



1. Provision of Pre- Marriage Orientation (City/Municipal level)

PD 965 issued on July 20, 1978 mandates all applicants for marriage licenses to undergo Pre-Marriage Orientation. The PMOs for all would-be couples are continuously being implemented at the 11 Municipalities and 1 City of the province with PPO Bataan's personnel serving as the front-liners at the LGU Level.

Office or Division: Office of the Provincial Population Officer/ Technical Division

Classification: Simple

Type of Transaction: G2C- Government to Citizen

Who may avail: ALL Would-be couples

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Basic Information Form Slip (1 original copy)		Local Civil Registrar (LCR)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Inquires/ applies for marriage license in the City/Municipal Civil Registrar.	1.Coordinates with City/ Municipal Civil Registrar to secure the list of applicant. Informs and coordinates the clients for their schedule and venue. Prepares logistics such as venue, projector (if needed) and other discussion materials.	None	2 hours	<i>Population Program Worker II</i> Technical Division
2. Goes to the Pre-Marriage Orientation and Counseling (PMOC) Session Room	2.Provides Marriage Expectation and Inventory (MEIF) forms	None	10 minutes	<i>Population Program Worker II</i> Technical Division
3. Answers Marriage Expectation Inventory Form (MEIF).	3.Assesses and processes the MEIF answers of contracting parties to take note of the specific areas of concern needing emphasis at the actual conduct of PMOC session.	None	40 minutes	<i>Population Program Worker II</i> Technical Division
4. Participates in the the Pre-Marriage Orientation (for participants 25 years old and above). If one or both contracting parties are 18-24 years old, participates in the PM Counseling in addition to their attendance to PM Orientation.	4.Provides the Pre-Marriage Orientation.	None	4 hours	<i>Population Program Worker II</i> Technical Division



5. Answers RFPF Post-activity survey	5.1.Collects the answers. Provides the Certificate of Compliance to contracting parties who have completed the PM Orientation to be signed by the PMOC Team Members who conducted the PMO Session and issued by the Local Population Office.	None	10 minutes	Population Program Worker II Technical Division
	5.2.If one or both contracting parties are 18-24 years old, refers them to Designated Counselor of PMOC Team for PM Counseling and issuance Certificate of Marriage Counseling.			Population Program Worker II Technical Division
6. Answers the RFPF Form 1.	6.1.Conducts RFPF demand generation with the participants.	None	1 hour	Population Program Worker II Technical Division
	6.2.Refers the RFPF demand generated to corresponding health facility.			
TOTAL:		None	1 day	