

**SERVICE STANDARD OF THE
CITY EMPLOYEES CLINIC**
City Government of Paranaque

Schedule of Availability of Service:

Mondays - Fridays EXCEPT Holidays
8:00 AM - 5:00 PM (No Noon Break)

FRONTLINE SERVICES OFFERED

- 1 ISSUANCE OF CERTIFICATE OF EXHUMATION

Prepared by:

Dr. Ma. Loreleigh S. Obed
OIC-City Health Office

Approved by:

Hon. Edwin L. Olivarez
City Mayor II

SERVICE OFFERED:

ISSUANCE OF CERTIFICATE OF EXHUMATION

WHO MAY AVAIL OF THE SERVICE:

1. Family members of Dead Person needing:

*Transfer of Skeletal remains

*Legal Purpose

*Additional member to be buried in the same spot

WHAT ARE THE REQUIREMENTS:

1. Exhumation Form - signed and notarized

2. Last buried relative

*3 years ago if Cause of Death is Non-Communicable Disease

*5 years ago if Cause of Death is Communicable Disease

3. For Medico-Legal Purpose: Court Order and Duly signed and Notarized Report Form

DURATION:

3 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES)	PERSON IN CHARGE	FEES	FORM
1	Present requirements to Nurse	Review of completeness of data entered into the Form	2 minutes	Cruz S. Apepe, RN		Exhumation Request Form
2	Go to Doctor's Room	Approve and affix signature	1 minutes	Dr. Dionisio Sabio		Signed Exhumation Request Form

END OF TRANSACTION