

CITY POPULATION DEVELOPMENT DEPARTMENT

PRE-MARRIAGE ORIENTATION

As to Presidential Decree 965, applicants for marriage license shall, upon filing an application, therefore, be obliged to receive instructions and information on family planning and responsible parenthood from the Family Planning Office.

Office or Division:	City Population Development Department			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	Couples who are applying for marriage license			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid I.D.				
Pre-Marriage Orientation payment receipt		Treasury		
Referral slip		Local Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants must secure referral slip from LCR. Couples must present referral slip, valid ID and Official receipt then fill - up the attendance sheet from Philippine Statistics Authority.	1.1 Verify documents presented 1.2 Client profiling	P 200.00	5 minutes	Administrative Aide III
2. Couples will attend the Pre-Marriage orientation	1. Orientation proper topics: <ul style="list-style-type: none"> • Philippine Statistics Authority • Topic 1: Marriage and Relationships • Topic 2: Responsible Parenthood • Topic 3: Planning the Family • Topic 4: Pregnancy & Child Care • Topic 5: STI,HIV/AIDS 		Every Thursday from 1:00 pm- 5:00 pm (4 hours)	Staff from PSA Assigned Pre-Marriage Counselor/s

<p>2. After the orientation, couples will log out at the logbook</p>	<p>3.1 Assure all couples were able to write in the logbook</p> <p>3.2 Advise applicants to return after 3 working days for the release of certificate</p>		<p>6 minutes per couple</p>	<p>Assigned Pre-Marriage Counselor/s</p>
<p>4. Wait for the release of Pre-Marriage certificate</p>	<p>4.1 Encode the certificate of completion for the batch of seminar participant and to be signed by the counselor and Head of Office.</p> <p>4.2 Release the certificate of Completion to the couples</p>		<p>3 working days</p>	<p>Administrative Aide III</p>
<p>5. Couples will get their PMO certificate (in case of representative, provide authorization letter and ID)</p>	<p>5. Release of Certificate of completion to the couples.</p>	<p>none</p>	<p>1 minute</p>	<p>Assigned Pre-Marriage Counselor</p>

END OF TRANSACTION