



## 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

<b>Office or Division:</b>	City Economic Enterprise Management and Development Office – Cemetery Operation			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizens			
<b>Who may avail:</b>	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 requirement for At-need services: Death Certificate		City Civil Registrar's Office		
For Coffin crypt interment services: Application Form		CEEMDO-Terminal Office		
1 Valid ID (Photocopy)		Client		
Death Certificate (Photocopy)		City Civil Registrar's Office		
For bone crypt requirement: 1. Complete name of deceased Date of Birth and Death of the deceased		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the complete requirements at CEEMDO-Terminal Office claim the order of payment and proceed to the collection counter	1. Receive and verify the submitted requirements  1.1 Issue Order of Payment and direct the client to pay to the Collection Counter	None	5 Minutes	<i>Elena Tinaco Jennibeth Legitimas</i>





	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	<p>4. Release the Cemetery Certification and advise the client to present the same to caretaker upon interment</p> <p>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</p> <p><u>For coffin crypt/bone crypt,</u></p> <p>Cemetery caretaker will prepare the crypt 1 hour before the arrival of the corpse. Interment services may run for 30 minutes.</p> <p><u>For lawn lots:</u></p> <p>Upon the receipt of the interment order, the caretaker will prepare the plot</p>	None	<p>5 Minutes</p> <p>Note: 1 Hour Preparation and 30 Minutes for Interment</p> <p>Note: 3 Days Preparation of Lot and 1 Hour for Interment</p>	<p><i>Elena Tinaco Jennibeth Legitimas</i></p> <p><i>Cemetery Caretaker CEEMDO</i></p> <p><i>Cemetery Caretaker CEEMDO</i></p>



	<p>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.</p> <p><u>For family estate:</u></p> <p>Preparation and interment services will be done by the owner</p>			
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	<i>Elena Tinaco Jennibeth Legitimas</i>
	<b>TOTAL:</b>	<b>Based on the attached table below</b>	<b>50 Minutes</b>	



## PANABO CITY ETERNAL GARDEN

### Lawn Lots Fees and Other Charges:

LAWN LOTS	AT NEED	PRE-NEED
	C A S H	
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 of Interment Schedule	500.00

### 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.