

**Internal/External**

**17. SERVICENAME: ISSUING DEATH CERTIFICATE**

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

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

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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Barangay Death Certificate Hospital/clinic Medical Record (latest)	City Health Office / Environmental Sanitation
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook at the information desk & get the number to be called	Give the logbook and number.	None	1 minute	<b>CHO staff on duty at</b> Admission area
2. Go to the sanitation Inspector to Present/submit medical certificate and fill up the information sheet prior to	Give the information sheet to be fill up by the relatives, Verification and assessment of barangay death certificate and	None	15 minutes	<b>Marissa Balisi, RN</b> Sanitary Inspector

preparation of death certificate	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	<b>Joan Paula M. Pagalilauan, MD</b> City Health Officer
4. Get the Death Certificate	Death Certificate was logged and release	None	3 minutes	<b>Marissa Balisi, RN</b> Sanitary Inspector
<b>TOTAL:</b>			22 minutes	