

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

**Schedule of Availability of Service:**

Monday - Friday EXCEPT Holidays  
8:00 AM - 5:00 PM (No Noon Break)

**FRONTLINE SERVICES OFFERED**

- 1 ISSUANCE OF CERTIFICATE OF TRANSFER

**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 TRANSFER**

**WHO MAY AVAIL OF THE SERVICE:**

1. Relative of cadaver for Burial in another city or province
2. Skeletal remain for tranfer to another cemetery

**WHAT ARE THE REQUIREMENTS:**

1. Certificate of Transfer signed by Requesting Person
2. Death Certificate

**DURATION:**

3 minutes

**How to Avail of the Service:**

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