



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





MUNICIPAL CIVIL REGISTRAR'S OFFICE

ADMINISTRATIVE SERVICES



2. REGISTRATION OF CERTIFICATE OF DEATH (COD)

-It shall be the responsibility of the nearest of kin or spouse who has knowledge of the death of a person to report the same within 30 days reglamentary period.



	LOCAL CIVIL REGISTRAR			
	SIMPLE			
	G2C – Government to public clients			
		WHERE TO SECURE		
		LCR		
	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Review & evaluate as to the completeness of the documents	None	15 mins.	Rose Dianne Jeaneeva Mae
	Releasing of owner’s copy			
		None	15 minutes	

NOTE: The owner’s copy will be given right away or client be advice to return if the MCR is not available for her signature.