City Economic Enterprise Management and Development Office

External Services

1. Fish Scaling Services

Provides fish wholesalers/brokers weighing services for order of payment before retailing them to the public.

Office or Division:	City Economic Enterprise Management and Development Office – Fishport Operation
Classification:	Simple
Type of Transaction:	G2C-Government to Business
Who may avail:	Fish Wholesalers/Brokers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Bring and present the fish container (banyera)	1. Receive and weigh the fish container (banyera) 1.1 Record the total number of kilos weighed and give the fish container (banyera) to a broker or retailer 1.2 Issue Order of Payment and direct client to pay at the Collection Counter	None	10 Minutes	*Administrative Aide* CEEMDO
2. Go to the collection counter and wait to be called to pay the assigned fees	2. Accept payment based on the Order of Payment 2.1 Issue Official Receipt	Fish Classification: For Class A – Php 0.35/kilo For Class B-	5 Minutes	*Revenue Collection Clerk* CEEMDO

		Php 0.30/kilo For Class C- Php 0.25/kilo For Class D- Php 0.20/kilo For Class E- Php 0.10/kilo		
3. Present the Official Receipt and claim the Gate Pass	3. Verify the Official Receipt and release the Gate Pass	None	2 Minutes	*Administrative Aide* CEEMDO
4. Proceed to Panabo Premiumed Market and present the Gate Pass to the Premiumed Market Entrance Tollhouse	4. Receive and Verify the Gate Pass	None	3 Minutes	*Administrative Aide* CEEMDO
	TOTAL:	**Based on the Fish Classification**	**20 Minutes**	

MARKET FEE - FISH/OTHER MARINE PRODUCTS	
CLASS OF FISH/OTHER MARINE PRODUCTS	**RATE**
Class A	
Alimango,Prawns,Lapu-lapu,Pampano, Lobster,	Php 0.35/kg
Katambak, Norwegian Salmon, Malasugui,Blue Marlin,	
Talakitok, Squid	
Class B	
Tuna (Bariles, Fresh), Matambaka, Shrimp (Small/Big)	Php 0.30/kg
Class C	
Bangus, Carao, Caraballas, Tulingan, Pandawan,	Php 0.25/kg
Danggit	
Class D	
Perit, Moro-moro, Barilison, Bangsi, Nokus Small,	Php 0.20/kg
Marot, Bolinao, Belong-belong, Shall Fishes, Pakol,	
Suasid, Ulan ulan, Red Tail Marot, Tilapia	
Class E	
Tamban, any frozen and cutting Tuna fish, any	Php 0.10/kg
deformed fishes	

2. Payment of Toll Fees

Entrance Fees from different kinds of transportation vehicles at the Panabo City Integrated Bus and Jeepney Terminal.

Office or Division:	City Economic Enterprise Management and Development Office – Terminal Operation
Classification:	Simple
Type of Transaction:	G2C - Government to Business
Who may avail:	Drivers/Conductors of PUB and PUV

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pay the toll fee and claim the Cash Ticket at Bus and Jeepney Terminal Ticketbooth.	1. Receive the payment and issue cash ticket	**Toll Fee:** For bus Php 36.00; For Mini bus Php 30.00; For PUV Php 14.00; For Taxi Php 12.00; For Multicab Php 10.00; For Jeep-Double Tire Php 14.00; Jeep-Single Tire Php 12.00	5 Minutes	*Revenue Collection Clerk* CEEMDO

2. Present the Cash Ticket at the Exit. Gate	2. Validate the Cash Ticket and allow the vehicle to exit	None	5 Minutes	*Ticket Checker* CEEMDO
	TOTAL:	**Toll Fee:** **For bus Php 36.00;** **For Mini bus Php 30.00;** **For PUV – Php 14.00;** **For Taxi Php 12.00;** **For Multicab Php 10.00;** **For Jeep-Double Tire Php 14.00;** **Jeep-Single Tire Php 12.00**	**10 Minutes**	

3. Slaughtering Services of Livestock

Slaughtering service/s are provided to Livestock/ Meat Dealers who may wish to avail of the services of the slaughterhouse of the LGU for purposes of human consumption.

Office or Division:	City Economic Enterprise Management and Development Office – Slaughterhouse Operation
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens and Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Veterinary Health Certificate for Hogs (Original copy)	City Veterinary Office
Certificate of Ownership or Certificate of Transfer (Original copy)	Revenue Collection Clerk - City Treasurer's Office
Barangay Certificate for Large Ruminants (if no Certificate of Ownership or Certificate of Transfer presented), Original copy	Barangay Hall
Shipping Permit for Hogs outside the Locality (Original copy)	City Veterinary Office (outside other locality)
Medical Certificate (1 original copy)	Client attending Physician

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the livestock for slaughter with the complete requirements and proceed to collection counter	1.Receive requisite documents	NONE	5 Minutes	*Livestock Inspector* CEEMDO
	1.1 Conduct initial ante-mortem inspection of livestock and/or Conduct Pregnancy Diagnosis for female large ruminants		30 Minutes	*Livestock Inspector*- CEEMDO/ CAGRO
	1.2 Direct the client to pay the		5 Minutes	*Livestock Inspector* CEEMDO

	slaughtering fee after the ante-mortem inspection at the collection counter			
2. Go to the collection counter and wait to be called to pay the assigned fees and accept the Official Receipt	2. Accept payment based on the Order of Payment 2.1 Issue Official Receipt	**Entry Fees of Livestock:** Hogs - Php 75.00 Large Ruminants- Php 290.00 Small Ruminants Php 75.00	5 Minutes	*Revenue Collection Clerk* CEEMDO
3. Submit the Official Receipt to the Livestock Inspector	3. Receive the Official Receipt 3.1 Conduct further ante-mortem inspection of livestock at rest. (6 hours until schedule of slaughtering for public consumption) 3.2 Conduct Slaughter of Livestock 3.3 Conduct post-mortem inspection 3.4 Prepare the Meat Inspection	None	2 Minutes 30 Minutes (Per Head) 20 Minutes 5 Minutes	*Livestock Inspector* CEEMDO *Private Butcher* *Meat Inspector* *CEEMDO* *Meat Inspector* *CEEMDO*

	Certificate, Condemnation Receipt and Dispatching Form			
4. Receive the Meat Inspection Certificate, Condemnation Receipt and Dispatching Form	4. Release the Meat Inspection Certificate, Condemnation Receipt and Dispatching Form	None	5 minutes	*Meat Inspector* CEEMDO
5.Receive the Carcass and offal	5. Release the carcass and offal 5.1 Check the documents and carcass/offal inside the meat van	None	25 minutes 2 minutes	*Meat Inspector* CEEMDO *Guard on duty*
	TOTAL:	**Entry Fees of Livestock:** **Hogs - Php 75.00** **Large Ruminants- Php 290.00** **Small Ruminants Php 75.00**	**1 Hour, 44 Minutes and 30 Minutes/ head (slaughtering of livestock)**	

4. Payment of Stall Rental and Other Market Fees

Payment of Stall Rental, Market Fees and other charges.

Office or Division:	City Economic Enterprise Management and Development Office – Market Operation
Classification:	Simple
Type of Transaction:	G2C - Government to Business
Who may avail:	Market Stall Owners / Stall holders

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for billing statement at the counter	1.Verify record and prepare billing statement. 1.1 Direct client to pay to the Collection Counter	None	5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
2. Go to the collection counter and wait to be called to pay the assigned fees and accept the Official Receipt	2. Accept payment based on the billing statement 2.1 Issue Official Receipt	stall rental market fees, and other charges (attached table of Market Rental Rates below)	5 Minutes	*Revenue Collection Clerk* CEEMDO
	TOTAL:	**Based on the Market Rental Rates**	**10 Minutes**	

MARKET RENTAL RATES	
Particular Section	*Rate/rent/sq.m/day*
Meat Section	Php 21.00/day/stall
Fish Section	Php 21.00/day/stall
Vegetable Section	Php 21.00/day/stall
Fruit Section	Php 21.00/day/stall
General Merchandise	Php 3.00/sq.m/day
Dried Fish Section	Php 3.00/sq.m/day
Eatery, Cafeteria	Php 3.00/sq.m/day
Poultry Product	Php 3.00/sq.m/day
Ice Storage	Php 5.00/sq.m/day
BAGSAKAN: Agricultural Product/Ambulant and others	Php 5.00/sq.m/day
Note: Better located stalls or booths such as front stalls facing the market periphery or streets and corner stalls/ booths. There shall have added to the aboved prescribed fees:	
Front Corner stalls or booths	plus 20% of the rates imposed
Front stalls or booths	plus 15% of the rates imposed
Inside corner stalls or booths	plus 10% of the rates imposed

5. Issuance of Market Clearance

Request Market Clearance for renewal of contract of lease, business Permit, stall transfer of rights and any other purpose.

Office or Division:	City Economic Enterprise Management and Development Office – Market Operation
Classification:	Simple
Type of Transaction:	G2C - Government to Business
Who may avail:	Market Stall Owners / Stall holders / Market and Laray Vendors

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Official Receipt (OR) of updated market stall rentals, other market fees and other charges	CEEMDO – Premiumed Market Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for Market Clearance at the counter and accept order of payment and proceed to the collection counter	1. Check and verify the market vendor's profile and record 1.1 Check the market vendor's record of payments from the system 1.2 Issue Order of Payment and direct client to the Collection Counter	None	5 Minutes 2 Minutes 2 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
2. Go to the collection counter and wait to be called to pay the assigned fees and accept the Official Receipt	2. Accept payment based on the Order of Payment 2.1 Issue Official Receipt	Market Clearance - Php100.00	5 Minutes	*Revenue Collection Clerk* CEEMDO

3. Submit the Official Receipt	3.Receive and verify the Official Receipt 3.1 Prepare the Market Clearance 3.2 Sign the Market Clearance	None	3 Minutes 5 Minutes 3 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO *CGADH* CEEMDO
4.Claim the Market Clearance	4. Record in the logbook and release the Market Clearance	None	5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
	TOTAL:	**Market Clearance - Php100.00**	**30 Minutes**	

6. Issuance of Market Certification

Request for Certifications for any legal purpose.

Office or Division:	City Economic Enterprise Management and Development Office – Market Operation
Classification:	Simple
Type of Transaction:	G2C-Government to Business
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter Request	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit requirement at the counter and accept order of payment and proceed to the collection counter	1. Accept the letter request and Issue Order of Payment and direct client to the Collection Counter	None	5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
2. Go to the collection counter and wait to be called to pay the assigned fees and accept the Official Receipt	2. Accept payment based on the Order of Payment 2.1 Issue Official Receipt	Market Certification-Php100.00	5 Minutes	*Revenue Collection Clerk* CEEMDO
3.Submit the Official Receipt	3.Receive and verify the Official Receipt 3.1 Prepare the Market Certification 3.2 Sign the Market Certification	None	5 Minutes 5 Minutes 5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO *CGADH* CEEMDO

4.Claim the Market Certification	4. Record in the logbook and release the Market Clearance.	None	5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
	TOTAL:	**Market Certification - Php100.00**	**30 Minutes**	

7. Application for Stall Transfer of Rights (Transferor)

The legitimate awardee (transferor) waives his right over to new Transferee.

Office or Division:	City Economic Enterprise Management and Development Office (CEEMDO) – Market Operation
Classification:	Simple
Type of Transaction:	G2C-Government to Business
Who may avail:	Legitimate stall awardee / transferee

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Transferor's waiver of rights	Any Private Lawyer
Valid Identification Card (Photocopy with three specimen signatures)	Any Government Agency
Official Receipt (OR) of updated stall rental and other market charges	Revenue Collection Clerk - CEEMDO

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submit the complete requirements at the counter and accept 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	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
2. Go to the collection counter and wait to be called to pay the assigned fees and accept the Official Receipt	2. Accept payment based on the Order of Payment 2.1 Issue Official Receipt	Transfer Fee - PHP10,000.00 Market Clearance (to surrender Business Permit) Php100.00	5 Minutes	*Revenue Collection Clerk* CEEMDO

3. Submit the Official Receipt	3.Receive and verify the Official Receipt 3.1 Prepare the Market Clearance 3.2 Sign the Market Clearance	None	5 Minutes 5 Minutes 5 Minutes	*Administrative Assistant III (Computer Operator II* *Administrative Assistant II (Clerk IV)* CEEMDO *CGADH* CEEMDO
4.Claim the Market Certification	4. Record in the logbook and release the Market Clearance	None	5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
	TOTAL:	**Transfer Fee and Market Clearance - Php 10,100.00**	**30 Minutes**	

8. Application of New Stall Rights (Transferee)

The new legitimate transferee.

Office or Division:	City Economic Enterprise Management and Development Office – Market Operation
Classification:	Simple
Type of Transaction:	G2C-Government to Business
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid Identification Card (photocopy)	Any Government Agency
Barangay Clearance	Barangay Hall
Latest Residence Certificate (photocopy)	Barangay Hall / City Treasurer's Office
Vendor's Profile Form	CEEMDO – Premiumed Market Office
Application Form for Transfer of Rights	CEEMDO – Premiumed Market Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements at the counter and accept 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	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
2. Go to the collection counter and wait to be called to pay the assigned fees and accept the Official Receipt	2. Accept payment based on the Order of Payment 2.1 Issue Official Receipt	Occupancy Fee –Php 2,500.00 Market Clearance Fee (for Acquiring Business Permit) – Php100.00	5 Minutes	*Revenue Collection Clerk* CEEMDO

3. Submit the Official Receipt	3. Receive the Official Receipt and attach to the application form and requirements. 3.2 Prepare the Market Clearance 3.3 Review the application for Transfer of Rights and sign the Market Clearance and recommend for approval to the CGDH 3.5 Approve the application for Transfer of Rights	None	5 Minutes 5 Minutes 15 Minutes 10 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO *CGADH*-CEEMDO *CGDH*-CEEMDO
4. Claim the copy of the approved Application for Transfer of Rights and Market Clearance	4. Record in the logbook 4.1 Release the approved Application for Transfer of Rights and Market Clearance	None	5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
	TOTAL:	**Occupancy Fee and Market Clearance- Php 2,600.00**	**50 Minutes**	

9. Application for New and Renewal of Contract of Lease

Lease Contract of all stalls in the CEEMDO shall be renewed in accordance with the provision of the City Ordinance. Lease contract for Central and Premiumed Market stalls will be renewed every two (2) years and Food Centrum, Bus and Jeepney Terminal Stalls will be renewed annually.

Office or Division:	City Economic Enterprise Management and Development Office – Market Operation
Classification:	Simple
Type of Transaction:	G2C-Government to Business
Who may avail:	Market Stall Owners / Stall holders

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Official Receipt (OR) for updated stall rental payment	Revenue Collection Clerk - CEEMDO
Latest Residence Certificate (photocopy)	Barangay Hall / City Treasurer's Office
Barangay Clearance (Photocopy)	Barangay Hall

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit the complete requirements at the counter and accept order of payment and proceed to the collection counter	1.Receive and verify submitted requirements. 1.1 Issue Order of Payment	None	5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
2. Go to the collection counter and wait to be called to pay the assigned fees and accept the Official Receipt	2. Accept payment based on the Order of Payment 2.1 Issue Official Receipt	Market Clearance for Renewal of Lease Contract - P100.00 Market Certification Fee of Renewed Lease	5 Minutes	*Revenue Collection Clerk* CEEMDO

		Contract – PHP100.00		
3. Submit the Official Receipt.	3. Receive the Official Receipt and prepare the Contract of Lease. 3.1 Prepare Market Clearance and Contract of Lease	None	5 Minutes 5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
4. Sign the Contract of Lease	4.Present the Contract of Lease for signature 4.1 Sign and Review the Market Clearance and Contract of Lease and recommend it for approval. 4.2 Sign the Contract of Lease		5 Minutes 10 Minutes 10 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO *CGADH* CEEMDO *CGDH* CEEMDO
5.Claim the Market Clearance and contract of lease to be notarized at their preferred law office	5. Record in the logbook and release the Market Clearance 5.1 Advise the client to notarized the Contract of Lease by preferred lawyer	None	5 Minutes 5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO

	and submit the same to the office			
6. Submit the notarized Contract of Lease (all original copies)	6. Receive the notarized Contract of Lease and prepare the certification of the approved Contract of Lease 6.1 Approved the Certification of the approved Contract of Lease	None	10 Minutes 10 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO *CGADH* CEEMDO
7. Claim the Certification and copy of the notarized Contract of Lease	7. Record in the logbook and Release the Certification and a copy of the notarized Contract of Lease	None	5 Minutes	*Administrative Assistant III (Computer Operator II)* *Administrative Assistant II (Clerk IV)* CEEMDO
	TOTAL:	**Market Clearance and Market Certification – PHP200.00**	**1 Hour and 20 Minutes**	

10. Application for Pre-Need Plans for Lawn Lots / Family Estate

Acquisition of Lots / Family Estate at Panabo City Eternal Garden

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**
Buyers Profile Form	CEEMDO – Terminal Office / Eternal Garden
Barangay Certificate of Residency	Barangay Hall
Valid ID (Photocopy)	Any Government Agency
ID Picture (2x2)	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements at CEEMDO -Terminal Office and claim the order of payment and proceed to the collection counter	1.Receive and verify the submitted requirements. 1.1 Inform the client of the process and present the available locations of lawn lot/family estate 1.2 Issue Order of Payment and direct the client to pay to the Collection Counter	None	5 Minutes 10 Minutes 5 Minutes	*Administrative Assistant II (Clerk IV)* CEEMDO
2. Go to the collection counter and wait to be called to pay the assigned fees and claim the Official Receipt	2. Accept payment based on the Order of Payment	(Attached below Pre-need fees for Lawn Lots and	5 Minutes	*Revenue Collection Clerk* CEEMDO

	2.1 Issue Official Receipt	Family Estate)		
3. Present the Official Receipt and claim the Purchase Agreement to be signed and notarized at their preferred law office	3. Validate the Official Receipt 3.1 Prepare the Purchase Agreement and have the client signed and notarized by preferred lawyer and submit the same to the office	None	5 Minutes 10 Minutes	*Administrative Assistant II (Clerk IV)* CEEMDO
4. Submit a copy of duly notarized document to the CEEMDO-Terminal Office	4. Receive a duly notarized copy of the Purchase Agreement	None	5 Minutes	*Administrative Assistant II (Clerk IV)* CEEMDO
	TOTAL:	**(Attached below Pre-need fees for Lawn Lots and Family Estate)**	**45 Minutes**	

PRE-NEED FEES	
PANABO CITY ETERNAL GARDEN	
Lawn Lots	**Pre-need Amount**
Super Prime A	Php 23,152.50
Super Prime B	Php 19,845.00
Super Prime C	Php 16,537.50
Prime A	Php 19,845.00
Prime B	Php 16,537.50
Prime C	Php 13,230.00
Regular Lot	Php 13,230.00
Corner Lot	Php 29,767.50
Family Estate	Php 396,900.00

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

11. Application for Certification for Bone Transfer to Another Cemetery

Transfer of bones from old cemetery to Panabo City Eternal Garden and to another cemetery outside Panabo City.

Office or Division:	City Economic Enterprise Management and Development Office (CEEMDO) – Cemetery Operation
Classification:	Simple
Type of Transaction:	G2C-Government to Citizens
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Valid ID (Photocopy)	Any Government Agency
Complete name,date of Birth and Death of the deceased	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit the complete requirements at CEEMDO-Terminal Office and claim the order of payment and proceed to the collection counter	1. Receive and verify submitted requirements 1.1 Issue Order of Payment and direct the client to pay to the Collection Counter	None	5 Minutes	*Administrative Assistant II (Clerk IV)* CEEMDO
2. Go to the collection counter and wait to be called to pay the assigned fees and claim the Official Receipt	2. Accept payment based on the Order of Payment 2.1 Issue Official Receipt	Certification for Bone transfer Php100.00	5 Minutes	*Revenue Collection Clerk* CEEMDO
3. Submit the Official Receipt	3.Receive and verify the Official Receipt 3.1 Prepare the Certification for Bone Transfer	None	5 Minutes 5 Minutes	*Administrative Assistant II (Clerk IV)* CEEMDO

	3.2 Sign and Approved the Certificate of Bone Transfer		5 Minutes	*Administrative Officer*
4.Claim the Certificate of Bone Transfer	4. Record in the logbook and release the Certificate of Bone Transfer	None	5 Minutes	*Administrative Assistant II (Clerk IV)* CEEMDO
	TOTAL:	**Certification Php100.00**	**30 Minutes**	

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 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
1. 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	*Administrative Assistant II (Clerk IV)* CEEMDO
2. Go to the collection counter and wait to	2. Accept payment based on	(Attached under table of	5 Minutes	*Revenue Collection Clerk*

be called to pay the assigned fees and claim the Official Receipt	the Order of Payment 2.1 Issue Official Receipt	Lawn lots, Coffin crypt and Bone crypt Fees and other charges.)		CEEMDO
3. Present the Official Receipt and sign the Lease Contract / Purchase agreement and submit the signed Lease of Contract for Coffin Crypt and Purchase Agreement for Lawn Lots	3. Receive the Official Receipt and prepare the Cemetery Certification and have the client signed the Lease Contract for Coffin Crypt and Purchase Agreement for Lawn Lots 3.1 Sign and 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 Lease Contract for Coffin Crypt and Purchase Agreement for Lawn Lots.	NONE	15 Minutes 5 Minutes 10 Minutes	*Administrative Assistant II (Clerk IV)* CEEMDO *Administrative Officer* *CGDH* *CEEMDO*

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 <u>For coffin crypt/bone crypt</u>, Cemetery caretaker will prepare the crypt 1 hour before the arrival of the corpse. Interment services may run for 30 minutes. <u>For lawn lots</u>: Upon the receipt of the interment order, the caretaker will prepare the plot which includes lay-outing/excavation/	None	5 Minutes Note: 1 Hour Preparation and 30 Minutes for Interment Note: 3 Days Preparation of Lot and 1 Hour for Interment	*Administrative Assistant II (Clerk IV)* CEEMDO *Cemetery Caretaker* *CEEMDO* *Cemetery Caretaker* *CEEMDO*

	setting of concrete vault in lowering device and tent/chairs (2-3 days preparation). Interment services may run for 1 hour. <u>For family estate</u>: 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	*Administrative Assistant II (Clerk IV)* CEEMDO
	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
	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.