

Registration of Death that Occurred in Hospital (On-Time/Delayed)

Schedule of availability of service:

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

Who may avail the service:

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

What are the requirements:

- Duly accomplished Death Certificate issued by the hospital

Total Processing Time:

- 24 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit to MCR, in four copies, the duly accomplished Death Certificate issued by the hospital and signed by the Municipal Health Officer Proceed to MTO and pay the required fees	Review the submitted Death Certificate	7 minutes	P620.00	Marissa 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 and affix Registry Number	5 minutes 10 minutes		Sevilla Ungriano Marissa Torres
3	Claim the duly registered Death Certificate	Issue original copy of registered Death Certificate	2 minutes		Sevilla Ungriano