



## 1.3. KASALAN NG BAYAN PRE-MARRIAGE COUNSELLING

<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. ISSUANCE OF LOST PMOC CERTIFICATE: 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

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter	Receive, log, attach routing slip to letter and forward the same to Department Head (DH)/OIC for comments/instructions	None	5 mins.	Administrative Aide II
	Read letter and put notations on routing slip	None	5 mins.	Department Head
	Forward letter to PMP Division Chief	None	1 min.	Administrative Aide III
	Instruct KNB in-	None	5 mins.	Division Head

	charge to coordinate activity with the requesting party and partner agencies			
	KNB in-charge to coordinate activity with the requesting party and partner agencies	None	10 mins.	Population Program Officer I
	Prepare documents for the PMC seminar	None	45 mins.	Population Program Officer I
	Proceed to the venue and conduct PMC seminar	None	7 hrs. and 42 mins.	Population Program Officer I
	Sign certificates, award certificates and dismiss couples	None	5 mins.	Population Program Officer I
	Encode, bind and file documents	None	3 mins.	Population Program Officer I
Total			1 day, 1 hour & 1 minute	

**END OF TRANSACTION**