



City Government of Imus
CITY POPULATION OFFICE

CITIZEN'S CHARTER

CITY POPULATION OFFICE



CITY OF
IMUS
FLAG CAPITAL



MAYOR Emmanuel MALIKSI



@EmmanuelMaliksi



@CityMayorELM



www.imus.gov.ph

CITIZEN'S CHARTER

CITY POPULATION OFFICE

The office is committed to ensure continued quality professional development program on population.

FUNCTIONAL STATEMENT

The **City Population Office** shall:

1. Prepare office Plans & Programs, and project proposals in order to come up with a unified direction towards fulfilling the office's vision & mission (subject to the approval of City Mayor);
2. Assist in the formulation of population development policies by considering issued directives from the national government to ensure integration of population development in the over-all development effort of the city government;
3. Strengthen linkage and partnership with development workers, partners and organizations through close coordination and consultative meetings for continuing advocacy on the implementation of the office's plans, programs & activities;
4. Conduct trainings and seminars; ensure effective and efficient resources management and should be open for comments & recommendations on facilitation methods and continual improvement and strategies;
5. Execute Pre-Marriage Counseling seminar, in compliance with PD 965 & Article 16 of the new Family Code, which requires would-be-couples to undergo information & counseling on Responsible Parenthood & Family Planning for the issuance of their marriage license from the City Civil Registrars Office (CCRO);



6. Implement Responsible Parenthood & Family Planning (RP-FP) RH in response to the directive of the President to formulate and carry out an aggressive & a systematic strategy to promote RP-FP;
7. Improve and promote the total well-being among adolescents (physical, mental, spiritual & social development, including self-esteem) in order to reduce pre-marital sex, teenage pregnancies, abortion, early marriage and avoid reproductive health problems (STD/HIV/AIDS), teenage problems such as gambling, alcohol and drug abuse;
8. Provide full information dissemination campaign to the constituents to get in touch with the target clients and should be able to share our knowledge with them;
9. Establish & maintain links and networks with agencies, both at the city & barangay levels;
10. Empower women, equalize gender (Gender and Development);
11. Enable men, women, couples and families in making responsible decisions to meet their expressed/unmet needs in the timing, spacing and number of children (Family Planning Method);
12. Submit reports regarding the updates and performance; attend meetings, seminars and conference as directed by the regional office or city mayor;
13. Perform such functions assigned by POPCOM Region IV, Provincial Population Office, City Mayor, City Vice Mayor, City Councilors or City Administrator.



FRONTLINE SERVICES OFFERED:

- Pre-Marriage Counseling (PMC) Seminar
- Conduct of Population Development Seminars
 - Responsible Parenthood & Family Planning (RP-FP) Seminar/Class
 - Enhances the will and ability of parents to respond to the needs and aspirations of the children and the family
 - Gender and Development (GAD)
 - Adolescent Health & Youth Development Program
 - Learning Package on Parents Education on Adolescent Health and Development



FRONTLINE SERVICES PROCEDURE

PRE-MARRIAGE COUNSELING (PMC) SEMINAR

A flagship endeavor of the city government designed to help engaged couples understand their roles, rights, and obligations as married partners and would-be parents. A PMC session is required by law before the issuance of the marriage license.

WHO MAY AVAIL THE SERVICE:

- All couples in the City of Imus who will enter into marriage

REQUIREMENT(S):

- PMC Request Slip from City Civil Registrar

FEE(S)/CHARGE(S):

- None

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirement	Receive the PMC Request Slip	Herminia Austria; Dianne Marcial; Elizabeth Adiarte	2 minutes
2	Fill-out the logbook, registration book, and Information Form	Assist the client in filling out the form along with the interview		10 minutes
3	Receive the PMC Schedule Slip	Schedule the PMC Seminar Schedule and release the PMC Schedule Slip		5 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				17 minutes
END OF TRANSACTION				



CONDUCT OF POPULATION DEVELOPMENT SEMINARS

The population development seminars include:

- Responsible Parenthood & Family Planning (RP-FP) Seminar/Class
- Enhances the will and ability of parents to respond to the needs and aspirations of the children and the family
- Gender and Development (GAD)
- Adolescent Health & Youth Development Program
- Learning Package on Parents Education on Adolescent Health and Development

WHO MAY AVAIL THE SERVICE:

- All organizations in the City of Imus

REQUIREMENT(S):

- Request letter addressed to the City Mayor

FEE(S)/CHARGE(S):

- None

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the request	Receive the request	Dianne Marcial; Herminia Austria	2 minutes
2	Undergo the interview	Interview and schedule the seminar		20 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				22 minutes
END OF TRANSACTION				



Location: The **City Population Office (POPCOM)** is located at the ground level of the Sangguniang Panlungsod Building

Ms. Herminia Sapid-Austria
Population Program Officer 1

You can also contact us at:
(046) 472-2362

Or email us at:
ghermyn061@yahoo.com

