City Population Office

1.PRE-MARRIAGE COUNSELING SEMINAR

Description of the Service: Conduct of Responsible Parenthood and Family Planning Session among parents and engaged couples applying for marriage. The session aims to assist them realize their desired number timing and spacing of their children. Likewise, parents and engaged couples be enlightened as to their needs towards building happy, healthy and empowered Filipino families.

Office or Divisions:	Office or Divisions:
Classification:	Classification:
Type of Transactions:	Type of Transactions:
Who may avail:	Who may avail:

CHEKCLIST OF REQUIRMENTS	WHERE TO SECURE
Community Tax Certificate Official Receipt of PMC Fee	Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present proof of PMC Fee	Log in the engaged couple to the log book.	200.00	1 minute	**Pamela M. Lim** Administrative Aide I
Be Interviewed	Engaged Couple be interviewed related to their individual profile.	None	Minutes	**Criselda S. Cortez** Population Program Officer I **Socorro M. Saccuan** Admin Asst. V **Marjorie L. Almachar** Nurse I
Be given the marriage expectation Information Form	Required the engaged couple to answer MEI Form	None	7 Minutes	**Criselda S. Cortez** Population Program Officer I **Socorro M. Saccuan** Admin Asst. V **Marjorie L. Almachar** Nurse I
They will be asked the preferred date of their marriage.	The engaged couple will be given their PMC schedule date for their seminar at the SP Session Hall.	None	1 Minute	**Criselda S. Cortez** Population Program Officer I **Socorro M. Saccuan** Admin Asst. V **Marjorie L. Almachar** Nurse I

Attend the schedule PMC Seminar	Engaged couples has to personally attend the lecture during the PMC Seminar.	None	4 Hours	Adelaida M. Almachar City Population Officer
Receives the PMC Certificate	Awards/distributes the PMC Certificate	None	25 Minutes	Pamela M. Lim Administrative Aide I
	TOTAL		**4 Hours & 36 Minutes**	