



Internal/External

5. SERVICENAME: REGISTRATION OF ON TIME DEATH CERTIFICATES

Description of the Service: The office exercises ministerial duty in the registration of all vital events and exercises quasi-judicial functions pursuant to the provisions of RA 9048 as amended by RA 10172. It ensures the efficient and correct registration of all vital events in the city.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Certificate of Death	Client / Authorized representative
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the properly filled out Municipal form 103 (Certificate of Death) and its requirements.	Accept and Verify the Documents Prepare the Documents For registration	None	10 Minutes	<i>Lilian O. Mariano Messenger</i> <i>Karen Joy M. Pascual Admin Aide I</i>
2. Pay the required fee at the City Treasury Office.	Ask for official receipt	Burial Permit-P2.00 Miscellaneous P50.00	5 Minutes	<i>CTO</i>



		Transfer Permit- P200.00		
3. Present official receipt and standby for the preparation of Civil Registry document.	Accomplish and sign the document	None	5 Minute	<i>Karen Joy M. Pascual Admin Aide I</i> <i>Lilian O. Mariano Messenger</i>
2. Claim/Receive the accomplished document.	Release the document	None	1 Minute	<i>Karen Joy M. Pascual Admin Aide I</i> <i>Lilian O. Mariano Messenger</i> <i>Atty. Syra M. Miguel - Miranda City Civil Registrar</i>
TOTAL			21 Minutes	