

# 12. Availment of Interment Services (Lawn Lots, Coffin Crypt and Bone Crypt)

This service is available for clients who wish to avail interment services for their loved ones

Office or Division:	City Economic Enterprise Management and Development Office – Cemetery Operation		
Classification:	Simple		
Type of Transaction:	G2C-Government to Citizens		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

For Pre-need interment services: Application Form		CEEMDO-Terminal Office			
Barangay Certificate of Residency		Barangay Hall			
1 Valid ID (Photocopy)		Client			
1 pc 2x2 ID Picture		Client			
Additional requireme	nt for At-need	City Civil Registrar's Office			
services:					
Death Certificate					
For Coffin crypt intermed Application Form	ent services:	CEEMDO-Te	CEEMDO-Terminal Office		
1 Valid ID (Photocopy)		Client			
Death Certificate (Phot	осору)	City Civil Reg	istrar's Office		
For bone crypt requirer	nent:				
1. Complete name		Client			
Date of Birth and Death	of the deceased				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit the complete	1. Receive and	None	5 Minutes	Elena Tinaco	
requirements at	verify the			Jennibeth Legitimas	
CEEMDO-Terminal	submitted				
Office claim the order	requirements				
of payment and					
proceed to the	1.1 Issue Order of				
collection counter	Payment and				
	direct the client to				
	pay to the				
	Collection Counter				

				ORL NO
2. Go to the collection	2. Accept	(Attached	5 Minutes	Bonifacio Garabiles
counter and wait to	payment based on	under table of		
be called to pay the	the Order of	Lawn lots,		Jennibeth Legitimas
assigned fees and	Payment	Coffin crypt		
claim the Official		and Bone		
Receipt		crypt Fees		
		and other		
	2.1 Issue Official	charges.)		
	Receipt			
3. Present the	3. Receive the	NONE	15 Minutes	Elena Tinaco
Official Receipt and	Official Receipt			Jennibeth Legitimas
sign the Lease	and prepare the			
Contract / Purchase	Cemetery			
agreement and	Certification and			
submit the signed	have the client			
Lease of Contract for	signed the Lease			
Coffin Crypt and	Contract for Coffin			
Purchase Agreement	Crypt and			
for Lawn Lots	Purchase			
	Agreement for			
	Lawn Lots			
	3.1 Sign and		5 Minutes	Samcidar Magarang
	review the			
	Cemetery			
	Certification and			
	Lease Contract for			
	Coffin Crypt and			
	Purchase			
	Agreement for			
	Lawn Lots and			
	endorse to the			
	CGDH for			
	approval and			
	signature			
	3.3 Sign the		10 Minutes	Nemesio L. Rasgo,
	Lease Contract for			Jr.
	Coffin Crypt and			CGDH
	Purchase			CEEMDO

	NG AN
-	OIL.

				OPL NO
	Agreement for Lawn Lots.			
4. Claim the Cemetery Certification and present the Cemetery Certification to the Caretaker and claim the Lease of Contract/Purchase Agreement to be notarized by the preferred lawyer	4. Release the Cemetery Certification and advise the client to present the same to caretaker upon interment  4.1 Release the Lease Contract for Coffin Crypt and Purchase Agreement for Lawn Lots to be notarized by preferred lawyer and submit the same to the office	None	5 Minutes	Elena Tinaco Jennibeth Legitimas
	For coffin crypt/bone crypt,  Cemetery caretaker will prepare the crypt 1 hour before the arrival of the corpse. Interment services may run for 30 minutes.		Note: 1 Hour Preparation and 30 Minutes for Interment	Cemetery Caretaker CEEMDO
	For lawn lots:  Upon the receipt of the interment order, the caretaker will prepare the plot		Note: 3 Days Preparation of Lot and 1 Hour for Interment	Cemetery Caretaker CEEMDO

				NO DEL MO
	which includes lay- outing/excavation/ setting of concrete vault in lowering device and tent/chairs (2-3 days preparation). Interment services may run for 1 hour.  For family estate:  Preparation and interment services will be done by the owner			
5. Submit a copy of duly notarized document to the CEEMDO-Terminal Office	5. Receive a duly notarized copy of the Purchase Agreement	None	5 Minutes	Elena Tinaco Jennibeth Legitimas
	TOTAL:	Based on the attached table below	50 Minutes	



#### **PANABO CITY ETERNAL GARDEN**

## Lawn Lots Fees and Other Charges:

LAWN LOTS	AT NEED	PRE- NEED
LAWN LOTS	CAS	
	0,71	<i>-</i> 11
Super Prime A	38,588.00	24,310.00
Super Prime B	33,075.00	20,837.00
Super Prime C	27,563.00	17,364.00
Prime A	33,075.00	20,837.00
Prime B	27,563.00	17,364.00
Regular Lot	22,050.00	13,892.00
Corner Lot	49,613.00	31,256.00
*33 sqm./4.4 x		
7.5 meters		
**1.1 x 2.44		
meters		

Other Cemetery Charges:

Facilities and Other	
Services:	Rates
Interment Fee - Lawn Lots	12,679.00
Certifications	100.00
Use of Chapel	500.00
Chapel with sound system	1000.00
Tent and Chairs	500.00
Postponement/Cancellation	500.00
of Interment Schedule	

## Coffin Crypt Fees:

Coffin Crypt/Annex	3,969.00
Certification Fee	100.00
Lapida Installation	300.00
Total:	4,369.00
Indigent/Paupers	1,105.00
Certification Fee	100.00
Lapida	
Installation	300.00
Total:	1,505.00



#### **Bone Crypt Fees:**

One (1) Bone	3,859.00
Lapida	
Installation	200.00
Certification	200.00
Total:	4,259.00
Two (2) Bones	3,859.00
Lapida	
Installation	300.00
Certification	200.00
Total:	4,359.00
Three (3) Bones	3,859.00
Lapida	
Installation	400.00
Certification	200.00
Total:	4,459.00

**Note:** All services and lots offered are subject to a periodic increase of five percent (5%) every three (3) years (City Ordinance No. 13-13). For non-residents, double the price except for interment services.