



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City of Mandaluyong

ORDINANCE NO. 445, S-2010

OMNIBUS AMENDMENTS TO ORDINANCE NO. 439, S-2009 ENTITLED: AN ORDINANCE PRESCRIBING THE SCHEDULE OF FEES AND CHARGES, POLICIES, GUIDELINES, IMPLEMENTING RULES AND REGULATIONS FOR SERVICES RENDERED BY THE CITY CEMETERY RELATIVE TO THE DISPOSAL OF THE DEAD IN THE CITY OF MANDALUYONG, METRO MANILA, AND FOR OTHER PURPOSES

NOW THEREFORE, BE IT ORDAINED by the Sangguniang Panlungsod ng Mandaluyong, Metro Manila, in session assembled:

- SECTION 1. TITLE. This Ordinance shall be known as *“An Omnibus Amendments to Ordinance No. 439, S-2009 on Cemetery Fees and its Rules and Implementing Guidelines”*.
- SECTION 2. DECLARATION OF POLICY. It is the policy of the City Government of Mandaluyong to endeavour to provide decent burial services giving preference to the departed bonafide residents of Mandaluyong. It shall undertake to maintain and upgrade its public service operations, and thus, it becomes incumbent to fix the rate of its services.
- SECTION 3. DEFINITION OF TERMS. As used in this Ordinance, the following terms shall be understood as follows:
- a. The term “Cemetery” refers to the redeveloped and enhanced Mandaluyong City Cemetery, a public cemetery owned and operated by the City Government of Mandaluyong, inclusive of the private or apartment niches, memorial chapel, mausoleums, crematorium and columbarium, situated along Rev. Aglipay Street, Barangay Vergara, and containing an area of 2.54 hectares (see Appendix A), more or less, or any other cemetery or cemeteries which the City Government may later build for the disposal or burial of deceased human beings, by cremation or in a grave, mausoleum, vault, columbarium or other receptacle but does not include a family cemetery or a private cemetery. The management or administration of the Cemetery may also be referred to herein as the “Cemetery Administrator”.
 - b. The term “lessee” means any person having a right to the use of a niche, crypt, unit, lot, plot or part thereof, in the mausoleum or columbarium of the Cemetery or the patrons or clients of burial services.
 - c. The term “Master Plan” shall mean the Ordinance No. 391, S-2008, “An Ordinance Adopting the Master Plan for the Redevelopment of the Mandaluyong City Cemetery and Appropriating Funds Therefore”, otherwise known as “Master Plan for the Redevelopment of the Mandaluyong City Cemetery”.
 - d. The term “interment” generally means burial, or the permanent disposition of human remains by inurnment, entombment or ground burial.

- e. The term "cremation" means the technical process, using heat and flame, that reduces human remains to ashes and other residue. "Cremation" shall include the processing, and may include the pulverization of such ashes and other residue.
- f. The term "crematorium" means a facility or portion of a building in which the remains of deceased human beings are processed by cremation, or a building or furnace where bodies are incinerated.
- g. The term "first degree relative" pertains to immediate family member which constitute either descending or ascending counting from the parents to their children as first degree or vice-versa, and shall only be applied to residents' beneficiaries.
- h. The term "Common Human Remains Vault" pertains to a depository crypt where common unclaimed remains are deposited after being cremated.

SECTION 4. CEMETERY RULES AND REGULATIONS. The following rules and regulations have been adopted as a guide to the use and administration of the Cemetery. The rules and regulations will help protect all who have interest therein. All lessees or persons having rights to burial services, visitors and contractors performing work within the cemetery shall be subjected to said rules and regulations, amendments or alterations as shall be adopted from time to time.

- 1. The Cemetery may, and it hereby expressly reserves the right, at any time, upon proper notice to parties in interests, to adopt new rules and regulations or to amend, alter and/or repeal any rule, regulation and/or article, in the rules and regulations affecting the internal business, transactions and operations of the Cemetery;
- 2. Special cases may arise in which the literal enforcement of the rules and regulations may impose unnecessary hardship. The City Cemetery Committee, as stipulated in Section 10 of this Ordinance, reserves the right, without notice, to make exceptions, suspensions or modifications in any of the rules and regulations when, in its judgment, the same appear advisable without conflicting against the purposes and intents of this Ordinance, and such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application of such;
- 3. The Cemetery retains to itself, for the benefit of all lessees or any party having interests, full and complete supervision, control and management of the land, buildings, improvements, roads, walks, utilities, development, books and records, and the full and complete authority, rights and privileges to make, change, administer and enforce all rules and regulations and restrictions not inconsistent with the pertinent laws, ordinances, rules and regulations;
- 4. All niches, crypts, units in the columbarium and other services in the cemetery are leased in accordance with the provisions of this Ordinance and its related rules and regulations and shall not be used for any other purpose than as a burial place for dead human beings;

5. The niches, crypts, units in the columbarium etc. must be paid in full before a burial is made;
6. No rights to leases of niches, crypts, units in the columbarium, etc. shall be sold, conveyed or transferred by the Cemetery for speculative or investment purposes, but only when the needs arise;
7. Visiting hours are from sunrise to sundown, except on special occasions and upon special arrangements;
8. Lessees are prohibited from allowing interments to be made on their lots, niches, crypts, units in the columbarium etc. for compensation;
9. All lessees of lots, niches, crypts, units in the columbarium, etc. or persons having interests are required to notify the Cemetery of any change of address. All notices required to be sent shall be sent to the last recorded address and such notices shall be deemed adequate;
10. No person, other than personnel of the Cemetery, shall be allowed to perform any work within the Cemetery without permission from the Cemetery Administrator or its duly authorized representative provided however, in cases when a lessee opted to hire private personnel to work on his unit, it shall be mandatory for such lessee and his worker/s to execute a contract prior to the actual implementation of the work to be done copy furnish the Cemetery for filing and future reference (see Appendix B). Provided, however, that such work shall be in accordance with the existing guidelines and specification of the City Government of Mandaluyong;
11. The Cemetery Administrator shall direct all improvements within the grounds and upon all niches, crypts, units in the columbarium, etc. before and after interments have been made therein. No additional niches shall be constructed except within the specifications of the new cemetery as per approved by the Master Plan;
12. Charges for work and services performed by the Cemetery Administrator or for materials purchased from the Cemetery will be at rates as approved by this Ordinance subject to the necessary accounting and auditing requirements as provided for by law;
13. The Cemetery will take all reasonable precautions to protect the leased properties and persons within the Cemetery from loss, claim and damages but it shall not be responsible for any loss, damage or injury not attributable to its negligence, omissions or commissions;
14. The right to use vehicles in the Cemetery is authorized solely and exclusively for the purpose of transporting caskets, remains, and other related cemetery activities only. No parking area shall be provided to mere visitors;
15. Bicycles, skates, motorcycles, etc., may not be used on Cemetery premises except with the approval of the cemetery authorities. Pets are not permitted, except when kept on a leash or in a vehicle;

16. Bringing alcoholic beverages into the Cemetery or entering the premises intoxicated is strictly prohibited;
17. The cemetery personnel shall have the right to enter upon or use any adjoining lot, niche or crypt to carry out works for public interest, directly or incidental thereto, as to interments, erection of buildings or structures, etc., without prior notice to the right owner or lessee;
18. No signs, notices or advertisements of any kind shall be allowed in the premises unless placed or authorized by the Cemetery;
19. Peddling of any kind or soliciting the sale of any commodity, other than by the Cemetery, is prohibited within the confines of the Cemetery;
20. Interments into a niche, crypt, units in columbarium, etc. are restricted to those entitled to burial therein according to this Ordinance;
21. No disinterment or exhumation will be allowed without permission of next of kin, the Cemetery and the proper authorities. However, the Cemetery may, upon proper notice to the concerned parties and or private individuals, exhume the remains of the dead person. Provided, however, that such notice shall be delivered by way of personal or registered mail to the last known address provided by the family of the deceased person as appearing in the records of the City. In the event that there are no longer available records, notices will then be posted on public areas such as City Hall, Barangay Hall, Police Precincts, and Freedom Walls and Churches within the barangay of residence provided by the family as appearing in the records of the City;
22. The Cemetery reserves the right to remove all flowers, wreaths, candle or other decorations from lots, niches or crypts, units of columbarium, etc., as soon as they become unsightly;
23. The Cemetery shall have the right to remove all objects whose appearance and condition warrant removal and/or violate the Cemetery's rules and regulations. The Cemetery also will not be liable for any flower, candle or decoration removed or lost by any cause;
24. Adoption of new rules and regulations or amendment or repeal of any rule, regulation and/or section or paragraph in this Ordinance and its Cemetery Rules and Regulations are subject to the discretion of the administration upon proper observance of lawful processes. Provided, however, that the Local Chief Executive is not precluded from issuing any directive, executive memoranda/circulars/orders to effectively implement the aforestated policies and guidelines for efficient and effective fiscal and developmental management of the City Cemetery as incorporated in the Cemetery Master Plan under City Ordinance No. 391, S-2008.

SECTION 5. CATEGORIZATION OF THE DECEASED WHO AVAIL OF CEMETERY SERVICES. Those who avail of cemetery services are categorized as follows:

Category A – regular rates for (A-1) residents
(A-2) non-residents

Category B – special rates for long-time residents

Category C – indigent/underprivileged residents

SECTION 6. CEMETERY FEES AND CHARGES. The new rates for the cemetery services are imposed as follows:

A. BASIC FEES		
1.	Burial/Exhumation/Restus	Php 400.00
2.	Entrance/Transfer	500.00
B. NICHES		
1.	Apartment (5 yrs lease, no renewal)	A-1 5,000.00 B. 4,000.00 C. 3,500.00
2.	Exclusive lot/niche: (A-1) P5,000.00 divide by 5 years = P1,000.00 divide by 2.5 square meters = P400.00	Annual Fee of P400.00 per square meters x lot area
C. CREMATION		
1.	Bones	A-1 6,000.00 A-2 7,000.00 B. 4,000.00 C. 2,000.00
2.	Fresh	A-1 10,000.00 A-2 12,000.00 B. 7,000.00 C. 3,500.00
The same rates shall be applied in cases when two (2) sets of bones of two dead persons are to be cremated simultaneously with each other provided however, that the second set is free of charge.		
D. COLUMBARIUM (for residents only & 1st degree relative & spouse)		
For row no. 1,2,3,7,8 & 9:		A-1 P1,500.00/year B. 1,250.00/year C. 1,000.00/year
For row no. 4,5 & 6		The rate shall be uniform at P2,000.00/year

E. CHAPEL

Services provided by the use of the chapel shall be at an introductory rate of P500.00 per day maximum of seven days for the first year of implementation of this Ordinance and shall be at the rate of P1,000.00 for the following year.

SECTION 7. RESIDENCY. Only deceased bonafide residents of the City of Mandaluyong may avail of the special privileges accorded to residents by this Ordinance. For this purpose, a resident is one who has been residing for at least one (1) year within the territorial jurisdiction of this City upon showing of sufficient proof. A long standing resident, pertaining to Category B under Section 5 is one who has been a resident of the City for more than five (5) years. Provided, however, in cases of a married couple one of whom is not a resident of Mandaluyong City but wanted to avail of the benefits provided by this Ordinance the cemetery, for humanitarian reason, shall extend to such non-resident spouse the same benefits and privileges accorded to a resident.

SECTION 8. PROOF OF RESIDENCY.

- a. Upon presentation of the following pieces of documentary evidence to serve as proof of the residency of the deceased as a resident of the City, the applicant who wishes to avail of the special privileges under Category C under Section 5 must present:
 1. a duly signed Certificate of Residency of the deceased, expressly indicating therein the period of time that the said deceased has been a resident, to be secured from the Punong Barangay concerned, and
 2. two (2) valid government issued Identification Cards (IDs) in case of an adult constituent or other documents showing proof of residency of the deceased.
- b. In addition to the requirements to prove the residency of the deceased in the City, the City Social Welfare Development Department shall conduct an ocular inspection and issue a report therefore to verify such fact.

SECTION 9. INDIGENT/UNDERPRIVILEGED. An indigent/underprivileged resident is one who falls within the clientele of the City Social Welfare Development Department and submitting a certification to that effect. An indigent/underprivileged resident of the City belonging to the poorest of the poor who cannot raise the amount needed to avail of the Cemetery services may avail of certain concessions upon the discretion of the City Mayor after a definite finding and confirmation of the financial incapacity of the former.

SECTION 10. UNCLAIMED, ABANDONED AND/OR UNIDENTIFIED REMAINS, AND LEASES THAT ARE NOT RENEWED. Remains of persons that are unclaimed, abandoned or unidentified which are left unburied and may endanger the health of the community may be disposed of by the City in a manner it deems fit subject to existing statutes, Ordinances, policies, rules, regulations and/or guidelines being enforced and implemented by the City Cemetery Administration. The remains in niches, crypts, units in the columbarium, etc., whose leases are not renewed after the five-year lease period or has expired, may likewise be disposed of by the City. Provided, however, that the lessees or nearest of kin shall be given one (1) month notice and one (1) month grace period to be counted from

the date of the expiration of lease contract to claim the remains of the dead person, failure of which shall authorize the Cemetery to dispose of the mortal remains or bones of the deceased subject to existing statutes, Ordinances, policies, rules, regulations and/or guidelines being enforced and implemented by the City Cemetery Administration. (See Appendix B)

- SECTION 11. **COMMON HUMAN REMAINS VAULT.** Abandoned, unclaimed or unidentified remains (bones) removed and or taken-out from niches or crypts shall be disposed of by the cemetery, cremated and subsequently deposited into a mass grave intended for such purpose which shall serve as an open space/garden with a memorial wall on which the names of the dead buried therein are written. Provided however, a mass grave shall be provided for those remains that are not cremated.
- SECTION 12. **STORAGE.** Expired contracts not renewed or abandoned and unclaimed ashes in the columbarium shall be removed and deposited in a specially designed storage to allow the relatives to claim the ashes after payments of the arrears and storage fee of P200.00 per year. For purposes of this provision, the Cemetery is mandated to construct storage as herein provided.
- SECTION 13. **CONSENT FOR CREMATION.** The relative of the deceased within the fourth civil degree shall, prior to the cremation, give his or her written consent under oath. That such written consent shall stipulate therein that such cremation is not for the purpose of committing any offense or to hide any criminal liabilities. (See Appendix B)
- SECTION 14. **INCENTIVES.** Personnel administering or manning the crematorium shall receive five percent (5%) on each and every cremation done on non-residents (A2) both fresh and bones.
- SECTION 15. **PAYMENT OF FEES AND OTHER CHARGES.** All payments shall be made at the Treasury Department. Payments shall only be made on annual basis for a term of one (1) year, no long term payment shall be allowed.
- SECTION 16. **RECOMPUTATION.** Recomputation of rates shall be reviewed by the Cemetery Committee and shall be done every year or as the need arises subject to the inflation rates prevailing at the time of the recomputation. Such recomputation shall be approved by the Mandaluyong City Council.
- SECTION 17. **HOUSE RULES.** Details of Rules and Regulations and other guidelines not included in this ordinance are stipulated in House Rules (Appendix C of this Ordinance).
- SECTION 18. **CREATION AND COMPOSITION OF THE MANDALUYONG CITY CEMETERY COMMITTEE.** The Mandaluyong City Cemetery Committee (herein referred to as the "Committee"), which shall be created through an Executive Order by the City Mayor shall convene within ten (10) days upon approval of this Order, and shall periodically meet thereafter or as the exigencies require.

A. THE COMMITTEE SHALL BE COMPOSED OF THE FOLLOWING:		
1.	The City Mayor	Chairman
2.	The Executive Secretary	Co-Chairman
3.	The City Cemetery Administrator	Member
4.	The City Engineer	Member
5.	The City Planning and Development Officer	Member
6.	The City Health Officer	Member
7.	The City Administrator	Member
8.	The City Legal Officer	Member
9.	The Public Information Officer	Member
10.	The Head of the Human Resource Management Department	Member
11.	The City Budget Officer	Member
12.	The City Treasurer	Member
13.	The Civil Registrar	Member
14.	Sanggunian Secretary	Member

The City Mayor as chairman of the MCCC shall, by way of an appointment or designation, choose any employee of the City Government of Mandaluyong who, in his discretion, has the technical knowledge and capability to efficiently handle the work, and occupy the position of the City Cemetery Administrator that shall remain interim until the Ordinance on Reorganization (Ordinance No. 429, S-2009) is amended.

The members of the MCCC shall, by virtue of its powers provided in Item C hereof, upon its convening pursuant to this order, appoint the members of the Technical Working Group (TWG) which composition is provided in Item F of this order except the City Cemetery Administrator which shall be automatically a member of TWG, and submit the same within two (2) working days to the Chairman of the MCCC for approval.

- B. PURPOSES OF THE COMMITTEE. The purposes and objectives of the Committee is to oversee the coordination of all resources of the City Government in pursuing its mandate to provide and maintain adequate, decent, affordable and modern burial services for the greatest number of bonafide City Constituents, and the introduction of improvements in the City Cemetery properties and upgrading of its services in line with the Master Plan, and to carry out other relevant laws and Ordinances.
- C. POWERS AND FUNCTIONS OF THE COMMITTEE. The Committee shall have the following powers and functions:
1. Be the coordinating body that shall oversee the operations, functions, affairs, and activities of the City Cemetery through or in coordination with the City Cemetery Division of the City Engineering Department and shall have under its jurisdiction all the City Government departments, task forces, and other offices, for purposes of the implementation of this Ordinance. (See Appendix "D"—Organizational Structure)

2. To exercise its powers and functions where its jurisdiction shall be deemed expanded covering other cemeteries which the City Government may create in the future.
3. Implement and accomplish the Master Plan and other relevant laws and ordinances.
4. Formulate, enforce and/or delegate the general and specific policies, rules and regulations of the City Cemetery as the Committee shall deem necessary for the proper administration of this Order.
5. To propose, prescribe, and impose updated fees for the services of the City Cemetery in accordance with current laws, ordinances, rules and regulations.
6. Enter into contracts, covenants or agreements whenever necessary under such terms and conditions as it may deem proper and reasonable in relation to, and limited only to cemetery activities.
7. To recommend administrative penalties to any employee for failure to comply with the directives of the Committee in relation to cemetery services; and
8. Exercise all the powers as may be necessary or incidental for the attainment of the purposes and objectives of this Order.

D. DUTIES OF THE CITY CEMETERY ADMINISTRATOR. The City Cemetery Administrator shall carry out the additional tasks, as follows:

- a. To execute, administer and implement the policies and measures approved by the Committee.
- b. To prepare the agenda for and set the regular meetings of the Committee and to submit for its consideration such policies and measures as he or she may believe necessary to carry out the purposes of this Order.
- c. Watch over the day-to-day management and administrative functions over the personnel operating the City Cemetery.
- d. Exercise all other related functions that the Committee may instruct him or her to perform, or as the laws or ordinances may direct.

E. TECHNICAL WORKING GROUP. To assist the Committee in the conduct of its functions, the Technical Working Group (hereinafter referred to as "TWG") who were appointed by the members of the MCCC which composition is provided in Item F hereof shall serve as the main technical and administrative support unit of the Committee in accordance with, but not limited to, Article VII on Policy Integration of Ordinance No. 391, S-2008, the Master Plan, to wit:

1. Preparation of the necessary documents in securing permits and clearances, whenever needful, in compliance with Republic Act No. 8749 (Clean Air Act), Republic Act No. 9003 (Ecological Solid Waste Management Act), Republic Act No. 9275 (Clean Water Act), Presidential Decree 856 (Code on Sanitation of the Philippines) and other relevant laws from concerned agencies and such other requirements including Certificate of Non-Coverage from the Department of Environment and Natural Resources or its equivalent.
 2. Formulation of specific policies and guidelines, rules and regulations, in the administration of the City Cemetery, including burial and cremation services, visitation and special occasions such as All Saints Day and All Souls Day, and other related concerns, from time to time and as the need arises.
 3. Formulation of a monitoring and evaluation tool and act as the monitoring group for the implementation of the Master Plan.
 4. Submission of a monitoring and evaluation report to the Committee or concerned agency for appropriate action.
 5. Conduct of study and recommendation of appropriate and updated fees for burial, cremation, and other City Cemetery services to the Committee for its approval and implementation in line with subsisting laws, ordinances, rules and regulations.
 6. Performance of such other tasks as may be deemed necessary for the efficient implementation of the Master Plan and effective continuing management and promotion of the public health, peace and order, or the general welfare over the City Cemetery.
- F. COMPOSITION OF THE TWG. The TWG shall, except for the City Cemetery Administrator who shall be automatically a member of the TWG, have one (1) representative each of the following offices, to wit:
1. City Cemetery Administrator
 2. City Engineering Department
 3. City Planning and Development Department
 4. City Health Department
 5. Office of the City Administrator
 6. City Legal Department
 7. The Office of the Public Information
 8. The Office of the City Treasurer
 9. The City Budget Department
 10. Human Resource Management Department
 11. The Office of the Sanggunian Secretary
- G. Continuing Status of the Cemetery Division of the City Engineering Department. The existing organic office shall continue to perform its administrative and operational functions for the City Cemetery. All its officers and employees shall continue to exercise their functions, until ordered otherwise or directed to discharge additional duties and responsibilities by the Committee until such time that the Office of the City Cemetery Administrator is created.

- SECTION 19. FALSIFICATION COMMITTED BY AN EMPLOYEE OF THE CITY GOVERNMENT OF MANDALUYONG/PRIVATE INDIVIDUAL. Any employee of the City Government of Mandaluyong who, with intent to violate any of the provisions of this Ordinance, committed falsification or any unlawful acts shall be dealt with accordingly pursuant to, and in accordance with, the pertinent provisions of the Revised Penal Code of the Philippines and Republic Act No. 3019 otherwise known as the "Anti-Graft and Corrupt Practices Act", and other related laws without prejudice to other penalties and/or disciplinary actions the City Government of Mandaluyong may impose. Any private individual who connive with the malefactor shall be considered as public employee for purposes of this provision.
- SECTION 20. PROHIBITED ACTS. Any relative or person or persons acting for and in behalf of a deceased not qualified to avail of burial benefits allowed under the provisions of Section 2 hereof who shall resort to misrepresentation or deceit to obtain a certification of indigency and any official or employee of the national or local government who shall issue or cause to be issued such certification in favor of a deceased who is otherwise disqualified to enjoy said privilege shall suffer the same penalties herein provided. Violation of the implementing rules and regulations shall be considered as violation of this Ordinance.
- SECTION 21. PENAL PROVISIONS. Any person violating any of the provisions of the Ordinance shall, upon conviction thereof, be punished with a fine of not less than Five Hundred Pesos (P500.00) but not more than Five Thousand Pesos (P5,000.00) or by imprisonment of not less than one (1) month but not more than six (6) months, or both at the discretion of the Court.
- SECTION 22. NO CONTEST PROVISIONS. Any person, individual or entity who is apprehended or cited for violation and who does not wish to contest the violation and is willing to pay voluntarily the minimum fine imposed upon him/her prior to the filing of formal charges with the proper court shall be allowed to pay said fine with the City Treasurer to avoid being criminally prosecuted within six (6) hours from apprehension otherwise the case shall be prosecuted.
- SECTION 23. SEPARABILITY CLAUSE. If, for any reason, any provision of this Ordinance is declared unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.
- SECTION 24. REPEALING CLAUSE. This Ordinance hereby repeals Ordinance No. 87, S-1991 and Ordinance No. 439, S-2009 and amends Section 1 (relative to burial fees) of Ordinance No. 383, S-2007.
- SECTION 25. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval and publication at least once in a newspaper of general circulation in Metro Manila and posting in at least three (3) conspicuous public places in Mandaluyong City.

ENACTED on this 25th day of January, 2010 in the City of Mandaluyong.

I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE
WAS ENACTED AND APPROVED BY THE SANGGUNIANG
PANLUNGSOD OF MANDALUYONG IN REGULAR SESSION
HELD ON THE DATE AND PLACE FIRST ABOVE GIVEN.


JIMMY D. LACEBAL
Sanggunian Secretary

ATTESTED:


RENATO B. STA. MARIA
City Vice Mayor &
Presiding Officer

APPROVED:


BENJAMIN DC. ABALOS, JR.
City Mayor
Date: FEB 02 2010



Republic of the Philippines
City of Mandaluyong

ENGINEERING DEPARTMENT

CERTIFICATION

This is to certify that the total lot area involved in the redevelopment of the City Cemetery, as per verification, totalled 2.54 hectares as per appearing in Transfer Certificate of Title No. 63320 issued in the name of the Municipal (now City) Government of Mandaluyong, details of which are as follows:

TCT No. 63320	Lot 1 Block-7	28	square meters
	Lot 3 Block-7	12,339	square meters
	Lot 4 Block-7	1,119	square meters
	Lot 5 Block-7	6,393	square meters
Psd 48	Lot 52-A	5,606	square meters


ENGR. CRISANTO W. ROXAS
City Gov't Dept. Head II



Republic of the Philippines
City of Mandaluyong
MANDALUYONG CITY CEMETERY

Reference No. _____

Name of Deceased : _____ Age: _____
 Date of Death : _____ Date of Interment: _____
 Location : _____
 Name of Informant : _____ Contact Number: _____
 Address : _____

ORDER OF PAYMENT

I.	Burial/ Exhumation/ Restus Permit	Php. _____
II.	Entrance / Transfer Permit	Php. _____
III.	Lease of Apartment/ Niche _____ (5 years Non-renewable)	Php. _____
IV.	Lease / Renewal _____ Exclusive Niche (1 year renewable)	Php. _____
V.	Cremation: Bones / Fresh	Php. _____
VI.	Columbarium (for City Residents Only) (1 year renewable)	Php. _____
VII.	Chapel (3 days / _ days / 7 days)	Php. _____

TOTAL PHP. _____

Assessed by : _____
 Date : _____

Official Receipt Number: _____
 Issued by: _____
 Date : _____

Recommended for Approval

By : _____
 Date : _____

REQUIREMENTS SUBMITTED:

- ☐ Death Certificate
- ☐ Barangay Certificate
- ☐ Certificate of Indigency (DSWD/BIR)
- ☐ Other National ID
 - ☐ Deceased
 - ☐ Informant

APPROVED BY:

Date : _____

☐ INDIGENT

Note: Please furnish copy for the Cemetery Administrator for validation and record purposes

I. FOREWORD

It is the desire of the LGU to make the Cemetery "Garden of Life Park" a tranquil, lovely resting place for our lost loved ones. Anything which would maim the general appeal and harmony of the cemetery must be prevented. Peace and good order must prevail, and the sanctity of the place be maintained at all times. It is to this end that these House Rules have been adopted.

II. HOUSE RULES OF THE CITY CEMETERY

These House Rules are hereby adopted by the Mandaluyong City Cemetery Committee (MCCC) and approved by the Council. All owners of interment rights, visitors, and contractors performing work within the cemeteries shall be subject to said House Rules and amendments as shall be adopted by the committee.

A. INTERPRETATION:

1. The term "*Cemetery*" shall mean the city public cemetery referred to as the "Garden of Life Park".
2. The term "*Cemetery Officer*" shall mean any member of the MCCC (Mandaluyong City Cemetery Committee).
3. The term "*Owner*" shall mean the owner of rights of interment.
4. The term "*Interment*" shall mean cremation with inurnment, entombment, or burial of the remains of a deceased person.
5. The term "*Memorial*" shall mean any marker or monument in any lot or niche, placed thereupon or therein or partially therein for the purpose of identification or in memory of the interred.
 - ❖ MONUMENT – Any memorial that has 2 separate sections or more. (ie: a stone with a base)
 - ❖ MARKER – Any memorial that is composed of only one piece. (a flat marker, etc.) There are cases where a marker is composed of 2 pieces, but has the effect of a marker, for example a bronze marker on granite. This is still technically a marker, even though it has 2 pieces.
6. The term "*Contractor*" shall mean any person, firm, corporation or anyone engaged in placing, erecting or repairing any memorial, or performing any work in the cemetery grounds, other than a cemetery employee.
7. The term "*Chapel*" shall mean a building or place in the cemetery intended for public worship.
8. The term "*Crematorium*" shall mean a building or furnace where bodies are incinerated.
9. The term "*Columbarium*" shall mean a building containing chambers or vaults in which urns containing the ashes of the dead are stored.

B. ADMISSION TO THE CEMETERY

1. A plan showing the division of the Cemetery into grave spaces shall be shown prior to the arrangement by contacting the Cemetery Officer.
2. All visitors to the Cemetery must keep on the roads or the paths, except whilst visiting a grave.
3. Any person found conducting himself or herself in a noisy or disorderly manner will be forthwith expelled from the Cemetery.
4. Visitors must not stand or sit on the gravestones.
5. The Cemetery Officer shall have the right to regulate the entry of any hearse, coach or other vehicle into the Cemetery.
6. Graves and Lots are not sold for future use.
7. Graves and Lots are leased to residents of Mandaluyong only and are not transferable to non-residents.

C. INTERMENTS

1. Business hours are 8:00 A.M. to 5:00 P.M. Monday to Friday.
2. The first requirement for interment must be a resident of the Mandaluyong (see residency requirements of the Ordinance).
3. Interments are not allowed during holidays. Except on the production of the certificate of a Coroner or Medical Officer of Health that immediate burial is necessary on the grounds of public health.
4. Funerals, upon entering the cemetery premises, shall be subject to the direction of the appropriate personnel.
5. Application for burial must be given three working days before the interment. The CEMETERY'S printed form (*Appendix A of the Ordinance*) must be properly completed. Responsibility for error therein must rest with the person giving the information.
6. Requirements must be submitted to the Cemetery Office such as death certificate, proof of residency, barangay certificate, two valid government issued Identification Card (ID's) before availing cemetery services.
7. The selection of sites for all graves is subject to the approval of the Cemetery Office.
8. All graves to be dug or excavated are under the direction of the Officer.
9. The Officer may refuse to make an interment until a more expedient time if too many burials are scheduled to arrive at the same hour or when the weather is too prohibitive.

10. Urns or sealed containers of cremated remains may be interred in the columbarium subject to the regulation and payment of the prescribed fee.
11. All memorials and inscriptions and the erection thereof are subject to the approval of the Cemetery Officer. The inscription should include the full known names of those interred.
12. Non-degradable caskets (di-Nabubulok) are not allowed on Apartment Niches. Caskets must have a dimension of less than 30 x 30 inches in height and width.
13. All persons at work in the Cemetery in connection with graves, monuments or otherwise :
 - a. Shall comply with the Health & Safety Standards in carrying out their work.
 - b. Shall comply with all reasonable directions and requirements of the Cemetery.
 - c. Shall clear away all dirt and rubbish and leave all sites in a clean and tidy condition.
 - d. Shall notify the cemetery office before starting work and register on the log book for in and out.
14. All memorials erected within the cemetery shall be kept in good repair by and at the expense of the lessee. The Cemetery Office reserves the right to make safe any memorial which is to fall into disrepair, or to become unsightly or dangerous.
15. The Cemetery office will not be responsible for any accident to monuments or gravestones occasioned by any cause.
16. In the case of a public or military funeral, or one at which an exceptional number of persons may be expected, notice must be given to the Cemetery Office.
17. The Mandaluyong City Cemetery Committee may from time to time make alterations in the foregoing House Rules. Any Right of interment in a grave will be subject to these House Rules.
18. These House Rules shall supersede all previous Cemetery Regulations and shall commence and take effect.

D. MONUMENTS & MARKERS

1. Monuments and markers may be built subject to the approval of the Cemetery with specific dimensions; for Exclusive/Apartment Niches 40 x 50cm. Marble markers for the columbarium are provided with standard size of 30 x 30cm.
2. Signed orders with designs and specifications must be submitted to the Cemetery Office.
3. The cemetery office is not responsible for any damage to monuments or markers.
4. All work in the cemetery must be done during regular working hours.

E. FEES, CHARGES AND PAYMENTS

The payment of all fees and charges shall be made at the City Treasurer's Office where receipts and proper papers will be issued for all amounts paid.

F. GENERAL GUIDELINES

1. The cemetery is open for visitations from 6:00am to 6:00 p.m. daily except on special occasions and upon special arrangements.
2. The cemetery shall direct all improvements within the grounds and upon all niches, crypts, units in the columbarium, etc.
3. Pets are not permitted, except when kept on a leash or in a vehicle and lead by owners.
4. The right to use vehicles in the cemetery is authorized solely and exclusively for the purpose of transporting caskets, remains and other related cemetery activities. No parking area shall be provided to visitors.
5. Alcoholic beverages and deadly weapons are strictly prohibited in the cemetery.
6. Only living plants, flowers and memorial insignia are permitted as grave decoration.
7. The Cemetery Office has the right to direct the removal of any inappropriate decorations, flowers, potted plants, and wreaths when they become withered. The designee is ordered to make such removals when in judgment it is in the best interests of the cemetery.
8. The Cemetery office is not responsible for theft or damage to anything placed on graves or lots.
9. No person not being an officer or servant of the burial authority or another person so authorized by or on behalf of the burial authority shall enter or remain in the Cemetery at any hour when it is closed to the public.
10. All persons are reminded that the grounds are sacredly devoted to the burial of the deceased, and that the provisions and penalties of the law, as provided by city, will be strictly enforced in all cases of wanton injury, disturbance and disregard of the rules.
11. No person or persons other than security personnel of the Cemetery shall be permitted to bring or carry fire-arms within the Cemetery except a military guard of honor and then only when in charge of an Officer and during a Military Service.
12. Security officers patrolling the premises may render assistance if so needed and shall have authority to remove or ban visitors or guests who violate the House Rules.
13. Solemnity will be observed at all times.

G. CHAPEL

1. Funeral chapels cater to Mandaluyong residents and non-residents, with respective fees to be paid.
2. Observe decorum in the Funeral Chapels during the wake.
 - a. Be aware of others, and see to it that there will be no playing, running or screaming which disturb the environment of quiet mourning.
 - b. Refrain from roaming around the cemetery and stay only within the vicinity of the Chapel.
 - c. Drinking liquor and gambling, etc. are not allowed inside and outside the funeral chapel.
 - d. Cooking or grilling is not allowed only prepared foods can be taken.
 - e. Electrical appliances should have clearance from the office. There would be extra charge for electrical equipment used.
 - f. Please refrain from moving furniture from one place to another.
 - g. Cleanliness must be kept at all times. Combustible, non-combustible and recyclable garbage must be separated and disposed of *at the designated garbage point*.
 - h. Personal belongings inside the chapel and security of cars are responsibility of the owners.
3. Funeral Mass may be celebrated in the funeral chapel.
4. Damages and breakages due to the fault of the family member and guests will be charged to the family.

H. CREMATORIUM

1. There will be a schedule for both fresh bodies and bones to be cremated. One fresh body at a time and maximum of two bones only.
2. The directions of Cemetery Office must be followed on crematorium procedure.
3. Crematorium Services are scheduled between 9:00 am to 5 pm on four (4) scheduled time Monday to Sunday except on holidays as follows:
 - ❖ 9:00 a.m. to 11:00 a.m. – 6 bones
 - ❖ 11:00 a.m. to 1:00 p.m. – one fresh body
 - ❖ 1:00 p.m. to 3:00 p.m. – one fresh body
 - ❖ 3:00 p.m. to 5:00 p.m. – 6 bones
4. The responsibility for making the necessary arrangements for the attendance of priests, ministers or other persons to officiate at a Service rests upon the person(s) arranging the cremation.
5. Viewing is allowed only on designated areas in the Crematorium.

6. The permission of the Officer shall be obtained before photographing any object in the Crematorium.
7. After a cremation, remains shall be given into the charge of the person who applied for the cremation. Urns or sealed containers must be provided by owner.
8. Caskets not uplifted will be held by the Cemetery. Thereafter, the Cemetery will deal with disposal of such.
9. Smoking is prohibited in the crematorium. Visitors are requested to refrain from smoking near to where mourners are gathering and to dispose of cigarette ends in a proper manner.

NOTE: Pacemakers can cause an explosion if left in a body to be cremated. Radio-active implants are a health hazard. Cremations will be refused if such devices are not removed. A certificate from the funeral parlor is to be submitted indicating that there are no harmful objects inside the dead bodies to be cremated or they will be liable for damages.

I. COLUMBARIUM

1. No inurnments shall be permitted in any niche in the columbarium until all payments have been made.
2. All inurnments must be made subject to the rules and regulations of the city.
3. No disurnment of cremains in the columbarium will be permitted except upon written order of both the recorded owner and appropriate heirs of the person whose cremains are to be moved or disentombed, or upon order of a court.
4. Inurnment will be made during normal interment hours and conditions.
5. No inurnment of cremated animals will be permitted.

NOTE: Copies of these House Rules shall be distributed to persons making general inquiries or interment arrangements, and to local funeral homes and monument companies, to the barangay and shall be posted on the City's Official Website.

CITY CEMETERY ORGANIZATIONAL STRUCTURE

