POPCOM OFFICE

SERVICE CATEGORY

POPCOM SERVICES

1. PRE-MARRIAGE ORIENTATION CERTIFICATE / PRE-MARRIAGE CERTIFICATE

OFFICE / DIVISION:	Municipal Population Program Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens
WHO MAY AVAIL:	Couple applicants for Marriage License

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Accomplished Pre- Marriage Orientation Certificate	LGU Castillejos - Municipal POPCOM Office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Client couple present the list of requirements indicating the document needed.	1. Received the list of requirement form.	None	1 minute	**MS. GINA C. VILLANUEVA**
2. Client couple will fill out the PMC logbook for the details for the Certificate.	2. Prepared immediately the logbook and IMEI forms.		1 minute	**MS. GINA C. VILLANUEVA**
3. Client couple will fill out the Marriage Expectation Inventory Form.	3. Prepared immediately		3 minutes	**MS. GINA C. VILLANUEVA**
4. Client couple will attend to Pre marriage Orientation and Counseling.	4. Pre-Marriage Counselors conducts Pre-marriage counseling		4 hours and 25 minutes 2 minutes	**MS. GINA C. VILLANUEVA, MS. ROMINA BOLCALBOS, MS. NIEVES MONTEALEGRE**

	5. Encode the client detail, and prints the Pre-Marriage Certification 6. Releases the Certification of Pre-Marriage Orientation Certificate and Pre- marriage certificate.		40 seconds	**MS. GINA C. VILLANUEVA** **MS. GINA C. VILLANUEVA**
TOTAL:		**None**	**4 hours, 31 minutes and 40 seconds**	