



# LAPU-LAPU CITIZEN'S CHARTER



## URBAN POOR AFFAIRS OFFICE

**OFFICE IN CHARGE: KYLE JASPER L. AYING**

### FRONTLINE SERVICE

#### A. Requirement for UPAO Accreditation

##### WHO MAY AVAIL THE SERVICE:

Accredited Urban Poor Association

1. List of Officers
2. List of legitimate members
3. Minutes of monthly meeting (from the start up to present)
4. Schedule of monthly meeting
5. History of Association (state the Lot No.)(Lot owner public / private)
5. Copies of Accreditation
6. DOLE, PCUP, HLURB, DTI and other to be followed

Note: Free of Charge

### FOLLOW THIS STEPS

STEPS	CLIENT	PERSONNEL	APPROACH
1.	Secure List of Requirements	Area Coordinator	Area Coordinator
2.	Submit all Requirements	Recieve and Evaluate as to the completeness of the requirements submitted	Area Coordinator
3.	Recieve Certification	Office Head approves and signs for the accreditation	Area Coordinator

  

Area Coordinator: <u>CLARA C. AYING</u> Barangay: AGUS, MACTAN, MARIBAGO, PUNTA ENGAÑO	Area Coordinator: <u>SAMELIZA B. MENDEZ</u> Barangay: PAJO, PUSOK, IBO
Area Coordinator: <u>CANDIDO T. MATIDIOS</u> Barangay: BUAYA, BANKAL, PAJAC	Area Coordinator: <u>DONABEL T. AUGUSTO</u> Barangay: LOOC, POBLACION, GUN-OB
Area Coordinator: <u>SHENNA MAE P. PEÑAS</u> Barangay: BASAK, SUBA-BASBAS	Area Coordinator: <u>NORBERTO M. CENITA</u> Barangay: CANJULAO, BABAG, MARIGONDON CALAWISAN

#### B. Issuance of Certificate for Electrical Permit

##### WHO MAY AVAIL THE SERVICE:

1. Urban Poor Residents who are members of Accredited Urban Poor Association

##### REQUIREMENTS:

1. Certification of members from association President
2. Barangay Electrical Permit
3. Cedula
4. Tax Declaration

Note: Free of Charge

##### SCHEDULE OF SERVICE AVAILABILITY

Monday to Friday, 8:00AM to 5:00PM

**OLANGO AREA COORDINATOR**  
**MIRAFLORES ESPRA / ANNALISA TATOY**

Contact: 517-9926  
Email: upao2019@yahoo.com