



**OFFICE OF THE MUNICIPAL
POPULATION MANAGEMENT**

PRE-MARRIAGE ORIENTATION & COUNSELLING (PMOC)

Office or Division	Municipal Population Management Office			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Officials and Regular Employees			
Checklist of Requirements		Where to secure		
Application for Marriage License		Local Civil Registry Office & Municipal Population Office		
Certificate of Pre Marriage Orientation		Municipal Population Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Prepare and Present all the requirements <i>*After the application from the Local Civil Registrar (LCR) Office, proceed to Population Office 2nd/F Municipal Building and secure the following :</i> - Valid ID (each would-be-couple) - Cedula (Photocopy) - Barangay Clearance or Certificate of Residency (Original) , If living together for more than 5 years secure a Certificate of Cohabitation issued by the Barangay Captain - Application for Marriage License (Photocopy) - 2 x 2 ID Picture of would- be- couple	Assist & verified all documents from the checklist	none	3 minutes	MARIA HAZEL C. BARTE
Step 2. Filling - up Marriage Inventory Expectations Questionnaire Form	Provide the client the Marriage Inventory Expectation form questionnaire	none		Maria Hazel C. Barte
	and arrange short briefing for answering MIE form			
Step 3. Quizzing would-be-couple applicant on Responsible Parenthood & Family Planning Form 1	3a. Record / profile to RP-FP Form all information gathered to would-be-couple	none	5 minutes	MARIA HAZEL C. BARTE
	3b. Setting apart of would-be- couple belongs to 24 years & below and 18 years old & above			
Step 4. 18 years old and above will take on Pre Marriage and orientation Counseling(PMOC) every Monday to Friday;1:00 to 4:00 P.M. @ Mun. Population Office	Conducted Pre-Marrriage Orientation Counseling to Would-Be Couples	none	4 hours	Maria Hazel C. Barte Mary Ann Fernandez Susitte D. Velarde
	Prepared and issued Certificate of Pre Marriage Orientation Certification for archive		3 minutes	Maria Hazel C. Barte

