



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**OFFICE OF SENIOR
CITIZENS AFFAIRS
(OSCA)**
ADMINISTRATIVE SERVICES





3. GRANTING OF BURIAL ASSISTANCE

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre-audit is undertaken by the Municipal Accountant to determine that all necessary supporting documents of vouchers/ claims are submitted.

Office or Division:	OSCA OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate 2. Certificate of Residency		OSCA OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Death Certificate and Certificate of Residency	Receives Death Certificate and Certificate of Residency and record in logbook	None	3 minutes	Mary Jane S. Donio
Wait	Prepares voucher and other supporting documents	None	20 minutes	Bes Necy S. Villaber
Wait	Submits voucher and documents to OSCA head for signature Submits documents to following offices BUDGET, ACCOUNTING, TREASURER, MAYOR for their signature		1 minute	Bes Necy S. Villaber
Wait			3 days	Fernando M. Astronomo Jr.
Wait				Fernando M. Astronomo Jr.
Receives amount	Return voucher to treasurer for release	None	2 mins	Utility casual.
TOTAL:		None		