

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.

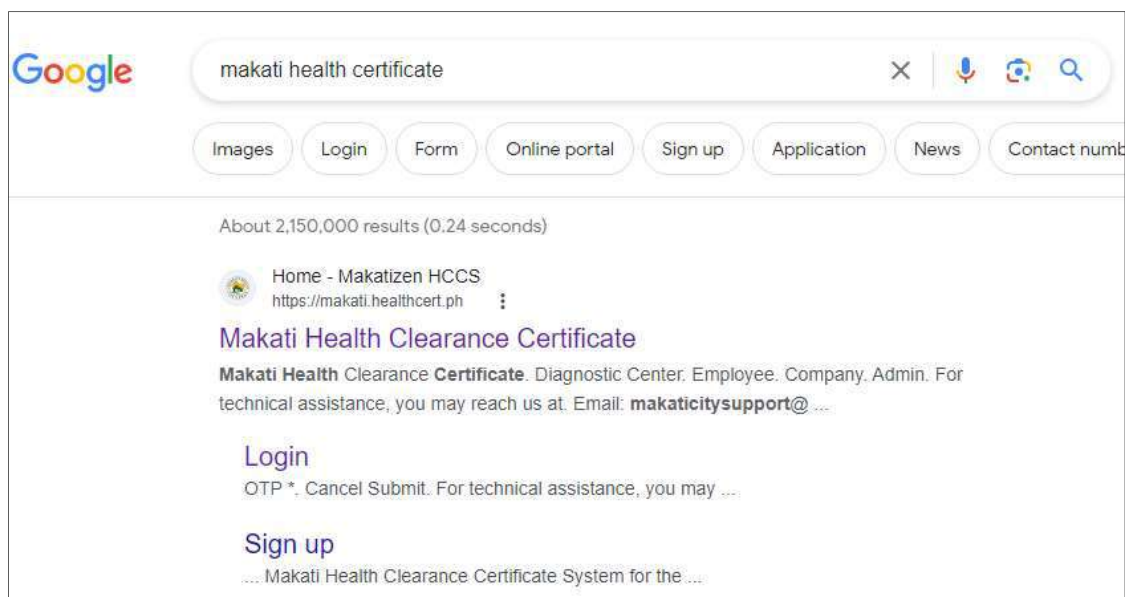
As stated in the previous memo regarding Makati Health Certificate Registration 2023, this process needs to be completed on a yearly basis through your online portal while you are employed at Kolin or in Makati City. Therefore, please ensure that you secure or save your email address and password for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



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

Dashboard

Health Certificate Application

Medical Assessment & Approval

Seminar

Payment

Diagnostic Centers

My Account

Logout

Application Of Health Certificate

Edit

PERSONAL INFORMATION

Last Name*

Province*

LAGUNA

City*

Barangay*

First Name*

Middle Name

Address*

PRC ID

Suffix

Government Issued ID Type*

Date of Birth*

Female

Sex*

CEVULA.jpg

Updated CTC (max 10 MB)*

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Updated CTC Number*

CEVULA.jpg

Updated CTC (max 10 MB)*

EMPLOYMENT INFORMATION

Show 5 entries

Search:

Business ID	Business Name	Business Address	Category	Position
20120096	KOLIN PHILIPPINES INT'L, INC	Lot 6 Block 66 1854 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

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Previous 1 Next

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

Submit

Server Message

Successfully created application

Ok

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.

Dashboard

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COVERED PERIOD: 2025

Application No.	Category	Assessment Date	Assessment Status	Assessment Location	Assessment Date	Assessment Status	Assessment Location	Assessment Status
01/15/2025	NON-FOOD	01/15/2025	COMPLETED	Office	01/15/2025	COMPLETED	Office	COMPLETED
01/22/2025	NON-FOOD	01/22/2025	COMPLETED	Office	01/22/2025	COMPLETED	Office	COMPLETED
01/29/2025	NON-FOOD	01/29/2025	COMPLETED	Office	01/29/2025	COMPLETED	Office	COMPLETED

Showing 1 to 3 of 3 entries

Dashboard

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COVERED PERIOD: 2025

Application No.	Category	Assessment Date	Assessment Status	Assessment Location	Assessment Date	Assessment Status	Assessment Location	Assessment Status
01/15/2025	NON-FOOD	01/15/2025	PENDING	Office	01/15/2025	PENDING	Office	PENDING
01/22/2025	NON-FOOD	01/22/2025	COMPLETED	Office	01/22/2025	COMPLETED	Office	COMPLETED
01/29/2025	NON-FOOD	01/29/2025	COMPLETED	Office	01/29/2025	COMPLETED	Office	COMPLETED
02/05/2025	NON-FOOD	02/05/2025	COMPLETED	Office	02/05/2025	COMPLETED	Office	COMPLETED

Showing 1 to 4 of 4 entries

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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