

OFFICE OF THE POPULATION DEVELOPMENT EXTERNAL SERVICES



1. SCHEDULING FOR PRE-MARRIAGE ORIENTATION AND COUNSELING CERTIFICATE

The PMOC certificate is being issued to the Imus City Population Development Office. This would serve as one of the requirements in proceeding in Marriage Applications and will be acknowledge from the local and national government.

OFFICE OR DIVISION	City Population Development Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	At least 1 Filipino Citizen, 1 Resident of Imus City. (For Dual Citizens-proof of Citizenship and Residency of at least 6 months).			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Appearance in Scheduling and Marriage Expectation Form		POPDEV Office		
For New Applicant				
Marriage Stab checklist		Local Civil Registrar and Treasurer's Office		
Personal Appearance of both couples		City Population Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete Marriage Stab Checklist from Treasurer's Office and LCR	1. Verify requirements	None	2 minutes	Herminia Austria; Jhedielle Enrico Figueroa; Dianne Marcial
2. Fill out Logbook/ Information Form and Registration Book	2. Assist Client in filling out form with simultaneous interview and adequate privacy	None	20 minutes	Herminia Austria; Jhedielle Enrico Figueroa; Dianne Marcial
3. Fill Out Marriage Expectations Form	3. Instruct and guide the client with adequate privacy.	None	10 minutes	Pia Villanueva; Elizabeth Adiarte
4. Receive PMOC Schedule Stab	Scheduling of PMOC Seminar, and give PMOC schedule Stab	None	3 minutes	Pia Villanueva; Elizabeth Adiarte
Fill-out Client Satisfaction Rating Form				
TOTAL		None	40 minutes	

2. RELEASING OF PRE-MARRIAGE ORIENTATION CERTIFICATE

The Office of the Population Development provides the certificate for to be married couples.

OFFICE OR DIVISION	Office of the City Population Development			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All unmarried couples			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PMOC schedule Slip		POPDEV Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Schedule Slip	1. Receive and verify the Slip	None	2 minutes	Herminia Austria; Jhedielle Enrico Figueroa; Dianne Marcial; Elizabeth Adiarte
2. Log on the attendance logbook.	2. Guide and secure the signatures of the clients.	None	5 minutes	Efren Camaisa; Rafael Bravo
3. Attend the Pre-Marriage Orientation and Counseling.	3. Conduct an effective topic about Pre-Marriage Orientation and Counseling	None	3 hours, 30 minutes	Herminia Austria; Ferdinand Mina; Jhedielle Figueroa; Ruby Pelaez; Fe Del Rosario
4. Distribution of the Marriage Certificate.	4. Distribute the Certificates	None	5 minutes	Herminia Austria; Jhedielle Enrico Figueroa; Dianne Marcial; Elizabeth Adiarte
Fill-out Client Satisfaction Rating Form				
TOTAL		None	3 hours, 42 minutes	

3. SCHEDULING FOR POPULATION DEVELOPMENT SEMINARS

Population Development Office conducts free seminar for Teenage Pregnancy Symposium, Responsible Parenthood and Etc.

OFFICE OR DIVISION	Office of the Population Development			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizens			
WHO MAY AVAIL THE SERVICE	Junior and Senior high schools; Day Care Centers and Barangays within Imus City.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete Address of School, Barangay or Day Care Center				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request	1.1 Receive Letter Request	None	20 minutes	Herminia S. Austria; Jhedielle Enrico S. Figueroa
	1.2 Set Time and Schedule that will fit for the institution.	None		
Fill-out Client Satisfaction Rating Form				
TOTAL		None	20 minutes	

