

### 3. RENEWAL OF LOT RENT

|   |   |  |                        |                           |
|---|---|--|------------------------|---------------------------|
| <b>Office or Division:</b>  | <b>SAN JUAN CITY CEMETERY OFFICE</b>  |  |                        |                           |
| <b>Classification:</b>  | Simple Transaction  |  |                        |                           |
| <b>Type of Transaction:</b>   | Government to Citizen   |  |                        |                           |
| <b>Who may avail:</b>   | San Juan City constituents who have deceased loved ones   |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>   |                        |                           |
| Death Certificate<br>Valid Identification (ID) Card (Voter's ID, Driver's License, SSS, etc.)<br>Proof of lease/rent (Renewal form with copy of OR is accepted)<br>Proof of relationship to the person to be buried (Birth Cert., Marriage License, etc.) |   | Local Civil Registry / PSA<br>Government Offices<br><br>Local Civil Registry<br><br>Local Civil Registry / PSA |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Present the following:   | 1.1 Interview applicant, verify relationship of applicant to the deceased. Renewal is every five (5) years. |  | 10 min.                | Cemetery OIC              |
|   | 1.2 Confirm Lot Location  |  | 10 min.                | Locator                   |
|   | 1.3 Encode pertinent details to the Renewal Permit  |  | 3 min.                 | Encoder                   |
|   | 1.4 Print Renewal Permit and issue Order of Payment   |  | 2 min.                 | Encoder                   |
|   | 1.5 Sign Renewal Permit   |  | 1 min.                 | Cemetery OIC              |
| 1. Submit the Order of Payment and pay the necessary Fee  | 2. Receive payment and issue receipt  | Renewal Fee One Hundred Pesos (Php. 100.00)/year /lot  | 3 min.                 | City Treasury             |
| 2. Submit the following: Renewal Permit   | 3. Accept copy of the Renewal   |  | 3 min.                 | City Civil Registrar      |

|   |  |  |        |         |
|---|--|--|--------|---------|
| Official Receipt (OR)<br>Death Certificate  | Permit with Death<br>Certificate and OR<br>for record<br>purposes          |  |        |         |
| 3. Return photo copy of<br>the following to the<br>San Juan City<br>Cemetery<br>Renewal Permit<br>OR<br>Death Certificate | 4. Mark the tomb<br>with the<br>expiration year<br>of the rental<br>period |  | 3 min. | Locator |

**END OF TRANSACTION**