



## **Office of the Economic Enterprise – Cemetery Division**

### **External Services**



## 1. Issuance of certification of location for exhumation – San Pedro Public Cemetery & Heaven’s Cradle Key Memorial Park

Clients to secure Certificate of Location for Exhumation and Transfer of Cadaver Purposes

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	CITIZENS OF SAN PEDRO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1 Photocopy of Registered Death Certificate		c/o Client		
2. 1 Authorization Letter (if needed)		c/o Client (if not immediate family)		
3. 1 Copy of Contract of Lease		c/o Client (if not immediate family)		
4. 1 Certificate of Location (if needed)		OEE		
5. Valid ID		c/o Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request Certificate of Location and present Registered Death Certificate (DC) and Issued Contract of Lease  2. Present valid ID for preparation of Contract of Lease	1. Check name of the deceased in the master list	None	3 minutes	Cemetery Division Office Clerks
	1.1 Check requirements of the applicant. Get copy of registered DC and Contract	None	3 minutes	Cemetery Division Office Clerks
	1.2 If updated and included in the master list client will receive the Certificate requested	None	5 minutes	Cemetery Division Office Clerks
	2. If not updated in payment, will prepare Contract of Lease and client to make necessary payment	None	5 minutes	Cemetery Division Office Clerks
	3. Issuance of Certificate of Location upon verification	None	1 minute	Cemetery Caretaker
	3.1 Certification of Location issued	None	2 minutes	Cemetery Division Office Clerks



3. Settle required fees at the City Treasurer's Office	should be recorded for monitoring purposes			
4. Proceed to City Health Office - Sanitation Department	4. Endorse to the Sanitation Office			
	<b>TOTAL</b>		<b>19 minutes</b>	



## 2. Renewal of Application of Contract of Lease – San Pedro Public Cemetery

Clients to secure new / renew Contract of Lease to serve as proof of their rights to use the cemetery property

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	CITIZENS OF SAN PEDRO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1 Photocopy of Registered Death Certificate		c/o Client		
2. Old/ Previous Contract of Lease		c/o Client		
3. Valid ID		c/o Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client to present the requirements needed for securing renewal Contract of Lease.	1. Receive and validate the requirements and Contract of Lease presented by the clients. > if updated or to sign and secure renewed Contract of Lease	Php 200.00/year Php 400.00/year Php 600.00/year	5 minutes	Cemetery Division Office Clerks and Cemetery Caretaker
	1.1 Check the actual location of the deceased		5 minutes	Cemetery Division Office Clerks and Head
	1.2 Contract of lease form should be issued upon verification of location		3 minutes	
	2. Issuance of Order of Payment		2 minutes	
2. Settle required fees at the City	● Apartment Type ● Own Lot 9 m <sup>2</sup> below 10 m <sup>2</sup> - 14 m <sup>2</sup>			



Treasurer's Office  3. Notarize the Contract of Lease.	3. Client to have one copy of notarized contract of lease for recording and monitoring purposes.			Cemetery Division Office Clerks
	<b>TOTAL</b>	Php 200.00/year Php 400.00/year Php 600.00/year	<b>15 minutes</b>	



### 3. Application of Contract of Lease with Interment – San Pedro Public Cemetery

Clients to secure Contract of Lease to serve as proof of their rights to use the property.

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	CITIZENS OF SAN PEDRO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Photocopy of Registered Death Certificate		c/o Client		
2. Burial Permit		c/o Client		
3. Two (2) Valid Government ID		c/o Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to go to public cemetery and coordinate with Cemetery Caretaker for location of interment.	1. Staff to process Application of Contract of Lease	None	5 minutes	Cemetery Caretaker
	1.1 Check requirements: Registered Death Certificate and valid ID	None	5 minutes	Cemetery Division Office Clerks
2. Make payment to the Treasury Department	Issuance of Order of Payment upon verification of location of Interment: ● Apartment Type ● Own Lot 9 m <sup>2</sup> below 10 m <sup>2</sup> - 14 m <sup>2</sup>	Php 200.00/year Php 400.00/year Php 600.00/year	5 minutes	Cemetery Division Office Clerks
3. Go to Legal for Notary of Contract of Lease	3. Issue one copy of the notarized contract of lease for recording and monitoring purposes.	None		
4. Get copy of	4. None	None		Cemetery Division Office Clerks



Notarized Contract of Lease				
4. Proceed to Sanitation to get Burial Permit	4. None	None		
	<b>TOTAL</b>	<b>Php 200.00/year Php 400.00/year Php 600.00/year</b>	<b>15 minutes</b>	



#### 4. Application for Leasing and Interment Services for Apartment Niches – Heaven’s Cradle Key Memorial Park

Rental of Apartment Type Niches for 5 years for indigent residents of the upper villages

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	COMPLEX			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	INDIGENT CITIZEN OF SAN PEDRO RESIDING IN UPPER BARANGAYS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1 Original Certificate of Indigency		Barangay Hall		
2. Photocopy of two (2) valid IDs		c/o Client		
3. 1 pc. 1x1 Picture		c/o Client		
4. Photocopy of Registered Death Certificate		c/o Client		
5. Burial Permit		c/o Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the requirements needed to avail for apartment type niches	1. Validate the requirements presented by the clients	None	5 minutes	Cemetery Division Office Clerks
2. Fill out and sign the documents	2. Provide Buyer's Information Sheet and Contract of Lease	None	5 minutes	Cemetery Division Office Clerks and Head
3. Settle required fees	3. Issuance of Order of Payment as to the cost of lease	Lease - Php 5,000.00	2 minutes	Cemetery Division Office Clerks and Head
4. Notarize the Contract of Lease and	4. Endorse client to Legal Department for notarization of Contract of Lease and Buyer's	None	1 minute	Cemetery Division Office Clerks





Buyer's Information Sheet	Information Sheet.			
5. Forward notarized documents to the Cemetery Division	Scheduling of Interment Services	None	5 minutes	Cemetery Division Office Clerks
6. Secure personal copies of notarized documents	Interment proper	None	1 to 3 days	Cemetery Care Taker
7. Proceed to Sanitation Office	Instruct Client to proceed to Sanitation Office to secure burial permit	None	3 minutes	
8. Provide copies of burial permit to HCKMP's Caretaker				
	<b>TOTAL</b>		<b>3 days and 21 minutes</b>	



## 5. Acquisition of Estate, Lawn Lot & Bone Crypt with Interment (At Need) – Heaven’s Cradle Key Memorial Park

Clients to choose preferred lot (estate or lawn) or bone crypt and settle the date and time of interments.

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	COMPLEX			
<b>Type of Transaction :</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	CITIZEN OF SAN PEDRO RESIDING IN UPPER BARANGAYS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1 Photocopy of Registered Death Certificate		c/o Client		
2. 1 Photocopy of Transfer Permit (if needed)		c/o Client / Place of Death		
3. 1 Authorization Letter (if needed)		c/o Client		
4. 1 Proof of Full Payment		c/o Client		
5. 1 Barangay Certificate of Residency (original)		c/o Client		
6. Two (2) valid ID		c/o Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Choose lawn lot / bone crypt that he/she wants to acquire based on the map presented and submit requirements	1. Validate the requirements presented by the clients.	None	10 minutes	Cemetery Division Office Clerks
2. Accomplish buyer's personal data sheet	2. Check accomplished Buyer's Personal Sheet	None	5 minutes	Cemetery Division Office Clerks and Head
3. Present the requirements needed for issuance of Interment Call Slip	3. Prepare contract to sell and purchase agreement indicating details of lot acquired	None	10 minutes	Cemetery Division Office Clerks
5. Settle required fees	Issuance of Order of Payment as to	Php 5,000.00 (PCF), amount of	3 minutes	



	> Estate Lot > Lawn Lot >>1 <sup>st</sup> Fresh Body >>2 <sup>nd</sup> Fresh Body > Bone Crypt > Addt'l bone/ urn	lawn lot (P40K, P35K & P30K) and interment Fee of P15K  Php 15,000.00 Php 10,000.00 Php 8,000.00 Php 5,000.00		
6. Notarize the Contract of Lease and Buyer's Information Sheet	Client to proceed to legal office for notary of his/her contract of lease	None	4 minutes	
7. Forward notarized documents to the Cemetery Division			5 minutes	
8. Secure personal copies of notarized documents	Client to proceed to sanitation office to secure burial permit			
9. Proceed to Sanitation Office apply burial permit	Issue interment call slip indicating the date and time of interment and location			
10. Secure copies of Burial Permits and Interment Slip	Interment proper			
11. Provide copies of burial permit and interment slip to HCKMP Caretaker			3 days	Cemetery Caretaker
	<b>TOTAL</b>		<b>3 days and 37 minutes</b>	



## 6. Acquisition of Estate Lot and Lawn Lot at HCKMP (Pre-Need)

Selling of Estate and Lawn Lots

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	CITIZEN OF SAN PEDRO RESIDING IN UPPER BARANGAYS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certificate of Residency (1 original copy)		Barangay Hall		
2. Two (2) valid IDs		c/o Client		
3. 1 pc. 1x1 Picture		c/o Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the requirements needed.	1. Validate the requirements presented by the clients	None	5 minutes	Cemetery Division Office Clerks
	1.1 Provide Buyer's Information Sheet, Purchase Agreement and Contract to Sell	None	2 minutes	Cemetery Division Office Clerks and Head
2. Fill out and sign the documents	2. Prepare Contract to Sell and Purchase Agreement indicating details of lot acquired and mode of payment	None	15 minutes	Cemetery Division Office Clerks and Head
3. Settle required fees	3. Issuance of Order of Payment as to <ul style="list-style-type: none"> <li>● Cash basis</li> <li>● Down payment</li> <li>● Installment basis</li> </ul>	Whole amount with 10% discount on lot price DP - 10% of TCP Based on #of years to be paid	1 minute	Cemetery Division Office Clerks
4. Notarize the Contract to Sell and Buyer's Information Sheet	4. Endorse client to Legal Department for notarization of Contract to Sell and Buyer's Information Sheet	None	1 minutes	Cemetery Division Office Clerks, Head and LCE
				Cemetery Division Office Clerks



5. Forward notarized documents to the Cemetery Division		None	Upon 50% payment of the TCP	
6. Secure personal copies of notarized documents	6. Client to return and submit original copy of notarized Contract to Sell and Buyer's Information Sheet	None	10 minutes	
	<b>TOTAL</b>		<b>Upon 50% payment of the TCP and 34 minutes</b>	



## 7. Interment Services for Lawn and Estate Lots at HCKMP

Availment of interment services

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	CITIZEN OF SAN PEDRO RESIDING IN UPPER BARANGAYS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid ID		c/o Client		
2. 1 Photocopy of Registered Death Certificate		c/o Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the requirements needed	1. Validate the requirements presented by the clients	P15K 1 <sup>st</sup> body P10K 2 <sup>nd</sup> body	5 minutes	Cemetery Division Office Clerks
2. Fill out and sign the documents			5 minutes	Cemetery Division Office Clerks
3. Settle required interment fee if fully paid on lawn lot	3. Issuance of Order of Payment as to interment services (with applicable 20% discount if deceased is SC & PWD) if client is fully paid	P15K 1 <sup>st</sup> body P10K 2 <sup>nd</sup> body Plus remaining balance of lawn lot and PCF	5 minute	Cemetery Division Office Clerks
4. Settle required full payment of lawn lot, PCF and interment fee	4. Issuance of Order of Payment as to the full payment of lawn lot, PCF and interment fee (with applicable 20% discount if deceased is SC & PWD) if client is not fully paid			Cemetery Division Office Clerks
	4.1 Client to proceed to sanitation office to secure burial permit		5 minutes	Cemetery Caretaker
	4.2 Schedule Interment		3 days	



5. Go to Sanitation Office to secure Burial Permit	4.3 Interment proper			
6. Submit Burial Permit to HCKMP Office for issuance of Interment Call Slip				
9. Provide copies of burial permit and Interment Call Slip to HCKMP's Caretaker				
	<b>TOTAL</b>		<b>3 days and 20 minutes</b>	



## 8. Processing of Application to Construct at HCKMP Estate Lot

Construction of Mausoleum Structures at Estate Lot.

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification :</b>	COMPLEX			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	OWNERS OF ESTATE LOT			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Two (2) Photocopies of Approved Building Plan and Permit		City Hall - Office of the Building Official		
2. One (1) Photocopy of Worker's Valid ID		c/o Client		
3. Photocopy of Payment of Required Fees		c/o Client		
4. Letter request to construct		c/o Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the approved building plan and permit and other requirements	Check submitted requirements	Php 3,000.00 and 20% of total construction cost	5 minutes	Cemetery Division Office Clerks
2. Fill up Application to Construct Form	Endorsement of the OIC with the attached letter request to construct to the City Administrator		10 minutes	Cemetery Division Office Clerks and Head
	Approval of clients request to construct		3 days	City Administrator
3. Settle required fees	Upon approval Order of payment should indicate payment for construction fees and 20% construction bond fee		10 minutes	Cemetery Division Office Clerks
5. Secure copies of Permit to Construct	Releasing of permit to allow the client to construct the approved design and enter the HCKMP premises		10 minutes	Cemetery Caretaker





6. Provide copies of Permit to Construct to HCKMP's Caretaker				
	TOTAL		3 days and 35 minutes	



## 9. Processing of Release of Construction Bond Fee

### Release of Construction Bond Fee

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	COMPLEX			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	OWNERS OF ESTATE LOT			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certification from City Engineering stating no damages from HCKMP		City Engineering Office		
2. Copy of Proof of Payment of Construction Bond Fee		c/o Client		
3. Letter Request for Release		c/o Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request for Approval of the City Mayor	Check requirements submitted by client		5 minutes	Cemetery Division Office Clerks
2. Fill up Application for Release of Construction Bond Fee	Endorsement letter of the OIC with the attached letter request for release of construction bond fee		2 minutes	OIC of OEE
3. Wait for Approval	Waiting of the approval of client's request		3 days	City Administrator
	Order of payment should indicate refund of 20% construction bond fee		10 minutes	Cemetery Division Clerks
	Client to receive check payment for refund			
	<b>TOTAL</b>		<b>3 days &amp; 20 minutes</b>	



## 10. Incoming Documents Control Procedure

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit document/s to be received.	Receiving of all incoming documents. Record in the incoming document log sheet	None	2 minutes	Clerks
	Documentation clerk shall provide the document to the administrative supervisor for review	None	2 minutes	Clerk
	Administrative supervisor shall review, assess, and make appropriate action relative to the received document	None	5 minutes	Supervisor & OIC
	Documentation clerk shall keep and secure the documents for filing	None	3 minutes	Clerk
	<b>TOTAL</b>		<b>12 minutes</b>	



## 11. Outgoing Documents Control Procedure

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification :</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. All outgoing documents shall be recorded in the outgoing document log sheet	None	2 minutes	
	1.1 Documentation clerk shall forward the outgoing documents to be received by the concerned office	None	5 minutes	
	1.2 Documentation clerk shall keep and secure the documents for filing	None	2 minutes	
<b>TOTAL</b>			<b>9 minutes</b>	



## 12. Releasing of Certificate of Ownership

<b>Office or Division:</b>	OFFICE OF THE ECONOMIC ENTERPRISE - CEMETERY DIVISION			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	CLIENTS OF HCKMP			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid ID		c/o Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request release of Certificate of Ownership	1. Get file of client and process release of Certificate of Ownership and other pertinent documents	None	5 minutes	Marivic Sy and Jeanie Paquiz
	<b>TOTAL</b>		<b>5 minutes</b>	