



1.1. Pre-Marriage Orientation and Counseling Registration and Seminar (Special Counseling)

Office or Division	Population Management Program
Classification	Simple
Type of Transaction	G to C
Who may avail	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
CHECKLIST REQUIRED	WHERE TO SECURE
A. Regular Counselling 1. IVS 2. Cedula 3. PMOC endorsement 4. Official Receipt B. Special Counselling For Filipino/Filipina + Foreigner requirements C. Kasalan ng Bayan request letter D. Lost PMOC certificate official receipt	Barangay / LCR / City Treasurer / Embassy / Court / Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to the PMC in-charge for registration and submit required documents	Interview, log information, instruct customer to fill out AF and MEI; receive and review required documents	P1,000.00 - PMC Fee	5 mins.	Administrative Aide II (JO)
Fill out application form and	Assistance in filling out application	None	30 mins.	Administrative Aide II (JO)

answer the MEI	form			
Submit filled-out forms to PMC in-charge	Receive and review documents and instruct to proceed to the PMC room	None	5 mins.	Administrative Aide II (JO)
	Contact special counselors from CSWDO and CHO and confirm appointment	None	20 mins.	Administrative Aide II (JO)
	Prepare Certificate	None	5 mins.	Administrative Aide II (JO)
Proceed to the CPMO Pre-Marriage Counseling room	Conduct counseling on Responsible Parenthood and Home Management	None	2 hrs.	PMOC Counselors
	Sign the PMC Certificate after counseling	None	1 min.	PMOC Counselors
	Conduct counseling on Marriage & Relationship	None	2 hrs.	PMOC Counselors
	Sign the PMC Certificate after counseling	None	1 min.	PMOC Counselors
Receive PMC Certificate	Award certificate, instruct to submit required documents to LCR and dismiss couples; bind and file documents	None	8 mins.	Administrative Aide II (JO)
Total			7 hours & 16 minutes	

END OF TRANSACTION

