

**Registration of Death that Occurred at Home (On-time/Delayed)**

*Schedule of availability of service:*

Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail of the service:*

- Relatives of the deceased
- Any individuals who can provide complete information of the demise

*What are the requirements:*

1. Duly accomplished Death Certificate issued by the Municipal Health Officer (MHO)
2. Barangay Certificate stating the facts of the event

*Total Processing Time:*

- 19 minutes

*How to avail the service:*

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit to MCR the duly accomplished Death Certificate issued by the MHO and the Barangay Certificate  Proceed to MTO and pay the required fees	Review the submitted Death Certificate	2 minutes	P620.00	Marissa B. Torres  Revenue Collection Clerk
2	Return to MCR and present the original Official Receipt issued by MTO	For delayed registration, MCR administers Oath  Record the document	5 minutes  10 minutes		Sevilla R. Ungriano
3	Claim the duly registered Death Certificate	Issue original copy of registered Death Certificate	2 minutes		Sevilla R. Ungriano