

### 3. ACCREDITATION OF URBAN POOR AND PEOPLE'S ORGANIZATION

<b>Office or Division:</b>	Urban Poor Affairs Office			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Urban Poor Organization, neighborhood associations or people's organizations within the city of San Juan.			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Application for Accreditation	UPAO			
Organization Profile				
Resolution Manifesting Intention to Apply for Accreditation				
Letter of Intent				
-List of Members				
-List of Officers				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Duly authorized representative of the association/organization shall attend the orientation for the accreditation.	1.1 Advise the applicant on the orientation schedule.  1.2 Conduct the orientation.	None	2 minutes  1 hour	UPAO Staff
2. Filling out of form and Submission of form and requirements.	2.1 Evaluation of requirements.  2.2 Advise duly authorized representative regarding the evaluation result.  2.3 Issuance of Certification of Accreditation.	None	30 minutes  10 minutes  2 minutes	UPAO Staff
3. Submission of HLURB/PCUP Certification to UPAO	3. Maintain database of accredited associations & organizations in San Juan City.	None	2 minutes	UPAO Staff
<b>END OF TRANSACTION</b>				

