

Securing Permit to Transfer Cadaver or Open a Tomb (Exhumation)

Office or Division:	Rural Health Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Relatives of the Dead Person			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Death Certificate - 1 certified copy 2. Sanitary Kit			1. MCR	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit death certificate	1. Receive and evaluate documents. 1.1 Prescribe Sanitary Kits	none	5 min	Rural Sanitary Inspectors RHU
2. Proceed to Treasury Office for the payment of fees	2. Receive payment and issue official receipt	*Exhumation - P500.00 *Transfer of Cadaver (within Municipality- free	5 min	Rev Collection Clerk II/Mun. Treasurer Treasury Office

		From Burgos to other Municipality - P200.00		
3. Buy Sanitary Kit	3. Prepare required documents	none	5 min	Rural Sanitary Inspectors RHU
4. Wait for the processing	4. Review and sign documents	none	5 min	Mun. Health Officer RHU
5. Receive document	5. Record and release document	none	2 min	Rural Sanitary Inspectors RHU
	TOTAL	Refer to step 2	22 min	