



Internal/External

25. SERVICENAME: SECURING PERMIT/CERTIFICATE FOR EXHUMATION & TRANSFER OF BONE/CADAVER

Description of the Service: This service provides permit to exhume cadaver/s from the grave for purpose of transfer or interment of another person on the same grave or for other purposes.

Office or Division:	City Health Office
Classification:	Simple
Type of Transaction:	Government to client
Who may avail:	Client who exhume or transfer bone / cadaver for their relatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Death Certificate	City Health Office-I / Environmental Sanitation
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the information desk & get the number to be called.	Give the logbook and number.	None	1 minute	Wilson Alamo Admin Aide III Johnny Peralta Admin Aide I or Guard on Duty
2. Go to the sanitation Inspector for further instruction and verification	Verification and assessment and give order of payment	None	3 minutes	Jocelyn Angela Alcaraz Sanitary Inspector-I
3. Pay the required fee at the City Treasurer's Office.	Official receipt given by the City Treasurers Office	200 php	2 minutes	Josephine Cadeleña Admin Aide I City Treasure's Office



4. Go back to the sanitation inspector and Present official receipt for printing of certificate/ permit.	Certification/ permit signed and printed, OR was logged	None	5 minutes	Jocelyn Angela Alcaraz Sanitary Inspector-I
5. Proceed to doctor's room for signing of sanitary permit	Sanitary permit signed	None	5 minutes	Dr. Red G. Cachapero City health Officer City Health Office
TOTAL			16 minutes	