

1. REQUEST FOR AUTHORIZATION TO CONSTRUCT TOMBSTONES AND TOMB

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|---|--|--|------------------------|---------------------------|
| Office or Division: | SAN JUAN CITY CEMETERY OFFICE | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | Government to Citizen | | | |
| Who may avail: | San Juan City constituents who have deceased loved ones | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Death Certificate Valid Identification (ID) Card (Voter's ID, Driver's License, SSS, etc.) Proof of lease/rent (Renewal form with copy of OR is accepted) Proof of relationship to the person to be buried (Birth Cert., Marriage License, etc.) | | Local Civil Registry / PSA Government Offices Local Civil Registry Local Civil Registry / PSA | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present the required documents: | 1.1 Interview applicant, verify relationship of applicant to the deceased. | | 10 min. | Cemetery OIC |
| | 1.2 Confirm Lot Location | | 10 min. | Locator |
| | 1.3 Issue Order of Payment | | 2 min. | Encoder |
| 2. Submit the Order of Payment and pay the necessary Fee | 2.1 Receive payment and issue Receipt | P1000 | 3 min. | City Treasury |

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|---|------------------------------------|--|--------|---------|
| 3. Return photocopy of the OR to the San Juan City Cemetery | 3.1 Schedule the construction date | | 3 min. | Encoder |
|---|------------------------------------|--|--------|---------|

END OF TRANSACTION