

ECONOMIC ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICE

Cemetery Section, Central Public Market, Poblacion, Iligan City

TEL. NOS. (063) 221-6656 , (063) 221-1347 , (063) 223-9939; email: eedmoiligan@gmail.com

Frontline Service	:	ISSUANCE OF BURIAL PERMIT
Schedule of Availability of Service	:	8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
Who May Avail of the Service	:	General Public
What are the requirements	:	1. Approved death certificate (Original for cross checking) 2. Photocopy of approved death certificate 3. Payment for the fees required

Duration :	Private Cemetery – 10 minutes Public Cemetery – 55 minutes
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How to avail the service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
Stage 1						
For Private Cemetery						
1	Client present and submit duplicate/ photocopy of the approved death certificate.	Accept photocopy of death certificate and assess the amount payable	5 minutes	Cemetery in-charge	-	-
For Public Cemetery						
2	Secure Assessment Form Approved by the Caretaker of chosen Public Cemetery	Assist the client of the availability and location of desired burial site.	30 minutes	Cemetery caretaker		Assessment Form
3	Submit the approved assessment form from the caretaker together with the duplicate/ photocopy of the approved death certificate.	Accept photocopy of death certificate and assess the amount payable	10 minutes	Cemetery in-charge	-	-

How to avail the service - : ISSUANCE OF BURIAL PERMIT						
Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
Stage 2 – For Both Cemeteries						
4	Client pay the assessed amount	Issue official receipt upon payment (OR serve as Burial Permit)	5 minutes	Deputized collector (City Treasurer's office) Extension office	Total Assessed Value	Official Receipt
5	Client present official receipt to cemetery caretaker	Guide client to site of burial ground	10 minutes	Cemetery Caretaker	-	-
END OF TRANSACTION						

Note : Burial Fee – P253.10
 Lot Rental- P506.25 - (For Public Cemeteries Only)
 *Payment of delinquent if there's any

EEDMO Central Market Office located at Poblacion, Iligan City

