
SULPICIO HENRY M. LEGASPI, JR., MD, MPH, FPSMS, CESO IV

Director IV

Department of Health

Center for Health Development – Northern Mindanao

J.V. Serifa St., Carmen, Cagayan de Oro City

Thru: **MYRA M. LUMINARIAS, MD, RN, MSHHM**
OIC - RLED Chief

Dear Director Legaspi,

Greetings!

The Local Government Unit of **[Name of Municipality/City]** is committed to strengthening the delivery of quality health services in our locality. In line with this, we intend to establish a **Primary Care Facility** that will provide initial-contact, accessible, continuous, comprehensive, and coordinated care for our constituents, consistent with the provisions of Republic Act No. 11223 or the Universal Health Care Act.

As a requirement for the issuance of a **License to Operate (LTO)**, we are hereby submitting our **Permit to Construct Application**, together with the following documentary attachments:

- Duly Accomplished Application Form
- SB Resolution
- 3 sets of Site Development Plan and Floor Plan
- Proof of Payment

We respectfully seek your immediate and favorable action on this application to support the timely establishment of our Primary Care Facility for the benefit of our community.

Thank you very much, and we look forward to your positive response.

Very truly yours,

[Name of Local Chief Executive or Municipal Health Officer]

[Position]

Local Government Unit of [Name of Municipality/City]