

## Request for Burial / Interment Services

The City Housing and Land Management Office provides burial / interment services to all the residents of the city who want to avail of burial services for their loved ones who passed away for a much cheaper amount than private memorial parks.

<b>Office or Division:</b>	City Housing and Land Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Resident of General Santos City			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Death Certificate		1. Local Civil Registrar, General Santos City		
2. Assessment for Indigency		2. City Social Welfare Services Office		
3. Contract of Interment / Burial and Exhumation		3. Notary Public		
4. Voter's Certification		4. COMELEC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up form for interment				
	1. Check the Death Certificate for details	None	5 minutes	Administrative Aide I (HHPP Burial Section)
	2. Provide forms for Affidavit of Undertaking	None	10 minutes	Administrative Aide I (HHPP Burial Section)
2. Fill up Affidavit of Undertaking and have it notarized				
3. Pay to City Treasurer	1. Issue Order of Payment	Fees to be paid based on the City Ordinance No. 20, Series of 2012	2 minutes	Administrative Aide I (HHPP Burial Section)
3. Pay to City Treasurer		Fees to be paid based on the City Ordinance No. 20,		Administrative Aide I (HHPP Burial Section)

		Series of 2012		
	2. Issue Entry Pass		10 minutes	Administrative Aide I (HHPP Burial Section)
No activity	3. Entry Pass signed by ADH/DH		5 minutes	Administrative Aide I (HHPP Burial Section)
No activity	4. Inform ACAMP In-charge on the schedule		5 minutes	Administrative Aide I (HHPP Burial Section)
	5. Release to client the Entry pass		5 minutes	Administrative Aide I (HHPP Burial Section)
Proceed to ACAMP as scheduled in the entry pass				
	6. Prepare tents / chairs for the family		30 minutes	Administrative Aide I (HHPP Burial Section)
	7. Facilitate the burial as specified in the entry pass		1 hour	20 Administrative Aide I (HHPP Burial Section)
	<b>TOTAL</b>		<b>1 hour and 47 minutes</b>	
<b>END OF TRANSACTION</b>				