

# OFFICE ON POPULATION DEVELOPMENT EXTERNAL SERVICES

## 1. SCHEDULING OF PRE-MARRIAGE ORIENTATION AND COUNSELING

All couples applying for Marriage License is required to attend the Pre Marriage-Orientation (PopDev) and Counseling (CSWDO) as mandated by the Law.

<b>OFFICE OR DIVISION</b>	Office on Population Development			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	Would-be couples applying for marriage license who have completed the requirements at CCR Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal Appearance in Scheduling		Office on Population Development		
<b>For New Applicant</b>				
Completion Stub and Official Receipt		City Civil Registrar and Treasurer's Office		
Personal Appearance of couples		Office on Population Development		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete Marriage Stub Checklist from City Civil Registrar's Office	1. Verify requirements	None	3 minutes	Jhedielle Enrico Figueroa; Mary Elizabeth U. Cruz; Susan E. Villansana
2. Fill out Contact Tracing Form, Logbook / Information Sheet and Registration Book	2. Assist Client in filling out form with simultaneous interview	None	25 minutes	Roda S. Miranda Mary Elizabeth U. Cruz; Susan E. Villansana Jhedielle Enrico S. Figueroa
3. Scan QR / Fill out Marriage Expectations form via Google Forms	3. Instruct and guide the client with adequate privacy	None	15 minutes	Jhedielle Enrico Figueroa; Mary Elizabeth U. Cruz; Susan E. Villansana
4. Receive PMOC Schedule Stub	4. Issue Personal Information Sheet with time and date of PMOC seminar	None	3 minutes	Jhedielle Enrico Figueroa; Mary Elizabeth U. Cruz; Susan E. Villansana
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>46 minutes</b>	

## 2. PRE-MARRIAGE ORIENTATION SEMINAR AND ISSUANCE OF CERTIFICATE OF COMPLIANCE

In accordance with Section 15 of RA 10354 and Article 16 of the New Family Code, all would-be couples are required to undergo information and counseling on responsible parenthood and family planning for the issuance of their marriage license from the City Civil Registrar Office after ten (10) days publication period.

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<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	Would-be couples applying for marriage license			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal Appearance of would-be couples, Personal Information Sheet and Marriage Expectations Form		Office on Population Development		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register on the attendance logbook.	1. Guide and secure the signatures of the clients.	None	3 minutes	Mary Elizabeth U. Cruz Susan E. Villansana
2. Attend the Pre-Marriage Orientation and Counseling on the scheduled date and time	2. Conduct and facilitate seminar about Marriage, Marriage and Relationships, Legalities and Rights, Family Planning, Responsible Parenthood, Gender and Development and STIs, HIV and AIDS	None	4 hours	Maria Theresa C. Sañez Jhedielle Figueroa Susan E. Villansana Pilar Laurente
3. Distribution of the Certificate of compliance.	3. Issuance of Certificate of Compliance after the seminar.	None	10 minutes	Jhedielle Enrico Figueroa Mary Elizabeth U. Cruz Susan E. Villansana
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>4 hours, 13 minutes</b>	

### 3. SCHEDULING OF POPDEV PROGRAMS (SEMINARS)

Office on Population Development conducts seminars/symposium on Adolescent Health and Youth Development (Prevention of Teenage Pregnancy), Responsible Parenthood, Family Planning and Reproductive Health, Gender and Development.

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<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizens			
<b>WHO MAY AVAIL THE SERVICE</b>	Adolescents aged 10-17, Day Care Parents, 4Ps Beneficiaries, Women of Reproductive Age, different organizations and associations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1.1 Receive Letter Request	None	20 minutes	Maria Theresa C. Sañez Jhedielle Enrico Figueroa; Susan E. Villansana
	1.2 Confirmation of date, time, and place of seminar	None		
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>20 minutes</b>	