



### 3. Issuance of Death Certificate

This service caters residents and non-residents of Midsayap but who died in this municipality, either at home or in health facility.

<b>Office or Division</b>	Office of the Municipal Health Officer			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	Residents of Midsayap and nearby Municipalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Death Certificate (4pcs Original Copy)		Office of the Municipal Civil Registrar		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present filled-out death certificate/s from Local Civil Registrar at the OPD counter	1. Accept Fully Accomplished Death Certificate/s.	None	5 Minutes	<i>Nurse on Duty</i> <i>Midwife II</i> <i>Office of the Municipal Health Officer</i>
	1.1 Review of Cause of Death and other pertinent data; and Interview of Significant Others; Signing of Death Certificate/s.	None	15 Minutes	<i>Municipal Health Officer</i> <i>Office of the Municipal Health Officer</i>
2. Receive signed Death Certificate/s	2. Release signed Death Certificate/s.	None	2 Minutes	<i>Nurse on Duty</i> <i>Midwife II</i> <i>Office of the Municipal Health Officer</i>
<b>TOTAL:</b>		<b>None</b>	<b>22 Minutes</b>	