

Cemetery charges

There shall be collected the following rental fess for a period of three (3) years for the rental of Municipal Cemetery lots. A standard cemetery lot shall be three (3) meters long and one (1) meter wide or three (3) square meters.

Office or Division:	Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		none		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff and state purpose of visit	1.1. record purpose/request	None	10 minutes	Edison B. Quezada <i>Rev.</i> <i>Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LTOO I</i>
2. Pay the computed amount	2. Compute amount to be paid and receive payment	<ul style="list-style-type: none"> Rental fee for each burial lot – P 1,000.00 For each 	5 minutes	Edison B. Quezada <i>Rev.</i> <i>Collection Clerk II</i>

		additional layer – P 500.00 • For niches – P 2,000.00		Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LTOO I</i>
3. Receive Official receipt	3. Release Official receipt.	None	3 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LTOO I</i>
	TOTAL	Refer to fees above	13 minutes	