

7. Population Development Program

7.1 Pre-Marriage Orientation and Counseling (PMOC)

Pre-Marriage Orientation and Counseling (PMOC) is a service that caters the request of the would-be-couples for the issuance of a marriage license. It helps them make responsible choices and make sound decision about marriage.

PMOC is done by virtue of Presidential Decree 965, the 1987 Family Code of the Philippines, the Local Government Code, and the Responsible Parenthood and Reproductive Health Act, wherein all couples applying for a marriage license in the Philippines are required to attend the Pre-Marriage Orientation and Counseling (PMOC) session before they can be issued a license.

Office or Division:	Municipal Social Welfare and Development Office/Municipal Planning and Development Office			
Classification:	Complex Transaction			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	would-be-married couple residing in Tagoloan, Misamis Oriental			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Certificate of Residency - Both Couple (1 Photocopy) 2. PSA Birth Certificate (1 Photocopy) 3. Official receipt indicating PMOC as the purpose in the receipt (1 Photocopy) 4. Marriage Expectation Inventory Form (MEIF) 5. Presence of the Would-be-Married couple (Strictly No proxy) 			<ol style="list-style-type: none"> 1. Barangay where the client resides 2. Philippine Statistics Authority 3. Municipal Treasurer's Office 4. Municipal Population & Development Office 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Apply at the Local Civil Registry Office (LCRO). <p><i>Note: There are couples who are exempted from the license requirement as provided in the Family Code of the Philippines.</i></p>	<ol style="list-style-type: none"> 1.1 Local Civil Registrar Office will orient and provide Marriage License Application along with the checklist of requirements. 1.2 The LCRO then refers the applicant-couple to the City/Municipal Population Office, which is the local PMOC Secretariat. 	None	5 Minutes	Senior Administrative Assistant –II Local Civil Registrar's Office

2. Pay the standard fees for the Pre Marriage-Orientation and Counseling.	2. Municipal Treasurer's Office will receive the payment of the would-be-married couple.	Php100.00 Regular Php200.00 Special	5 Minutes	Revenue Collector – Municipal Treasurer's Office
3. Register to the PMOC Secretariat and accomplish the Marriage Expectation Inventory Form (MEIF)	3.1 PMOC Secretariat will let the client sign at the PMOC logbook. 3.2 PMOC Secretariat provides the MEIF form in either English or Bisaya version and let the couple accomplish it separately.	None	10 Minutes	Municipal Population Officer
4. Applicant Couple is oriented with the Reminders and Schedule of the PMOC.	4. PMOC Secretariat orients the couple with the Reminders and Schedule of the PMOC.	None	5 Minutes	Municipal Population Officer
5. Applicant couples with at least one member of which is 18-25 years old, and couples who have issues that require counseling based on their MEIF responses, must also attend the Pre-Marriage Counseling. However, couples who are both above 25 years old and do not show any critical issues in their MEIF may also attend the PMC session if they so desire. Note: Couples aged 18-25 who have a certificate issued by a priest, imam or minister authorized to solemnize	5. Accredited PMOC Team member who is an accredited Pre Marriage Counselor will provide PMC to the 18-25 couple within the same day.	None	3 hours	No Accredited Pre- Marriage Counselor

marriage need not attend the PMC session.				
6. Attend the PMOC and is given adequate information and instructions on responsible parenthood, family planning, breastfeeding and infant nutrition, and marriage and relationships.	6. PMOC Team conducts Pre-Marriage Orientation and Counseling	None	4 hours	Municipal Population Officer Senior Administrative Assistant –II Local Civil Registry Office Rural Health Midwife – Municipal Health Office
7. Receive the Certificate of Compliance	7.1 PMOC Secretariat provides Certificate of Compliance to the couples who completed the 4 hours PMO and PMC session. 7.2 Inform the client to proceed to LCRO and submit the PMOC Certificate of Compliance.	None	5 Minutes	Municipal Population Officer
8. Accomplish the Satisfaction Survey and Drop it in the Feedback box.	8. Request the client to accomplish the CSS after the PMOC Session.	None	5 Minutes	Municipal Population Officer
	Total	None	7 Hours & 35 Minutes <i>(If at least 1 member is 18-25 years old)</i> 4 Hours & 35 Minutes <i>(If both are 25 years old & above)</i>	