



## 25. REGISTRATION OF DEATH (ON TIME)

<b>Office or Division:</b>	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Municipal Form 103 (Certificate of Death; to be accomplished in quadruplicate)		Office of the Municipal Civil Registrar		
Filled-out from RHU/T.I.D.H.		To be secured by the Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the accomplished Municipal Form 103 and required documents	Checks required documents	none	10 minutes	Zenaida M. Drilon / Rosemarie M. Chavez
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	Based on the Latest Local Tax Code	10 minutes	Revenue Collector
	Registers the Certificate of Death and signs the document	none	5 minutes	Mardo Randy M. Madamo Municipal Civil Registrar
3. Receives/claims the registered document	-end of transaction-			
<b>TOTAL</b>		<b>Based on the Latest Local Tax Code</b>	<b>25 minutes</b>	