

CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200

Tel.: (063) 224-5038 or 221-4308 email : ccr_iligancity@yahoo.com

Frontline service	:	REGULAR FILING OF DEATH CERTIFICATE (On-time Registration)
Schedule of Availability of Service	:	Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM No noon break
Who May Avail of the Service	:	GENERAL PUBLIC
Requirements	:	If died at home: 1. Barangay Certification 2. Birth Certificate/Marriage Contract If dead on arrival at the hospital: 1. Certification from the hospital that dead on arrival (DOA) 2. Birth Certificate/Marriage Contract If died due to accidents: 1. Police blotter and/or police report 2. Birth Certificate/Marriage Contract

Duration: 27 minutes
Claim after: same day release
Fees: MF Form 103 – P60.00

How To Avail of the Service:

REGULAR FILING OF DEATH CERTIFICATE (On-time Registration)

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Client proceeds to CCR and to fill up Information Data Form	Greets the client Receives the properly filled up form and requirements	1 minute	CCR Clerk		Information Data Form
		Double checks if the form is properly filled up and interviews the client	3 minutes	CCR Clerk		
		Advises the client to pay to the Treasury Office	1 minute	CCR Clerk		
2	Proceeds to treasury office and presents order of payment	Receives the order of payment and issues official receipt	2 minutes	Cashier	MF 103 P60	Official Receipt
		Encodes the MF 103 (Certificate of Death)	5 minutes	CCR Clerk		Municipal Form 103
		Prints and gives copy to the client for review	10minutes	CCR Clerk		
3	Client signs the MF 103	Signs the certificate of death	1 minute	CCR Clerk		
		Gives client steps and procedures to follow to secure signatures of City Health Officer and embalmer	1 minute	CCR Clerk		Steps and Procedures
4	Client returns to CCR and submits signed certificate of death (COD)	Receives signed COD and records in the logbook and assigns registry number	1 minute	CCR Clerk		
		Approves the COD	1 minute	Registration Officer		
		Releases 2 copies of COD to the client	1 minute	CCR clerk		
END OF TRANSACTION						

How To Avail of the Service:

REGULAR FILING OF DEATH CERTIFICATE (On-time Registration)

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
	If client wants electronic endorsement	Advises client to pay to the treasury office	1 minute	CCR clerk		
1	Proceeds to treasury office and presents order of payment	Receives order of payment and issues official receipt	2 minutes	Cashier	Service Fee P200	Official Receipt
		Photocopies COD and prepares transmittal letter to PSA	5 minutes	CCR Clerk		Municipal Form 103
		Advises clients to return to CCR after 5 working days for the stamped received copy from PSA	1 minute	CCR Clerk		
		Advises client to follow up at PSA	1 minute	CCR Clerk		
END OF TRANSACTION						