



URBAN POOR AFFAIRS OFFICE



Location: 3rd floor New Taytay Municipal Building, Club Mania East Taytay, Rizal
Officer in Charge : Ms. Milagros M. Monis
Tel No.: (02) 284-4773

A. UPAO SERVICES

Requirement:

- Cedula
- Brgy Clearance
- Association Certificate
- Salaysay ng Kabatiran at Pagsasagawa
- Yellow Card (Meralco)

Fees:

For Meralco / Manila Water Application
Php 50.00 each Certification

PROCEDURES / STEPS
Verification of Requirements
Ocular Inspection will be conducted
Preparation of Certificate
Signatory of Certification

B. OTHER SERVICES

1. Attends Elections / Oath Taking / Meeting During Weekends

Requirement:

None

PROCEDURES / STEPS
Seminar

2. Tagging / Mapping / Census

Requirement:

None

PROCEDURES / STEPS
Seminar

3. Conducts Seminars, Training, Consultation for PO leaders and Members in Urban Poor Areas

Requirement:

None

PROCEDURES / STEPS
Seminar

4. Assits Relocation ISF Families

Requirement:

None

PROCEDURES / STEPS

Seminar

5. Monitoring and Documenting of Demolition

Requirement:

None

PROCEDURES / STEPS

Seminar

6. Receiving and outgoing documents

Requirement:

None

PROCEDURES / STEPS

Seminar