

# GREGORIO T. LLUCH MEMORIAL HOSPITAL

Gregorio T. Lluch Memorial Hospital, Quezon Ave. Ext., Pala-o, Iligan City  
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**Frontline Service : PREPARATION/ISSUANCE OF CERTIFICATE OF LIVE BIRTH**

**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 :** In-Patient

**What are the requirements :** If the mother is married, Marriage contract and Official Receipt  
 If the mother is not married, Residence Certificate and one (1) valid I.D. of the father

**Duration : 16 hrs & 41 minutes**

## How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Express intent to apply for a Certificate of Live Birth for newborn son/daughter  Fill up application form. Submit application form to the Medical Records Section.	Issue Birth Information Form to be filled-up .  Receive and verify data in the form.	3 mins.  5 mins.	Records Clerk	None	Birth Information Form
2	Proceed to the Cashier for payment.  Present Official Receipt.	Advice client to proceed to the Cashier for the payment of the Certificate of Live Birth.  Receive and record Official Receipt .	10mins.	Records Clerk/ Cashier	P25.00	Official Receipt
3	Receive instructions.	If married, Instruct client to claim duly approved or registered Certificate of Live Birth in a specific date.  If unmarried, Instruct client to follow-up in a specific date for them to comply other requirements .	5 mins.	Records Officer	None	

**How to avail the service** -

**PREPARATION/ISSUANCE OF CERTIFICATE OF LIVE BIRTH**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
		Forward Certificate of Live Birth to attending Medical Officer for signature (may take 2 days depending on the next duty of the attending physician).	2 days	Records Clerk/ Attending Medical Officer	None	
4.	<p>Wait for the registered Certificate of Live Birth.</p> <p>Receive Certificate of Live Birth and affix signature in the logbook as proof of receipt. Forward the form to CCR.</p>	<p>After the attending Medical Officer affix signature in the Certificate of Live Birth:</p> <p>For married, Forward Certificate of Live Birth to City Civil Registry (CCR) for registration.</p> <p>For unmarried, Release the unregistered Certificate of Live Birth to client for them to personally forward the document to the CCR and comply additional requirements. Require client to sign in the logbook as proof of receipt of the unregistered Certificate of Live Birth.</p>	<p>10 mins.</p> <p>5 mins.</p>	Records Clerk	None	
5	Receive the registered Certificate of Live Birth. Affix signature in the logbook as proof of receipt.	<p>For married, After Certificate of Live Birth is officially registered in the CCR, release to the client.</p> <p>Require client to affix signature in the logbook as proof of receipt.</p>	3 mins.	Records Clerk	None	

**END OF TRANSACTION**