



## 1.3. ISSUANCE OF LOST PMOC CERTIFICATE

<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
Proceed to PMC in-charge and request for replacement of lost certificate	Interview and get the name of requesting customer and date of PMC seminar	None	3 mins.	Administrative Aide II (JO)
	Check masterlist	None	5 mins.	Administrative Aide II (JO)
Proceed to CTO and pay for PMC Certification Fee	Prepare certification	P36.00 - PMC Fee	5 mins.	Administrative Aide II (JO)
Receive	Sign and	None	2 mins.	Department

certification	release certification			Head
Total			15 minutes	

**END OF TRANSACTION**