

1. Availing Cremation Services

The Pasay City Government owns and operates a crematorium that can serve as an alternative mode of interment for deceased residents and non-residents of the City.

Office or Division:	Pasay Public Cemetery & Crematorium (PCPCC)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cremation Schedule Request Form (1 original)		Crematorium Office of the PCPCC		
Death Certificate (1 photocopy)		Local Civil Registry Office		
Cremation Permit (1 original)		City Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish the	1. Prepare the interment	None	5 Minutes	EVANGELINE D. DANIELES

<p>cremation schedule form, and submit it to the Cremation Office of the PCPCC together with all the requirements.</p>	<p>service schedule, and issue Order of Payment to the client.</p>			<p><i>Administrative Aide III</i> (PCPCC)</p>
<p>2. Proceed to the assigned City Treasurer's Office (CTO) teller at the PCPCC, 2nd floor, and pay the required fees.</p>	<p>2. Issue Official Receipt (OR) based on submitted Order of Payment to the client.</p>	<p>Cremation Services Rate:</p> <ul style="list-style-type: none"> • Residents (Adults) – PHP 8,000 • Non-Residents (Adults) – PHP 15,000 • Cremation of Bone/ Remains – PHP 4,000 • Infant – PHP 2,000 • Children (below 12 years old) – PHP 4,000 • Youth (12-18 years old) – 	<p>5 Minutes</p>	<p>CHRISTOPHER Y. DECENA <i>Administrative Aide II</i> (CTO)</p>

		<p>PHP 6,000</p> <p>Other Related Fees (To be paid at Treasurer's Office, City Hall of Pasay)</p> <ul style="list-style-type: none"> • Cremation Permit – PHP 500 • Entrance Fee (if the place of death of the deceased person is outside the City of Pasay) – PHP 200 <p>(Per Ordinance No. 4008, s. 2007)</p>		
3. Present the OR to the Crematorium Office of the PCPCC for the approval of the cremation service schedule.	3. Approve the cremation service schedule.	None	5 Minutes	MARIVIC DG. NILLO <i>Officer-In-Charge,</i> (PCPCC)

4. Secure the approved cremation services schedule at the Crematorium Office of the PCPCC.	4. Issue the approved cremation services schedule to the client, and keep the records thereof.	None	5 Minutes	EVANGELINE DANIELES <i>Administrative Aide III</i> (PCPCC)
5. Present the approved cremation services schedule for the conduct of the cremation.	5. Receive and verify the schedule then conduct cremation process. 5.1 After which, proceed to the PCPCC Office, 2 nd floor, and claim the Cremation Certificate.	None	2 Hours	<i>Cremation Section Staff</i> (PCPCC)
6. Secure Cremation Certificate to the assigned staff.	5. Prepare and issue the Cremation Certificate to the client.	None	5 Minutes	BELEN N. INTERIA <i>Administrative Aide IV</i> (PCPCC)
TOTAL:		If the place of death of the deceased person is within the area of City of Pasay: • Residents (Adults) – PHP 8,500	2 Hours and 25 Minutes	

	<ul style="list-style-type: none"> • Non-Residents (Adults) – PHP 15,500 • Cremation of Bone/ Remains – PHP 4,500 • Infant – PHP 2,500 • Children (below 12 years old) – PHP 4,500 • Youth (12-18 years old) – PHP 6,500 <p>If the place of death of the deceased person is outside the area of City of Pasay:</p> <ul style="list-style-type: none"> • Residents (Adults) – PHP 8,700 • Non-Residents 		
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	<p>(Adults) – PHP 15,700</p> <ul style="list-style-type: none">• Cremation of Bone/ Remains – PHP 4,700• Infant – PHP 2,700• Children (below 12 years old) – PHP 4,700• Youth (12- 18 years old) – PHP 6,700		
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