



Republika ng Pilipinas  
Lungsod Quezon  
Barangay Ugong Norte  
Tanggapan ng Punong Barangay

Tel. No. 584-3959



March 19, 2011

To: All Residents of GREENMEADOWS1

- We have requested the Quezon City Postmaster to set-up a one-day satellite office in our barangay for the issuance of POSTAL IDs. This will be on March 29, Tuesday, 9:00am to 3:00pm at the Greenmeadows Clubhouse. Application forms are available at your administration office. POSTAL ID is considered a government-issued ID and may be used as a primary ID for opening of bank accounts, etc. Requirements are as follows:
  - Barangay Clearance
  - Photocopy of Resident's Certificate (cedula) issued in Quezon City
  - 3pcs. 2x2 ID picture
  - Fee of Php 320 to be paid directly to the Postmaster on March 29.
  - Properly filled-out Postal ID application form with the signature of the barangay captain
  - If the applicant is a househelper/driver, a certification from the employer is necessary.

This is a special project of Barangay Captain Yasi Wells-Jorge and Council in cooperation with the Quezon City Postmaster.

- Our barangay staff will be at your administration office everyday, 9:00am to 12:00noon from March 23 – March 29 for the processing of requirements for POSTAL IDs.
- Please take note of the following hotline numbers of the barangay:

**584-3959 landline**  
**0917-558UGON cellphone**  
**(8466)**

Thank you,

*Y. Wells-Jorge*

Noted by:

*Carolyn J. de Jesus*  
Ms. Carolyn J. de Jesus