



Internal/External

1. SERVICENAME: PRE-MARRIAGE ORIENTATION & COUNSELING SEMINAR (PMOC).

Description of the Service: The Pre-Marriage Orientation and Counseling Seminar aims to conduct sessions on Responsible Parenthood and Family Planning among parents and engaged couples applying for marriage. These sessions help participants understand their roles, timing, spacing of children, and other relevant responsibilities. The goal is to enlighten and empower parents and couples, helping them build happy, healthy and responsible Filipino families

Office or Division:	City Population Office
Classification:	Simple
Type of Transaction:	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 PMOC Fee	1. Log in the engaged couple to the logbook.	₱200.00	1 Minute	JOHN-ALDO S. CALIMAG Administrative Aide I MA. NATIVIDAD S. SIN Administrative Aide I



2. Be Interviewed	2. Engaged Couple be interviewed relative to their individual profile.	None	5 Minutes	MONALIZA B. RIVERO Population Program Worker - II FREDELITA M. ABARCA Population Program Worker - I GIRLIE C. BRAGAS Day Care Worker-I PAMELA M. LIM Administrative Aide I MA. NATIVIDAD S. SIN Administrative Aide I
3. Be given the marriage Expectation Information Form	3. Require the engaged couple to answer MEI Form	None	10 Minutes	MONALIZA B. RIVERO Population Program Worker - II FREDELITA M. ABARCA Population Program Worker - I GIRLIE C. BRAGAS Day Care Worker-I



				<p>PAMELA M. LIM Administrative Aide I</p> <p>NYMPHA MANALIGOD Population Program Officer - I</p>
4. Indicate preferred marriage date.	4. The engaged couple will be given their PMOC schedule date for the seminar to be held at the SP Session Hall.	None	3 Minutes	<p>MONALIZA B. RIVERO Population Program Worker – II</p> <p>FREDELITA M. ABARCA Population Program Worker - I</p> <p>GIRLIE C. BRAGAS Day Care Worker-I</p> <p>PAMELA M. LIM Administrative Aide I</p>
5. Attend the scheduled PMO Seminar	5. Engaged couples must personally attend the lecture during the PMO Seminar.	None	4 Hours	<p>IMELDA AÑES-GABRIEL, RN,MSPH City Population Officer or PMO Trained Personnel</p>
6. Attend the Scheduled PMC Seminar	6. Engaged Couple aged 18 to 25 years must personally	None	2 to 3 Hours In the afternoon	<p>IMELDA AÑES-GABRIEL, RN,MSPH</p>



	attend the lecture during the PMC Seminar.			City Population Officer or PMC Trained Personnel
7. Receive the PMOC Certificate	7. Distribution of PMOC Certificate	None	25 Minutes	IMELDA AÑES-GABRIEL, RN,MSPH City Population Officer or PMOC Trained Personnel
8. Submit the PMOC Certificate to the Civil Registry Office for recording	8. CCRO staff receives/records the PMOC certificate	None	5 minutes	PMOC Trained Personnel
TOTAL			6 to 7 Hours & 49 Minutes	