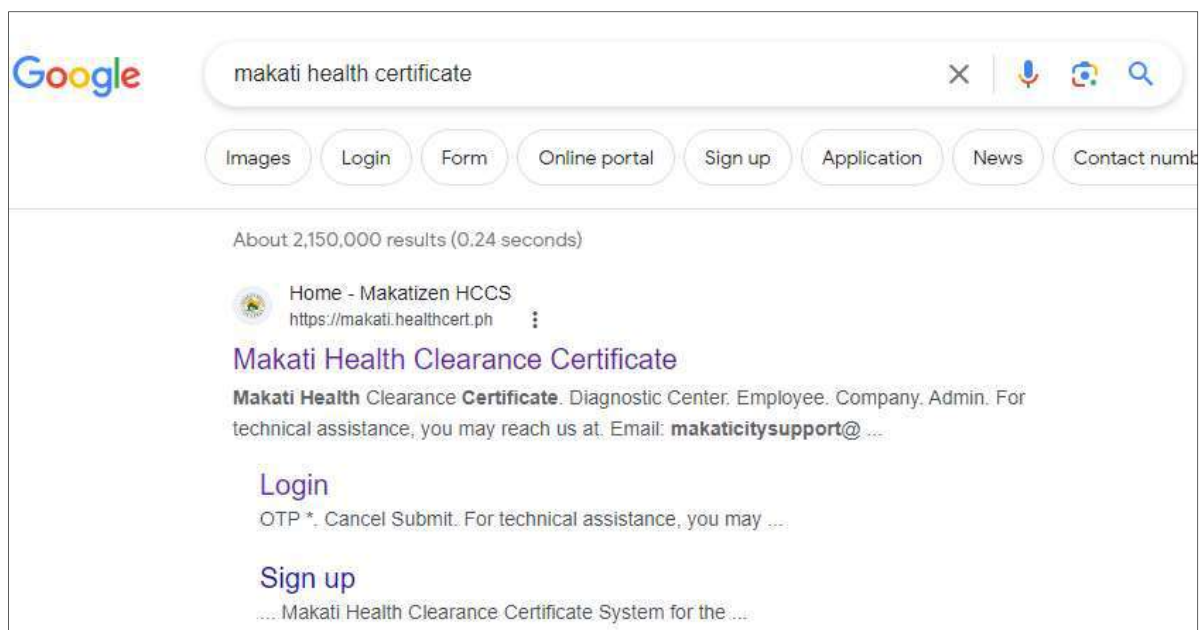
FOR : ALL HEAD OFFICE EMPLOYEES  
FROM : HUMAN RESOURCE DEPARTMENT  
RE : **MAKATI HEALTH CERTIFICATE REGISTRATION (2025)**  
DATE : January 21, 2025  
REF# : HRD-BEN-25-01-010  
CC : All Department/DC/file

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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.



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.

**Health Certificate Application**

Seminar\*  
 [Text Field]  
 CTC Number\*  
 [Text Field]

CE001A.jpg  
 CTC (max 10 MB)

**EMPLOYMENT INFORMATION**

Show 3 entries Search:

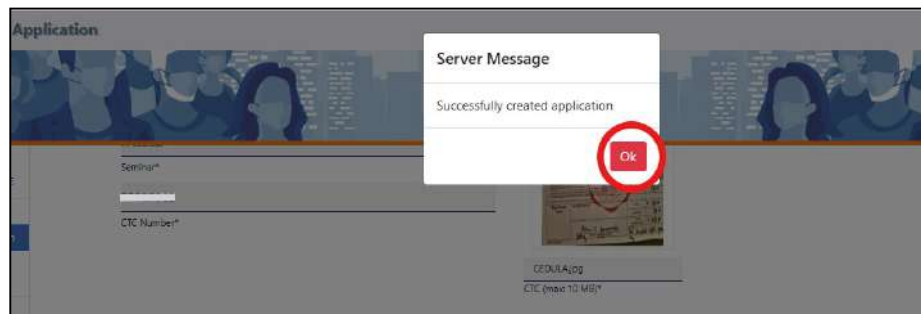
Business ID	Business Name	Business Address	Category	Position
31200096	KOUN PHILIPPINES INTL. INC.	Lot 6 Block 66 1834 Sta. Rita St. Guadalupe Nuevo, CITY OF MAKATI, NCR/Philippines	NON-FOOD	Office Personnel & Staff

Showing 1 to 1 of 1 entries Previous 1 Next

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

**Submit**

**MAKATI**  
My City. My Makati.



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**

COVERED PERIOD 01/01/2025 01/15/2025 Search

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	515125011510001090	NON-FOOD	301200096	KOUN PHILIPPINES INTL. 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.

**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 [Browse](#)

Proof of Payment\*

Enter OR Number  
OR Number\*

Enter Job Order Number  
Job Order Number\*

**OFFICIAL RECEIPT**  
Republic of the Philippines  
City of Makati  
OFFICE OF THE TREASURER

**BUSINESS TAXES AND FEES DIVISION**  
Accountable Form No. 31  
Revised January, 1982

DATE: 01/17/2025 No. **MKTGF 4914787**

PAYOR: 201200095 **KOLIN PHILIPPINES INT'L., INC.** 4014787BW

NATURE OF COLLECTION	FUND AND ACCOUNT CODE	AMOUNT
MAYOR'S PERMIT		9,000.00
SANITARY FEE		1,200.00
GARBAGE FEE		1,837.50
SIGNBOARD FEE		200.00
INDIVIDUAL MP FEE		5,000.00
INDIVIDUAL HC FEE		8,000.00
FSI FEE		2,500.00
BIRRY CLEARANCE		2,500.00
<b>MTN - Gross</b>		<b>691,539,328.09</b>
		<b>894,651.62</b>

AMOUNT IN WORDS  
**3,01 2025 \$25,061.62**  
**NINE HUNDRED TWENTY-FIVE THOUSAND FIFTY ONE AND 62/100**

☒ CASH ☐ CHECK ☐ MONEY ORDER

RECEIVED THE AMOUNT STATED ABOVE  
1 of 1  
**MAURICIO U. MATEO**  
COLLECTING OFFICER

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

**Approved Makati Health Clearance Certificate**

makaticitysupport@healthcert.ph  
to me

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

HEALTH CERTIFICATE  
RAIZA\_DEVIS\_ALI...

OR - TRADA  
RAIZA\_DEVIS\_ALI...






**Environmental Health & Sanitation Division**

☐ NEW  
☒ **RENEWAL**

Permit No: XXXXXXXXXX

## HEALTH CERTIFICATE



**HOLDER**

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

**Date of Birth** 09-20-1999 **Age** 25 **Sex** Female

**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

**Date of Issuance:** 01-31-2025

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

**Position:**  
Office Personnel & Staff

**Officer's Initial:**  
J.E.J.

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

**Dashboard**

**EMPLOYEE**

**Dashboard**

Health Certificate Application

Medical Assessment & Approval

Seminar

Payment

Diagnostic Centers

My Account

MakatiZen Virtual Card

Create new

Logout

**Dashboard**


COVERED PERIOD: 01/01/2025 01/31/2025 Search

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

Date Of Application	Application No.	Category	Business ID	Business Name	Position	Application Status	Status Date	Screening	Health Certificate Status	Remarks
01/15/2025 13:14:30 AM	00000000000000000000	NON-FOOD	201200096	KOLIN PHILIPPINES INT'L. INC	Office Personnel & Staff	COMPLETED	01/31/2025 10:43:45 AM	PASSED	COMPLETED	<a href="#" style="color: blue; text-decoration: none;">View complete</a> <a href="#" style="color: blue; text-decoration: none;">Download p</a>

Showing 1 to 1 of 1 entries

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My City, My Makati

Prepared by:

  
**ANDREA A. SUMINISTRADO**  
 HR BENEFITS

Noted by:

  
**MAMERTA F. TAGLE**  
 HR SUPERVISOR