



18. Issuance of Exhumation Permit

It is a requirement for every entombment within the municipality that the permit will be issued as required by law under Presidential Degree 856 specifically the disposal of cadaver.

Office or Division	Office of the Municipal Health Officer			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Residents of Midsayap and nearby Municipalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registered Death Certificate (1 Original Copy)		Client		
Official Receipt (1 original copy)		Municipal Treasurer's Office (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present complete requirements upon admission at the information counter	1. Receive complete requirements and evaluates / checks for completeness	None	15 Minutes	<i>Nurse II</i> <i>Midwife I</i> <i>Midwife II</i> <i>Midwife III</i> Office of the Municipal Health Officer
2. Proceed to Medical Interview Room	2. Conduct of actual Interview	None	20 Minutes	<i>Midwife II</i> Office of the Municipal Health Officer
3. If approved by Physician, proceed to payment of permit at the Municipal Treasurer's Office (Windows 1-6)	3. Issuance of Official Receipt	150.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	3.1 Transfer document to Admin Office for preparation of documents	None	5 Minutes	<i>Administrative Assistant - I</i> Office of the Municipal Health Officer



4. Present Official receipt and claim signed Exhumation Permit	4. Upon presentation of the Official Receipt, Release Pre - Employment Medical Certificate and/or Health Certificate	None	2 Minutes	<i>Municipal Health Officer</i> Office of the Municipal Health Officer
	TOTAL:	None	42 Minutes	