



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



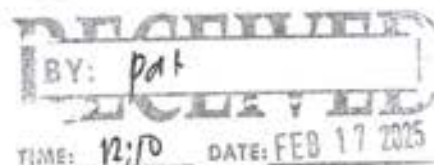
8 years
in a row!

February 10, 2025

Hon. ATHENA BRYANA TOLENTINO
Provincial Governor
Province of Cavite
Cavite Provincial Capitol Building
Trece Martires, Cavite



PROVINCE OF CAVITE
OFFICE OF THE PROVINCIAL GOVERNOR
(046) 419-2311



Dear Gov. Tolentino,

Good day!

In compliance with Art. 59 (b) (1) Rule XII of Administrative Order 270, Series of 1992, this is to respectfully submit the attached Executive Order issued by the undersigned, for your review and appropriate action:

EO NO.	DATE	TITLE
06-2025	February 10, 2025	AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 389-2024 AN ORDINANCE REGULATING THE CONSTRUCTION, DEVELOPMENT, AND OPERATION OF COLUMBARIA WITHIN THE CITY OF BACOR, CAVITE, AND IMPOSING PENALTIES FOR VIOLATIONS HEREOF.

Thank you.

Very truly yours,

HON. STRIKE B. REVILLA
City Mayor



Address: Bacoor Government Center, Bacoor Blvd.,
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: 434-1111
Website: www.bacoor.gov.ph



Cert. no. 24/181809



Republic of the Philippines

Province of Cavite

CITY OF BACOR

Office of the City Mayor

EXECUTIVE ORDER

EXECUTIVE ORDER No. 06 - 2025
Series of 2025

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF
 CITY ORDINANCE NO. 389-2024**

**AN ORDINANCE REGULATING THE CONSTRUCTION, DEVELOPMENT, AND
 OPERATION OF COLUMBARIA WITHIN THE CITY OF BACOR, CAVITE, AND
 IMPOSING PENALTIES FOR VIOLATIONS HEREOF.**

WHEREAS, Section 16 of R.A. 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 including the promotion of safety of its constituents and provision of adequate transportation facilities;

WHEREAS, the Sangguniang Panlungsod enacted and passed City Ordinance No. 389-2024, entitled "An Ordinance Regulating the Construction, Development, Operation of Columbaria within the City of Bacoor, Cavite, and Imposing Penalties for Violations Hereof," to ensure that all columbaria in the City of Bacoor follow the standards provided by relevant laws and issuances, thereby protecting the constituents from unregulated operations of columbaria that may compromise public health, safety and sanitation;

WHEREAS, the City Government of Bacoor recognizes the need to issue an Implementing Rules and Regulations pertinent 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 City Ordinance No. 389-2024;

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 Revised Implementing Rules and Regulations of City Ordinance No. 389-2024 herein attached.

Section 1. Implementing Rules and Regulations (IRR). Attached herein is the Implementing Rules and Regulations of City Ordinance No. 389-2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of City Ordinance No. 389-2024." 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 Implementing Rules and Regulations is hereby ordered.

E.O. No. 06 - 2025
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SCAN ME



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EXECUTIVE ORDER



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 10th day of February 2025 in the City of Bacoor, Province of Cavite.

STRIKE B. REVILLA
City Mayor



SCAN ME





Republic of the Philippines
Province of Cavite

CITY OF BACOR
Office of the City Mayor



**THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 389-2024 SERIES OF 2024**

OR

**"AN ORDINANCE REGULATING THE CONSTRUCTION,
DEVELOPMENT, AND OPERATION OF COLUMBARIA
WITHIN THE CITY OF BACOR, CAVITE AND IMPOSING
PENALTIES FOR VIOLATIONS HEREOF."**

**Rule I
GENERAL PROVISIONS**

SECTION 1. Title. These Rules shall be known and cited as the "Implementing Rules and Regulations of City Ordinance No. 389-2024, Series of 2024".

SECTION 2. Purpose. These Implementing Rules and Regulations (IRR) are promulgated to prescribe the procedures and guidelines for the implementation of Bacoor City Ordinance No. 389-2024, Series of 2024, known and referred to as the "*Columbarium Regulation Ordinance of the City of Bacoor*," which aims to regulate the construction, development, and operation of columbaria within the City of Bacoor, Cavite to preserve public health and safety.

SECTION 3. Scope and Application. The Ordinance and these Rules shall apply to all columbaria being operated by religious and charitable institutions in the City of Bacoor, Cavite.

SECTION 4. Implementing Offices. The City Zoning and Land Development Department, the City Engineering Office, the Office of the Building Official, and the City Assessor's Department, under the direct supervision of the Office of the City Mayor and the Office of the City Administrator, shall assume primary responsibility for ensuring the implementation of the Ordinance. Other city government departments, units, or offices may be called upon by the directive of the City Mayor to provide auxiliary support in the effective implementation of both the Ordinance and these Rules.

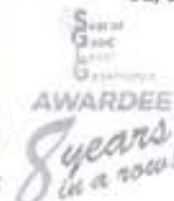
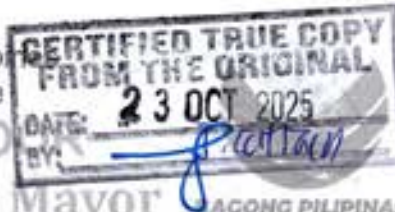
SECTION 5. Rules of Construction. In construing the provisions of this IRR, the following rules of construction shall be observed unless inconsistent with the manifest intent of the provision, or when applied, they would lead to absurd or highly improbable results.





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1. **General Interpretation.** – All words and phrases used in this IRR should be understood according to their usual meaning, but technical terms or those with specific meanings in this IRR should be interpreted accordingly.
2. **Gender and Number.** – Words indicating gender or number should be interpreted inclusively, acknowledging all gender identities and expressions and all numerical interpretations.
3. **Calculation of Time.** – When determining timeframes for actions as outlined in this IRR or related regulations, the first day is excluded, and the last day is included unless it falls on a Sunday or a holiday, in which case the following business day is considered the final day.
4. **References.** – Any mention of chapters, articles, or sections refers to those within this IRR unless otherwise specified.
5. **Resolution of Conflicts.** – In the event of conflicting provisions within different sections, each section's specific details should prevail.

Rule II

DECLARATION OF POLICY AND DEFINITIONS

SECTION 6. Declaration of Policy. It is the policy of the City Government of Bacoor to:

1. Ensure that all columbaria in the City of Bacoor follow the standards set by the National Building Code of the Philippines and the applicable regulations issued by the DOH and the DHSUD concerning the construction, establishment, operation, and maintenance of columbaria, including sanitary requirements.
2. Protect the constituents of the City of Bacoor from unregulated operations of columbaria to ensure that such facilities do not compromise public health, safety, and sanitation.
3. Require all columbaria to secure necessary permits, licenses, and clearances from local authorities for inspection and monitoring purposes and addressing violations, if any.
4. Ensure that columbaria are established only in designated zones or areas to prevent adverse effects on residential and commercial areas.
5. Ensure that Columbaria aligns with the tourism and aesthetic standards of the area or church to make sure that their structures contribute positively to the city's cultural, historical, and visual appeal while maintaining compliance with applicable national and local regulations.

The Implementing Rules and Regulation of City Ordinance No. 389-2024

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SECTION 7. Definition of Terms. As used in these Rules, the following terms are hereby defined as follows:

1. Burial - the internment of remains in a grave, tomb, or at sea;
2. Burial Grounds - cemetery, memorial park, or any place duly authorized by law or ordinance for permanent disposal of the dead;
3. Cemetery - a public or private land used for the burial of the dead and other uses dedicated for cemetery purposes to include landscaped grounds, driveways, walks, columbaria, crematories, mortuaries, mausoleums, niches, graveyards, public comfort rooms, and off-street parking lots;
4. Cinerarium - A niche in a tomb or columbarium to accommodate an urn containing the ashes of a cremated body;
5. Cinerary remains - the ashes resulting from the cremation of a dead body;
6. Columbarium - a sepulcher with niches for cinerary remains or any structure, either freestanding or part of another building, containing niches for the inurnment of cremated human remains;
7. Cremation - the process that reduces human remains to bone fragments of fine sand or ashes through combustion and dehydration;
8. Crematorium - any designated place duly authorized by law to cremate dead persons;
9. Disinterment - the removal or exhumation of remains from places of interment;
10. Memorial Park - a cemetery with well-kept landscaped lawns and wide roadways and footpaths separating the areas assigned for ground interments, tombs, mausoleums, and columbaria, with or without a mortuary chapel, and provided with systemic supervision and maintenance;
11. Undertaker - a duly licensed person who practices undertaking;
12. Undertaking - the care, transport, and disposal of the body of a deceased person by any means other than embalming;
13. Ordinance – refers to the City Ordinance No. 389-2024, Series of 2024, also known as the ***"Columbarium Regulation Ordinance of the City of Bacoor."***

The Implementing Rules and Regulation of City Ordinance No. 389-2024

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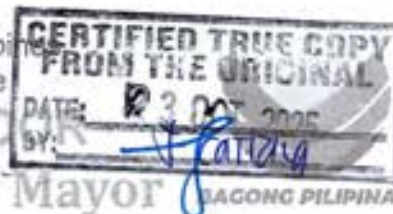


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RULE III GENERAL PROVISIONS

SECTION 8. Guidelines for the Location of Columbarium Projects. All columbarium projects covered by the Ordinance and this IRR must conform with the provisions of the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the City of Bacoor. In the absence of any provision on the location of columbarium projects, the same can be located in any of the following:

1. Institutional zones designated for religious structures such as churches, seminaries, convents, and other places of worship or congregation areas or
2. Areas within the premises of religious structures owned by a religious congregation.

SECTION 9. General Building Requirements. All buildings or structures, as well as accessory facilities thereto, shall conform in all respects to the principles of safe construction and must be suited to the purpose for which they are designed. Buildings or structures and all parts thereof, as well as facilities found therein, shall be maintained in safe, sanitary, and good working condition.

SECTION 10. Minimum Design Parameters or Dimensions of Niche/Vault. The following shall be the minimum design parameters of dimensions of niche/vaults in columbarium projects:

1. The niche/vault must be large enough to hold the cremated remains of a human contained in an urn or a receptacle.
2. If the proposed interment structure uses a grid pattern, the developer thereof must provide at least a 2-meter passageway in between structures.
3. The structural network for all niches/vaults must either be in cast-in-place reinforced concrete, structural steel section, concrete over metal decking, or any other non-porous materials. Provided that the construction of all footing, bearing walls, floor slabs, and roofs must conform with all the construction requirements of the National Building Code.





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4. All niches and vaults constructed by virtue of the ordinance along a perimeter wall or fence must be waterproofed.

SECTION 11. Additional Design Standards. The City Engineer, City Building Official, City Zoning Officer, and City Assessor may recommend additional design standards of niches/vaults and the columbarium to the City Mayor, for his approval, provided that these standards must not contravene or is not prohibited under the guidelines set by the DHSUD and the National Building Code of the Philippines.

1. **Location.** Columbarium projects shall conform with the provisions of the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO) of the locality. In the absence of any provision on the location of columbarium projects, the same can be located in any of the following:
 - a. Institutional Zone particularly in areas designated for religious structure such as church, seminary, convents and other places of worship or congregation areas.
 - b. Commercial Zone (C2).
 - c. Areas within the premises of religious structures owned by a religious congregation.
2. **Design Parameters / Design and Dimension of Niche/Vault**
 - a. The dimension of the niche/vault must be able to house an urn or receptacle designed to hold at least 200 cubic inches of cremated human remains. For an ossuary niche, such shall have a dimension that can accommodate receptacle for bone remains.
 - b. A minimum of 2.0 m passageway shall be provided between interment structures which is proposed to be in grid design.
 - c. Ladder facility shall be provided for interment and urn retrieval purposes.
3. **Materials and Construction Requirements.** All structural framework for the niches/vaults shall be of cast-in-place reinforced concrete, or of structural steel sections, or of concrete over metal decking or of such other non-porous materials, provided however, that construction of all footings, bearing walls, floor slabs and roofs shall be consistent with the construction requirements of the National Building Code of the Philippines. Waterproofing shall be required for niches constructed along a perimeter wall or garden wall.





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SECTION 12. Facilities and Provisions. All Columbaria must provide the following facilities and provisions:

1. **Prayer Room.** It shall be provided with a minimum area of 50 square meters.
2. **Comfort Rooms.** Every floor shall be provided with a minimum of three (3) comfort rooms, 1 for male, 1 for female, and 1 suitable for the use of senior citizens and Persons with Disability (PWD). All comfort rooms must be equipped with a lavatory and other toilet fixtures.
3. **Parking.** Parking shall be provided at a ratio of 1:50 vaults or 100 parking slots, whichever is lower. A parking designated for Persons with Disability (PWD) shall be provided.
4. **Ramps and Railings.** It must be that appropriate ramps and railings at the entrance of the building are provided to accommodate senior citizens and Persons with Disability (PWD). These ramps and railing must be constructed in accordance with the standards provided for under the Accessibility Law (B.P. No. 344)
5. **Elevators.** Elevators shall be provided for columbarium projects with five (5) stories and above.
6. **Light and Ventilation.** Sufficient light and ventilation shall be provided pursuant to the provision on Light and Ventilation standards provided under the National Building Code of the Philippines.
7. **Land Easement.** A 5-meter non-buildable buffer shall be observed for projects to be located in a commercial zone/area adjoining a residential area.

SECTION 13. Application for Certificate Registration and License to Sell.

The owner of a columbarium project shall ensure the registration of the project with the DHUSD in accordance with its guidelines. Likewise, no owner or dealer shall sell any disposable vault/niche in the registered columbarium project without a license to sell issued by the DHSUD.

SECTION 14. Display of Certificate of Registration; License to Sell.

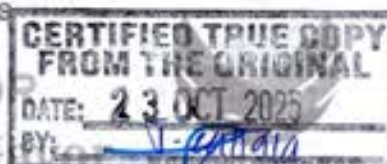
The CR and License to Sell issued by the DHSUD shall be displayed in a conspicuous place in the principal office of the owner, dealer, or broker, as the case may be a photocopy thereof in all its branches and offices. For columbaria owned and operated by religious institutions, the Certificate of Registration shall be displayed in a conspicuous place in the columbarium area.





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SECTION 15. Mandatory Registration and Clearances. All columbaria must register and secure necessary permits, and clearances must be secured from the following:

1. Office of the Building Official (OBO) to ensure compliance with the building standards per existing national and local ordinances.
2. City Zoning and Land Development Department (ZLDD) to ensure compliance with zoning standards.
3. Office of the City Health Services (OCHS) to ensure compliance with sanitation standards per existing national and local ordinances.
4. Bacoor City Tourism and Cultural Affairs Department (BCTCAD) to ensure that tourism or historically declared areas or sites are not adversely affected, especially in terms of aesthetics.

SECTION 16. Approval of Columbarium Plan. The following are the documentary and other requirements for the establishment of the Columbarium Plan before the issuance of the Development Permit by the City Zoning and Land Development Department:

1. At least 2 sets of Site Development Plans at a scale ranging from 1:200 to 1:2000 showing the proposed layout, parking, building footprints, etc., duly signed and sealed by a licensed architect.
2. At least 2 sets of vicinity maps indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale and duly signed and sealed by a licensed geodetic engineer.
3. Certified true copy of title(s) free from liens and encumbrances issued not more than one month prior to application.
4. Topographic map duly signed and sealed by a geodetic engineer, if applicable. Approval of the preliminary columbarium development plan will be valid only for a period of 180 days from the date of approval.
5. At least 2 sets of columbarium plan at any of the following scales: 1:50; 1:500; or any scale not exceeding 1:500 duly signed and sealed by a licensed architect, including the floor plan(s), its sections, and elevations
6. Detailed layout of vault structures.
7. Building specifications and estimated cost.

The Implementing Rules and Regulation of City Ordinance No. 389-2024

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8. Traffic flow management plan/sketch on special occasions to include coordination mechanism with LGUs or appropriate government agency, as may be necessary.
9. Certified true copy of Environmental Clearance Certificate (ECC) or Certificate of Non-Coverage (CNC) duly issued by the DENR, whichever is applicable.
10. Right to use or deed of sale of right-of-way for access road and other utilities when applicable.
 - a. One (1) copy of project study to include the following:
 - b. Project profile indicating, among others, the development cost, total project cost, amortization schedules, sources of financing, marketability, cash flow, and work program/project timetable;
 - c. Duly audited balance sheet (certified copy of the original) issued and signed by the authorized official of the applicant and under the latter's authority for corporation and single proprietorship;
 - d. Income Tax Return (ITR) and tax receipt for single proprietorship duly received by BIR for the last 3 preceding years;
 - e. Sworn statement declaring assets and/or sources of funds to be used for the project indicating there in the nature and control over such assets and resources, for newly formed corporation or single proprietorship enterprise,
 - f. Certificate of Registration with Securities and Exchange Commission
 - g. Articles of Incorporation or Partnership or Association, amendments thereof, and existing by-laws clearly indicating the authority of the applicant to engage in real estate trade, particularly in the development and selling of niches/vaults. When an applicant deviated from the intended line of business stipulated in its articles of incorporation or articles of partnership, authorization from the Securities and Exchange Commission;
 - h. Corporation by-laws and all implementing amendments; and
 - i. For corporations' statement of capitalization and sources of income and cash flow to support work program.

SECTION 17. Issuance and Validity of the Development Permit. Upon approval of the Columbarium Plan, a Development Permit shall be issued if the project





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conforms to the Comprehensive Land Use Plan and Zoning Ordinance and with these Rules and upon payment of the prescribed processing fee.

A development permit shall be valid for a period of three (3) years from the date of issuance unless no physical development is introduced. Issuance of the Development Permit does not exempt the developer from securing permits and clearances from other agencies pursuant to existing laws such as a Building Permit from the City Building Official.

SECTION 18. Taxes and Fees. The following provisions shall govern the payment of taxes and fees related to the operation of Columbarium:

1. Columbaria, owned and operated by religious institutions for purposes directly and exclusively related to religious or charitable purposes, are exempt from paying taxes and fees.
2. Columbaria, owned by religious institutions but operated by private organizations for commercial purposes, is required to pay the taxes and fees mandated by the existing Revenue Code of the City of Bacoor.
3. Columbaria, owned by private establishments for commercial purposes, is required to comply with the existing Revenue Code of the City of Bacoor.

SECTION 19. Operational Procedures. All Columbarium projects shall establish detailed procedures and guidelines to govern its operations and maintenance.

SECTION 20. Advertisement. For columbarium operated commercially, advertisement through print or broadcast media concerning the sale of niches shall be cleared with the Board. The advertisement shall contain, among others, the license to sell a number of columbarium projects as approved by the Board.

SECTION 21. Non-forfeiture of Installments/Payments. For columbarium operated commercially, no installment payment made by the buyer shall be forfeited in favor of the seller when the buyer, after due notice to the seller, desists from further payment due to the failure of the seller to develop the project according to the approved plans and within the time limit specified in the license to sell. The buyer may, at his option, be reimbursed the total amount paid, including amortization interest but excluding delinquency interest thereon at the legal rate.





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RULE IV PROHIBITED ACTS AND PENALTIES

SECTION 22. Prohibited Acts. The following acts are hereby prohibited:

1. The construction, development, and operation by religious and charitable institutions of Columbaria and the sale of niches thereat without complying with the various provisions of this Ordinance and its implementing rules and regulations (IRR);
2. The insertion of niches, vaults, urns, or receptacles designed to hold cremated human remains inside places of worship without the written permission of the City Building Official and the City Health Officer;
3. The insertion of niches, vaults, urns, or receptacles designed to hold cremated human remains inside places of worship that are of historical value without the written consent of the National Historical Commission and the City Tourism Officer;
4. The sale of any niche or vault by a church, religious organization, or charitable institution as contemplated in this Ordinance without a license to sell issued by the Department of Human Settlements and Urban Development (DHSUD) and without the requisite business permit issued by the Business Permit and Licensing Department (BPLD) of the City of Bacoor, Cavite; and
5. Any act similar or analogous to the foregoing.

SECTION 23. Penalties.

1. Any City Government employee who violated/violates the Ordinance and/or its IRR shall be preventively suspended for a period not exceeding six months upon the order of the City Mayor prior to the start of any investigation with regard to the said offense in accordance with pertinent civil service regulations. If found guilty, the employment of the said City Government employee shall be terminated as may be provided by law. The filing of the said administrative action against the said employee shall not bar the institution of the appropriate criminal action/s against him/her by the City Government through the City Legal Officer.
2. Any natural person of legal age not under the employment of the City Government who violates the Ordinance shall, upon conviction by a court of law, pay a fine of Php 5,000.00 and shall be imprisoned for a period not less than 30 calendar days but not exceeding 90 calendar days.
3. Any juridical person who shall violate the Ordinance shall, upon conviction by a court of law, be required to pay a fine of PHP 5,000.00 for the unjust

The Implementing Rules and Regulation of City Ordinance No. 389-2024

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refusal or failure of the corporation, partnership, or sole proprietorship to comply with any order issued by the City Mayor with regard to the said violation.

RULE V MISCELLANEOUS PROVISIONS

SECTION 24. Changes or Modifications of the Implementing Rules and Regulations. To appropriately administer the efficient and effective implementation of City Ordinance No. 389-2024, Series of 2024, the Office of the City Mayor, after consultation with the Office of the Building Official and other concerned city offices, may recommend to the Sangguniang Panlungsod amendments to said Ordinance, and consequently, this IRR.

SECTION 25. Automatic Review. The Ordinance shall be automatically reviewed by the Sangguniang Panlungsod once every two years following its date of effectivity.

SECTION 26. Repeal. All local rules or regulations that are inconsistent with or contrary to the provisions of this IRR are hereby repealed and modified accordingly.

SECTION 27. Separability. If any section or provision of this Implementing Rules and Regulations is declared invalid or unconstitutional by a court of competent authority, the remaining provision not affected thereby shall remain valid and continue to be in full force and effect.

SECTION 28. Effectivity. This Implementing Rules and Regulations shall take effect upon its approval.

