



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





**MUNICIPAL LOCAL  
GOVERNMENT  
OPERATIONS OFFICE  
(MLGOO)  
ADMINISTRATIVE SERVICES**





# 1. PROCESSING OF BARANGAY OFFICIAL’S DEATH BENEFIT ASSISTANCE

Claimants/Beneficiaries of the Deceased Barangay Officials

Office or Division:	MLGOO			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application DILG-DBC form with the following requirements: a) Death Certificate b) Certificate of Incumbency (DILG C/MLGOO) c) Marriage Certificate d) Birth Certificate of the claimant (if claimant is a child of the deceased) e) Special power of attorney, if necessary f) Affidavit of two (2) disinterested persons, if necessary g) Valid ID to be presented when claiming the checks		MLGOO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish the DILG-DBC Form and submit all the needed requirements	Received the requirements	None	5 minutes	MLGOO Staff
	If complete, indorse to OPD using template		30 minutes	MLGOO
Wait for the instruction/notice from MLGOO	DILG Bohol prepares individual checks for each intended claimant and notifies claimant through C/MLGOO of the availability of fund and pays/releases the check to the rightful beneficiary			DILG – OPD Staff
TOTAL:		None	35 minutes	