



Internal/External

7. SERVICENAME: PAYMENT OF PERMITS FOR CADAVER DISPOSITION

Description of the Service: It is requirement for every entombment within the municipality/city that the permit will be issued as required by law under P.D. 856 specifically the disposal of cadaver.

Office or Division:	CITY TREASURER'S OFFICE			
Classification :	SIMPLE			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documents required by the City Civil Registrar Office.		1. City Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment. 1.1 Issue the Official Receipt.	Permits for Cadaver Disposition: 1. Burial Permit Fees/Miscellaneous P 50.00 2. Fee for Exhumation of Cadaver P 200.00	2 minutes	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III



		3. Fee for dis-interment or removal of cadaver P 200.00 4. Entrance from the other municipality/city P 200.00 5. Transfer to other municipality/city P 200.00 6. Construction of Tomb P 100.00 7. Lot Purchase (per span) P 500.00 Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.		
2. Return to the Office of the City Civil Registrar and claim the requested documents.	2. Assist and instruct the client to return to the City Civil Registrar Office.	None	1 minute	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III
TOTAL			3 minutes	