

**SERVICE STANDARD OF THE  
CITY EMPLOYEES CLINIC**  
City Government of Paranaque

**Schedule of Availability of Service:**

Monday - Friday EXCEPT Holidays  
8:00 AM - 5:00 PM (No Noon Break)

**FRONTLINE SERVICES OFFERED**

1 ISSUANCE OF DEATH CERTIFICATES

**Prepared by:**

**Dr. Ma. Loreleigh S. Obed**  
OIC-City Health Office

**Approved by:**

**Hon. Edwin L. Olivarez**  
City Mayor II

**SERVICE OFFERED:**

**ISSUANCE OF DEATH CERTIFICATES**

**WHO MAY AVAIL OF THE SERVICE:**

- 1. Relative of Dead Person
- 2. Insurance Company
- 3. Funeral Homes

**WHAT ARE THE REQUIREMENTS:**

**1. Death Certificate, as the case may be:**

- \*From the Funeral Home signed by the Embalmer and Nearest Relative
- \*From the Hospital signed by the Attending Physician
- \*Signed by a Medico-Legal Officer

**2. Notarized Affidavit of Understanding**

**DURATION:**

8 minutes

**How to Avail of the Service:**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES)	PERSON IN CHARGE	FEES	FORM
1. Enlistment/Registration	Present requirements to Nurse	1). Review of completeness of data entered into the certificate 2). Check Affidavit	3 minutes	Cruz S. Apepe, RN		Death Certificate Form, Notarized Affidavit of Understanding
2. Interview	Go to Doctor's Room	Review of cause of death and other details surrounding death of dead person	3 minutes	Dr. Dionisio Sabio		Death Certificate Form, Notarized Affidavit of Understanding
3. Preparation of Death Certificate	Goes to Administrative Room	Type Cause/s of Death as indicated in the form	2 minutes	Romualdo S. Villafuerte		Death Certificate Form
4. Submission to Local Civil Registrar (LCR)	Proceed to LCR	Completed Death Certificate Form submitted to LCR	1 minute	Romualdo S. Villafuerte		Accomplished Death Certificate
<b>END OF TRANSACTION</b>						