



13. Cremation Service

This is the process of cremation services in the City-owned Baesa Public Crematorium.

Office or Division:	City Civil Registry Department - Death Registration Division (Counter 6, 7)				
Classification:	Highly Technical				
Type of Transaction:	G2C - Government to Client				
Who may avail:	QC Residents				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Certificate of Death		Hospitals, Funeral Parlors			
Cremation Form		Death Registration Division (Counter 6, 7)			
Cremation Permit		Death Registration Division (Counter 6, 7)			
Valid Identification Cards(IDs)		The deceased AND informant of the Certificate of Death/Family/Relative/Authorized Person			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit documentary requirements	Receive documentary requirements for evaluation	Cremation Fee 1) Infant/Child – PHP 15,000.00 2) Adult- PHP 15,000.00 3) Senior Citizen - PHP 12,000.00 4) Indigent –FREE 5) Minimum Wage Earners - PHP 12,000.00	30 - 45 Minutes	<i>Receiving / Releasing Clerk</i> City Civil Registry Department <i>Collector City Treasurer's Office</i>	
2. Secure the Order of Payment from the Receiving Clerk	Issue Order of Payment upon evaluation if the documentary requirements are complete and correct				
3. Submit the Order of Payment to the cashier for payment of the corresponding fee and secure the Official Receipt					
4. Return the Official Receipt to the Receiving Clerk in Window 6 or 7 for scheduling.	Receive the Official Receipt, record the Official Receipt Number, then return the receipt with schedule				<i>Releasing Clerk</i> City Civil Registry Department
5. At the scheduled time and date, bring the cadaver to Baesa Public Crematorium for cremation	Receive the Official Receipt, record the Official Receipt Number, return the receipt then proceed to cremation			2 Hours	<i>Baesa Public Crematorium Staff</i>
TOTAL: <i>(Depending on what is applicable)</i>		PHP 12,000.00 PHP 15,000.00	2 Hours and 30 Minutes – 2 Hours and 45 Minutes		
Cremation Services is qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted. Only documents with official receipts will be processed.					