



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**

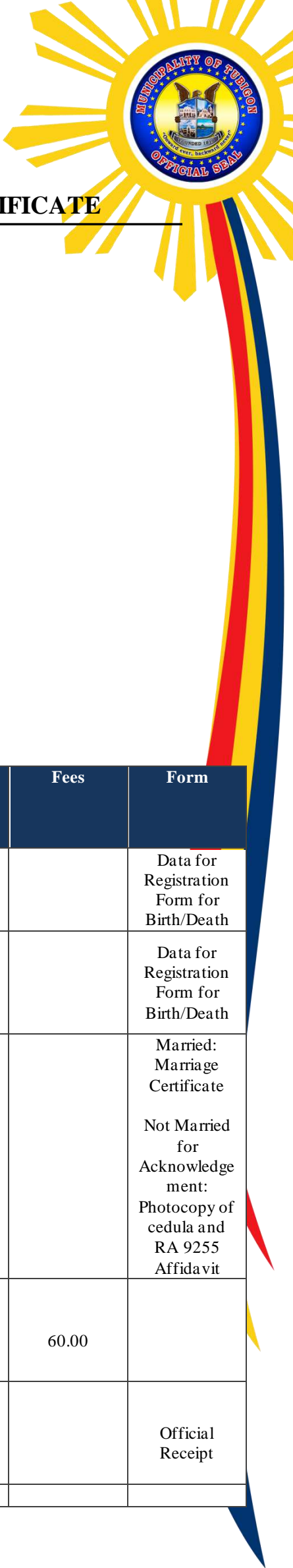




# **TUBIGON COMMUNITY HOSPITAL**

ADMINISTRATIVE SERVICES





# 1. SECURING A BIRTH CERTIFICATE/DEATH CERTIFICATE

**Schedule of Availability of Service:**

8:00 am – 5:00 pm  
Mondays to Fridays

**Who May Avail of the Service:**

- Parents or authorized representative
- Next of Kin
- Guardians (minor parent)

**What are the Requirements:**

Birth Certificate:

- 1. Data for Registration
- 2. Official Receipt

Additional Requirement:

If Married:

- 1. Photocopy of Marriage Certificate

If Not Married (for use of surname of father)

- 1. Photocopy of cedula of Mother and Father
- 2. Presence of Father for acknowledgement (RA 9255 Affidavit)

**Duration: 36 minutes**

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Go to medical records and fill out data form for registration	Provide data for registration form	5 minutes	Medical Records		Data for Registration Form for Birth/Death
2.	Submit data for registration form to the Medical Records	Interview and counter check information for completeness and accuracy	3 minutes	Medical Records		Data for Registration Form for Birth/Death
3.	Provide additional necessary requirements.	Check requirements.  Process birth/death certificate	5 -10 minutes	Medical Records		Married: Marriage Certificate  Not Married for Acknowledgement: Photocopy of cedula and RA 9255 Affidavit
4.	Go to the cashier for payment	Receive payment and issue Official Receipt.  Advice client to go to the Medical Records	1-3 minutes	Cashier	60.00	
5.	Present official receipt and confirm information written on the certificate	Let doctor sign the birth certificate.	5-10 minutes	Medical Records  Medical Officer		Official Receipt
6.	Affixed signature on	Issue Birth Certificate	1-3 minutes	Medical		

