

CITIZEN'S CHARTER

Frontline Service: Pre-Marriage Counselling (PMC) Service

Note: This service is conducted together with Responsible Parenthood Seminar of the City Health Office (CHO)

Office: City Social Welfare and Development Office
City Hall Compound

Schedule of Availability of Service:

Every Friday, 8:00 a.m. - 12:00 p.m.

Who may Avail of the Service?

- About to be married couples aged 18-25 years old

What are the Requirements?

- Notice of Application of Marriage License

Fees/Charges: None

Duration (under normal circumstances): 3 hours

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
1	From Local Civil Registrar's Office, proceed to City Health Office and present the Notice of Application of Marriage to the Information Desk	Receive the notice and require the couple to fill up the information sheet and the questionnaire	10 minutes	City Health Office POPCOM personnel	None	None
2	Fill-up the Information Sheet and submit to CHO personnel	Receive the filled-up Information Sheet and instruct the couple to return on the scheduled day of seminar	45 minutes		None	Information Sheet and Questionnaire on Marriage Expectation
3		Forward the filled-up questionnaire to City Social Welfare & Development Office (CSWDO) for evaluation	1 day before the scheduled PMC (Thursday)	City Health Office POPCOM personnel	None	Information Sheet and Questionnaire on Marriage Expectation
4	Attend the Pre-Marriage Counseling (PMC) Session	Conduct the PMC Session and answer/address issues/concerns raised by the couples	2 hours	Social Worker/ Pre-Marriage Counselor	None	None
5	Receive the PMC Certificate for submission to Local Civil Registrar	Release/Issue the PMC Certificate	5 minutes		None	None

END OF TRANSACTION



NO TO FIXERS & REDTAPE!

