



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**BUSINES PERMITS &
LICENSING OFFCE
(BPLO)**
ADMINISTRATIVE SERVICES



9. SECURING A BURIAL PERMIT

Any individual, group or institution that has business or activity within the Municipality of Tubigon.



Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate 2. Official Receipt		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Payment. Pays the Burial Permit Fee at the Treasurer's Office.	The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.	50.00	5 mins.	MTO Cashier
Printing and Releasing of the Burial Permit.	The Employee in-charge (at the BPLO) prepares the permit. <i>The BPLO (or his authorized representative) signs the permit.</i> Keeps a copy of burial permit for office files, releases the permit and requests the client to sign the logbook.		10 mins.	BPLO Staff
TOTAL:		50.00	13 minutes	