

SERVICES: Issuance of Birth Certificate

Office or Divisions:	San Antonio City Ilagan Hospital			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	Citizens of Ilagan			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Marriage Contract Not Married <ul style="list-style-type: none"> ➤ Birth certificate (Mother and Father) ➤ CEDULA (Mother and Father) ➤ With the present @ Civil Registry Office Single Parent <ul style="list-style-type: none"> ➤ Birth Certificate (Mother) ➤ Cedula ➤ With the present @ Civil Registry Office 		<ul style="list-style-type: none"> ➤ If not available, get a copy at civil registrar's office ➤ If not available, get a copy at civil registrar's office ➤ At City Hall-Cashier's Department ➤ If not available, get a copy at civil registrar's office At City Hall-Cashier's Department 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>Fill up draft form and gives all the requirements needed</p>	<ol style="list-style-type: none"> 1. Fills up the draft form. 2. Interview parent and verifies data. 3. Signs blank official birth certificate form. 4. Forward draft form and the official form to the MRS 	<p>NONE</p>	<p>3-5 minutes</p>	<p>Parent's</p>
<p>Present official receipt</p>	<ol style="list-style-type: none"> 5. Type data into the official (4 copies) and forward it to the Ward Nurse/Midwife on Duty 6. Checks the official birth certificate and forward it to the attending physician. 7. Signs birth certificate and returns it to the MRS. 8. Prepares list of Birth Certificates and letters of transmittal to 		<p>2-5 minutes</p>	<p>Nurse on Duty/Midwife on Duty</p>
			<p>3 minutes</p>	<p>Nurse on Duty/Midwife on Duty and Parents</p>
			<p>2 minutes</p>	<p>Jenny Ann T. Tolentino, Health Information Management OFFICER</p>
			<p>5-10 minutes</p>	<p>Doctor on Duty</p>
				<p>Jenny Ann T. Tolentino, Health Information Management OFFICER</p>
				<p>Jenny Ann T. Tolentino, Health Information Management Officer/Clerk</p>
				<p>Jenny Ann T. Tolentino, Health Information Management Office/Clerk</p>

	<p>the Civil Local Registrar and forward them to the Health Information Management Officer.</p> <p>9. Signs transmittal letter and returns it to the Health Information Management Officer/Clerk.</p> <p>10. Forward birth certificates and transmittal letter to the Local Civil Registrar</p> <p>11. Files copy of list of birth certificate and transmittal letter.</p> <p>12. Upon receipt of registered birth certificates, files a copy in the patient's medical record.</p>			<p>Jenny Ann T. Tolentino, Health Information Management Office/Clerk</p> <p>Jenny Ann T. Tolentino, Health Information Management Office/Clerk</p> <p>Jenny Ann T. Tolentino, Health Information Management Office/Clerk</p>	
	TOTAL	NONE	16-26 minutes		