

**CITIZEN CHARTER
PASIG CITY GENERAL HOSPITAL**

Issuance of Death Certificate

The Pasig City General Hospital issues a Hospital Death Certificate as a requirement for burial and other purposes.

Office or Division:	Paulo Roman A. Castro, Jr., MD, PhD Medical Director Tel: 8643-3333 Email: pasigcitygen@yahoo.com.ph Medical Records Death Certificate Section Tel: 8643-3333 local 501
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Immediate relatives (legal spouse, parents, siblings) and legal guardians/ representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Hospital Patient Card (Blue and Yellow cards whenever applicable)	Issued by the City Government of Pasig
Identification Card validating relationship to the deceased	

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request and fills up data for death certificate of deceased relative	Interview legal relative and write down information given		10 minutes	Nurse On Duty/ Nursing Aide/ Clerk: Abelardo, Ma. Blessel Llanto Acelajado, Lara Mae Alcantara Acopiado, Michaelena Mandantes Acunin, Ma. Gracita Maramba

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					Aglugub, Luz Maria Ramona Generoso Alafriz, Noemi Alejandro, Rosita Trinidad Alganés, Romelyn Bernardo Aliswag, Kathleen Joy Refazo Alvarez, Julia Gallener Alvarez, Lilibeth Alganés Alzate, Alyssa Kris Santos Ambrocio, Jennifer Macalalad Anacio, Jethro Angeles, Arlene Lindo Antolin , Margarete O Antonio, Herminia Ege Aquino, Abegail Mary Ann De La Cruz Arciga, Rosemarie Angeles Asis, Anthony Francis Asuncion, Elma Credo Atanacio, Janelle Bianca Parole Ave, Jaysam F Bacanto, John Glenn Bacoto, Carmelo Alley Bailon, Joy Aquino

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					Balanon, Nikki Ricci Moriles Balanon, Susana Moriles Balansag, Joanna Pia Galacio Ballad, Rose Idyne Olaya Ballesteros, Ma. Evelyn Solon Ballesteros, Richard Estuye Balog, Keesha Marie Vallejo Bandrang, Manzano Mohammad Bangate, Norma Balaisi Bangcong, Azaelie B Barbosa, Orland Corales Bareto, Nilda E Batan, Paulene Malicdem Bautista, George Allan Matienzo Bautista, Reynadel Festin Baylon, Almira Cagalingan Bengala, Rosvelt M Bermillo, Joycelyn Cunanan Bernabe, Leonarda Despojo Bernardino, Jasmin Kate Mission Bersamina, Rodelio Delos Santos Bien, Richa Tanawan

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					Loquinto, Lady April Santos Lumiguid, Cristel Gonzales Macasaet, Jeneffer Palo Macaspac, Jerraldine S Macaspac, Steven Polo Del Rosario Macinas, Russel Dc Manabat, Pamela Joie P Manalad, Dennis J Manalo, Larizza Santor Mañas, Alberto Jr Manuel, Jershey Jane Aquino Manuel, William Manlongat Manzano, Marjorie Lucero Marasigan, Keith Daphne Vego Marquez, Jovilyn A Martin, Carlo Pangilinan Mauricio, Restituta L. Mayor, Lenie Rubia Melarpis, Jennette Dela Paz Mendaro, Niña Marie Calde Mendoza, Janeth Borja Mendoza, Jennyrence Ann Gitanes Miape, Lyrica Ana Bonhoc

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					Mira, Jericha Karen Barretto Mira, Justine Kate Barretto Miralpes, Azucena Bandojo Miranda, Ma. Theresa Halili Monsalve, Gemma O Montejo, Myla Mingoa Morales, Marinella Broquil Morano, Marsha Francisco Naod, Gladys Gutangon Nasser, Johnron Ermac Natanauan, Cecile Garchitorena Navoa, Jannel A Nierva, Kristel Abanes Nolos, Analiza Mahuguay Nual, Eldinel C Ocampo, Analiza Manalang Olandesca, Julianne Robles Olino, Mizalina Camacho Olivera, Chingkee Valladores Orallo, Juanerio Java Orendez, Raymond Jhon Pagkaliwangan Ortega, Lorelei Reyes Ortilano, Ella Jean Guingos

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					Oyog, Glaiza Gadista Pagaduan, Van Joseph Agasang Palermo, Janine Mae Pangan, Kimberly Panuayan, Nelia Masaling Parpan, Ma. Michaela Olavario Pasion, Eymard Patriarca, Rachelle Ann Abela Penales, Magnolia Picar, Katherine Gliane Pizarro, Janette Esplana Plant, Junna Lee Porras, Jasmin Malabanan Pozon, Christian Kyle Presco, Cherrie Quidato, John Carlo B Quindao, George Jefferson Siquig Quintans, Jayson Benito Ramos, Archangel Salandanan Ramos, Jezabeth Colis Regala, Nestor Elepante Renegado, Amabella Hosana Reonal, Margielyn E

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					Restor, Angelica Anele Manaog Reyes, Gladys Patiño Reyes, Renee Lou Cruz Reyes, Sheila Marie Alegre Reymundo, Evangeline Campos Rivera, Danica Ana Suan Robledo, Mary Joy Bravo Ronduen, Emilyn Abellado Roxas, Edlyn S Roxas, Joel Sabile, Jillian Carmel Jao Sadalani, Nurhuda A Salcedo, Genevieve Demonteverde Salvador, Jenny Villavicencio Samera, Rio G Sanchez, Cyvil Bangcaya Sanchez, Jocel Encina Santiago , Roxanne Santos, Gloria Cañas Santos, Ralph Vee Angelique Balog Sapalaran, Cherry Vi Sayangco, Rita Paragua Sheik, Caironizah Dela Cruz Siena, Eleonor Festin

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					Silvestre, Glanicar Bellin Sison, April Roselle Romero Siwa, Miszy Mei Nuguid So, Elvis Gerard Abarcar Sollesa, Elizabeth Rodillas Sollesa, John Paul Rodillas Solomon, Ivy Hermogeno Sto. Domingo, Noreen Debil Sula, Mc Brian Cuaresma Surigao, Gazel Malaga Tamayo, Mizhelle C Tan, Josephine Libramonte Tan, Mark Harris De Castro Teves, Demille Carl Tan Tia, Felicidad Timajo, Bernadeth Anne Bermundo Torres, Mark Michael Lingasin Tribujenia, Mylife De Castro Tua, Kietzy Ann Gerez Tumalip , Rose Ann Tutor, Shaira Mae Gubatanga Ugalde, Brendalyn Macasaet Urbano, Eliza Dorona

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					Urgel, Susan Dela Cruz Valencia, Rico Mae G Vallejos, Cyndie Mejia Velasco , Rodel Velasco, Mark Ryan Welling Ventura, Cinderella Dela Rosa Vicente, Sinet Ann Urgel Victorino, Josephine De Luna Vierne, Luciano Bagaforo Villahermosa, Janine Marbida Villamor, Ginalyn Lavadia Villanueva, Clemence Rapunzel Anave Viray, Bryan Joseph Semaña Yabut, Manuel Maximillan Dela Cruz Zapanta, Hearty Ann Galindez Zaplan, Maja Riza Talavera Zari, Alexandra De Leon
2	Confirm information written on the death certificate	Counter check information on death certificate		5 minutes	Nurse On Duty/ Nursing Aide/ Clerk: Abelardo, Ma. Blessel Llanto Acelajado, Lara Mae Alcantara Acopiado, Michaelena Mandantes

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3	Affix signature on Informant's Space	Process Death Certificate and bring to Medical Records Clerk for typing		5 minutes	Nurse On Duty/ Nursing Aide/ Clerk: Abelardo, Ma. Blessel Llanto Acelajado, Lara Mae Alcantara Acopiado, Michaelena Mandantes

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					Gara, Geraldine Dearos Gaspar, Delfin Javier Geniblazo, Lea Ariston Geronimo, Erickson Apolinario Gianan, Jennifer Alcantara Gloria, Louise Rose R Godes, Rose Ann Dacuma Gomez, Gloria Leynes Gonzales, Felicitas Cangco Guevarra, Peachie Degracia Guevarra, Theodore Lagancia Guillermo, Roelisha Mae Guerrero Guinto, Jessie M Gumuwang, Girlie Ann Tabago Halili, Jesusa De La Rosa Hebras, Louie Angelo De Asis Indicio, Regine Mullet Irog-Irog, Rodman Durugnan Ison, Karen Magiliw Padagdag Ison, Rico Boy Mendiola Jaculina, Evelyn Duldulao

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					Javier, Abbiegail Basco Javier, Rosechel Ann Enriquez Jose, Karla Cortez Juan, Harold Jay Juan, Ivy Buenafe Junio, Dely Ana May Ibacarra Kho, Mary Grace Hadjerol Labaclado, Gemma Capon Laguna, Irish Roselle Navalle Lamorena, John N Lastima, Ester Gonzaga Laz, Melissa Javier Lazatin, Roy Valiant Casiño Lemos, Hidden Afable Leonardo, Adriane Mark Lizardo Leonardo, Ma. Isabel Pamittan Licuanan, Antonette Bayot Ligo, Melody Iporac Lim , Edito Lim, Marirose Ann C Lipana, Annaliza Dakis Lirac, Helen Veniegas Liwag, Shaira Mae Razon Lopez, Jan Grace Pacis Lopez, Ruth Elsie Anne

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Loquinto, Lady April Santos Lumiguid, Cristel Gonzales Macasaet, Jeneffer Palo Macaspac, Jerraldine S Macaspac, Steven Polo Del Rosario Macinas, Russel Dc Manabat, Pamela Joie P Manalad, Dennis J Manalo, Larizza Santor Mañas, Alberto Jr Manuel, Jershey Jane Aquino Manuel, William Manlongat Manzano, Marjorie Lucero Marasigan, Keith Daphne Vego Marquez, Jovilyn A Martin, Carlo Pangilinan Mauricio, Restituta L. Mayor, Lenie Rubia Melarpis, Jennette Dela Paz Mendaro, Niña Marie Calde Mendoza, Janeth Borja Mendoza, Jennyrence Ann Gitanes Miape, Lyrica Ana Bonhoc

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Mira, Jericha Karen Barretto Mira, Justine Kate Barretto Miralpes, Azucena Bandojo Miranda, Ma. Theresa Halili Monsalve, Gemma O Montejo, Myla Mingoa Morales, Marinella Broquil Morano, Marsha Francisco Naod, Gladys Gutangon Nasser, Johnron Ermac Natanauan, Cecile Garchitorena Navoa, Jannel A Nierva, Kristel Abanes Nolos, Analiza Mahuguay Nual, Eldinel C Ocampo, Analiza Manalang Olandesca, Julianne Robles Olino, Mizalina Camacho Olivera, Chingkee Valladores Orallo, Juanerio Java Orendez, Raymond Jhon Pagkaliwangan Ortega, Lorelei Reyes Ortilano, Ella Jean Guingos

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Oyog, Glaiza Gadista Pagaduan, Van Joseph Agasang Palermo, Janine Mae Pangan, Kimberly Panuayan, Nelia Masaling Parpan, Ma. Michaela Olavario Pasion, Eymard Patriarca, Rachelle Ann Abela Penales, Magnolia Picar, Katherine Gliane Pizarro, Janette Esplana Plant, Junna Lee Porras, Jasmin Malabanan Pozon, Christian Kyle Presco, Cherrie Quidato, John Carlo B Quindao, George Jefferson Siquig Quintans, Jayson Benito Ramos, Archangel Salandanan Ramos, Jezabeth Colis Regala, Nestor Elepante Renegado, Amabella Hosana Reonal, Margielyn E

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Restor, Angelica Anele Manaog Reyes, Gladys Patiño Reyes, Renee Lou Cruz Reyes, Sheila Marie Alegre Reymundo, Evangeline Campos Rivera, Danica Ana Suan Robledo, Mary Joy Bravo Ronduen, Emilyn Abellado Roxas, Edlyn S Roxas, Joel Sabile, Jillian Carmel Jao Sadalani, Nurhuda A Salcedo, Genevieve Demonteverde Salvador, Jenny Villavicencio Samera, Rio G Sanchez, Cyvil Bangcaya Sanchez, Jocel Encina Santiago , Roxanne Santos, Gloria Cañas Santos, Ralph Vee Angelique Balog Sapalaran, Cherry Vi Sayangco, Rita Paragua Sheik, Caironizah Dela Cruz Siena, Eleonor Festin

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Silvestre, Glanicar Bellin Sison, April Roselle Romero Siwa, Miszy Mei Nuguid So, Elvis Gerard Abarcar Sollesa, Elizabeth Rodillas Sollesa, John Paul Rodillas Solomon, Ivy Hermogeno Sto. Domingo, Noreen Debil Sula, Mc Brian Cuaresma Surigao, Gazel Malaga Tamayo, Mizhelle C Tan, Josephine Libramonte Tan, Mark Harris De Castro Teves, Demille Carl Tan Tia, Felicidad Timajo, Bernadeth Anne Bermundo Torres, Mark Michael Lingasin Tribujenia, Mylife De Castro Tua, Kietzy Ann Gerez Tumalip , Rose Ann Tutor, Shaira Mae Gubatanga Ugalde, Brendalyn Macasaet Urbano, Eliza Dorona

#	CLIENT STEPS	OFFICE ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Urgel, Susan Dela Cruz Valencia, Rico Mae G Vallejos, Cyndie Mejia Velasco , Rodel Velasco, Mark Ryan Welling Ventura, Cinderella Dela Rosa Vicente, Sinet Ann Urgel Victorino, Josephine De Luna Vierne, Luciano Bagaforo Villahermosa, Janine Marbida Villamor, Ginalyn Lavadia Villanueva, Clemence Rapunzel Anave Viray, Bryan Joseph Semaña Yabut, Manuel Maximillan Dela Cruz Zapanta, Hearty Ann Galindez Zaplan, Maja Riza Talavera Zari, Alexandra De Leon
4		Processing of Medical Death Certificate	Fee incorporated in the hospital bill	25 minutes	Medical Records clerk: Elorde, Melanie Bautista Sulit, Nancy Alminaza
5	Present official receipt of hospital bill, ID and claim Death Certificate	Issue Death Certificate		5 minutes	Medical Records clerk: Elorde, Melanie Bautista

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Sulit, Nancy Alminaza
TOTAL:				50 minutes	