

CITY POPULATION DEVELOPMENT OFFICE

PRE-MARRIAGE ORIENTATION

As to Presidential Decree 965, applicants for a 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 a 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 a referral slip from LCR. Couples must present a referral slip, valid ID and Official receipt then fill - out 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	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 Tuesday and Wednesday from 8:00 am – 12:00 pm (4 hours)	Staff from PSA Assigned Pre-Marriage Counselor/s
3. After the orientation, couples will log out at the logbook	3.1 Assure all couples were able to write in the logbook 3.2 Advise applicants to return after 3 working days for the release of certificate		6 minutes per couple	Assigned Pre-Marriage Counselor/s
4. Wait for the release of Pre-Marriage certificate	4.1 Encode the certificate of completion for the batch of seminar participant and to be	none	5 minutes	Administrative Aide III

	signed by the counselor and Head of Office			
	4.2 Release the certificate of Completion to the couples			
5. Couples will get their PMO certificate (in case of representative, provide authorization letter and ID)	5. Release of Certificate of completion to the couples	none	1 minute	Assigned Pre-Marriage Counselor
END OF TRANSACTION				

CONDUCTING PAP-SMEAR

A pap smear is an exam a doctor uses to test for cervical cancer in women. It can also reveal changes in your cervical cells that may turn into cancer later. The pap-smear schedule is every Monday and Friday from 8:00 AM-4:00 PM.

Office or Division:	City Population Development Department			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	Women who want to undergo a gynecological check-up			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Women with no menstruation or at least 10 days after menstruation and 2 days without Sexual contact before the procedure				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and provide a personal profile.	1.1 Ask for the client's personal information 1.2 Prepare materials for pap smear		5 minutes	Officer of the day
2. Empty the bladder before the procedure	1.1 Advise client to be ready for specimen collection 1.2 Record the transaction in the logbook		10 minutes	Family Planning provider
3. Pay the amount	3.1 Receive payment for pap smear after the procedure 3.2 Inform clients that the specimen is set out and they will return for the result	P 200.00	5 minutes	Family Planning provider
4. Receive the results	4.1 Release of pap smear (for clients with pathologic findings: clients will be given referral form to Social Hygiene Clinic for further assessment and management.)		2 weeks	Family Planning provider
END OF TRANSACTION				

PROVISION OF NATURAL/ARTIFICIAL FAMILY PLANNING TO NEW ACCEPTORS AND CURRENT-USERS

This service is for couples who want to limit their number of children or delay their pregnancy and for those who are achieving to be pregnant.

Office or Division:	City Population Development Department			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	Women of Reproductive age (15 – 49 years old)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Adolescents (15-18 years old, who have <u>not yet given birth</u>) should be accompanied by their parent/guardian and secure written consent. Adolescents (15-18 years old, who have given birth) no longer need a parent/guardian to accompany them and no longer need a written consent				
A Married woman should secure the written consent from her husband				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook. The client will provide a personal profile and present the written consent to the Officer of the day.	Record the client’s personal information and clinical history, vital signs, and family planning counseling.		10 minutes	Officer of the day
2. New client: empty her bladder before the physical examination and Internal examination	New client: Perform Physical and Internal examination before giving any contraceptive method: Natural Family Planning, Condom, Pills, Injectable, Progestin Sub-dermal Implants, and Intrauterine Device and Permanent method (refer to POPCOM Wellness Clinic)		20 minutes	Family Planning provider
Current-user: Present her return visit card to the Officer in charge. The client will fill up the Dispense to user record after receiving the contraceptive	Current-user: Get the record and take the Blood Pressure and weight of the client. For Pills and Condom re-supply, the OIC will give the Condom/Pills supply for a month, for Injectable and IUD insertion/removal, the Family Planning provider will be the one to give the service			Officer

3. Client should be aware of the possible side effects and the return visit	Discuss/Explain possible side effects, return visit, and recording		15 minutes	Family Planning provider
END OF TRANSACTION				