



36. ISSUANCE OF CERTIFICATES FOR PRE-MARRIAGE ORIENTATION & COUNSELLING (PMOC)

Office or Division:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Would be couple aging 18 years old above contemplating for marriage			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Completion of Pre- Marriage Counseling/Orientation/Sessions				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Writes/signs in the client's logbook	Assists the client and make sure that the logbok has been properly filled up with signature	none	5 minutes	Noni F. Viray / Edissa Simbre
2. Accomplishes the Information Sheet or Profiler	Gives proper instructions to the applicant or would be couple	none	35 minutes	Noni F. Viray / Edissa Simbre
3. Waits for the PMOC schedule set by the PMC Team/worker	Schedules/conducts of Pre- Marriage Counseling/ Orientation/Session (Every 1st & 3rd Tuesday of the month)	none	7-8 hours (1 day)	Gemma M. Murchante MSWD Officer or PMOC Team Member
	Issues the Certificate of Pre-Marriage Orientation and Counselling	none	5 minutes	Gemma M. Murchante MSWD Officer or PMOC Team Member
3. Receives the Certificate of Pre-Marriage Orientation and Counselling	-end of transaction-			
TOTAL		none	1 day and 45 minutes	