

Inter-Office Memo

FOR : ALL HEAD OFFICE EMPLOYEES

FROM : HUMAN RESOURCE DEPARTMENT

RE : **MAKATI HEALTH CERTIFICATE REGISTRATION (2026)**

DATE : January 2, 2026

REF# : HRD-BEN-26-01-003

CC : All Department/DC/file

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.

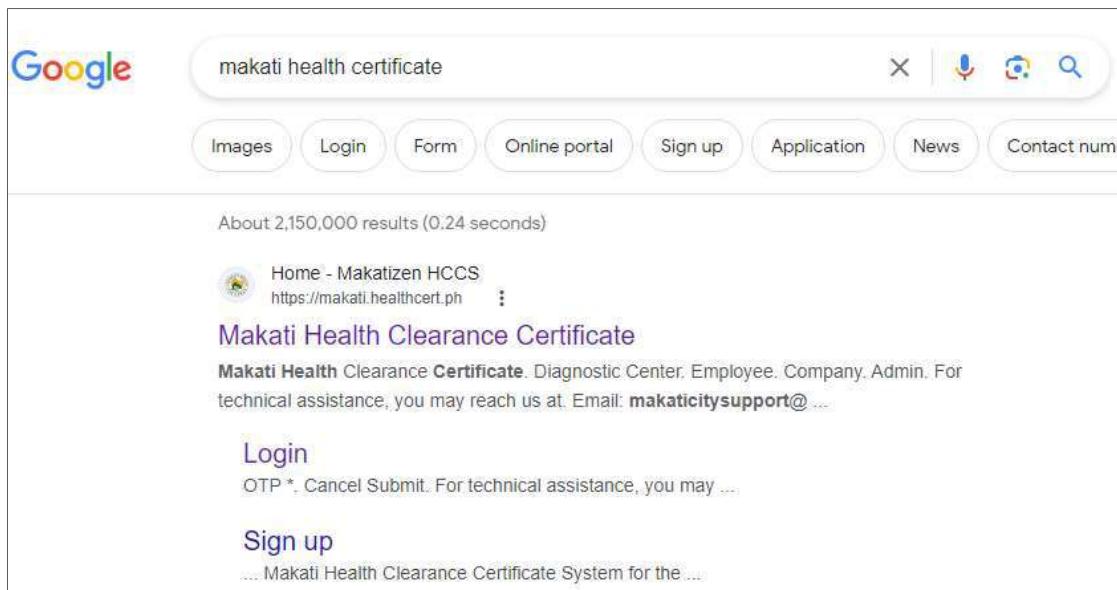
As stated in the previous memo regarding Makati Health Certificate Registration 2023, this process needs to be completed on a yearly basis through your online portal while you are employed at Kolin or in Makati City. Therefore, please ensure that you secure or save your email address and password for easy renewal.

Kindly note that the deadline for submitting the certificate is **January 31, 2026**, as mandated by the Makati government to ensure our company avoids any penalties.

Please take note that this step-by-step process is intended for employees with existing Makati Health Portal accounts and for re-application only, to ensure timely compliance with the submission of the Makati Health Certificate. A separate memo will be issued for those who will be creating new accounts.

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

<https://makati.healthcert.ph/operator/landingpage>



Google search results for "makati health certificate". The search bar shows the query. Below the search bar are several buttons: Images, Login, Form, Online portal, Sign up, Application, News, and Contact num. The search results page shows the following information:

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 ...

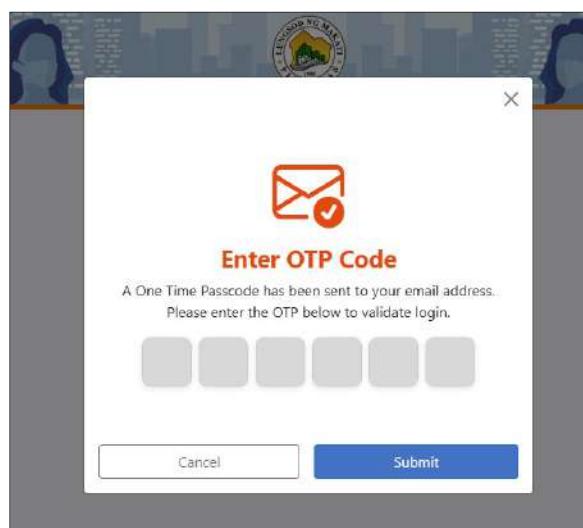
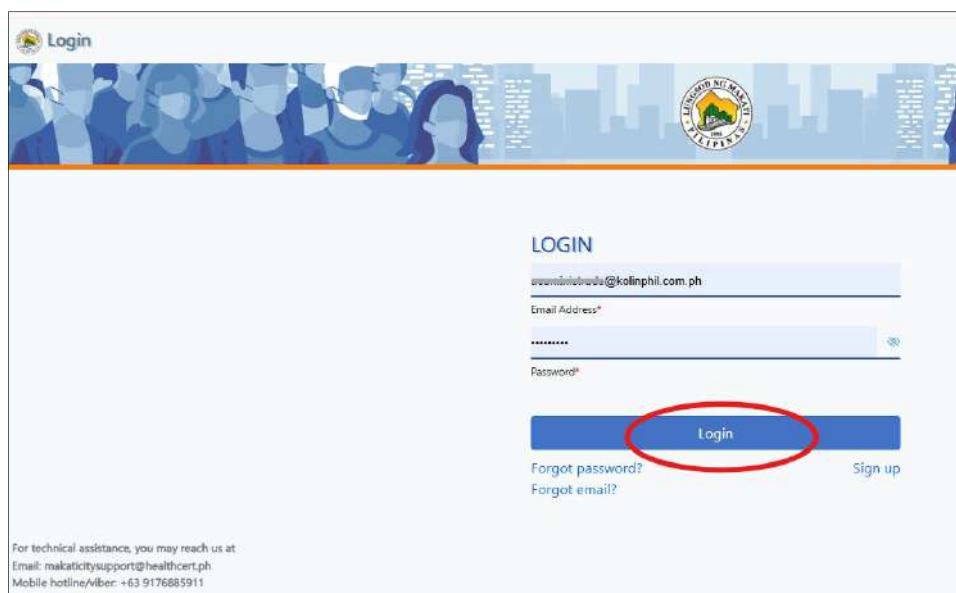
Sign up
... Makati Health Clearance Certificate System for the ...

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.

For login validation, a One-Time Passcode (OTP) will be sent to your registered email address.



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

ANDREA SUMINISTRADO

Application Of Health Certificate

PERSONAL INFORMATION

Dashboard **Health Certificate Application** Edit

Last Name* Province* **LAGUNA**

Middle Name City* Barangay*

First Name* Address*

Middle Name PRC ID

Suffix Government issued ID Type*

Date of Birth* 

Female Sex*

Health Certificate Application

ANDREA SUMINISTRADO

Updated CTC Number* 

EMPLOYMENT INFORMATION

Business ID 20120096 Business Name **KOLIN PHILIPPINES INT'L, INC.** Business Address **Lot 6 Block 66 1854 Sta. Rita St. Guadalupe Nuevo, CITY OF MAKATI, NCR, Philippines** Category **NON-FOOD** Position **Office Personnel & Staff**

Show: 5 entries Search:

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

Health Certificate Application

ANDREA SUMINISTRADO

23027863 Updated CTC Number* 

EMPLOYMENT INFORMATION

Business ID 20120096 Business Name **KOLIN PHILIPPINES INT'L, INC.** Business Address **Lot 6 Block 66 1854 Sta. Rita St. Guadalupe Nuevo, CITY OF MAKATI, NCR, Philippines** Category **NON-FOOD** Position **Office Personnel & Staff**

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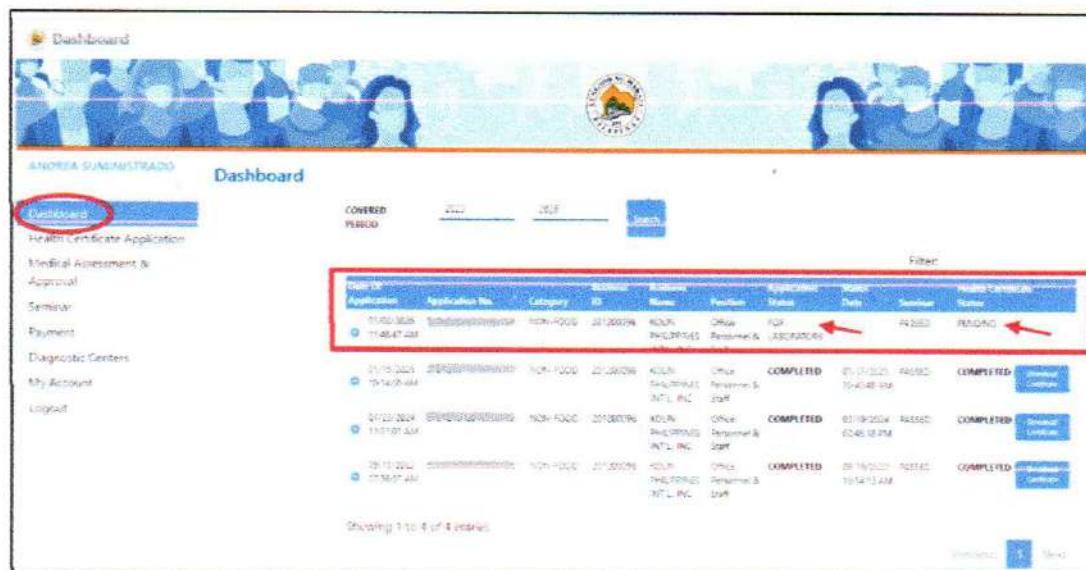
Tick the checkbox if you are applying for EARLY RENEWAL of the Health Clearance Certificate

Submit

5. In the 'Dashboard' tab, kindly check the status of your current application. Medical results from your APE 2025 will be uploaded by Sto. Domingo Diagnostic and Medical Center Corp.



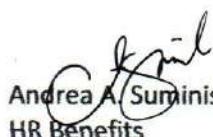
| Application No. | Category | Name | Office | Status | Date | Status |
|---------------------|----------|---|--------------------------|-----------|---------------------|--------|
| 2015-2025-101405-AM | NON-FOOD | 20150086 KOLIN AUGUSTINE INTL. INC. Staff | Office Personnel & Staff | COMPLETED | 2015-2025-101405-AM | PASSED |
| 2015-2024-101110-AM | NON-FOOD | 20150086 KOLIN AUGUSTINE INTL. INC. Staff | Office Personnel & Staff | COMPLETED | 2015-2024-101110-AM | PASSED |
| 2015-2024-101907-AM | NON-FOOD | 20150086 KOLIN AUGUSTINE INTL. INC. Staff | Office Personnel & Staff | COMPLETED | 2015-2024-101907-AM | PASSED |



| Application No. | Category | Name | Office | Status | Date | Status |
|---------------------|----------|---|--------------------------|-----------|---------------------|--------|
| 2015-2025-101407-AM | NON-FOOD | 20150079 KOLIN AUGUSTINE INTL. INC. Staff | Office Personnel & Staff | PASSED | 2015-2025-101407-AM | PASSED |
| 2015-2024-101405-AM | NON-FOOD | 20150079 KOLIN AUGUSTINE INTL. INC. Staff | Office Personnel & Staff | COMPLETED | 2015-2024-101405-AM | PASSED |
| 2015-2024-101110-AM | NON-FOOD | 20150079 KOLIN AUGUSTINE INTL. INC. Staff | Office Personnel & Staff | COMPLETED | 2015-2024-101110-AM | PASSED |
| 2015-2024-101907-AM | NON-FOOD | 20150079 KOLIN AUGUSTINE INTL. INC. Staff | Office Personnel & Staff | COMPLETED | 2015-2024-101907-AM | PASSED |

6. Kindly wait for the upload of your APE results. The Makati Health Team will notify you via email, and the status of your application will be reflected on the 'Dashboard' tab for the next step once the results are uploaded. Thank you for your cooperation.

Prepared by:


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HR Benefits

Noted by:


Mamerta F. Tagle
HR Supervisor


01.02
Mariecris A. Cepe
HR Manager