**3.2. Registering/Issuance 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 assistance.

 The health officer shall examine the deceased and shall certify as to the cause of death and direct the registration of the death certificate to the Municipal Civil Registrar’s Office within the reglementary period of thirty (30) days.

CLIENT GROUPS:

 Spouse/children/relatives of the deceased or the nearest kin or barangay official as the case may be

REQUIEMENTS:

 a. If death occurred at home (On-time registration )

* Personal appearance of the informant who should be a relative of the deceased
* Barangay certification on the circumstances surrounding the death

 b. If death occurred in the hospital (On-time registration)

* Death certificate prepared by the hospital

 c. Affidavit of late registration is required if registration is delayed even when death either happened at home or in the hospital

SERICE SCHEDULES:

 Monday –Friday

 8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

 Burial permit: P

TOTAL PROCESSING TIME:1 Hour, 35 minutes

PROCESS OF AVAILING THE SERVICE:

 *On-time/delayed registration of deaths that occurred at home*

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Fill-out and submit application and requirements for death registration and provide needed information during the interview.
 | Prepares the death Certificate of based on the information supplied | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 2. Review the document and affix signature on the space provided | Issues a copy of the accomplished but unregistered death certificate | 5 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 3. Go to the embalmer and health officer and have the death certificate signed  | Sign the death certificate | 60 minutes | Embalmer / |
| 4. Pay the corresponding fees at the Mun. Treasurer’s Office | Issues official receipt |  | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
| 5. Return to the MCR and present the signed death certificate and Official receipt. Wait as the clerk records the document. | Records and assigns registry number to the death certificate | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 6. Claim the registered death certificate  | Issues the death certificate and records issuance | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |

 *On-time/delayed registration that occurred in the hospital*

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions Taken | Transaction Time | Persons Responsible |
| 1. Submit the duly accomplished death certificate prepared by the hospital authorities in triplicate
 | Reviews the duly accomplished death certificate prepared by the hospital authorities | 5 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 2. Go to the health officer and embalmer and have them sign the death certificate | Sign the death certificate | 30 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 3. Pay the corresponding fees at the Municipal Treasurer’s office.  | Issues official receipt | 10 minutes | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
| 4. Return to the MCR and present the Official receipt with the death certificate. | Assigns registry number to certificate of death and records the documents | 15 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 5. Claim the duly registered death certificate | Issues death certificate and records issuance | 5 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |