

**OFFICE OF THE
CITY CIVIL REGISTRAR**

G/F, New City Hall, Apokon, Tagum City
Tel: 084-216-9367 Local 111-113/ CP: 0927-531-3475



**ON-TIME REGISTRATION OF
DEATH – DIED AT HOME**

(Died at home in Tagum City and Register within the 30-day reglamentary period)

PAGPAREHISTRO SA NAMATAY SA BALAY

SCHEDULE OF AVAILABILITY OF SERVICE:

MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM
NO NOON BREAK

WHAT ARE THE REQUIREMENTS:

1. Duly accomplished Information Sheet
Case to case basis:
2. Certification from hospital (Dead on Arrival, DOA) or
3. Police Blotter

DURATION: 60 minutes (excluding waiting time)

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fee	Form
1	Get priority number Fill-up Information Sheet	Give priority number and advise the client to fill-up Information Sheet	5 minutes	Officer of the Day	No Fees Required	Priority Number Information Sheet
2	When the Priority Number is called, proceed to the Front Desk Officer @ Table 4 and present the Information Sheet	Check the Information Sheet	5 minutes	Front Desk Officer	No Fees Required	COD
		Prepare the Certificate of Death	10 minutes	Encoder/Data Processors	No Fees Required	COD
		Instruct the client to have the Certificate of Death signed by the following: a. City Health Officer b. Embalmer c. Accredited Physician for Post Mortem Certification, if necessary	10 minutes	Table 4 Officer	No Fees Required	COD
3	Proceed to the City Civil Registrar's Office-Registration Division- Table 4	Receive and check if the Certificate of Death (COD) is duly signed by the concerned signatories Advise the client to pay at the City Treasurer's Office-License Division	10 minutes	Front Desk Officer	No Fees Required	COD

NO FIXERS ALLOWED
TIPPING
SMOKING
GUNS ALLOWED

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fee	Form
4	Proceed to the City Treasurer's Office-License Division and pay corresponding fees	Receive payment and issue Official Receipt Advise the client to go back to City Civil Registrar's Office- Registration Division	10 minutes	CTO-Revenue Collection Officer	Php 240.00	Official Receipt
5	Go back to the City Civil Registrar's Office-Registration Division Table 1 and present the Official Receipt	Review certificate of Death	5 minutes	Division Head/ Section Head	No Fees Required	COD
		Register the Certificate of Death	5 minutes	City Civil Registrar	No Fees Required	COD
	Claim the registered Certificate of Death	Check the Official Receipt and release the registered Certificate of Death Advise the client to secure a Burial Permit at the Office of the Economic Enterprise Manager if the deceased will be buried in a cemetery in Tagum City.	5 minutes	Releasing Officer	No Fees Required	OR Certificate of Death
END OF TRANSACTION						

NOTE: Please check you documents before leaving the office.
(Palihug usisaa ang giparehistro nga dokumento kung husto ang mga spelling ug information.)