

75. REGISTRATION OF DEATHS/FETAL DEATHS***DESCRIPTION of the SERVICE :***

Timely registration of death—All events of death shall be registered in the Death Registry within 30 days from the time of death.

Late registration of death - All events of death registered in the Death Registry 30 days beyond the time of death.

REQUIREMENTS :

- * For timely registration of Deaths
 1. Duly signed Certificate of Death/Fetal Death
- * For delayed registration of death:
 1. Certificate Of No Record on file issued by NSO
 2. Certificate of the funeral service
 3. Death Certificate

FEE:

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
For timely registration of Death		
1. Receives, reviews and verifies information stated at the accomplished death certificate form.	5 minutes	VIVIAN LAQUIAN <i>Administrative Assistant IV</i>
2. Assigns registry number and affixes signature	5 minutes	AMALIA GARCIA <i>Registration Officer IV</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
3. Issues copy of the registered death certificate to the client	2 minutes	VIVIAN LAQUIAN <i>Administrative Assistant IV</i>
For delayed registration of Death		
1. Receives and reviews submitted documents	5 minutes	VIVIAN LAQUIAN <i>Administrative Assistant IV</i>
2. Prepares affidavit to be signed by the informant	5 minutes	VIVIAN LAQUIAN <i>Administrative Assistant IV</i>
3. Posts at the bulletin board in the city hall lobby	10 days	VIVIAN LAQUIAN <i>Administrative Assistant IV</i>
4. Assigns registry number and affixes signature	5 minutes	AMALIA GARCIA <i>Registration Officer IV</i>
5. Issues copy of the registered death certificate	2 minutes	VIVIAN LAQUIAN <i>Administrative Assistant IV</i>