

**CITIZEN'S CHARTER**  
**SECURING PRE-MARRIAGE ORIENTATION AND COUNSELING CERTIFICATE**

**A. ABOUT THE SERVICE**

Presidential Decree 965, the 1987 Family Code, the Local Government Code, and the Responsible Parenthood and Reproductive Health Act (RA 10354) mandate that all contracting parties or couples applying for a marriage license must first attend and participate in a Pre-Marriage Orientation and Counseling Session before a marriage license may be issued.

**B. REQUIREMENTS**

Accomplished Pre-Marriage Orientation and Counseling (PMOC) Information Form  
Accomplished Marriage Expectation Inventory Form

**C. FEES**

Special Service Fee for Pre Marriage Orientation Session Php 100.00  
Special Service Fee for Pre Marriage Counseling Session Php 100.00

**Note:**

Order of payment will be issued by the Local Civil Registrar (LCR) Office.  
Would-be-married couples should pay to the Mun. Treasurer Office (MTO)  
MTO will issue an OR.

**D. AVAILABILITY OF THE SERVICE FOR APPLICATION**

Days: Monday to Friday

Time: 8:00am to 5:00pm

**E. SCHEDULE OF PRE-MARRIAGE ORIENTATION AND COUNSELING SESSION.**

PMO and PMC sessions are scheduled every Thursday of the week, except when the PMOC Team is unavailable due to required training and meeting attendance.

**F. HOW TO AVAIL THE SERVICES**

Steps	PROCEDURE	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>Submit documentary requirements:</p> <ol style="list-style-type: none"><li>1. Accomplished PMOC Information Form to be given by the LCR office during the submission of Marriage License Application</li><li>2. Accomplish or fill up the Marriage Expectation and Inventory Form (MEIF) to be given by the Municipal Population and Development Office when securing schedule for PMO Session.</li></ol>	10-20 minutes	Population Staff
2	Interviews would –be-married couples for the schedule of Pre-Marriage Orientation and Counseling Session.	10-15 minutes	Population Staff

3	<p>Conduct the Pre-Marriage Orientation sessions for all applicants of marriage license and Pre-Marriage Counseling sessions or applicants who are 25 years old and below and for would-be-married couples in need of Counseling or for would-be-married couples who are voluntarily request to attend a Pre-Marriage Counseling Session.</p>	<p>Pre-Marriage Orientation 2-4 Hours</p> <p>Pre-Marriage Counseling 2-4 hours</p>	<p>Pre- Marriage Orientation and Counseling Team</p>
4	<p>Issue the Pre-Marriage Orientation Certificate of Compliance and Certificate of Marriage Counseling to couples who have completed the orientation /session.</p>	<p>5-10 minutes</p>	<p>Pre- Marriage Orientation and Counseling Team</p>
<p>END OF TRANSACTION</p>			