



Internal/External

26. SERVICENAME: SECURING DEATH CERTIFICATE

Description of the Service: Issues death certificate to those who died within our jurisdiction, Not hospitalized or no medical attention sought.

Office or Division:	City Health Office
Classification:	Simple
Type of Transaction:	Government to client
Who may avail:	Client who needs death certificate for their relative who died

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Barangay Death Certificate Hospital/clinic Medical Record (latest)	City Health Office-I / Environmental Sanitation
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the information desk & get the number to be called.	Give the logbook and number.	None	1 minute	Wilson Alamo Admin Aide III Johnny Peralta Admin Aide I or Guard on Duty
2. Go to the sanitation inspector to Present/submit medical certificate and fill up the	Give the information sheet to be fill up by the relatives, Verification	None	15 minutes	Jocelyn Angela Alcaraz Sanitary Inspector-I



information sheet prior to preparation of death certificate.	and assessment of barangay death certificate and medical record, Death Certificate were encoded			
3. Go to the doctor's room for assessment, review and signing.	Reviewed and signed the Death Certificate	None	3 minutes	Dr. Red G. Cachapero OIC-CHO City Health Office
4. Get the Death Certificate	Death Certificate was logged and release	None	3 minutes	Jocelyn Angela Alcaraz Sanitary Inspector-I
TOTAL			22 minutes	