

Office of Public Cemeteries

TYPES OF FRONTLINE SERVICE	DOCUMENTARY REQUIREMENTS	CLIENT/Requesting Party	OFFICER/PERSON RESPONSIBLE	STEPS/ PROCEDURE	FORMS TO FILL UP	FEES	PROCESSING TIME
Issuance of Permit of the ff:							
* BURIAL PERMIT	Death Certificate & Official Receipt (OR) of Payment	Family Representative or Funeral Liason	Officer On Duty	1. Issue Order of Payment to the concerned client for payment of permit at the Taxpayer's lounge 2. Review/evaluate requirements 3. Approve and issue permit	None	P300.00	1-2 mins 18 mins
* TRANSFER PERMIT	same	same	same	same procedure	None	P300.00	same
* CHANGE PERMIT	same	same	same	same procedure	None	P150.00	same
* Cremation Permit at Chinese Cemetery	same	same	same	same procedure	None	P300.00	same
*Cremation Permit at Chinese Cemetery	same	same	same	same procedure	None	P300.00	same
* Entrance Burial Permit (North , South, Green Park & Chinese Cemetery)	Death Certificate Transfer permit from other municipality Certification of Cremation (if cremated) O.R of Payment	same	same	same procedure	None	P500.00	same
*Entrance Cremation Permit	Death Certificate Transfer permit from other municipality (if at North Cemetery, include requirements needed for Cremation Permit)	same	same	same procedure	None	P500.00	same
*CREMATION PERMIT (Manila Resident)	Death Certificate Funeral Contract (not more than P10,000.00) Birth/marriage Certificate Valid ID & Cedula (Immediate Family Member) Certificate of Indigency from Barangay & MDSW Approved letter from the City Administrator Affidavit of request fro Cremation with Authorization Affidavit of undertaking	Family Representative or Funeral Liason	Officer On Duty	same procedure	None	P300.00	same

* Transit Permit	Certified True Copy of Death, Photocopy of Passport, Certificate of Embalmer. Certificate of Cremation (if ashes), Request letter addresses to the City Health Officer, OR. OF Payment	same	same	same procedure	None	P1000.00	same
*Construction Permit	Title, Old OR and Transfer of Rights, OR of Payment for Construction	same	same	1. Issue Order of Payment to the concerned client for payment of permit at the Taxpayer's lounge 2. Review/evaluate requirements 3. Conduct on site verification & issue certification 4. Approve and issue permit	None	P200.00	same
						P 100.00	
* Exhumation Permit	Death ,Certificate, Accomplished Exhumation Permit Form (from Cemetery), OR Payment	Family Representative	same	1. Proceed to the cemetery (North & Cemetery) for exhumation permit application 2. . Issue Order of Payment to the concerned client for payment of permit at the Taxpayer's lounge 3. Approve and issue permit	Exhumation Form	P 300.00	same
2. Verification Grave Lot Owner	Certification of Rights or Transfer of Rights	Family Representative	same	1. Proceed to the cemetery (North & Cemetery) for field verification 2. . Proceed to Cityhall , Issue Order of Payment to the concerned client for payment of permit at the Taxpayer's lounge 3.. Proceed to Room 120 for validation of record	None		4 hours
						P 100.00	
							4 hours
3. Lease Services Wall Niche VIP Single Grave		Family Representative	same	1. Proceed to the cemetery (North & Cemetery) 2. Fill up forms 3. Proceed to Cityhall (room 120) Issue Order of Payment to the concerned client for payment t the Taxpayer's lounge 3. Approve Application	None	P 600.00 P3,000.00 P2,000.00	5-10 mins.

For any questions, comment, and recommendations please contact us at Tel. no. : 527-4941 or email us at divofprev@gmail.com

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