



## BIRTH AND DEATH REGISTRATION

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Accomplish Birth / Death certificate application form	<p>FOR BIRTH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•Hospital / Clinic representative / Registered or Traditional midwife</li> </ul> <p>FOR DEATH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•Funeral Parlor / Representative</li> </ul>	1 hr.	<p>BIRTH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•Authorized hospital staff, clinic/traditional or registered midwife</li> </ul> <p>DEATH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•Funeral parlor representative</li> <li>•Family member</li> </ul>	<p>1. Duly accomplished Birth / Death Certificate form</p> <p>a. Birth : 4 copies</p> <p>b. Death : 1 copy</p>	<p>Birth Certificate : P80.00</p> <p>Death Certificate : Burial P120.00</p> <p>Entrance (from other cities/municipalities) : P630.00</p> <p>Lease : P1,500.00</p> <p>Construction : P1,000.00</p> <p>Main Niche (Apt.) :</p> <p>a. Resident : P2,000.00</p> <p>b. Non-Resident : P3,000.00</p> <p>Exhumation Permit</p> <p>a. Resident : P500.00</p> <p>b. Non-Resident : 700.00</p>	2 days if there are no discrepancies in the data provided
2. Verification of data in Birth / Death Certificate	<p>BIRTH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•Estrella Llaneta</li> <li>•Maybelle Hizon</li> </ul> <p>DEATH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•City Health Officer</li> </ul>	10 mins.				
3. Issuance of Order of Payment	<p>BIRTH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•Estrella Llaneta</li> <li>•Maybelle Hizon</li> </ul> <p>DEATH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•Felizardo S. Coralde</li> <li>•Emmanuel Evacula</li> </ul>	5 mins.				
4. Payment of necessary fees	<p>CITY TREASURER'S OFFICE</p> <ul style="list-style-type: none"> <li>•Rosalina Labarda (Window 7)</li> </ul>	5 mins.				
5. Receiving of copy of Official Receipt, file, assign, registry number, record and release birth / death certificate	<p>BIRTH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•Estrella Llaneta</li> <li>•Maybelle Hizon</li> </ul> <p>DEATH CERTIFICATE</p> <ul style="list-style-type: none"> <li>•Felizardo Coralde</li> <li>•Emmanuel Evacula</li> <li>•Jose Arnel Alipio</li> </ul>	10 mins.				