
City Government of Tarlac

CITY HEALTH OFFICE
MA. CARMELA LACSAMANA-GO, M.D.
City Health Officer

VISION:

A healthy tomorrow for Tarlaqueños

MISSION:

To administer high quality, cost-effective care to individuals, support preventive and promotive health care program for community members and maintain a supportive environment for health manpower development.

GOAL:

To improve the health status of the people of Tarlac City through preventive and promotive health care, community participation, available basic health services, accessible health care facilities, and clean environment.

PHILOSOPHY:

The City Health Office believes that life and health are primary goods. Together with the DOH, it has the responsibility of providing adequate and accessible care to the people.

3. ISSUANCE OF DEATH CERTIFICATES & BURIAL PERMIT

❖ **ABOUT THE SERVICE**

When someone passes away, his death is deemed to be registered.

If the death occurred at the hospital, a death certificate is issued to the bereaved family member.

If the death occurred at home, the closest relative will have to secure a DVF (Death Verification Form) from the Barangay Council in order to be able to secure a death certificate from the CHC (City Health Center) to which the barangay belongs.

❖ **REQUIREMENTS**

- DVF (Death Verification Form) from the Barangay Council if death occurred at home
- DOA certificate if death occurred as DOA (Death on Arrival) at the hospital
- Any ID's (SSS, UMID, Senior Citizen) and birth certificate of the deceased

❖ **HOW TO AVAIL THE SERVICE**

STEP	Applicant/Client	Service Provider	Duration of Activity	Person in charge	Fees & Charges	Forms
1	<p>If Death Occurred At Home / or DOA at the hospital: Go to the respective City Health Center & present the requirements.</p> <p>Received Death Certificate/Burial Permit</p> <p>Note: <i>If DOA (deceased) is from another City or province go to the Main City Health Office for the ISSUANCE OF DEATH CERT. & BURIAL PERMIT</i></p>	<p>Interview the client & prepare the Death Cert & Burial Permit; Release the Cert & permit</p>	10 mins	<p>City Health Center Admin. Staff/ City Health Center Physician</p>	None	<p>Death Certificate & Burial Permit</p>
2	<p>Go to 2nd floor CHO for final review & signature of City Health Officer</p>	<p>Review the Death Certificate; Sign & release of death Certificate</p>	3 mins	<p>City Health Officer & Administrative staff</p>	None	<p>Death Certificate</p>

Note: The client shall bring the signed death certificate to the City Registrar for registration.