



## 14. Pre-Marriage Orientation and Counseling Services

The Pre-Marriage Orientation and Counseling (PMOC) provides an avenue where would-be-couple learns the concept of marriage, responsibilities, and duties where they must process prior to the marriage. The PMOC is a requirement before the issuance of marriage license under Presidential Decree No. 965. The Pre-Marriage Counseling is scheduled every first (1<sup>st</sup>) and Third (3<sup>rd</sup>) Thursday of the Month.

<b>Office or Division</b>	Office of the Municipal Social Welfare and Development Officer			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	All would be couples			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest Community Tax Certificate (1 original copy)		Office of the Municipal Treasurer		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Log in the client at the Information Officer / Officer of the Day and fill up Marriage Expectation Inventory and profile.	1. Log in client and do initial interview.	None	5 Minutes	<i>Barangay Health Aide Social Welfare Aide Social Welfare Assistant</i>  Office of the Municipal Social Welfare and Development Officer
2. Attendance to the actual conduct	2. Actual conduct of counseling session	None	3 Hours	<i>Social Welfare Officer III</i>  Office of the Municipal Social Welfare and Development Officer
	2.1 Approval of certificate	None	2 Minutes	<i>Social Welfare Officer III</i>  Office of the Municipal



				Social Welfare and Development Officer
3. Receive Certificate	3. Issuance of Pre-Marriage Orientation and Counseling certificate	None	2 Minutes	<i>Barangay Health Aide</i> <i>Social Welfare Aide</i> <i>Social Welfare Assistant</i>  Office of the Municipal Social Welfare and Development Officer
	<b>TOTAL:</b>	<b>None</b>	<b>3 Hours and 9 Minutes</b>	