Name of Department/Office: PopCom

Vision:

Mission:

Mandate:

NAME OF DEPARTMENT/OFFICE						
STEPS	**APPLICANT/CLIENT**	**SERVICE PROVIDER**	**PROCESSING TIME**	**PERSON IN CHARGE**	**FEES**	**REMARKS**
	Would-be-Couple	Intake/Interview of Applicant for Marriage License	10-15 mins.	PPO	No	
		Pre-Marriage Orientation Counseling	4 hours	PPO-RHU-MsWDO	No	
		Issuance of Pre-Marriage Orientation Counseling Certificate	15-30 mins.	PPO	No	