

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City
Tel.: (063) 221-3818; email: clo_iligan@yahoo.com

Frontline Service	:	ISSUANCE OF AFFIDAVIT OF NEXT OF KIN
Schedule of Availability of Service	:	8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
Who May Avail of the Service	:	Next of Kin of Deceased Senior Citizens and ICG Employees
What are the requirements	:	<ol style="list-style-type: none">1. OSCA ID of deceased member2. Death Certificate of deceased3. Official Receipt from City Treasurer's Office - Cash Receipts Division4. Barangay Certification of Residency of the deceased OSCA member
Duration	:	13 minutes



ATTY. VOLTAIRE I. ROVIRA
Head, City Legal Office



How To Avail The Service :

ISSUANCE OF AFFIDAVIT OF NEXT OF KIN

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEES	FORM
1	Submit OR with the necessary requirements	Receive, check and evaluate the documents	2 minutes	Clerk/Researcher	*P 50.00 Legal Cert. Fee	Official Receipt
		If NO OSCA ID, prepare Affidavit of Loss If ID and DEATH CERTIFICATE has discrepancy, prepare Affidavit of One and Same Person	2 minutes	Clerk/Researcher		
2	Provide necessary information	Interview client as to personal circumstances	2 minutes	Clerk/Researcher		
		Encode and print the affidavit	2 minutes	Clerk/Researcher		
3	Review and sign the affidavit	Present affidavit to client for review	1 minute	Clerk/Researcher		
		Notarize Affidavit of Next-of-Kin	3 minutes	Lawyer		
4	Receive the affidavit of Next-of-Kin	Release the Affidavit of Next-of-Kin	1 minute	Clerk/Researcher		Affidavit of Next-of Kin
END OF TRANSACTION						

Note: The 15 minutes processing time is for one being served at one time. The time is extended when there are two or more clients.

CITY LEGAL OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City
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Frontline Service	:	ISSUANCE OF AFFIDAVIT OF NEXT OF KIN <ul style="list-style-type: none">▪ Joint Affidavit of Two Disinterested Persons (Discrepancy)▪ Affidavit of Loss▪ Affidavit of Undertaking (Retirement Purposes)
Schedule of Availability of Service	:	8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. * On Mondays provision of services starts after flag raising
Who May Avail of the Service	:	Any person who is in need of the service (For Joint Affidavit Of Two Disinterested Person(Discrepancy) & Affidavit of Loss)Employees and Officials who are retiring from Government Service (For Affidavit Of Undertaking(Retirement Purposes))
What are the requirements	:	For Joint Affidavit Of Two Disinterested Person(Discrepancy) <ul style="list-style-type: none">▪ *Official Receipt (OR) from the City Treasurer's Office - Cash Receipts Division▪ Two Witnesses▪ ID of respective witnesses For Affidavit of Loss <ul style="list-style-type: none">▪ *Official Receipt (OR) from the City Treasurer's Office - Cash Receipts Division▪ Client's ID For Affidavit Of Undertaking(Retirement Purposes) <ul style="list-style-type: none">▪ *Official Receipt (OR) from the City Treasurer's Office - Cash Receipts Division▪ Identification Card (ID) of the retiree▪ Any valid proof of his/her retirement

Duration : 15 minutes

How To Avail The Service : ISSUANCE OF AFFIDAVIT OF NEXT OF KIN - Joint Affidavit of Two Disinterested Persons (Discrepancy)
 Affidavit of Loss
 Affidavit of Undertaking (Retirement Purposes)

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEES	FORM
1	Submit official receipt with necessary documents	Receive, check and evaluate the documents	2 minutes	Clerk/Researcher (*Cashier - CTO)	*P 50.00 Legal Cert. Fee	*Official Receipt
2	Provide necessary information	Interview client/s	2 minutes	Clerk/Researcher		
		Encode and print the affidavit	2 minutes	Clerk/Researcher		
3	Review and sign the affidavit (if no correction) - if with correction return to service provider for correction	Present affidavit to client/s for review	1 minute	Clerk/Researcher		<ul style="list-style-type: none"> • Joint Affidavit of Two Disinterested Persons (Discrepancy) • Affidavit Of Loss • Affidavit Of Undertaking
		If with correction, incorporate changes and re-print	2 minutes			
		Notarize joint affidavit	3 minutes	Lawyer		
4	Receive the notarized affidavit	Release notarized affidavit	3 minutes	Clerk/Researcher		<ul style="list-style-type: none"> • Joint Affidavit of Two Disinterested Persons (Discrepancy) • Affidavit Of Loss • Affidavit Of Undertaking
END OF TRANSACTION						

Note: The 15 minutes processing time is for one being served at one time. The time is extended when there are two or more clients.