

## Request for Pull-out/Transfer of Cadaver(s)

The City Housing and Land Management Office and its Antonio C. Acharon Memorial Park (ACAMP) division facilitates the release of a cadaver for transport by the next-of-kin client/customer.

<b>Office or Division:</b>	City Housing and Land Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Who may avail: Next-of-kin with their departed ones buried/stored at ACAMP.			
<b>CHECKLIST OF REQUIREMENT/S WHERE TO SECURE</b>		<b>CHECKLIST OF REQUIREMENT/S WHERE TO SECURE</b>		
1. Letter of Request to the Department Head.		Personal		
2. ACAMP validation/verification Slip		CHLMO-ACAMP		
3. Exhumation Permit (original & photocopied)		City Health Office – Medico Legal division		
4. Valid Government-issued identification card (for verification and 1 photocopied of the same)		Personal.		
5. Others				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request letter to CHLMO Department head with valid ID	1. If approved, advise ACAMP to facilitate.		30 minutes	CHLMO-CGDH
	2. Issue a Validation/ Verification Slip to client, orient and advise him/her to produce requirements.		30 minutes	ACAMP Administrative Aide I
2. Client/Customer submit the requirements.	3. Check requirements and advise client to accompany the exhumation personnel during the		1 hour	ACAMP Administrative Aide I

	moving out of concerned cadaver.			
	4. After wrap and placement, ACAMP Administration personnel to issue a clearance slip for the CSU-on duty.		30 minutes	ACAMP Administrative Aide I
	<b>TOTAL</b>		<b>2 hours and 30 minutes</b>	
<b>END OF TRANSACTION</b>				