



# 1. Pre-Marriage Orientation and Counseling Registration and Seminar (Regular Counseling)

<b>Office or Division</b>	Population Management Program
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G to C
<b>Who may avail</b>	A. REGULAR: Would-be Married Couples of Filipino Nationality B. SPECIAL: Would-be Married Couples where one partner is a foreigner C. KASALAN NG BAYAN (KNB) D. PMOC CERTIFICATION: Participants who lost their original PMOC certificates
<b>CHECKLIST REQUIRED</b>	<b>WHERE TO SECURE</b>
<b>A. Regular Counselling</b> 1. IVS 2. Cedula 3. PMOC endorsement 4. Official Receipt  <b>B. Special Counselling</b> For Filipino/Filipina + Foreigner requirements  <b>C. Kasalan ng Bayan request letter</b>  <b>D. Lost PMOC certificate official receipt</b>	Barangay / LCR / City Treasurer / Embassy / Court / Client

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Proceed to PMOC in-charge for registration and filling out application form	Receive endorsement slip from LCR and IVS / application form	P500.00 - PMC Fee	5 mins.	Administrative Aide II (JO)
Submit filled-out documents to PMOC in-charge	Review documents and provide seminar schedule	None	5 mins. (schedule usually 3-5 days after registration)	Administrative Aide II (JO)
	Coordinate	None	15 mins.	Administrative

	with PMOC counselors from other offices			Aide II (JO)
Proceed to PMOC in-charge for attendance & submit required documents	Retrieve application forms and marriage inventory	None	2 mins.	Administrative Aide II (JO)
	Receive and check required documents	None	5 mins.	Administrative Aide II (JO)
	Write notation whether documents are complete	None	3 mins.	Administrative Aide II (JO)
	Instruct client to sign attendance sheet	None	2 mins.	Administrative Aide II (JO)
	Prepare name tag and instruct to proceed to PMOC room	None	1 min.	Administrative Aide II (JO)
	Prepare PMOC certificates for signature	None	30 mins.	Administrative Aide II (JO)
Proceed to PMC room for the seminar	Conduct counseling seminar and sign PMC certificates	None	7 hrs. and 42 mins.	PMOC Counselors
Received PMC Certificate	Award certificate, instruct submission to LCR, dismiss couples	None	5 mins.	Administrative Aide II (JO)
	Bind and file documents	None	5 mins.	Administrative Aide II (JO)
Total			1 day, 1 hour & 13 minutes	

**END OF TRANSACTION**

