

**DIOCESE OF BUTUAN**  
**St. James the Great Parish**  
**Buenavista, Agusan del Norte**  
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**POLICY REGULATION GOVERNING THE OPERATION OF**  
**ST. JAMES THE GREAT PARISH ROMAN CATHOLIC CEMETERY**  
**Series of 2023**

**ARTICLE I**  
**TITLE AND LOCATION**

**SECTION 1 – Title** – This regulation shall be called “POLICY REGULATIONS GOVERNING THE OPERATION OF ST. JAMES THE GREAT PARISH ROMAN CATHOLIC CEMETERY”

**SECTION 2 – Location** – situated along the National Highway, Barangay 2, Buenavista, Agusan del Norte

**ARTICLE II**  
**POLICY**

**SECTION 3 – Declaration of Policy** – All Roman Catholics and members of the Balik-Halad residing within the territorial jurisdiction of St. James the Great Parish shall be served by the Roman Catholic Cemetery

**SECTION 4 – Contestability** - There shall be contestability period of Six (6) months before a member can avail of the benefits of Roman Catholic Cemetery except for accidental death

**ARTICLE III**  
**DEFINITION OF TERMS**

**SECTION 5 – Definition of Terms** – terms use in this policy shall be mean as;

- 1) Balik-Halad – is an organization institutionalized by the Roman Catholic Church of St. James the Great Parish of Buenavista, Agusan del Norte through sharing their income in any amount for the Parish/Cemetery
- 2) BEC – Basic Ecclesial Community (Gagmayng Kristohanong Katilingban)
- 3) BEC CERTIFICATION – a certification issued by the BEC Officers (President, Treasurer, Facilitator & Alagad) certifying that certain dead and/ or beneficiary is an active member of Balik-Halad
- 4) DEATH CERTIFICATE – is a certificate issued by the office of the Local Civil Registrar (in the Municipality)
- 5) ACTIVE BALIK-HALAD MEMBER – is a Roman Catholic member of St James the Great Parish of Buenavista, Agusan del Norte who contributes his/her obligation on Balik-Halad regularly on a monthly basis

- 6) BURIAL – ang paglubong sa patayng lawas sa tawo
- 7) CADAVER – human dead body
- 8) BEREAVED FAMILY – nagbangutan nga pamilya sa namatay
- 9) OSSUARY – sudlanan sa bukog sa tawo
10. PANTHEON – (graveyard) lubnganan sa patayng lawas sa tawo
11. COMMON GRAVE – tapokanan sa mga bukog sa patay nga walay niangkon
12. LGU – Local Government Unit
13. PERMIT – papel nga nagalatid ang pagtugot /permiso
14. PTC – Parish Technical Committee – ang komitiba nga nagtutok sa mga plano, polisiya, ug kalambuan alang sa Roman Catholic Cemetery
15. MOA – Memorandum of Agreement – kasabotan tali sa St James the Great Parish ug Buenavista Memorial Garden
16. Special Occasion – usa ka okasyon sama sa:
  - a. All Saints Day - Nov. 1
  - b. All Souls Day – Nov. 2
17. Sacramental Services – serbisyo sa Simbahan sama sa Misa ug bindita sa mga patay
18. Parish Technical Committee – a committee whose members are concerned to manage and design the structure of Pantheon and Ossuary; plan for the future improvements and developments of said cemetery
19. Honorary Chairman and Honorary Member – is a position in the Committee given as an honor and temporary in nature. Since the Parish Priest and the Parochial Vicar are not permanent in the Parish where they were assigned, their position in the Committee shall be an Honorary, and shall terminate upon reshuffling for next assignment.

#### **ARTICLE IV**

#### **MEMBERSHIP OF BALIK-HALAD**

**SECTION VI – QUALIFIED BALIK-HALAD MEMBER** – BALIK-HALAD members may be qualified of the benefits of the Roman Catholic Cemetery provided that they have meet the following qualifications;

- a) A couple
- b) Pensioner
- c) Any individual thirty (30) years old and above
- d) Any individual who had already income
- e) Any Roman Catholic person coming from any Parishes/places and had resided for six (6) months within the territorial jurisdiction of St James the Great Parish
- f) Any Balik-Halad member transferred his/her residence and back before reaching a year and willingly continue contributing the Balik-Halad but shall pay the delinquent months

## **ARTICLE V BENEFICIARIES**

**SECTION VII – BENEFICIARIES OF BALIK-HALAD MEMBERS** – There shall be two kinds of Balik-Halad beneficiaries, namely;

### **1. DIRECT BENEFICIARY**

- a) Children of Balik-Halad member who are below thirty (30) years old without income
- b) Parents of Balik-Halad member without income and have lived at least six (6) months with the couple

### **2. EXTENDED BENEFICIARY**

- a) Brothers, Sisters, Niece & Nephew, grandchildren, Uncle and Aunties, who are not earning an income and less than thirty (30) years old and living within one house of the Balik-Halad member
- b) Any person adopted by the Balik-Halad member; orphans, persons with disability, who are living with the Balik-Halad member and are thirty (30) years old and below

## **ARTICLE VI DISQUALIFICATION**

**SECTION X – DISQUALIFICATIONS IN THE AVAILMENT OF THE BENEFITS OF ROMAN CATHOLIC CEMETERY**

- a) Any Balik-Halad member who was given Balik-Halad envelop and never mind giving at all
- b) Any Balik-Halad member who transferred to other denomination/religion

## **ARTICLE VII BURIAL MECHANISM**

**SECTION VIII – PROTOCOL PRIOR TO BURIAL** – There are protocols to comply before the actual burial of cadaver:

Submission of documents at the Office of the Parish for evaluation:

- 1.) **BEC CERTIFICATION** – must reflects the authenticated signatures of the following;
  - a.) **BEC FACILITATOR** – must check the status of the Balik-Halad member before endorsing to the Treasurer
  - b.) **BEC TREASURER** – must see to it that the Balik-Halad has given six (6) months of continues contribution prior to the service needed
  - c.) **BEC PRESIDENT** – shall check the background of the Balik-Halad member

**d.) Alagad** – shall certify as to the religion of the dead person

**2.) DEATH CERTIFICATE** - is a certificate issued by the office of the Local Civil Registrar (in the Municipality)

## **ARTICLE VIII MONETARY CONSIDERATION**

**SECTION IX – FINANCIAL OBLIGATION** – There shall be financial obligation of the bereaved family;

- 1) TWELVE THOUSAND PESOS (Php 12,000) as burial obligation excluding other Church obligation
- 2) FIVE THOUSAND PESOS (Php 5,000.00) for the ossuary obligation
- 3) Transfer of bones from other cemetery will pay an additional amount of FIVE THOUSAND PESOS (Php 5,000.00) to be buried in a ONE-TIME ACTIVITY at the Ossuary

**Note: Prices are subject to change WITH prior notice**

## **ARTICLE IX TOMBS (HIPOSANAN SA MGA PATAY)**

**1) PANTHEON** is a type of tomb intended for the fresh dead body

**Regulations in the use of tomb:**

- a) All pantheons are built in a level type, e.g. Level 1, 2,3,4
- b) All Pantheon are the interment for the fresh dead body
- c) Burial must follow the series of numbering, beginning from the smallest number to the highest number; starting from number 1 to number 2 and so on and so forth
- d) Pantheon shall be open upon reaching the term of the contract which is ten (10) years, and the bones shall be transferred to the ossuary by the concerned family, (it is presumed that concerned family have already prior information from the Cemetery Secretary at the Convent Office). In case the family did not care to transfer the bones, despite prior information, the Cemetery in-charge shall transfer the bones directly to the Common Bone Depository

## **2) OSSUARY is a type of tomb exclusively intended for the bones**

- a) Transfer of bones from the Pantheon (ten years after) shall follow the series of numbering from the smallest to the highest. The Cemetery in-charge shall assist in the transfer
- b) Ossuary can accommodate substantive number of bones. Transfer of bones from other cemetery is allowed and burial of such MUST be in a one-time activity. Strictly provided, however, that there MUST be bones from the Pantheon of RCC to be transferred as the basis of opening the Ossuary. As a general rule, the Ossuary shall NOT be open anytime.
- c) Burial of bones from another cemetery shall pay an amount of FIVE THOUSAND (Php 5,000.00) PESOS

In an exceptional case, for a legal purpose, the Ossuary can be open, provided, however, that the concerned family must secure first a permit from the Municipal Government through the Municipal Medical Officer and pay the corresponding amount to the Municipal Treasurer. The official receipt shall be the basis of the Cemetery in-charge to allow the opening.

## **3) COLUMBARIUM is a room or building with niches for funeral urns to be stored**

### **ARTICLE X GENERAL RESTRICTIONS**

- 1. Users of pantheon and ossuary acquires only their rights;
  - a. For Pantheon – mandatory, the remains will be transferred to ossuary on the 10<sup>th</sup> year. No extension, but, if not attended by the family, the bones will be transferred to the Common Bones Depository
  - b. If the family opted to transfer the bones to other cemetery before the contract expires, their rights to the Pantheon will be forfeited

Case No. 1 - In case when used for legal basis, a permit from the LGU shall be obtained first before opening of the ossuary

Case No. 2 – In case Pantheon/Ossuary be open for reason of TRANSFER of remains to other cemetery, automatically, its rights shall be ceased

- 2. Strictly no selection of pantheon/ossuary. First come, First serve basis shall apply. Strictly NO RESERVATION.

3. No burial activity during Sundays, except on a case to case basis
4. Time of visit to the Roman Catholic Cemetery  
7:00 a.m. to 5:00 p.m. Monday to Saturday  
7:00 a.m. to 10:00 p.m. on All Saints day and All Soul's day
5. No schedule of visit during Sundays until sufficient finances to hire Security Guard
6. No vendors are allowed to use the front side of the cemetery or the road right of way.
- 7) Strictly no extension of space at the lapida. The Management has the right to demolish such extension.

### **ROLES AND FUNCTIONS AND JOB DESCRIPTION OF PARISH TECHNICAL COMMITTEE (PTC)**

- a) Planners, overseers and developer of the project: Renovation and Improvement of the Roman Catholic Cemetery of St. James the Great Parish, Buenavista, Agusan del Norte
  - b) Established the Implementing Rules and Regulations for efficient operation of the Roman Catholic Cemetery, and provide fair treatment to all members of the organization to avail the services of the Roman Catholic Cemetery in accordance with the provisions set forth in the IRR
- 1) **PARISH PRIEST AS AN HONORARY CHAIRMAN OF THE PTC** – participates in the deliberations of issues and concerns pertinent to the improvement of the Roman Catholic Cemetery and cooperate in the implementation of the IRR to maintain peace and order in the management of the Roman Catholic Cemetery
  - 2) **PTC TREASURER**
    - a) the keeper of the proceeds of the Roman Catholic Cemetery
    - b) Deposit and withdraw the earnings of the Roman Catholic Cemetery to its depository bank
    - c) Budget officer of the PTC in terms of appropriation of the project by phase, and payment of the contractor of the said project
  - 3) **CEMETERY CUSTODIAN**
    - a) An employee of the Parish whose salary is taken from the proceeds of the Roman Catholic Cemetery
    - b) Serves as watcher of the Roman Catholic Cemetery in the absence of the Security Guard
    - c) Keeper and protector of the property of the Roman Catholic Cemetery, including the Chapel

- d) Conduct inventory of the Pantheons and Ossuary (Vacant and Used) in a monthly basis to be submitted to the Treasurer for referrals
  - e) Keep the listing of pantheons used and update the ten (10) year time due for the replacement
  - f) Responsible for the cleanliness of the whole area of the Roman Catholic Cemetery
- 4) **PTC AUDITOR** – to check and balance the income and disbursements of the Treasurer relative to all transactions of the cemetery
  - 5) **PTC BUSINESS MANAGER** – shall do the ways and means of the Roman Catholic Cemetery. IN-charge the canvass all purchases needed in the Roman Catholic Cemetery project and submit canvass result to the PTC Treasurer for immediate release of payment of the purchase order
  - 6) **PTC CO-CHAIRMAN** – To take place in the management of the Committee in the absence of the Honorary Chairman
  - 7) **PTC SECRETARY** – Right hand of the PTC Honorary Chairman and the PTC Co-Chairman in running the program of the PTC and keep the records of the Committee meetings, call for a committee meeting in a monthly regular schedule or an emergency meeting when an urgent need arises
  - 8) **PTC PIO** – an information officer of the committee, disseminate information to all concerns in the management of the project in the roman Catholic Cemetery and keep the contract of the members of the PTC committee
  - 9) **PTC TECHNICAL ADVISER** – The Bishop of the Diocese of Butuan shall be the adviser of the Parish Technical Committee of St. James the Great Parish, Buenavista, Agusan del Norte. He shall be the protector and fiscalizer of all issues and concerns or any conflict of interest in the PTC organization in order to sustain the objectives and interest of the project. (Roman Catholic Cemetery)

## **ARTICLE XI AMENDMENTS**

Upon motion of the majority to amend certain provision of this Implementing Rules and Regulation Governing the Operation of Roman Catholic Cemetery of St. James the Great Parish, Buenavista, Agusan del Norte shall be Done Accordingly in a General Assemble for Future Improvements and Developments Duly Called for the Purpose. (Example: Amount of Financial Obligation be increased)

## **ARTICLE XII**

EFFECTIVITY CLAUSE

The Terms, Roles and Functions of each member in the committee shall take effect upon assumption to duty in the Parish of St. James the Great, Buenavista, Agusan del Norte.

However, the provisions in the IRR of the Roman Catholic Cemetery, Roles and Functions of each member in the committee are subject to amendments through a General Assembly of the Bonafide Balik-Halad Members if found unnecessary and no longer relevant to the need of the time during the operation of the project.

These standing policies are binding and executory to all members of the Parish Technical Committee (PTC) including the Balik-Halad organization who are assigned in this Parish of Buenavista, Agusan del Norte including as well the Pastoral Leaders assigned by the Bishop of Butuan (Parish Priest and Parochial Vicar)

This Implementing Rules and Regulations governing the operations of the Roman Catholic Cemetery of St. James the Great Parish, Buenavista, Agusan del Norte shall take effect this First Day of January 2024

PTC STAFF, AUTHORS OF THE IRR

<b>REV. FR. JOSELITO T. GALIDO (SGD.)</b> Parish Priest-PTC Honorary Chairman	<b>EDUARDO P. MAKILING (SGD.)</b> PTC – Co-Chairman	<b>MAURICIO P. ABRAO (SGD.)</b> PTC Secretary
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<b>VIRGINIA J. MACOMAO (SGD.)</b> PTC Treasurer	<b>EDNA E. MAKILING (SGD.)</b> PTC Auditor	<b>ALEJANDRA PERLITA P. UAYAN (SGD.)</b> PTC Business Manager
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<b>MAXIMIANO A. UAYAN, JR (SGD.)</b> PTC PIO	<b>FERNANDO G. BINGCULADO (SGD.)</b> PTC Cemetery Custodian	<b>REV. FR. FRANCIMAR A. MUTIA (SGD.)</b> Parochial Vicar PTC Honorary Member
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**MOST. REV. BISHOP COSME DAMIAN R. ALMEDILLA, D.D (SGD.)**  
Bishop of Butuan PTC Adviser