



14. 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 (Counters 6 & 7)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Client			
Who may avail:	QC Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified copy of Certificate of Death		Hospitals, Funeral Homes		
Terms of Cremation		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 Fees: 1.) Child PHP 15,000.00; 2.) Adult PHP 15,000.00; 3.) Senior Citizen PHP 12,000.00; 4.) PWD PHP 12,000.00; 5.) Solo Parent PHP 12,000.00; 6.) Minimum Wage Earner PHP 12,000.00; 7.) Bones/Body Parts PHP 4,000.00	30 Minutes	Receiving / Releasing Clerk City Civil Registry Department
2. Secure the Order of Payment from the Receiving Clerk	Issue Order of Payment upon evaluation if the documentary requirements are complete and correct			Collector City Treasurer's Office
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.	Receive and record the Official Receipt and the Terms of Cremation. Advise the family to coordinate with Baesa Crematorium for the schedule of cremation.			
5. At the scheduled time and date, bring the cadaver to Baesa Public Crematorium for cremation	Receive and record the Official Receipt	For Free Cremation of Indigent QCitizen, SSDD approval is required.	2 Hours	Staff Baesa Public Crematorium
TOTAL: (Depending on what is applicable)		PHP 12,000.00 PHP 15,000.00 PHP 4,000.00	2 Hours and 30 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.				