

Registration of Death certificates

☑ ABOUT THE SERVICE

It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical attendance.

If death occurs outside hospitals or clinics or with physicians, the nearest relative or spouse shall report the death to the civil registry office for the preparation of the death certificate.

If death occurs in the hospitals or clinics, the health officer shall examine and sign the death certificate and direct the registration of the death certificate to the Office of the Civil Registrar within the reglamentary period of thirty (30) days.

☑ REQUIREMENT

- Death Certificate

☑ REQUIREMENT

- Burial Permit fee - P 25.00

HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1.	<p>-If death occurs outside hospital premises, approach LCR Personnel for the preparation of death certificate</p> <p>- if death occurs in the hospital, secure death certificate from hospital admin office clerk and certified by the attending physician.</p>	3 minutes	<p>Elizabeth G. Cadalo/ Alexander C. Cagasan</p> <p>Hospital Office Clerk Attending Physician</p>
2. LCR Personnel examines and reviews the document whether it is submitted on time and for properly filled-up		1 minute	Elizabeth G. Cadalo/ Alexander C. Cagasan
3. Advise the client to go to the Mun. Health Office for the signature of the Rural Health Officer as to the cause of death and advise client to let the Licensed	Client proceed to Municipal Health Office		DR. ARNOLD M. CAGULADA Municipal Health Officer

Embalmer sign the certification if deceased is embalmed.			
4. Submit the document to LCR Office for registration		1 minute	Elizabeth G. Cadalo Alexander C. Cagasan
5. Advise client to pay	Client pays to Melba Bucog and presents OR		Melba A. Bucog
6. MCR signs the registered death certificate and log the document for release - release the 1st copy to the client while retain the two copies for NSO-OCRG and office file		5 minutes	MA. LOVELLA E. ACEBES Municipal Civil Registrar

Total

10 minutes