

1. SERVICE/S NAME: **PRE-MARRIAGE ORIENTATION & COUNSELING SEMINAR (PMOC).**

Description of the Service: The conduct of Responsible Parenthood and Family Planning Session among parents and engaged couples applying for marriage. The session aims to assist them realize their desired number, timing and spacing of their children. Likewise, parents and engaged couples be enlightened as to their needs towards building a happy, healthy and empowered Filipino families.

Office or Divisions:	City Population Office			
Classification:	Simple			
Type of Transactions:	Government to Client (G2C)			
Who may avail:	Engaged Couples/Marriage Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Community Tax Certificate ➤ Official Receipt of PMOC Fee 		<ul style="list-style-type: none"> ➤ Treasurer's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present proof of PMC Fee	1. Log in the engaged couple to the log book.	₱200.00	1 Minute	JOHN-ALDO S. CALIMAG Administrative Aide I HEHERSON SALVADOR Administrative Aide I
2. Be Interviewed	2. Engaged Couple be interviewed related to their individual profile.	None	5 Minutes	CRISELDA S. CORTEZ Population Program Officer - I FREDELITA ABARCA Population Program Worker - I AURABEL A. LAGMAY Administrative Aide IV PAMELA M. LIM Administrative Aide I
3. Be given the marriage expectation Information Form	3. Required the engaged couple to answer MEI Form	None	10 Minutes	CRISELDA S. CORTEZ Population Program Officer - I FREDELITA ABARCA Population Program Worker - I AURABEL A. LAGMAY Administrative Aide IV PAMELA M. LIM Administrative Aide I
4. They will be asked the preferred date of their marriage.	4. The engaged couple will be given their PMOC schedule date for their seminar at the SP Session Hall.	None	3 Minutes	CRISELDA S. CORTEZ Population Program Officer - I FREDELITA ABARCA Population Program Worker - I

				AURABEL A. LAGMAY Administrative Aide IV PAMELA M. LIM Administrative Aide I
5. Attend the schedule PMOC Seminar	5. Engaged couples has to personally attend the lecture during the PMOC Seminar.	None	4 Hours	IMELDA AÑES-GABRIEL, RN,MSPH City Population Officer or PMOC Trained Personnel
6. Receives the PMOC Certificate	6. Awards/distributes the PMOC Certificate	None	25 Minutes	IMELDA AÑES-GABRIEL, RN,MSPH City Population Officer CRISELDA S. CORTEZ Population Program Officer - I AURABEL A. LAGMAY Administrative Aide IV PAMELA M. LIM Administrative Aide I Or PMOC Trained Personnel
7. Instruct all engaged couples to submit PMOC certificate to the civil registry office for recording	7. CCRO staff receive/record the PMOC certificate	None	5 minutes	PMOC Trained Personnel
TOTAL:			4 Hours & 44 Minutes	