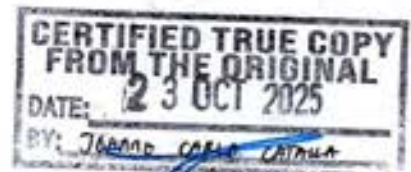




Republic of the Philippines
Province of Cavite

CITY OF BACOOR

Office of the Mayor



EXECUTIVE ORDER No. 02 - 2024
Series of 2024

**AN ORDER ADOPTING THE AMENDED IMPLEMENTING RULES AND
REGULATIONS OF CITY ORDINANCE NO. 266-2023**

WHEREAS, Section 16 of Republic Act No. 7160 provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare....xxx;

WHEREAS, the Sangguniang Panlungsod enacted and passed City Ordinance No. 266-2023, entitled "*An Ordinance Imposing Various Fees for the Use of Crematory/Columbarium Services, Bereavement Room, and Chapel at the Molino Cemetery Situated at Barangay Molino 2, Bacoor City, Cavite,*" with the end in mind of providing burial services for the people of Bacoor City as well as the public in general and to implement certain programs to share the needs of Bacoor residents, especially the less privileged families of the community;

WHEREAS, the City Government of Bacoor recognizes the need to issue an Implementing Rules and Regulations pertinent to the above-mentioned Ordinance;

WHEREAS, Executive Order No. 102-2023, series of 2023 was issued on August 31, 2023, adopting the Implementing Rules and Regulations (IRR) of City Ordinance No. 266-2023;

WHEREAS, there is a need to amend the said IRR, adding some clarificatory provisions related to the above-mentioned Ordinance; .

WHEREAS, the Office of the City Mayor of Bacoor, in coordination with the concerned city government offices, issued the above-mentioned Implementing Rules and Regulations that shall govern the said Ordinance.

NOW, THEREFORE, I, STRIKE B. REVILLA, City Mayor of Bacoor, Cavite, by virtue of the powers vested in me by law, do hereby order for the adoption and implementation of the amended Implementing Rules and Regulations of City Ordinance No. 266-2023 herein attached.

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Office of the Mayor



Section 1. Amended Implementing Rules and Regulations (IRR).

Attached herein is the amended Implementing Rules and Regulations of City Ordinance No. 266-2023 which shall form part of this Executive Order. This shall be known as the "Amended Implementing Rules and Regulations of City Ordinance No. 266-2023."

All affected offices and departments are hereby ordered to adopt the said implementing rules and regulations and be guided accordingly.

Strict compliance and observance of all city government officials and employees to this IRR is hereby ordered.

Section 2. Repealing Clause.

All previously issued orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.

Section 3. Separability Clause.

In the event that any provision found herein shall be judicially or administratively declared illegal or infirm, the remaining provisions shall remain in full force and effect.

Section 4. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing and remain in full force and effect until repealed, revoked or amended accordingly.

SO ORDERED.

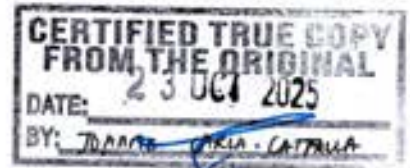
Done this 5th day of January 2024 in the City of Bacoor, Province of Cavite.




STRIKE B. REVILLA
City Mayor

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THE AMENDED IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 266-2023, ENTITLED "AN ORDINANCE IMPOSING VARIOUS FEES FOR THE USE OF CREMATORY/COLUMBARIUM SERVICES, BEREAVEMENT ROOM, AND CHAPEL AT THE MOLINO CEMETERY SITUATED AT BARANGAY MOLINO 2, BACOR CITY, CAVITE."

RULE I – GENERAL PROVISIONS

SECTION 1. TITLE.

These Implementing Rules and Regulations shall be known and cited as the "Amended Implementing Rules and Regulations of City Ordinance No. 266-2023".

SECTION 2. PURPOSE.

These amended Implementing Rules and Regulations are promulgated to prescribe a framework and procedure for the effective implementation and enforcement of City Ordinance No. 266-2023, Series of 2023.

SECTION 3. CONSTRUCTION.

These Implementing Rules and Regulations (IRR) shall be liberally construed to carry out the policies embodied herein. In their interpretation and application, the provisions of this IRR shall be held to be the minimum requirements for the protection of the public and shall be construed to achieve the purposes for which this IRR was adopted.

This Implementing Rules and Regulations shall interfere with, abrogate, and annul any other ordinance, rule, order, memorandum, or guideline prevailing in the City of Bacoor prior to its approval that is inconsistent with the provisions of this ordinance. Where any provision of this IRR imposes restrictions different from those imposed under other provisions of this IRR, the provision that is more restrictive or that imposes higher standards shall be controlled.

RULE II – DECLARATION OF POLICY

SECTION 4. It shall be the policy of the City of Bacoor,

1. To provide burial services for the people of Bacoar City as well as the public in general and





2. To implement certain programs to share the needs of Bacoor residents, especially the less privileged families of the community.

RULE III – DEFINITION OF TERMS

SECTION 5. DEFINITION OF TERMS. – The following terms shall be defined as follows:

1. **Ashes** – the residue from the burning of wood, coal, or other solid combustible materials.
2. **Bereavement Room** – a specially designed room in which relatives, friends, and acquaintances bid farewell to a deceased person in a private and dignified atmosphere.
3. **Cemetery** – public or private land used for the burial of the dead and other uses dedicated for cemetery purposes, including landscaped grounds, driveways, walks, columbaria, crematories, mortuaries, mausoleums, niches, graveyards, and public comfort rooms.
4. **Chapel** – a building or place in the Molino Cemetery intended for prayer and a temporary place where the remains are laid to rest for viewing or mourning.
5. **Columbarium** – a structure, either freestanding or part of another building, containing niches for the inurnment of cremated human remains.
6. **Cremains** – the ashes that remain after a dead body has been cremated.
7. **Cremation** – the process of reducing a dead body to mostly tiny bits of bone resembling ash that involves exposing the body to flame and intense heat followed by pulverization of bone fragments.
8. **Cremation Application Form (CAF)** – a document containing the personal data of the deceased and submitted before the Office of the City Mayor to avail of cremation and columbarium services at the Molino Cemetery.
9. **Crematorium** – any designated place duly authorized by law to cremate dead persons.
10. **Death Certificate** – a document issued by the attending physician or, in his absence, by the city/municipal health officer or other duly authorized government officials, using the prescribed form certifying the death of a person.

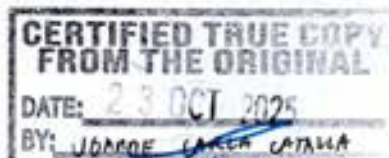
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11. **Niche** – a space in a cemetery or columbarium used or intended to be used for the inurnment of cremated human remains.
12. **Non-Resident** – a person not residing within the territorial jurisdiction of the City of Bacoor.
13. **Vault** – a lined and sealed outer receptacle that houses the casket or urn.

RULE IV - FEES AND CHARGES

SECTION 6. CREMATORIUM SERVICE FEES.

The following fees shall be paid by anyone who avails of the crematorium services at the Molino Cemetery situated in Barangay Molino 2, Bacoor City, Cavite, as provided under Section 1 of City Ordinance No. 266-2023:

	For Registered Bacoor City Voters/SBR Card Holders/ Incumbent City or Barangay Officials/City Government or Barangay Employees or the dependents of the above persons	For Voters of Other LGUs/ No SBR Card/Non-Residents of Bacoor City
Adults	P10,000.00	P20,000.00
Youth (13-18 years old)	P7,000.00	P15,000.00
Children (12 years old and below)	P5,000.00	P10,000.00
Infants (1 year old and below)	P2,000.00	P6,000.00
Bones (Adults)	P4,000.00	P8,000.00
(Children and infants)	P1,000.00	P2,000.00
Urn	Free	P1,000.00 to P15,000.00 (depending on type chosen by the family of the deceased)
Cremation Permit	P700.00	P1,000.00





SECTION 7. COLUMBARIUM RENTAL FEES.

Pursuant to Section 2 of the said Ordinance, the surviving relatives of a deceased whose remains are interred in a columbarium vault within the Molino Cemetery shall pay a rental fee of:

Row Number (from the top)	Rental Fee (per year for 5 years/in Philippine pesos)
Row 1	P400.00
Row 2	P500.00
Row 3	P1,000.00
Row 4	P2,000.00
Row 5	P2,000.00
Row 6	P2,000.00
Row 7	P1,000.00
Row 8	P800.00

SECTION 8. RENTAL PERIOD.

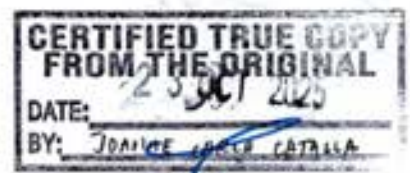
The said rental fees shall be paid for five (5) years commencing on the date of execution of the Niche/Vault Rental Agreement between the said person/s and the city government to be represented by the City Mayor. Failure to pay the said rental fees despite receipt of a formal demand from the Office of the City Mayor shall result in the termination of the agreement and the return of the remains of the deceased to his/her surviving relatives. Only Bacoor City residents shall be allowed to rent a columbarium vault at the Molino Cemetery.

SECTION 9. EXTENSION OF RENTAL PERIOD.

Unless extended by way of a new Niche/Vault Rental Agreement between the relatives of the deceased and the city government, the said remains shall be returned to the relatives of the deceased upon the expiration of the 5-year period mentioned above. In case the agreement is extended, the extension shall not exceed five (5) additional years, and the rental fee shall be increased by 100% per year based on the rental fees mentioned in Section 2 of City Ordinance No. 266-2023. After the extension of the rental period expires, the remains shall be returned to the surviving relatives of the deceased.

SECTION 10. DISPOSAL OF CREMAINS.

If the deceased no longer has any relative/s residing within the City of Bacoor or if the surviving relatives of the deceased refuse to receive the remains despite due notice, the remains shall be interred with dignity at a burial site within the Molino Cemetery.



SECTION 11. STORAGE.

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 payment of arrears and storage fee of Five Hundred Pesos (Php 500.00) per year. For purposes of this provision, the City Government of Bacoor is mandated to construct a storage as herein provided.

SECTION 12. RENTAL FOR BEREAVEMENT ROOM AND CHAPEL.

The following rental fees provided by Section 5 of the said Ordinance shall be collected for the use of the bereavement area and chapel at the Molino Cemetery:

Bereavement Room Fees	Chapel Fees
P3,000.00/day (for Bacoor City residents/non-residents)	P5,000.00/day (for Bacoor City residents/non-residents)

SECTION 13. DISCOUNTS.

Registered voters of the City of Bacoor, holders of a Special Bacoor Resident (SBR) Card, incumbent city or barangay officials, city government and/or barangay personnel, or the dependents of the said persons who availed of the reduced crematorium service fees mentioned in Section 1 of the Ordinance shall no longer be entitled to other legally-mandated discounts such as those for senior citizens and for persons with disabilities. Registered voters of the City of Bacoor, holders of a Special Bacoor Resident (SBR) Card, incumbent city or barangay officials, city government and/or barangay personnel, or the dependents of the said persons, who insist on availing the said discounts shall be required to pay the crematorium service fees provided for registered voters of other local government units, non-SBR Card holders, or for non-residents of the City of Bacoor.

To avail of the discounted rates mentioned above, residents must submit a Certificate of Residency from the Barangay where the deceased resided immediately prior to his/her death.





RULE V - PROCEDURE

SECTION 14. DOCUMENTARY REQUIREMENTS.

The following documents are to be submitted in order to avail of the following services:

A. Requirements for cremation service

1. Cremation Application Form
2. Death Certificate
3. SBR Card or Voter's Certificate
4. Certificate of Residency from the Barangay where the deceased resided immediately before his/her death (to avail of the discounted rates under Section 6 of the IRR)

B. Requirements for columbarium service

1. Death Certificate
2. SBR Card or Voter's Certificate
3. Certificate of Cremation

SECTION 15. PROCEDURE FOR USE OF THE CREMATION SERVICES/ COLUMBARIUM.

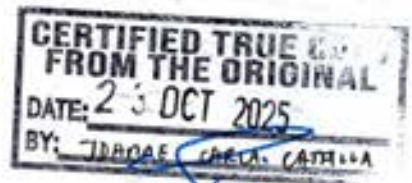
The following procedures must be complied with in order to avail of the cremation services of the Molino Cemetery before the City Cemetery Office subject to the approval of the City Mayor:

1. The relative/s of the deceased must first obtain a Cremation Application Form (CAF) from the City Cemetery Office.
2. The relative/s of the deceased must submit the CAF to the Office of the City Mayor or to the City Cemetery Office, which must contain the name, age, complete address, and the cause/date/place of death of the deceased. The Death Certificate of the deceased must be attached to the CAF and other documents mentioned above.
3. After completing the requirements, the relative/s of the deceased must obtain an Order of Payment from the City Administrator or to the City Cemetery Office, which must state the amount of fees to be paid to the city government.
4. The relative/s of the deceased must pay the fees stated in the Order of Payment at the City Treasurer's Office.

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5. After payment of the said fees and the issuance of the corresponding official receipt by the City Treasurer's Office, the relatives of the deceased must obtain a Cremation Permit from the Office of the City Administrator or the City Cemetery Office. The Cremation Permit shall indicate the schedule of the cremation and the number of niches/vaults where the cremains shall be interred. In case the relatives of the deceased choose to inter the cremains of the deceased somewhere else, the urn and cremains of the deceased shall be given to the relatives of the deceased after the latter executes an Affidavit of Waiver, Release, and Quitclaim.

SECTION 16. CONSENT FOR CREMATION AND CREMATION PERMIT.

No cremation shall be allowed without the necessary Cremation Permit. For the issuance of the Cremation Permit, the consent for cremation must be given. The relative of the deceased within the fourth civil degree shall give written consent under oath that the cremation is not for the purpose of committing any offense or to hide any criminal liabilities and that the family members have agreed to do the service. The Cremation Permit shall indicate the schedule of the cremation and the number of the niche/vault where the cremains shall be interred.

TIMELINE FOR THE AVAILMENT OF CREMATION AND COLUMBARIUM SERVICES

STEP	PROCEDURE	OFFICE RESPONSIBLE	PROCESSING TIME
Step 1	Submission of Cremation Application Form and Other Requirements	City Cemetery Office	5 mins.
Step 2	Receipt of Order of Payment	City Administrator's Office or City Cemetery Office	5 mins.
Step 3	Payment of Fees as Stated in the Order of Payment	City Treasurer's Office	30 mins.
Step 4	Receipt of Cremation Permit	City Administrator's Office or City Cemetery Office	10 mins.
Step 5	Issuance of Certification of Cremation and Memorandum of Understanding	Office of the City Mayor, City Administrator's Office, City Cemetery Office	3 working days



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RULE VI - MISCELLANEOUS PROVISIONS

SECTION 17. REPEAL.

All orders, implementing rules, and regulations inconsistent with the IRR are expressly repealed or modified.

SECTION 18. SEPARABILITY.

In case any provision of this IRR is declared void by a court of law, the remaining provisions of this IRR, not affected by the said judicial declarations, shall remain valid and enforceable.

SECTION 19. EFFECTIVITY.

This IRR shall take effect immediately upon its approval.

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SCAN ME