



OFFICE OF THE CITY ECONOMIC ENTERPRISE MANAGEMENT OFFICER

External Services



1. Availment of Convention Center

The City of Meycauayan Convention Center is one of the public utilities, managed and operated by CEEMO. The CRF is issued for General Public that wishes to use/rent the CMCC. The CEEMO is authorized by the City Treasury Office to issue and collect revenue in this facilities

| | | | | |
|---|--|--|------------------------|---|
| Office or Division: | | City Economic Enterprise Management Office (Market Office) | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client | | |
| Who may avail: | | General Public | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| None | | None | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Verify the availability of the date. | 1.1 Assist the client that wishes to rent / use the convention | none | 3 minutes | Rogel O. Reyes Market Supervisor III Democrito R. Gonzales Special Collecting Officer |
| 2.Fill-out convention request form (CRF) | 2.1 Check the CRF | none | 5 minutes | Luzviminda M. Quintos Special Collecting Officer Emily D. Salem CEEMO Staff City Economic Enterprise Management Office |
| 3.Payment of Reservation fees / Rental Fees | 3.1 Receive payment and Issue Official receipts | (see schedule of fees) | 5 minutes | Rogel O. Reyes Market Supervisor III Democrito R. Gonzales Special Collecting Officer Luzviminda M. Quintos Special Collecting Officer City Economic Enterprise Management Office |
| | TOTAL | (see schedule of fees) | 13 minutes | |

Note: Full payment should be made three (3) days before the event.



SCHEDULE OF FEES: Availment of Convention Center

| Reservation fee: P1,000 | | |
|---------------------------------------|---------------------------|-------------------------|
| | For Meycauayan Residence: | For Non- Residence: |
| Exec. Office and Lobby Area | P5,000.00 (first 4hrs.) | P6,000.00 (first 4hrs.) |
| -In Excess of 4hrs. | P1,250.00/hr | P1,500.00/hr |
| Exec. Office Only | P2,500.00 (first 4hrs) | P3,000.00 (first 4hrs) |
| -In excess of 4hrs | P625.00/hr | P750.00/hr |
| Lobby Area Only | P2,500.00 (first 4hrs) | P3,000.00 (first 4hrs) |
| -In excess of 4hrs | P625.00/hr | P750.00/hr |
| 2nd Floor Main area | P10,000.00 (first 4hrs) | P15,000.00 (first 4hrs) |
| -In excess of 4hrs | P2,500.00/hr | P3,750.00/hr |
| 3rd Floor | P6,000.00 (first 4hrs) | P7,000.00 (first 4hrs) |
| -In excess of 4hrs | P1,500.00/hr | P1,750.00/hr |
| AirConditioning System | | |
| (Dressing Rm) | | |
| AIRCON 1 | P500.00/hr | |
| AIRCON 2 | P500.00/hr | |



2. Collection of Transport Terminal Fees

The CEEMO (Transport Division) manages the collection of terminal fees at the Meycauayan Common Transport Terminal. Public Utility Vehicles are allowed to pick-up commuters in the MCTT in exchange for a fee per trip.

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|----------------------------------|---|---|------------------------|---|
| Office or Division: | | City Economic Enterprise Management Office (Transport Division) | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client | | |
| Who may avail: | | Terminal Drivers and Operators | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| None | | | None | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request trip ticket | 1.1 Issue trip ticket | None | 5 minutes | Amor G. Alcaraz Melissa N. Bayaborda Special Collecting Officer City Economic Enterprise Management Office |
| 2. Pay the corresponding fees | 2.1 Receive payment and issue official receipt. | UV - P50.00 PUJ - P15.00 Modern Jeepney - P20.00 Tricycle – 2.00 | 2 minutes | Amor G. Alcaraz Melissa N. Bayaborda Special Collecting Officer City Economic Enterprise Management Office |
| | TOTAL: | UV - P50.00 PUJ - P15.00 Modern Jeepney - P20.00 Tricycle – 2.00 | 7 minutes | |



3. Availment of Registration for Public Transportation

All buses, vans, UV Express, Jeepneys and Tricycles, North and South bound who shall use the Meycauayan Common Transport Terminal as their terminal shall pay the corresponding fees and renewable annually to CEEMO.

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|---|--|-----------------|------------------------------|---|
| Office or Division: | City Economic Enterprise Management Office (Meycauayan Common Transport Terminal) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Drivers and Operators | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 1. Registration form | | | CEEMO | |
| 2. Authorization letter / Consent letter | | | CEEMO | |
| 3. Original copy + 1 (one) photocopy of Driver's license (updated) | | | To be provided by the client | |
| 4. Original copy + 1 (one) photocopy of valid Id's & 1x1 picture | | | To be provided by the client | |
| 5. Original copy + 1 (one) photocopy of LTO ORC/CR (updated) | | | To be provided by the client | |
| 6. Franchise verification (updated) | | | LTFRB | |
| 7. Original copy + 1(one) photocopy of application for consolidation if applicable (updated) | | | LTFRB | |
| 8. Original copy + 1(one) photocopy of extension of validity/certification of franchise / Notice of hearing (updated) | | | LTFRB | |
| Note: Attached original copy is for verification / reference use only. | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill-out registration form and submit all required documents | 1.1 Check all requirements. Plate number and appearance of the vehicle (working head lights, breaklight etc). | None | 10 minutes | Amor G. Alcaraz Melissa N. Bayaborda Special Collecting Officer City Economic Enterprise Management Office |
| | 1.2 Review and approve the application for registration. | None | 15 minutes | Edwin S. Adina Economic Enterprise Officer City Economic Enterprise Management Office |



| | | | | |
|---|---|---|-------------------|---|
| 2. Pay the corresponding fees and secure Official Receipt | 2.1 Receive payment and issue Official Receipts | Bus – 3,000. UV Express – 1,000 PUJ – 500 Modern Jeepney - 500 | 3 minutes | Amor G. Alcaraz Melissa N. Bayaborda Special Collecting Officer City Economic Enterprise Management Office |
| | 2.2 Issue official LGU's stickers | None | 2 minutes | Crisanto C. Dulalia Special Collecting Officer City Economic Enterprise Management Office |
| | TOTAL | Bus – 3,000. UV Express – 1,000 PUJ – 500 Modern Jeepney - 500 | 30 minutes | |

4. Availment of Burial Niche and Crypt

The Calvario Public Cemetery is one of the basic services of City Government of Meycauayan, managed by CEEMO (Public Cemetery Division) and shall exercise function and responsibilities for efficient and effective services.

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|--|--|-----------------------------------|--|
| Office or Division: | City Economic Enterprise Management Office (Public Cemetery Division) | | |
| Classification: | Simple | | |
| Type of Transaction: | G2C - Government to Client | | |
| Who may avail: | Relatives of deceased Meycauayan residents | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| 1. Death Certificate (Original + 1(one) photocopy) | | Local Civil Registrar Office | |
| 2. Permit (Burial,Transfer,Exhumation and Cremation). (Original +1(one) photocopy) | | City Health Office | |
| 3. Contract of Agreement (3 (three)set photocopy) | | Calvario Public Cemetery Division | |
| 4. Valid I.D. of relative / kin of dead person (Original + 1(one) photocopy with 3 (three signature) | | Client | |
| Note: Attached original copy is for verification / reference use only. | | | |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---|---|-------------------|--|
| 1. Inquire for availability of niche or crypt. | 1.1 Check the availability of the niche / crypt. | none | | 5 minutes | Ferlin S. Villarin Cemetery Caretaker |
| 2. Fill-out the application form. | 2.1 Check the application form | none | | 7 minutes | |
| 3. Fill-out the Contract of agreement | 3.1 Review the contract of agreement. | none | | 10 minutes | |
| 4. Pay the corresponding fee and secure official receipt. | 4.1 Receive payment and issue official receipt. | TYPE OF LOT A. <u>Niche (Apartment type)</u> a. Initial 5 years b. Succeeding year after 5 years, renewable every year B. <u>Bone Crypt</u> a. Initial 5 years b. Succeeding year after initial 5 years, renewable every year C. <u>Transfer Fee</u> | RENTAL FEES P 15,000.00 P 2,000.00 P 1,500.00 P 500.00 P 1,000.00 | 5 minutes | Ma. Teresa S. Oreta Special Collecting Officer City Economic Enterprise Management Office |
| | TOTAL: | (see schedule of fees) | | 25 minutes | |



5. Availment of Cremation Services

The Public Cemetery division will ensure effective delivery of service and undertake improvement's to cremation facility for a safer, cleaner and more pleasing environment.

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|---|---|--|-----------------------|---------------------------------|---|
| Office or Division: | | City Economic Enterprise Management Office (Public Cemetery Division) | | | |
| Classification: | | Simple | | | |
| Type of Transaction: | | G2C - Government to Client | | | |
| Who may avail: | | Relatives of the deceased Meycauayan residents | | | |
| CHECKLIST OF REQUIREMENTS | | | | WHERE TO SECURE | |
| Requirements: | | | | | |
| 1. Duly Accomplished Cremation Authorization Form (CAF). | | | | Calvario Public Cemetery | |
| 2. Death Certificate (Original+1(one) photocopy) | | | | Local Civil Registrar | |
| 3. Cremation Permit (Original +1(one) photocopy) | | | | City Health Office | |
| 4. Valid ID, applicant and two witnesses (for the contract) (1 photocopy with 3 signatures) | | | | To be produce by the client | |
| 5. Community tax Certificate(Cedula) of the applicant (Original +1(one) photocopy) | | | | City Treasury Office/Brgy. Hall | |
| 6. If funeral wake exceeds seven (7) days, Embalmer certificate | | | | Funeral services | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill-out Cremation Authorization Form (CAF) and Contract of Agreement. | 1.1 Check all requirements | none | | 20 minutes | Ferlin S. Villarin Cemetery Caretaker Ma. Teresa S. Oreta Special Collecting Officer CEEMO |
| 2. Payment of fees | 2.1 Receive payment and Issue Official Receipts | Category | Cremation Fees | 5 minutes | Ferlin S. Villarin Cemetery Caretaker Ma. Teresa S. Oreta Special Collecting Officer City Economic Enterprise Management Office |
| | | Local Res. (11yrs old and above) | P 15,000.00 | | |
| | | Local Res. (10yrs old and below) | P 8,000.00 | | |
| | | Non-res. of Meycauayan (11yrs old and above) | P 20,000.00 | | |
| | | Non-res. of Meycauayan (10yrs old and below) | P 10,000.00 | | |
| | | Bone | P 6,000.00 | | |
| | | Cost of URN | P 1,500.00 | | |
| 3. Note schedule of cremation services | 3.1 Schedule the Cremation Service. | none | | 3 minutes | Ferlin S. Villarin Cemetery Caretaker CEEMO |
| | TOTAL | (See schedule of fees) | | 28 minutes | |