



COMMITTEE ON SOCIAL SERVICES  
COMMITTEE ON RULES, PRIVILEGES, LAWS AND ORDINANCES

JOINT COMMITTEE REPORT

NO. SS-005-S-2025

Office of the Sangguniang Panlungsod  
Received by: Jenet Pring  
Date: 11/20/2025  
Time: 1:30 PM

Subject: **A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS ON BEHALF OF THE CITY GOVERNMENT OF BACOOR. (PCR 224-2025 dated October 20, 2025).**

The committee held a joint committee hearing on November 19, 2025. It was presided over by the Chairperson of the Committee on Social Services, Hon. Horacio M. Brillantes Jr. The minutes, attendance sheets, and pictures taken during the said hearing are attached hereto and shall be made integral parts of this report.

Pursuant to the provisions of Republic Act No. 10160, otherwise known as the Charter of the City of Bacoor, the City Mayor is mandated to ensure the delivery of basic services and adequate facilities, including health and social welfare assistance to all constituents, particularly those who are underprivileged.

In view of the growing number of indigent residents who seek assistance for funeral and burial services, the City Government of Bacoor, through the Office of the City Mayor and the City Social Welfare and Development Office (CSWD), has initiated the Funeral and Burial Service Program aimed at providing financial and logistical support to bereaved families who are unable to shoulder the costs of funeral arrangements.

To effectively implement this program, the City Government of Bacoor has entered into a Memorandum of Agreement (MOA) with Mesina Funeral Parlor and Villanueva Camagong Funeral Home.



**STRIKE**  
AS





## FINDINGS:

After due deliberation and careful review of the contents of the Memorandum of Agreement, the Committee finds that the said Agreement is consistent with the objectives of the City Government of Bacoor to provide social services and assistance to its less fortunate constituents.

The measure ensures transparency and accountability in the provision of funeral and burial assistance, while also establishing clear guidelines for coordination between the City and accredited funeral service providers.

Furthermore, the MOA upholds the principles of compassion, social responsibility, and public service that are integral to the City Government's commitment to its citizens.

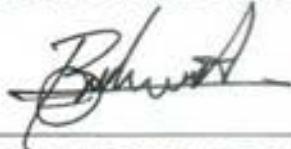
## RECOMMENDATION:

In view of the foregoing, the Honorable Members of the Joint Committee hereby recommends the APPROVAL of the proposed city resolution authorizing the City Mayor, Hon. Strike B. Revilla, to enter into and sign a Memorandum of Agreement between the City Government of Bacoor and the funeral parlors for the effective implementation of the City's Funeral and Burial Assistance Program.

**WE HEREBY CERTIFY** that the contents of the foregoing report are true and correct.

Signed this 20<sup>th</sup> day of November 2025 at the City of Bacoor, Cavite.

### COMMITTEE ON SOCIAL SERVICES



**HON. HORACIO M. BRILLANTES JR.**

*Chairman*



**STRIKE AS**



Republic of the Philippines  
Province of Cavite  
**CITY OF BACOOR**  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

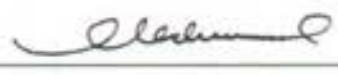


GBR-SPBac-F01.02  
01/20/2025

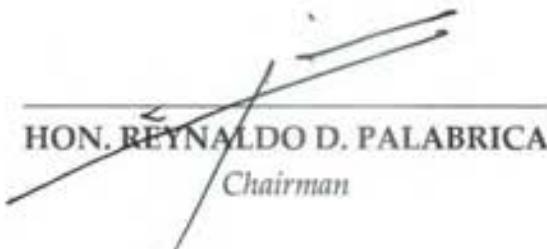


  
**HON. MANOLO S. GALVEZ JR.**  
*Vice-Chairman*

  
**HON. RICARDO F. UGALDE**  
*Member*

  
**HON. ROBERTO L. ADVINCULA**  
*Member*

### COMMITTEE ON RULES, PRIVILEGES, LAWS AND ORDINANCES

  
**HON. REYNALDO D. PALABRICA**  
*Chairman*

  
**HON. LEVY M. TELA**  
*Vice-Chairman*

  
**HON. ADRIELITO G. GAWARAN**  
*Member*

  
**HON. REYNALDO M. FABIAN**  
*Member*

JOINT COMMITTEE REPORT NO. SS-005-S-2025  
PCR 224-2025 – MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS

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**STRIKE AS**

Address: Bacoor Legislative and Disaster Resiliency Bldg.  
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite  
Tel. No. (046) 417-0727  
Website: [www.bacoorcitysp.com](http://www.bacoorcitysp.com)



Cart. no. 24/181809



Republic of the Philippines

Province of Cavite

## CITY OF BACOOR

OFFICE OF THE SANGGUNIANG PANLUNGSOD



CGBR-SPBac-F01.02

01/20/2025



## COMMITTEE ON SOCIAL SERVICES AND COMMITTEE ON RULES, PRIVILEGES, LAWS AND ORDINANCES

### MINUTES OF THE COMMITTEE HEARING

NO. SS-005-S-2025

Office of the Sangguniang Panlungsod  
Received by: Jenel Brilante  
Date: 2025  
Time: 10:33 AM

Subject: **A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS ON BEHALF OF THE CITY GOVERNMENT OF BACOOR.**  
*(PCR 224-2025 dated October 20, 2025)*

The joint committee hearing was executed on November 19, 2025, at 10:26 a.m. at the Sangguniang Panlungsod Session Hall, 6<sup>th</sup> floor, Bacoor Legislative & Disaster Resilience Building, Bacoor Government Center, Bacoor Boulevard, Brgy. Bayanan, City of Bacoor, Cavite regarding the aforementioned subject matter with the following attendees (see attached attendance sheet).

The hearing was presided over by Committee on Social Services Chairman, Hon. Horacio Brillantes, Jr. He gave his opening remarks and acknowledged the presence of all the committee members and resource persons as well.

The required documents from the two funeral parlors had already been submitted, with the only pending requirement being the verification of their sanitary permits. Dra. Ivy Marie Yrastorza from the Office of the City Health Services (CHO) reported that both funeral parlors have fully complied with the sanitary permit requirements and recommended that the Memorandum of Agreement be approved. Hon. Horacio M. Brillantes Jr. inquired if the committee members had any additional questions or concerns regarding the proposed resolution, but none were raised. After confirming that all requirements were met and that no further issues needed discussion, Hon. Manolo Galvez Jr. moved to adjourn the hearing. The motion was seconded, no objections were made, and the motion was approved. Consequently, the committee recommends the approval of PCR 224-2025, authorizing the City Mayor to sign the MOA with the two funeral parlors. The hearing was officially adjourned, marking the completion of the committee's consideration of the proposed resolution and seconded at exactly 10:33 a.m.

MINUTES OF THE JOINT COMMITTEE HEARING NO. SS-005-S-2025  
PCR 224-2025 - MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS

Page 1



**STRIKE**  
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Address: Bacoor Legislative and Disaster Resilience Bldg.  
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Website: [www.bacoorzyp.com](http://www.bacoorzyp.com)



Cert. no. 24/181809



Prepared by

  
**ROSEITE M. LARUA**

*Local Legislative Staff Assistant 1*

Attested by

  
**COUN. HORACIO M. BRILLANTES, JR.**

*Chairman*

*Committee on Social Services*





**COMMITTEE ON SOCIAL SERVICES  
AND  
COMMITTEE ON RULES, PRIVILEGES, LAWS AND ORDINANCES**

**NOTICE OF COMMITTEE HEARING**

(Proof of Receipt)  
(November 19, 2025 10:00 AM)

Office of the Sangguniang Panlungsod  
Received by: Jenet Pring  
Date: 20/10/2025

(Sangguniang Panlungsod Session Hall, 6th Floor, Bacoor Legislative & Disaster Resilience Building, Bacoor Government Center, Bacoor Boulevard Brgy. Bayanan, City of Bacoor, Cavite)

Subject: **A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS ON BEHALF OF THE CITY GOVERNMENT OF BACOOR.**  
(PCR 224-2025 dated October 20, 2025)

	NAME	BUSINESS/OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
1.	Hon. Manolo S. Galvez, Jr.	SP		<u>Wes 11/18/25</u>
2.	Hon. Ricardo F. Ugalde	SP		<u>Ricardo 11/18/2025 9:13 AM</u>
3.	Hon. Roberto L. Advincula	SP		<u>Roberto 11/18/25 9:17 AM</u>
4.	Hon. Reynaldo D. Palabrica	SP		<u>Reynaldo 11/18/25</u>
5.	Hon. Levy M. Tela	SP		<u>Levy 11/18/25 9:21 AM</u>
6.	Hon. Adrielito G. Gawan	SP		<u>Adrielito 11/18/25</u>
7.	Hon. Reynaldo M. Fabian	SP		<u>Reynaldo 11/18/25 9:21 AM</u>
8.	Ms. Emiliana DR. Ugalde	CSWD		<u>Emiliana DR. Ugalde 11/18/25 9:25 AM</u>
9.	Dr. Ivy Marie C. Yrastorza	CHO		<u>Ivy Marie C. Yrastorza 11/18/25</u>
10.	Mr. Bernard Adante	CHO		<u>Bernard Adante 11/18/25</u>
11.	Ms. Ma. Victoria Magpantay	CHO		<u>Ma. Victoria Magpantay 11/18/25</u>
12.	Mr. Michael Mesina	MESINA FUNERAL HOME		<u>Michael Mesina 11/18/25</u>
13.	Ms. Irma Villanueva	VILLANUEVA CAMAGONG FUNERAL HOME		<u>Irma Villanueva 11/18/25</u>

NOTICE OF COMMITTEE HEARING NO. SS-S-2025  
PCR 224-2025 - MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS

Page 1



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**COMMITTEE ON SOCIAL SERVICES**  
AND  
**COMMITTEE ON RULES, PRIVILEGES, LAWS AND ORDINANCES**

**ATTENDANCE OF THE COMMITTEE HEARING**

(Proof of Receipt)  
(November 19, 2025 10:00 AM)

Office of the Sangguniang Panlungsod  
Received by: Jenet Pring  
Date: 20 NOV 2025  
Time: 10:00 AM

(Sangguniang Panlungsod Session Hall, 6th Floor, Bacoor Legislative & Disaster Resilience Building, Bacoor Government Center, Bacoor Boulevard Brgy. Bayanan, City of Bacoor, Cavite)

Subject: **A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS ON BEHALF OF THE CITY GOVERNMENT OF BACOOR.**

(PCR 224-2025 dated October 20, 2025)

	NAME	BUSINESS/OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
1.	Hon. Horacio M. Brillantes Jr.	SP		
2.	Hon. Manolo S. Galvez, Jr.	SP		
3.	Hon. Ricardo F. Ugalde	SP		
4.	Hon. Roberto L. Advincula	SP		
5.	Hon. Reynaldo D. Palabrica	SP		
6.	Hon. Levy M. Tela	SP		
7.	Hon. Adrielito G. Gawayan	SP		
8.	Hon. Reynaldo M. Fabian	SP		
9.	Hon. Miguel N. Bautista	SP		
10.	Hon. Rogelio M. Nolasco	SP		
11.	Hon. Simplicio G. Dominguez	SP		
12.	Hon. Randy C. Francisco	SP		
13.	Atty. Manu Mendoza	OCLS		

ATTENDANCE OF THE COMMITTEE HEARING NO. SS-S-2025  
PCR 224-2025 - MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS

Page 1



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Republic of the Philippines  
Province of Cavite

## CITY OF BACOOR

OFFICE OF THE SANGGUNIANG PANLUNGSOD



CGBR-SPBac-F01.02  
01/20/2025

5 years  
of Good  
Governance  
AWARDEE  
8 years  
in a row!

	NAME	BUSINESS/OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
14.	Ms. Emiliana DR. Ugalde	CSWD		
15.	Dr. Ivy Marie C. Yrastorza	CHO		
16.	Mr. Bernard Adante	CHO	09777826233	<i>JF</i> 11-19-25
17.	Ms. Ma. Victoria Magpantay	CHO	09667381477	<i>JF</i> 11-19-25
18.	Mr. Michael Mesina	MESINA FUNERAL HOME	09175807723	<i>VM</i> 11-19-25
19.	Ms. Irma Villanueva	VILLANUEVA CAMAGONG FUNERAL HOME	09753952398	<i>Diviniboy</i> 11-19-25
20.	Ms. Jackielon M. Saul	CSWD	09774640251	<i>JF</i>
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ATTENDANCE OF THE COMMITTEE HEARING NO. SS-S-2025  
PCR 224-2025 - MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS

Page 2



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Address: Bacoor Legislative and Disaster Resilience Bldg,  
Bacoor Blvd. Brgy. Bayanan, City of Bacoor, Cavite  
Trunkline: (046) 417 0727  
Website: www.bacoorcitynp.com





Republic of the Philippines  
Province of Cavite  
**CITY OF BACOOR**  
OFFICE OF THE SANGGUNIANG PANLUNGSOD



Office of the Sangguniang Panlungsod  
Received by: Jenet Pring  
Date: 20 NOV 2024  
Time: 15:00:00



PHOTO DOCUMENTATION OF THE COMMITTEE HEARING NO. SS-S-2025  
PCR 224-2025 - MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS

Page 1



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Republic of the Philippines  
Province of Cavite

## CITY OF BACOOR

OFFICE OF THE SANGGUNIANG PANLUNGSOD



CGBR-SPBac-F01.02  
01/20/2025

8 years  
in a row!  
AWARDEE



PHOTO DOCUMENTATION OF THE COMMITTEE HEARING NO. SS-S-2025  
PCR 224-2025 - MEMORANDUM OF AGREEMENT WITH FUNERAL PARLORS

Page 2



**STRIKE**  
AS

Address: Bacoor Legislative and Disaster Resilience Bldg.  
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite  
Trunkline: (046) 417-6722  
Website: [www.bacoorcity.gov.ph](http://www.bacoorcity.gov.ph)



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Republic of the Philippines  
Province of Cavite

## CITY OF BACOOR

### Office of the City Mayor

BACOON PILIPINAS



FOR : HONORABLE ROWENA BAUTISTA-MENDIOLA  
City Vice-Mayor/  
Sangguniang Panlungsod Presiding Officer

THRU : ATTY. KHALID A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

SUBJECT : REQUEST FOR A RESOLUTION  
AUTHORIZING THE CITY MAYOR TO SIGN  
THE MEMORANDUM OF AGREEMENT  
WITH FUNERAL PARLORS

DATE : 17 OCTOBER 2025

OFFICE OF THE  
SANGGUNIANG PANLUNGSOD  
BACOOR CITY, CAVITE

SHERRILYN C. CARDENAS  
ADMIN. ASSISTANT  
TIME: 4:18 DATE: 10/17/25

Respectfully submitted for your consideration is a request for the passage of a Resolution authorizing the undersigned to enter into and sign, for and on behalf of the City Government of Bacoor, a Memorandum of Agreement (MOA) with the following funeral parlors relative to their partnership with the City Government in the provision of funeral services for indigent residents of Bacoor:

FUNERAL PARLOR	OWNER	CONTACT NO.
Mesina Funeral Parlor	Mr. Michael Mesina	0917 580 7723
Villanueva Camagong Funeral Home	Ms. Irma Villanueva	0975 501 9948

These establishments have been duly endorsed by the Office of the City Social Welfare and Development are in full compliance with the requirements of the City Health Office, particularly the issuance of their Sanitary Permits.

The execution of the said MOA will ensure the continued partnership of the City Government of Bacoor with these accredited funeral parlors in extending funeral assistance to qualified beneficiaries under the City's social welfare programs.

Your favorable consideration of the abovementioned request is highly appreciated.

Respectfully,

STRIKE B. REVILLA  
City Mayor



**STRIKE AS**

Address: Bacoor Government Center, Bacoor Blvd.,  
Brgy. Bayanan, City of Bacoor, Cavite  
Trunkline: 434-1111  
Website: [www.bacoor.gov.ph](http://www.bacoor.gov.ph)



ference No. 2025 Dept. - 1821

Date: 10/16/25



Republic of the Philippines  
Province of Cavite  
CITY OF BACOOR  
Office of the City Mayor



CGBCR-MO-03-F01.02

01/15/2025

### INCOMING DOCUMENTS

Endorsement  Follow-up  Invitation  Proposal/Business  For Approval/Signature  
 Report  Information/  
 Copy Furnish  Legal  Request/Solicitation  Others \_\_\_\_\_

EMILIANA DR. UGALDE, DCW

ENDORSE TO YOU THE FOLLOWING FUNERAL PAPERS FOR THE RENEWAL OF  
MEMORANDUM OF AGREEMENT BETWEEN THE CITY GOVERNMENT OF BACOOR

Remarks:

Endorse to SP ASAP.. if when SP recs authorizing  
me to sign proceed to MOA

  
VEGAS

Republic of the Philippines  
Province of Cavite  
CITY OF BACOOR  
Office of the City Mayor



### INCOMING DOCUMENTS

Ref No. 1821

Date: 10/16/25 Time: 3:33 pm

Received By: RAOH

Full Name: RICCA O CALAPIT

Contact No.: 09161490555 Email: raoh\_bacoor@yahoo.com

Address: 18160 D. OFFICE



Republic of the Philippines  
Province of Cavite  
**CITY OF BACOOR**



## OFFICE OF THE SOCIAL WELFARE AND DEVELOPMENT

October 15, 2025

**HON. STRIKE B. REVILLA**  
City Mayor  
City of Bacoor Cavite

THRU: ATTY KIM NYCA R. LOFRANCO  
City Legal Officer

Sir,

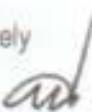
May we respectfully endorse to you the following Funeral Parlors for the renewal of Memorandum of Agreement between the City Government of Bacoor. They are now compliance on Sanitary Permit as required by the Office of the City Health Services.

Name of Funerals	Owner	Contact Number	Email Adress
Mesina Funeral Homes	Mr. Michael Mesina	09175807723	funerariamesina@yahoo.com
Villanueva Camagong Funeral Home	Ms. Irma Villanueva	09755019948	mairma.villanueva36@gmail.com

Attached herewith is the endorsement letter from the City Health Officer, Dra Ivy Marie C. Yrastorza and xerox copy of Sanitary Permit for you reference.

Thank you very much.

Sincerely

  
EMILIANA DR. UGALDE, RSW  
CSWD Officer



**STRIKE AS**

SCAN ME

Address: Bacoor Government Center, Bacoor Blvd.,  
Brgy. Bayuhan, City of Bacoor, Cavite  
Trunkline: 434-1111  
Website: [www.bacoor.gov.ph](http://www.bacoor.gov.ph)



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Republic of the Philippines  
Province of Cavite

**CITY OF BACOOR**  
Office of the City Health Services



CGBCR-CHO-F50.00  
01/09/2025



10 OCTOBER 2025

MS. EMILIANA DR UGALDE  
Head, CSWD

**SUBJECT: Funeral Services with Sanitary Permit**

Dear Ma'am,

Greetings!

In relation to the renewal of Memorandum of Agreement between the City Government and the Funeral Service providers, I am submitting herewith the additional list of funeral homes and services operating within the city that have complied with the requirements for Sanitary Permit:

1. Mesina Funeral Home
2. Villanueva Camagong Funeral Home

Should you require any further documentation or clarification, please do not hesitate to contact our office.

Thank you for your continued support in ensuring the health and safety standards of all service providers in our locality.

Sincerely,

  
IVY MARIE C. YRASTORZA, MD, MPH, FPPS  
City Health Officer



**Swift AS**

Address: Bacoor Government Center, Bacoor Blvd.  
Brgy. Malvaran, City of Bacoor, Cavite  
Phone: 454-1111  
Website: [www.bacoorc.gov.ph](http://www.bacoorc.gov.ph)



Page No. 02/18289



Republic of the Philippines  
Province of Cavite

CGCBR-CHO-17-F01.02  
01/09/2025



Official  
Document  
BACOOR  
CITY OF BACOOR  
PHILIPPINES

Office of the City Health Services

BACOOR, PHILIPPINES

# SANITARY PERMIT

Is hereby granted to

## VILLANUEVA CAMAGONG FUNERAL HOME

NAME OF ESTABLISHMENT

CARLITO CAMAGONG

NAME OF OWNER

FUNERAL SERVICE

NATURE OF BUSINESS

294 SAN NICOLAS II, BACOCITY, CAVITE

ADDRESS

PERMIT NO.

**2025-1582**

DATE OF ISSUANCE:

**OCTOBER 07, 2025**

DATE OF EXPIRATION:

**DECEMBER 31, 2025**

In accordance with section 1 of Presidential Decree No. 522/856. This permit is subject to revocation if owner, operator or manager fails to observe the rules and regulations in a manner satisfactory to the City Sanitation Committee or its duly authorized representative.

INSPECTED BY:

RECOMMENDED BY:

**BERNARD C. ADANTE**  
SANITATION INSPECTOR II

**MA. VICTORIA G. MAGPANTAY**  
SANITATION INSPECTOR III

00543762

APPROVED BY:

**IVY MARIE C. YRASTORZA, M.D., FPPS**  
CITY HEALTH OFFICER I

THIS MUST BE DISPLAYED WITHIN PUBLIC VIEW  
NOT VALID WITHOUT SECURITY SEAL



**STI**  
AS

Address: Bacoor Government Center, Brgy. Bacooc, City of Bacoor, Cavite  
Telephone: (414) 4111  
Website: [www.bacoor.gov.ph](http://www.bacoor.gov.ph)



# SANITARY PERMIT

## FUNERARIA MESINA

NAME OF ESTABLISHMENT

MICHAEL ANGELO D. MESINA

NAME OF OWNER

FUNERAL SERVICE

NATURE OF BUSINESS

B2L12 GREENVALLEY SUBD. QUEENS ROW EAST, BACOOR CITY, CAVITE

ADDRESS

PERMIT NO.

2025-1581

DATE OF ISSUANCE:

OCTOBER 07, 2025

DATE OF EXPIRATION:

DECEMBER 31, 2025

In accordance with section I of Presidential Decree No. 522/856. This permit is subject to revocation if owner, operator or manager fails to observe the rules and regulations in a manner satisfactory to the City Sanitation Committee or its duly authorized representative.

INSPECTED BY:

RECOMMENDED BY:

BERNARD C. ADANTE  
SANITATION INSPECTOR IIIMA. VICTORIA G. MAGPANTAY  
SANITATION INSPECTOR IIITHIS MUST BE DISPLAYED WITHIN PUBLIC VIEW  
NOT VALID WITHOUT SECURITY SEAL

APPROVED BY:

IVY MARIE C. YRASTORZA, M.D., FPPS  
CITY HEALTH OFFICER IScan Me  
Santebacoor

City Health Services  
Bacoor, Cavite  
www.santebacoor.com  
+63 917 555 1234  
+63 46 432 1234

## MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 (the "Effective Date") in the City of Bacoor, Province of Cavite, by and between:

The **CITY GOVERNMENT OF BACOOR**, a local government unit duly organized and existing under the laws of the Republic of the Philippines, with its principal office address at Bacoor Government Center, Bacoor Boulevard, Barangay Bayanan, Bacoor City, Province of Cavite, represented herein by its City Mayor, Hon. **STRIKE B. REVILLA**, pursuant to his authority conferred and embodied in City Resolution No. \_\_\_\_\_ Series of \_\_\_\_\_, approved by the City Council of Bacoor dated \_\_\_\_\_, and hereinafter referred to as the "LGU BACOOR"

and

The \_\_\_\_\_, a domestic corporation duly organized and existing under the laws of the Republic of the Philippines, with its principal office address at \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, hereinafter referred to as the "FUNERAL PARLOR"

The term "Party" shall mean the LGU BACOOR or the FUNERAL PARLOR, if applicable, while the term "Parties" shall mean the LGU BACOOR and the FUNERAL PARLOR, collectively.

## WITNESSETH:

**WHEREAS**, under the Republic Act (R.A.) No. 10160 or the "Charter of the City of Bacoor", the City Mayor is mandated to ensure delivery of basic services and the provision of adequate facilities, which include health services among others;

**WHEREAS**, the numerous indigent residents of the City of Bacoor have requested the LGU BACOOR for assistance in relation to funeral services and other expenses incurred by the bereaved families;

**WHEREAS**, the LGU BACOOR desires to extend funeral services to its indigent residents, as well as to public school employees and local

government employees, and as such, suitable funeral facilities are required for such purpose;

**WHEREAS**, the FUNERAL PARLOR has suitable facilities and expressed willingness to accomplish the LGU BACOOR's needs for an affordable funeral services program, and it has intimated to the LGU BACOOR that it is willing and able to render such funeral services to patients referred by the LGU BACOOR at the latter's expense;

**WHEREAS**, the FUNERAL PARLOR, duly registered with the City of Bacoor, is one of the referral funeral parlors of the LGU BACOOR;

**NOW, THEREFORE**, for and in consideration of the foregoing premises and of the mutual covenants herein contained, the Parties have agreed to be bound as follows:

**SECTION 1. GUARANTEE LETTER (GL).** All beneficiaries referred by the LGU BACOOR to the FUNERAL PARLOR as service client under the City of Bacoor's Funeral and Burial Service Program of the Office of the City Mayor must undergo intake interview and assessment from the Office of the Social Welfare and Development (CSWD) before the approval and issuance of a GUARANTEE LETTER (GL) bearing the signature of the City Mayor of Bacoor. The immediate family member of the nearest relative of the deceased shall be interviewed for profile intake. NO INTERVIEW, NO GL. The existing GL pro-forma will be used by the LGU BACOOR under this Agreement. The GLs shall be valid for a period of fourteen (14) days only from the date of issue as appearing thereon.

The GL shall be deemed to be an acknowledgment by the LGU BACOOR of its obligation to pay for costs, charges, expenses, and fees incurred by the FUNERAL PARLOR in rendering funeral services to the deceased family member of the beneficiary.

The following procedures shall be followed as follows:

- a. The FUNERAL PARLOR shall submit a billing statement under the GL to the LGU BACOOR every 15<sup>th</sup> and 30<sup>th</sup> of the month, payable within thirty (30) days from receipt of such billing statement, provided with the complete requirements of the client.
- b. The LGU BACOOR shall review the billing statement within fifteen (15) days upon receipt from the FUNERAL PARLOR. Should the FUNERAL PARLOR receive no notice of dispute as to the content of said billing statement within the stated period, it shall be deemed conclusive as to the amount payable without further need of demand from the FUNERAL PARLOR. The FUNERAL PARLOR shall only charge the remaining balance of funeral services not exceeding the amount of the approved Guarantee Letter (GL).

- c. The following requirements shall be obtained by the CSWD Staff/ Social Worker from the client-beneficiary for assessment prior the approval of the Guarantee Letter
  - o funeral contract;
  - o Death certificate with registry number;
  - o Personal letter addressed to Local Chief Executive;
  - o Valid government issued ID of the authorized person;
  - o Valid government-issued ID of deceased (with address in Bacoor). In case the client has no valid ID, he or she should secure barangay clearance from his or her respective barangay;
  - o referral letter if applicable; and
  - o Other documents that the CSWDO may require.
- d. If no GL is presented, the FUNERAL PARLOR shall not consider the client-beneficiary to be covered by the City of Bacoor Funeral and Burial Service Program.

**SECTION 2.**

**FUNERAL AND BURIAL SERVICES.** The funeral services to be covered under the GL shall include all undertakings, embalming, mortuary care, and wake arrangements, and bringing to the burial site and interment, or crematorium. Burial assistance includes the provision of assistance for payment of funeral expenses incurred and transfer of the cadaver of a deceased person from one place to another.

The funeral services shall not cover the rental of a separate chapel for the wake period other than that provided for by the funeral parlor that rendered the funeral service, obituary publication, and the cost of the memorial lot.

**SECTION 3.**

**RENDERING OF FUNERAL AND BURIAL SERVICES.** The FUNERAL PARLOR shall provide an estimate of costs, charges, expenses, and fees of the funeral package which may be incurred in rendering funeral services to the client-beneficiary who will be applying for coverage under the City of Bacoor Funeral and Burial Service Program. This estimate shall be submitted to the Office of the City Mayor for application for coverage in the City of Bacoor Funeral and Burial Service Program. The LGU BACOOR shall issue a valid GL, which will be submitted by the client-beneficiary to the FUNERAL PARLOR for the provision of the necessary funeral services.

In case of a deceased senior citizen and Person with Disability (PWD), the billing charge to be submitted by the FUNERAL PARLOR shall be in the amount deducted with the twenty percent (20%) discount granted as per R.A. No. 9994 and R.A. No. 10754. Client-beneficiaries with deceased clients who are covered by a life plan shall not be a priority in the grant of GLs.

Should the costs, charges, and fees be in excess of the amount covered by the GL, the client-beneficiary may apply for additional coverage with the LGU BACOOR only after three (3) months from issuance of the previous GL, and the additional coverage shall be under a new and separate GL.

The FUNERAL PARLOR shall not demand from the client-beneficiary bearing a valid GL any deposit or upfront payment as a precondition for rendering funeral service or discharge. Nor shall it refuse admission by reason of the amount in the GL being deemed as insufficient to cover the deceased's complete funeral service.

**SECTION 4. BUDGET ALLOCATION.** The LGU BACOOR shall allocate from its funds a specific budget to be used for payment of its obligations to the FUNERAL PARLOR under this Agreement, subject to existing laws, rules, and ordinances. The FUNERAL PARLOR shall allow the LGU BACOOR the pay in cash, check, or online payment to settle the obligations of the latter.

**SECTION 5. TERM AND TERMINATION.** Unless otherwise terminated as provided herein, this Agreement shall be effective, remain in force from the Effective Date, and automatically be terminated on JUNE 30, 2028. This Agreement may be renewed by one Party by sending a formal written notice to the other Party at least thirty (30) days prior to the termination date.

Either Party may terminate this Agreement without cause by written notice to the other Party at least thirty (30) days before the intended termination date. Pre-termination by either Party under this Section shall be based only on valid and equitable grounds.

Should either Party commit a material breach under this Agreement or commit a material breach of any other terms and conditions of this Agreement, or unjustifiably refuse or fail to perform any of its obligations under this Agreement, the aggrieved Party may terminate this Agreement (i) effective immediately if the breach cannot be remedied; or (ii) if the breach may be remedied, within thirty (30) days from receipt of written notice of the breach and the Party in breach has failed to cure such breach or perform its obligations.

## SECTION 6. MISCELLANEOUS PROVISIONS

- A. **ENTIRE AGREEMENT AND INTEGRATION.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement.
- B. **AUTHORITY.** Each Party represents and warrants on its own behalf that the individual signing this Agreement on its behalf is fully authorized to sign on behalf of and bind it and that it has the power and authority to enter into it.
- C. **GOOD FAITH.** In complying with and implementing the terms of this Agreement, the Parties shall exercise good faith and cooperation to fulfill their common objective.
- D. **NON-EXCLUSIVITY.** Both Parties agree that nothing in this Agreement shall, in any way, preclude other entities of similar business establishments from entering into an agreement with the other Party that offers similar or analogous services.
- E. **ASSIGNMENT.** Either Party is strictly prohibited from assigning this Agreement, as well as the performance of any obligation or undertaking made herein, to any third party without obtaining the prior written consent of the other Party. Either Party cannot assign this Agreement without the written consent of the other Party to any successor by way of any merger, consolidation, or other corporate reorganization of such Party, or sale of all or substantially all of the assets of such Party, provided that such successor assumes, or is otherwise fully bound by, all of the obligations of the assigning Party under this Agreement. No assignment, with or without such consent, will relieve either Party from its obligations under this Agreement.
- F. **BINDING EFFECT.** The covenants and conditions contained in this Agreement shall apply to and bind the Parties, as well as their successors and permitted assigns.
- G. **GOVERNING LAW and VENUE OF SUITS.** This Agreement shall be governed by the laws of the Republic of the Philippines, without regard to the choice or conflicts of law provisions of any jurisdiction, and any disputes, actions, claims, or causes of action arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of

Bacoor City to the exclusion of all other venues.

- H. **CUMULATIVE RIGHTS.** The Parties' rights under this Agreement are cumulative and shall not be construed as exclusive of each other unless otherwise provided by law.
- I. **WAIVER.** The failure of either Party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
- J. **HEADINGS.** The titles to the provisions in this Agreement are for convenience or reference only and shall not in any way affect the interpretation thereof.
- K. **SEVERABILITY.** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
- L. **AMENDMENTS.** This Agreement shall not be altered, changed, supplanted, or amended except by a written instrument signed by the duly authorized representatives of the Parties. All amendments to this Agreement shall be deemed valid and binding upon the contracted Parties only if made by the mutual consent in writing of the Party and signed by the original signatories of both Parties to this Agreement. This Agreement shall be legally acceptable after being signed by the authorized representatives of the contracted Parties with full corporate power vested in them by their respective Parties. After signing this Agreement, all previous verbal and/or written arrangements about the subject of this Agreement shall be considered null and void.
- M. **NOTICE.** Except as may be otherwise specifically provided in this Agreement, all notices required or permitted shall be in writing and shall be deemed to be delivered when deposited in the postal office mail postage prepaid, certified or registered mail, return receipt requested, addressed to the Parties at their respective addresses outlined in this Agreement, or at such other addresses as may be subsequently specified by written notice.
- N. **COUNTERPARTS SIGNING.** This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties, through their authorized representatives, have executed this Agreement as of the date and at the place set forth above.

CITY GOVERNMENT  
OF BACOOR

By:

By:

Hon. STRIKE B. REVILLA  
City Mayor  
City Resolution No. \_\_\_\_\_  
Series of 2025

SIGNED IN THE PRESENCE OF:

Ms. EMILIANA DR. UGALDE, RSW  
City Social Welfare Development Officer  
Office of Social Welfare and Development

Dr. IVY MARIE C. YRASTORZA  
City Health Officer  
Office of the City Health Services

### ACKNOWLEDGMENT

Republic of the Philippines)  
City of Bacoor, Province of Cavite) S.S.

BEFORE ME, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_ 2025,  
personally appeared the following:

Name	Competent Evidence of Identity/ Number	Date and Place Issued
HON. STRIKE B. REVILLA		

Known to me, and to me known to be the same persons who executed the foregoing instrument and acknowledged the same to be their free and voluntary act and deed as well as those of the corporation and instrumentality if the Government herein represented.

The foregoing Memorandum of Agreement, consisting of \_\_\_\_\_ (\_\_\_\_) pages, including the page on which this acknowledgement is written, has been signed on the left margin of each and every page thereof by the concerned parties and their witnesses on each and sealed with my notarial seal.

**WITNESS MY HAND AND SEAL**, I have hereunto set my hand this day, year, and place above written.

Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2025.