

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	Submit documentary requirements: 1. Accomplished PMOC Information Form to be given by the LCR office during the submission of Marriage License Application 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.	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	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.	Pre-Marriage Orientation 2-4 Hours Pre-Marriage Counseling 2-4 hours	Pre- Marriage Orientation and Counseling Team
4	Issue the Pre-Marriage Orientation Certificate of Compliance and Certificate of Marriage Counseling to couples who have completed the orientation /session.	5-10 minutes	Pre- Marriage Orientation and Counseling Team
END OF TRANSACTION			