

**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 HOSPITAL**

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

PAGPAREHISTRO SA NAMATAY  
GIKAN SA HOSPITAL

**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 Certificate of Death (or Form 103) prepared by the hospital staff and signed by the:
  - a. Informant
  - b. Attending Physician
  - c. City Health Officer
  - d. Embalmer
  - e. Accredited Physician to sign in the Post Mortem Certification Portion (if necessary)

**DURATION:** 35 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	Present the Certificate of Death (COD) duly signed by the Informant, Attending Physician, Embalmer and City Health Officer	Check the Certificate of Certificate of Death (COD) presented for registration	5 minutes	Officer of the Day	No Fees Required	COD
		Advise the client to pay at the City Treasurer's Office-License Division				Bill
		Receive Certificate of Death (COD)	5 minutes	Front Desk Officer at Table 1	No Fees Required	COD
		Review certificate of Death	5 minutes	Division Head/ Section Head	No Fees Required	COD
		Register Certificate of Death (COD)	5 minutes	City Civil Registrar	No Fees Required	COD
2	Proceed to the City Treasurer's Office-License Division and pay the corresponding fees	Receive payment and issue Official Receipt  Advise the client to go back to City Civil Registrar's Office-Registration Division Table 2	5 minutes	CTO- Revenue Collection Officer	<b>Php 240.00</b>	Official Receipt
3	Claim the document at City Civil Registrar's Office Table 2.	Release the registered Certificate of Death (COD)	5 minutes	Releasing Officer	No Fees Required	Registered Certificate of Death (COD)
<b>END OF TRANSACTION</b>						

**NOTE:** FOR DECEASED TO BE BURIED IN TAGUM CITY, PLEASE PROCEED TO OFFICE OF THE CITY ECONOMIC ENTERPRISE LOCATED AT THE TAGUM CITY PUBLIC MARKET.

**NO** FIXERS ALLOWED  
TIPPING  
SMOKING  
GUNS ALLOWED