



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

**JOINT COMMITTEE REPORT  
NO. SS-007-S-2025**

Office of the Sangguniang Panlungsod  
Received by: Jeneil Pring  
Date: 09 JAN 2026  
Time: 1:14 PM

**Subject: A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH ATIENZA FUNERAL SERVICES, CORP. AND ST. MARY MAGDALENE FUNERAL HOME ON BEHALF OF THE CITY GOVERNMENT OF BACOR. (PCR 291-2025 dated December 1, 2025)**

The committee held a joint committee hearing on January 8, 2026. 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.

The Office of the City Mayor endorsed to the Sangguniang Panlungsod the proposed Memorandum of Agreement between the City Government of Bacoor and the following funeral service providers: 1. Atienza Funeral Services Corporation 2. St. Mary Magdalene Funeral Home. The purpose of the MOA is to extend funeral and burial assistance to indigent residents, as well as public school employees and local government personnel of Bacoor City. It was confirmed that both funeral service providers have complied with the required Sanitary Permits, as endorsed by the City Health Office and the City Social Welfare and Development Office in Bacoor City, supported by the Sanitary Permit issued by the City Government of Bacoor.

**FINDINGS:**

After careful review of the endorsement letters, supporting documents, and submitted MOA drafts, the Committee notes the following:

1. The proposal is aligned with the City Government's mandate to provide essential social services, including funeral and burial support to qualified beneficiaries.





2. Both Atienza Funeral Services Corporation and St. Mary Magdalene Funeral Home have complete and valid Sanitary Permits, duly issued and recommended by the City Health Office.
3. The City Social Welfare and Development Office confirmed that the funeral homes have complied with documentary and operational requirements necessary for partnership with the City Government.
4. The MOA clearly outlines the responsibilities of the parties, including procedures for Guarantee Letters, rendering of services, billing, and terms of validity.
5. The partnership will benefit indigent families, public school employees, and local government workers, ensuring access to dignified funeral services at reduced or supported cost.

#### RECOMMENDATION:

In view of the foregoing, the Committee hereby recommends the **APPROVAL** of the Proposed City Resolution: Authorizing the Honorable City Mayor, Strike B. Revilla, to enter into and sign the Memorandum of Agreement with Atienza Funeral Services Corporation and St. Mary Magdalene Funeral Home for the provision of funeral and burial assistance to qualified beneficiaries of Bacoor City.

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

Signed this 9<sup>th</sup> day of January 2026 at the City of Bacoor, Cavite.

#### COMMITTEE ON SOCIAL SERVICES

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

*Chairman*








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



CGBR-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. ADRIELLO G. GAWARAN

*Member*

  
HON. REYNALDO M. FABIAN

*Member*





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

**MINUTES OF THE COMMITTEE HEARING  
NO. SS-007-S-2025**

Office of the Sangguniang Panlungsod  
Received by: Janet Pring  
Date: 01/20/2026  
Time: 9:41 AM

**Subject: A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH ATIENZA FUNERAL SERVICES, CORP. AND ST. MARY MAGDALENE FUNERAL HOME ON BEHALF OF THE CITY GOVERNMENT OF BACOOR. (PCR 291-2025 dated December 1, 2025)**

The joint committee hearing was executed on January 8, 2026, at 10:35 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 committee hearing regarding the request for authorization for the City Mayor to enter into and sign a Memorandum of Agreement (MOA) with funeral service providers was called to order. The subject matter discussed was the request for a City Resolution authorizing the Honorable Strike B. Revilla, City Mayor of Bacoor, to sign the MOA with Atienza Funeral Services Corporation and St. Mary Magdalene Funeral Home in order to extend funeral and burial assistance to indigent residents, public school teachers, and local government personnel of Bacoor City.

The Committee acknowledged the endorsement of the Acting City Mayor's Office and the City Social Welfare and Development Office, stating that the funeral service providers have complied with the necessary requirements, particularly the issuance of valid Sanitary Permits by the City Health Office. The endorsements and sanitary permits were formally submitted for committee consideration. During the deliberation, it was noted that both Atienza Funeral Services Corporation and St. Mary Magdalene Funeral







Home possesses appropriate facilities and expressed willingness to partner with the City Government to provide affordable and dignified funeral services under the City's Funeral and Burial Assistance Program.

After thorough review and discussion, the Committee found the proposal to be beneficial to the indigent families and qualified beneficiaries of Bacoor City. There being no further objections or additional concerns raised, the Committee agreed to favorably endorse the approval of a resolution authorizing the City Mayor to enter into and sign the Memorandum of Agreement with the identified funeral service providers.

There being no further matters to discuss, the meeting was adjourned and seconded at exactly 10:48 a.m.

Prepared by

  
**ROSETTE 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 THE COMMITTEE HEARING**

(Proof of Receipt)  
(January 8, 2026 10:30 AM)

Office of the Sangguniang Panlungsod  
Received by: Janet Pring  
Date: 8 Jan 2026  
Time: 10:30 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 ATIENZA FUNERAL SERVICES, CORP. AND ST. MARY MAGDALENE FUNERAL HOME ON BEHALF OF THE CITY GOVERNMENT OF BACOOR. (PCR 291-2025 dated December 1, 2025)**

	NAME	BUSINESS/OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
1.	Hon. Manolo S. Galvez, Jr.	SP		W. Revilla 1-6-26
2.	Hon. Ricardo F. Ugalde	SP		Paulo J. Revilla 11/04/2025
3.	Hon. Roberto L. Advincula	SP	br. 2407	Revilla 1/6/26
4.	Hon. Reynaldo D. Palabrica	SP		Revilla 01/06/2026
5.	Hon. Levy M. Tela	SP		Revilla 01/06/2026
6.	Hon. Adriellito G. Gawaran	SP		Revilla 01/06/2026
7.	Hon. Reynaldo M. Fabian	SP		Revilla 1/6/26
8.	Ms. Emiliana DR. Ugalde	CSWD	Local 219	Hosmer Revilla 1/6/26 4:00pm
9.	Dr. Ivy Marie C. Yrastorza	CHO		EDZON C. GAWARAN
10.	Mr. Jayson R. Atienza	ATIENZA FUNERAL SERVICES, CORP.	ANGELA JOY ATIENZA 096 417 8051	Revilla 1/6/2026
11.	Engr. Berlin E. Flores	ST. MARY MAGDALENE FUNERAL HOME	VIRGINIA P. FLORES 0919-003-10-95	Revilla 1/6/2026
12.				

NOTICE OF THE COMMITTEE HEARING NO. SS-S-2025

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SCAN ME



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







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

**ATTENDANCE OF THE COMMITTEE HEARING**

(Proof of Receipt)  
(January 8, 2026 10:30 AM)

Office of the Sangguniang Panlungsod  
Received by: Janet Pring  
Date: 01/08/26  
Time: 10:30 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 ATIENZA FUNERAL SERVICES, CORP. AND ST. MARY MAGDALENE FUNERAL HOME ON BEHALF OF THE CITY GOVERNMENT OF BACOOR. (PCR 291-2025 dated December 1, 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. Gawaran	SP		
8.	Hon. Reynaldo M. Fabian	SP		
9.	Ms. Emiliana DR. Ugalde	CSWD	09161470257	01/08/26
10.	Dr. Ivy Marie C. Yrastorza	CHO	09161470257	01/08/26
11.	Mr. Jayson R. Atienza	ATIENZA FUNERAL SERVICES, CORP.	09178495213	01/08/26
12.	Engr. <del>Berlin</del> E. Flores <b>BERLYN</b>	ST. MARY MAGDALENE FUNERAL HOME	0917-638-2466	01/08/26

ATTENDANCE OF THE COMMITTEE HEARING NO. SS-S-2025

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SCAN ME



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Trunkline: (046)417-0727  
Website: [www.bacoor.gov.ph](http://www.bacoor.gov.ph)





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



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

State of Good Governance  
**AWARDEE**  
8 years  
in a row!

	NAME	BUSINESS/OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
13.	ATTY. MARCO MENDOZA	OLE		
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ATTENDANCE OF THE COMMITTEE HEARING NO. SS-S-2025

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PCR 291-2025 - MEMORANDUM OF AGREEMENT WITH ATIENZA FUNERAL SERVICES, CORP. AND ST. MARY MAGDALENE FUNERAL HOME



Address: Bacoor Legislative and Disaster Resilience Bldg.,  
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite  
Telephone: (048) 417-0727  
Website: www.bacoorcity.gov.ph



SCAN ME





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



CGBR-SPBac-F01.02

01/20/2025

AWARDEE  
*5 years*  
in a row!

Office of the Sangguniang Panlungsod  
Received by: Janet Pring  
Date: 1/20/2025  
Time: 10:00 AM

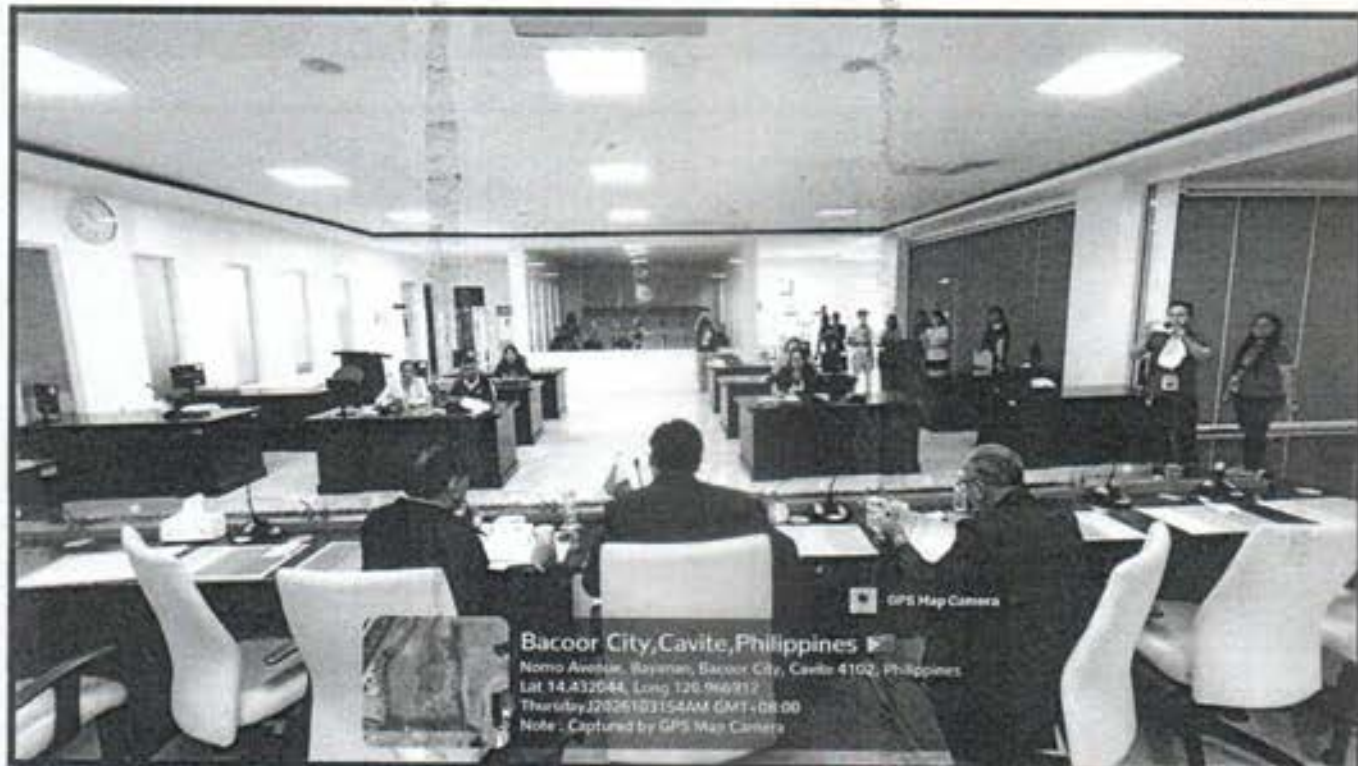


PHOTO DOCUMENTATION OF JOINT COMMITTEE HEARING NO. SS S-2025

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PCR 291-2025 - MEMORANDUM OF AGREEMENT WITH ATIENZA FUNERAL SERVICES, CORP. AND ST. MARY MAGDALENE FUNERAL HOME



Address: Bacoor Legislative and Disaster Resilience Bldg.  
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite  
Trunkline: (046) 417-6722  
Web site: www.bacoorcitynp.com



Cert no 24/151509





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



PHOTO DOCUMENTATION OF JOINT COMMITTEE HEARING NO. SS S-2025

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PCR 291-2025 - MEMORANDUM OF AGREEMENT WITH ATIENZA FUNERAL SERVICES, CORP. AND ST. MARY MAGDALENE FUNERAL HOME



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



Cert. no. 24/181800





Republic of the Philippines  
Province of Cavite  
**CITY OF BACOR**  
**Office of the City Mayor**



20 November 2025

**HON. MANOLO GALVEZ, JR.**  
Acting Vice Mayor, City of Bacoor  
6<sup>th</sup> Floor, New Bacoor Legislative Building  
Bacoor City, Province of Cavite

**THRU:** **Atty. KHALID A. ATEGA JR.**  
Sanggunian Panlungsod Secretary  
Sangguniang Panlungsod

OFFICE OF THE  
SANGGUNIANG PANLUNGSOD  
BACOR CITY, CAVITE  
LYN Q. AINZA  
ADMIN. ASSISTANT  
TIME: 3:41 DATE: 11/21/25

**SUBJECT: REQUEST FOR A CITY RESOLUTION AUTHORIZING THE CITY MAYOR TO ENTER INTO AND SIGN THE MEMORANDUM OF AGREEMENT WITH ATIENZA FUNERAL SERVICES, CORP. AND ST. MARY MAGDALENE FUNERAL HOME**

Dear Hon. Galvez, Jr.,

*Greetings in the name of public service!*

We are respectfully endorsing to your good office copies of the proposed **MEMORANDUM OF AGREEMENT (MOA)** draft between the City Government of Bacoor and the following funeral service providers:

1. Atienza Funeral Services, Corp., and
2. St. Mary Magdalene Funeral Home

This initiative seeks to extend funeral services to indigent residents, as well as to public school employees and local government personnel of the City of Bacoor.

Please be advised that the aforementioned funeral service providers have duly complied with the required Sanitary Permits, as endorsed to our Office by the City Social Welfare and Development Office. Copies of these permits are likewise attached for your consideration.

In consideration of the foregoing, I respectfully request the esteemed members of the Sangguniang Panlungsod to enact a resolution authorizing our City Mayor, Hon. Strike B. Revilla, to enter into and sign the aforementioned Memorandum of Agreement.

Thank you very much.



Respectfully yours,

**CATHERINE SARINO-EVARISTO**  
Acting City Mayor



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)



## 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 Bayanah, 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 **ATIENZA FUNERAL SERVICES CORP.**, a domestic corporation duly organized and existing under the laws of the Republic of the Philippines, with its principal office address at 296-300 Ligas 2, Molino Road Bacoor City, Province of Cavite, represented by its President, **Mr. JAYSON R. ATIENZA**, 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 BACCOOR's needs for an affordable funeral services program, and it has intimated to the LGU BACCOOR that it is willing and able to render such funeral services to patients referred by the LGU BACCOOR 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 BACCOOR;

**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 BACCOOR 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 BACCOOR 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 BACCOOR 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 BACCOOR 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 BACCOOR 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 BACOR 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 BACOR 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 BACOR 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 BACOR 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 BACOR**

By:

**ATIENZA FUNERAL  
SERVICES CORP.**

By:

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

**Mr. JAYSON R. ATIENZA**  
President

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		
JAYSON R. ATIENZA		

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.

## 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 **ST. MARY MAGDALENE FUNERAL HOME**, a business entity duly organized and existing under the laws of the Republic of the Philippines, with its principal office address at **59 Ilaya Street, Nioq 3, Bacoor City, Province of Cavite**, represented by its Proprietor, **Engr. BERLIN E. FLORES**, 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 BACOR's needs for an affordable funeral services program, and it has intimated to the LGU BACOR that it is willing and able to render such funeral services to patients referred by the LGU BACOR at the latter's expense;

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

**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 BACOR to the FUNERAL PARLOR as service client under the **City of Bacor'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 Bacor. 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 BACOR 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 BACOR 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 BACOR 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 BACOR 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 BACOR 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 BACOR 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 BACOR 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 BACOR**

**ST. MARY MAGDALENE  
FUNERAL HOME By:**

By:

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

**Engr. BERLIN E. FLORES**  
Proprietor

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		
BERLIN E. FLORES		

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

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



Republic of the Philippines  
Province of Cavite

**CITY OF BACOR**



**OFFICE OF THE SOCIAL WELFARE AND DEVELOPMENT**

November 17, 2025

**HON. ROWENA BAUTISTA MENDIOLA**

Acting City Mayor  
City of Bacoor, Cavite

**THRU: ATTY KIM NYCA R. LOFRANCO**  
City Legal Officer

Office of the City Legal Service

RECEIVED  
*Ugualde* NOV 17 2025  
Time / Date 3:40 PM

Sir:

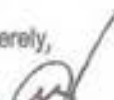
May we respectfully endorse to you the following Funeral Parlors for the renewal of Memorandum of Agreement between the City Government of Bacoor. They are now compliance on Sanitary Permit as required by the Office of the City Health Services.

Name of Funerals	Owner	Contact Number	Email Address
Atienza Funeral Services	Jayson R. Atienza	0917-8495213	atienzafuneral@yahoo.com
ST Mary Magdalene Funeral Home	Berlin Eusebio Flores	09088512923 09176382466	st.marymagdalenefuneralhome@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







Republic of the Philippines  
Province of Cavite

CITY OF BACOR  
Office of the City Health Services



CGSCR-CHS-17-10...  
01/09/2025



# SANITARY PERMIT

Is hereby granted to

**S.T. MARY MAGDALENE FUNERAL HOME**

NAME OF ESTABLISHMENT

**BERLYN E. FLORES**

NAME OF OWNER

**FUNERAL SERVICES**

NATURE OF BUSINESS

**59 ILAYA, NIOG, BACOR CITY, CAVITE**

ADDRESS

PERMIT NO.

**2025-2029**

DATE OF ISSUANCE:

**NOVEMBER 06, 2025**

DATE OF EXPIRATION:

**DECEMBER 31, 2025**

In accordance with section 1 of Presidential Decree No. 522/B56. 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 S. MAGPANTAY**  
SANITATION INSPECTOR III



APPROVED BY:

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



Address: 59 Ilaya, Niog, Bacor City, Cavite  
City of Bacor, Cavite  
Bacor City, Cavite  
Bacor City, Cavite



Republic of the Philippines  
Province of Cavite

**CITY OF BACOR**

Office of the City Health Services



05808-010-27-401.01

01/01/2025



# SANITARY PERMIT

Is hereby granted to

## ATIENZA FUNERAL SERVICES

NAME OF ESTABLISHMENT

ATIENZA FUNERAL SERVICES CORPORATION

NAME OF OWNER

FUNERAL PARLOR/CREMATION SERVICES

NATURE OF BUSINESS

206-300 LIGAS I, BACOR CITY, CAVITE

ADDRESS

PERMIT NO.

**2025-2013**

DATE OF ISSUANCE:

**NOVEMBER 03, 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 II

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



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

APPROVED BY:

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



Address: Bacor Government Center, Bacor Blvd  
Brgy. Bayarin, City of Bacor, Cavite  
Trunkline: 134-1111





Republic of the Philippines  
Province of Cavite

**CITY OF BACOR**  
Office of the City Health Officer

01/09/2025



**13 NOVEMBER 2025**

**MRS. 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. Atienza Funeral Services
2. St. Mary Magdalene 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

