



3. Issuance of Official Receipt for Burial Fee & Tomb Permit (New/Renewal)

Official Receipts are issued to payments received for burial fees and tom permits whether new or renewal.

Office or Division	Economic Enterprise and Market and Slaughterhouse			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Client from Midsayap			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Death Certificate (1 Original copy)		Office of the Municipal Civil Registrar		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present Death Certificate & pay the required fees at the MEEEO	1. Receive Death Certificate & issue Official Receipt	Burial Fee P 50.00 Secretary's Fee P 80.00 Public Cemetery- Up and Down Layer- 4,050.00 Center - 4,550.00	2 Minutes	<i>Market Specialist III</i> Economic Enterprise & Market & Slaughterhouse
2. Proceed to the Office of the Municipal Civil Registrar to submit Death Certificate with OR	2. Advice client to proceed to the Office of the Municipal Civil Registrar to submit Death Certificate with OR	None	3 Minutes	<i>Administrative Aide I</i> <i>Administrative Assistant I</i> Economic Enterprise and Market and Slaughterhouse
	TOTAL:	Please refer to list of fees above	5 Minutes	