



REPUBLIC OF THE PHILIPPINES  
REGION IV -A (CALABARZON)  
PROVINCE OF CAVITE  
CITY OF GENERAL TRIAS

OFFICE OF THE SANGGUNIANG PANLUNGSOD

**CITY ORDINANCE NO. 18-03 (TAX)**

**Author** : SP Member Florencio D. Ayos  
Chair, Committee on Ways and Means

**Sponsors** : SP Member Hernando M. Granados  
SP Member Gary A. Grepo  
SP Member Jowie S. Carampot  
SP Member Mario C. Amante  
SP Member Kerby J. Salazar  
SP Member Jonas Glyn P. Labuguen  
SP Member Walter C. Martinez  
SP Member Christopher N. Custodio  
SP Member Vivencio Q. Lozares, Jr.  
SP Member Constanca S. Felizardo

**SETTING THE GUIDELINES, POLICIES, RATES AND FEES FOR AVAILING NEWLY CONSTRUCTED APARTMENT UNITS AT HIMLAYANG GENERAL TRIAS (LIBINGANG BAYAN), A PUBLIC CEMETERY OWNED AND MAINTAINED BY THE CITY GOVERNMENT OF GENERAL TRIAS.**

**WHEREAS, Section 17(a) of Republic Act 7160 otherwise known as the Local Government Code of 1991 states that the City Government shall exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provisions of the basic services and facilities such as public cemeteries;**

**WHEREAS, Section 129 of the aforementioned Code allows the Local Government Units to create its own sources of revenue and to levy taxes, fees, and charges;**

**WHEREAS, the City Government of General Trias owns and operates a public cemetery, Himlayang General Trias (Libingang Bayan) located in Barangay Pasong Camachile II of this City to provide a decent and affordable eternal home for Gentriseños;**

**WHEREAS, in order to address the demand for burial places and spaces of an increasing population, the City Government constructed additional apartment units at Himlayang General Trias and aims to make it within reach of indigent residents;**

**WHEREAS, it is the goal of the City Government that the said public memorial park be managed properly in order to provide quality services to constituents;**

**NOW THEREFORE, on motion of SP Member Florencio D. Ayos duly seconded by SP Member Constanca S. Felizardo, be it**

**ENACTED, AS IT IS HEREBY ENACTED in Session duly assembled, that:**

**Section 1. Title. This Ordinance shall be known as the "2017 Himlayang General Trias New Apartment Units Guidelines, Policies, Rates, and Fees".**

**Section 2. Definition of Terms. As used in this Ordinance:**

**a) Indigent - refers to bonafide resident lacking in basic resources as certified by his/her respective barangay officials and City Social Welfare and Development Office (CSWDO); and**





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- b) Apartment Units - refer to burial vaults that are newly constructed and planned to be constructed by the City Government located in Phase 3, Blocks 17 & 18 and Phase 4, Blocks 20, 21, 22, 23, & 24 of Himlayang General Trias.

**Section 3. Rates, Fees and Charges.** The duration, rates, fees and charges for the use of Apartment Units at Himlayang General Trias (Libingang Bayan) specified in Section 2 are as follows:

Apartment Unit Fee - New and Renewal (5-year burial contract period)	-	Php 7 000.00
Interment Fee	-	Php 2 000.00
Opening of Niche	-	Php 2 000.00
Bone Crypt Fee	-	Php 500.00 per annum

**Section 4. Administrative Provision.** The following guidelines and policies shall be observed on the use and availment of Aparment Units at Himlayang General Trias (Libingang Bayan):

- a) Individuals who intend to avail of Himlayang General Trias (Libingang Bayan) Apartment Units must be bonafide indigent residents and registered voters of the City of General Trias as certified by the City Social Welfare and Development Office. Should the deceased be a minor, the parents or relative applying to avail the apartment-type unit must be a registered voter of the City;
- b) Non-residents may be allowed to avail the apartment-type units provided that the said unit is intended for the interment of their deceased family member/relative who are bonafide indigent residents of the City of General Trias, as certified by CSWDO;
- c) The contract period for apartment units shall be five (5) years, subject to renewal upon approval of the City Government and payment of Apartment Unit Renewal Fee;
- d) The City Government shall execute a Deed of Usufruct for every apartment unit availed, a sample of which shall form part of Annex I of this Ordinance. The rights, responsibilities and privileges under the Deed of Usufruct are not transferrable or assignable;
- e) Upon expiration of the 5-year contract period, the grantee may opt to renew his/her contract for another five (5) years subject to the terms and conditions of the Grant of Use and payment of pertinent fees and charges. Failure of the grantee to renew his/her contract will result to the exhumation of interred remains from the apartment unit and transfer of the same into the common bone crypt after two (2) months advance notice from the date of receipt of written notice, subject to payment of the annual Bone Crypt Fee. A two percent (2%) per month penalty shall be charged in case of late renewal of contract;
- f) Full payment of the Apartment Unit Fee and Interment Fee, and submission of complete documentary requirements must be made before interment is allowed;
- g) All payments must be made to the City Treasurer's Office;
- h) The Apartment Unit Fee and Interment Fee excludes the cost of tombstone, casket, preburial services, and permits and clearances from pertinent government offices;
- i) A lead time of two (2) working days must be observed before the actual date of burial in order to give ample time for necessary preparations made on the apartment unit. Schedule for burial permit shall be on a first come, first serve basis. Reservation of schedules shall not be allowed;





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k) The following documentary requirements must be submitted before interment is allowed:

- Fully accomplished and signed Application Form. A sample of which shall form part of Annex II,
- Photocopy of birth certificate for single applicants or photocopy of marriage contract for married individuals,
- Photocopy of valid government issued identification card bearing the place of residence,
- Registered death certificate of the deceased to be interred or remains to be transferred,
- Actual size of casket,
- Transfer Permit in the case of deceased individuals who died outside the territorial jurisdiction of the City,
- Bone Transfer Permit or Permit to Open Niche in case the remains of deceased individuals to be transferred is from other burial places,
- Police Report for deceased individuals who died of circumstances involving crime, and
- Barangay Clearance of the applicant on the deceased individual; and

l) Certificate of Indigency from CSWDO.

**Section 5. Implementing Agencies.** The following City Government Offices with the corresponding functions enumerated herein shall be responsible for the effective implementation of this Ordinance:

- a) **Local Economic and Investment Promotions Office (LEIPO)**
- accepting, evaluating and processing applications for availment of apartment units at Himlayang General Trias (Libingang Bayan);
  - explaining existing rules and regulations to applicants;
  - preparing order of payments for Apartment Unit Fee, Renewal Fee and penalties;
  - keeping records of applicants and grantees;
  - preparing and sending of notices to grantees; and
  - submitting of reports to the Local Chief Executive;
- b) **City Treasurer's Office** - accepting payments for availment of apartment units and other services of Himlayang General Trias (Libingang Bayan); and
- c) **City Engineer's Office**
- scheduling interments, preparing order of payments for interment fees;
  - accepting and processing applications for interment;
  - facilitating interments at Himlayang General Trias (Libingang Bayan); and
  - maintaining and securing of memorial park facilities;

**Section 6. Existing Contracts.** All contracts entered into by the City Government for the availment of lots, niches, mausoleums and previously constructed apartment units shall remain in force and shall not be affected by this Ordinance.

**Section 7. Separability Clause.** If, for any reason, any provision, section or part of this Ordinance is declared not valid by a Court of competent jurisdiction or suspended or revoked by the authorities concerned, such judgment shall not effect or impair the remaining provisions, sections or parts which shall continue to be in force and effect.





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**Section 8. Repealing Clause.** All ordinances, rules and regulations or parts thereof, in conflict with, or inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

**Section 9. Effectivity.** This Ordinance shall take effect upon approval and after posting in three (3) conspicuous places within the City.

ENACTED under THIRD/FINAL READING on 13 FEBRUARY 2018.

  
KERRY J. SALAZAR  
SP Member

  
JONAS GLYN B. LABUGUEN  
SP Member

  
GARY A. GREPO  
SP Member

  
JOWIE S. CARAMPOT  
SP Member

  
MARIO C. AMANTE  
SP Member

  
CHRISTOPHER N. CUSTODIO  
SP Member

  
FLORENCIO D. AYOS  
SP Member

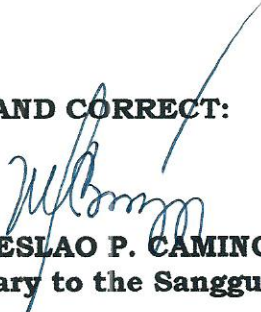
  
VIVENCIO Q. LOZARES, JR.  
SP Member

  
HERNANDO M. GRANADOS  
SP Member

  
CONSTANCIA S. FELIZARDO  
SP Member/LNB President

WALTER C. MARTINEZ  
SP Member  
(On Leave)

CERTIFIED TRUE AND CORRECT:

  
WENCESLAO P. CAMINGAY  
Secretary to the Sanggunian

ATTESTED:

  
MAURITO C. SISON  
City Vice Mayor/Presiding Officer

APPROVED:

  
ANTONIO A. FERRER  
City Mayor