



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





MAYOR'S OFFICE
ADMINISTRATIVE SERVICES



6. ISSUANCE OF BURIAL PERMIT

Schedule of the Availability of Service:

Mondays – Fridays
8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

General public

What are the Requirements:

Death Certificate

Duration: 16 minutes

Step	Applicant/Client	Action Officer	Duration of the Activity	Persons in Charge	Fees	Form
1	Submits the requirement to the receiving clerk or employee in-charge at the Mayor’s Office.	Receives, review the Requirement * If no death certificate, advise applicants to secure	2 minutes	Mayor’s Office Staff	Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)	None
2	Payment. Pays the permit fee at the Treasurer’s Office and asks for the Official Receipt.	Instructs the client to pay the corresponding permit fee at the Treasurer’s Office. Accepts the payment, gives the Official Receipt and instructs the client to go to the Mayors Office for the printing of Burial Permit	2 mins.	MTO Cashier		
3	Receives the Burial Permit	Receives the Official Receipt and print s the Burial Permit Forwards to the Mayor’s Office for signature. The Mayor (or his authorized representative) signs the Clearance. Keeps a copy of the permit for office files, releases the permit	5-10 minutes 2 minutes	Mayor’s Staff Mayor’s Staff		

END OF TRANSACTION							