



# **OFFICE OF THE CITY POPULATION OFFICER**

## **External Services**



## 1. Urban Poor Affair Office (UPAO) Certification

The UPAO certificate is issued to qualified beneficiary of a program to be undertaken through a Community Mortgage Program (CMP). Should this on-going negotiation to facilitate the eventual acquisition of ownership fail to materialize and the owner of the premises demands the immediate removal of the house or structure, it is a condition that the beneficiary shall voluntarily remove their structure and vacate the premises after due notice. Through this certification, the Manila Electric Company is allowed to connect its service lines to the electrical connections of the house / structure after compliance with all the requirements.

<b>Office or Division:</b>		Office of the City Population Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C / C2G – Government to Client / Client to Government		
<b>Who may avail:</b>		All Citizens of the City of Meycauayan		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Barangay Certification for Meralco / Electrical Purpose – (1 original & 1 photocopy)			Barangay Hall	
2. Community Tax Certificate (1 original)			Barangay Hall or City Treasurer's Office	
3. Certification issued by the Meralco for Contractor – (1 original & 1 photocopy)			MERALCO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all necessary requirements	1.1 Review Documents and record client's basic information in UPAO logbook	None	3 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office
2. Attend Orientation/ interview	2.1 Conduct orientation / interview	None	5 minutes	Arsenio C. Sangalang City Population Officer Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office



	2.2 Prepare UPAO Certificate and forward to the City Population Officer for signature	None	2 Minutes	Arsenio C. Sangalang City Population Officer Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office
	2.3 Issue 2 copies of UPAO Certificate to client and advice to proceed to the City Mayor's Office for approval	None	2 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office
3. Proceed to the Office of the City Mayor for signature and present the UPAO Certificate	3.1 Record, forward to the City Mayor for approval and inform the client on the scheduled date of release	None	1 day	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
4. Return to the City Mayor's Office on the scheduled date	4.1 Release the approved UPAO Certificate	None	5 minutes	
5. Proceed to the City Population Office and present the approved UPAO Certificate	5.1 Receive the UPAO Certificate second copy for office record purpose and give the first copy to the client to be submitted to MERALCO	None	2 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office
	<b>TOTAL</b>	<b>None</b>	1 day & 19 minutes	



## 2. Pre-Marriage Orientation and Counseling (PMOC) Certification

The Pre-Marriage certification is issued as a prerequisite for securing the marriage license of the above couple as provided for in Presidential Decree No. 965 and Article 16 of the Family Code.

<b>Office or Division:</b>		Office of the City Population Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C / C2G – Government to Client / Client to Government		
<b>Who may avail:</b>		Would be Couples		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Application for Marriage License – Fully Accomplished with Original signature of the Civil Registrar Officer plus attached document requirement (Cenomar, Birth Certificate and Etc.)			City Civil Registrar Office	
2. Family Planning Certificate ( 1 original copy)			City Health Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present complete requirement	1.1 Evaluate application and requirements complete requirements	None	4 Minutes per couples	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
	1.3 Prepare FORM 1, Logbook and Distribute Pre-Marriage Counseling (PMC) Questionnaire to client	None	5 Minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
2. Fill out FORM1, Logbook and answer PMC Questionnaire	2.1 Assist client	None	5 Minutes per couples	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
	2.1 Collect FORM1 and questionnaire	None	2 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion



				Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
3. Proceed to the counseling room	3.1 Prepare counseling room and assist client	None	2 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
	3.2 Conduct PMC Session	None	2 hours	Arsenio C. Sangalang City Population Officer Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
4. Wait for the issuance of PMOC Certificate	4.1 Prepare PMC Certification	None	2 minutes per couple	Arsenio C. Sangalang City Population Officer Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I
5. Receive PMOC Certificate	5.1 Release/issue PMOC Certificate to client	None	2 minutes per couple	Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
	<b>TOTAL</b>	<b>None</b>	<b>2 hours &amp; 22 minutes</b>	



### 3. Request for Data (Demographic Surveillance Data / Total Population / Total Household / Child Profile / ISF Data / Others)

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<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C / C2G – Government to Client / Client to Government		
<b>Who may avail:</b>		All Citizens of the City of Meycauayan		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request Addressed to the City Mayor attention to the City Population office Stating extent and purpose of the research noted by authorized Signatories – 1 original copy printed in the letter head			To be provided by client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the City Mayor's Office, 4 <sup>th</sup> Floor	1.1 Record and forward to the City Mayor for approval and inform the client on the date of release  1.2 Inform the client through text to receive the approved request	None	2 Minutes	Troy Gallardo Security Officer I  Charmaine Delos Reyes Daycare Worker I  Hershey Hong Admin Aide I  Office of the City Mayor
2. Proceed to the City Mayor's Office to receive the approved request and present it to the City Population Office	2.1 Conduct interview to client	None	30 Minutes	Jay-Ar D. Rodriguez Administrative Aide VI  Dann Michael R. Resurreccion Population Program Worker I  Elenita S. Nito CPO Staff  City Population Office
	2.2 Prepare requested data	None	10 minutes	
3. Receive requested data	3.1 Release requested data	None	2 minutes	
	<b>TOTAL</b>	<b>None</b>	<b>54 minutes</b>	