



## DECREE

I had tasked the newly assigned in-charge of the Commission on Cemeteries, Fr. Reynaldo Jostol, to work on the resolutions and come up with new guidelines pertaining to the operations of the cemeteries in the entire archdiocese of Palo. Accordingly, a meeting was held last July 30, 2021 at the Gonzagahaus regarding the matter.

It is our intention to have a unified cemetery guidelines and procedures as regards cemetery operations of the archdiocese. Admittedly, the commission is still heading to that direction. However, as a starter, the commission had come up with some resolutions based upon the differing circumstances that have been observed from the cemeteries in the archdiocese.

Henceforth, the whole presbyterium is, hereby, informed of the following for guidance and compliance:

1. The office of the cemetery is now under the Board of Temporalities.
2. The office of the cemetery is now the in-charge of all the cemeteries including ossuaries, columbaria and mortuary chapels (if there are) whether they are located in the church premises or in the cemeteries.
3. Particularly, the office of the cemetery will take responsibility in the establishment, renovation, rebuilding, maintenance, improvement and operation in all the cemeteries of the Archdiocese of Palo. This basically means that all the concerns regarding the cemeteries are now centralized in the archdiocese.
4. It is also suggested that, in the future, a standard honorarium and benefits be given to all cemetery staff and workers in our cemeteries.
5. All income from the cemeteries, namely, *Rental Fees from New Tombs, Bone Chambers, Ossuaries, Columbaria, Mortuary Chapels, and any other fees* shall be **remitted 100%** directly to Chancery Office. The office suggests that you may do this electronically (*e.g, bank transfer or gcash/paymaya*) or physically remitting the money for those parishes nearby the Chancery. Kindly, coordinate with the office of the mode that you have chosen.
6. Budget for expenditures/disbursements shall be requested by the respective cemetery in-charge/managers directly to the Chancery. The request shall be granted upon the endorsement of Fr. Rey and the approval of the oeconomus noted by the archbishop.
7. The monthly net income (i.e., remaining from num. 6) shall be shared accordingly:
  - 50% Cemetery development.
  - 25 % will remain in the Chancery.
  - 25 % will be given to the parish for the *parish projects*.
8. The **Parish Priests** shall function as follows:
  - a. Facilitate the transfer of cemetery funds to the chancery office as soon as possible.
  - b. Assist the Commission on Cemeteries in hiring the cemetery staff.
  - c. Assist in the information dissemination regarding the cemetery renovation and improvements.
  - d. Responsible for maintaining order by avoiding any anomaly and irregularity in your respective parochial cemeteries.



# Archdiocese of Palo

Archdiocesan Chancery and Pastoral Center

6501 Palo, Leyte  
Philippines


9. The following are some of the initial steps that the Commission on Cemeteries shall take for immediate action:
  - Site inspection of all cemeteries.
  - Conduct information drive regarding the new guidelines.
  - Conduct meetings of all cemetery managers & caretakers including the heads of the parish commission on Temporalities. This shall include the hiring of new staff (if needed).
  - Site relocation by the geodetic engineer (if needed).
  - Cemetery Inventory & Profiling.
  - If possible, build or have temporary offices within the cemetery premises.
10. The first group of parish cemeteries that shall benefit the initial steps mentioned in number 9 are **Ormoc, Palompon, Carigara, Abuyog, Dulag, Burauen, Tolosa, Jaro, Kananga, Barugo, Albuera, and Tanauan**. The rest of the cemeteries shall follow suit.
11. Lastly, the existing columbaria/ossuaries in Barugo, Apitong and San Jose (Valencia, Ormoc City) may continue serving the faithful but should follow the guidelines stipulated herewith. Future projects of the same nature shall no longer be in the parish premises but only in the parochial cemeteries.

The entire archdiocese had long been intending and had always been in the service of the entire local church of Palo. Undoubtedly, improving our cemeteries is one of our long dreams in our efforts to continue serving well the faithful.

Henceforth, I, Archbishop John F. Du, hereby, give my approval and decree that the aforementioned and future guidelines put forth by the Commission on Cemeteries be considered and carefully complied by the entire archdiocese.

May the good Lord continue to inspire and guide us all to best serve his Church in the Archdiocese of Palo. *Given at the Archdiocesan Chancery and Pastoral Center this 19<sup>th</sup> day of August 2021, Feast of St. John Eudes.*



  
**MOST REV. JOHN F. DU, D.D.**  
Archbishop of Palo

Attesting:   
**Rev. Fr. Bryan P. Restituto**  
Chancellor