



OFFICE OF THE POPULATION AND DEVELOPMENT OFFICER



1. Pre - Marriage Orientation of Would - be Couples

The application for Marriage License is required by the government to attend the Pre - Marriage Counseling

to provide them with essential information and help them prepare for married life. This Pre - requisite to obtaining the marriage license is governed by two laws namely, 1. Presidential Decree 965 which was issued on July 20, 1976. To require all Marriage License applicants to receive instruction about Family Planning and Responsible Parenthood; and 2. Article 16 of the New Family Code promulgated in 1987 provides that applicants for a Marriage License who needs parental consent (18 years old for females, 21 for males, and parental advice those aged 21-25 for both males and females) shall attach a certification a Marriage Counseling to the applicant for Marriage License.

Office of Division:		Office of the Population Office		
Classification:		Simple Transaction		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Applicant for Marriage/ Would – be Couple (18 years old, and above).		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Certificate of No Marriage (CENOMAR)		Philippine Statistics Authority		
Birth Certificate for both parties		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the Client Logbook	Present the Client Logbook	None	1 minute	Information Desk Officer of Population Office
2. The Client presents the accomplished Municipal form no. 1 or the application for a Marriage License issued by the MCR Office.	Review the attached requirements of the application for a Marriage License and the CENOMAR and Birth Certificate of both party applicant.	None	1 minute	Population and Development Officer
3. Payment at the Treasury Office		130	5 minutes	Revenue Collection Clerk of Treasury Office
4. Proceed to the Population Office	Check the Official Receipt attached to the application Form no. 1.	None	1 minute	Population and Development Officer



	The Population Officer will have to give the Marriage Expectation Inventory to fill up. Engage would-be couples in questions and answers about Marriage. Financial matters, in-law issues, and matters related to Marriage.	None	1 hour	MSWD Population and Development Officer
	The Population Office will start to discuss the importance of Pre – Marriage Orientation about Marriage and Relationships, Family Planning, Responsible Parenthood, Material and Child Health and Home Management.	None	1 – 4 hours per session	Population and Development Officer DSWD Office RHU
	Accomplished Form no. 1, Responsible Parenthood of Family Planning Class Report	None	5 minutes	Population and Development Officer
	Attached Certification of Pre – Marriage Orientation signed by the Population Officer	None	1 minute	Population Worker
5. Client will wait for 10 day - posting	Application for Marriage License will be returned to MCR Office for the preparation of Marriage License	None	2 minutes	
	TOTAL	130	1 – 5 hours and 16 minutes	



2. Family Planning Services

Implementation of Administrative Order No. 2017 – 0005 entitled: Guidelines in achieving desired Family size through Accelerated and Sustained Reduction in UNMET NEED for modern Family Planning Method of Memorandum Circular no. 2017 – 85 dated July 5, 2017 and Executive Order no. 12 signed by the President of the Philippines, Rodrigo Roa Duterte, January 9, 2017.

Office of Division:		Office of the Population Office		
Classification:		Simple Transaction		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Person in Reproductive Age (14-49 years old).		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the Client Logbook	Interview what type of transaction the client needs, use RFP Form no. 1	None	2 minutes	Information Desk Officer of Population Office
2. Client approaches the Population Officer about the FP service needed	Population Officer gives some viewpoints to the clients who are sexually active and want to delay the next pregnancy. If current user, proceed on the services needed. If new acceptor, performs pregnancy testing and assessment using DOH FP Form no. 1.	None	10 minutes	Population and Development Officer
	Give IEC flyers for future reference and Post Health teaching	None	1 minute	Population Worker
	TOTAL		13 minutes	



3. Visual Inspection with Acetic Acid (VIA) and Breast Examination

The Visual Inspection with Acetic (VIA) is a simple inexpensive test with moderate sensitivity and specificity for early cervical lesions. This procedure is a primary screening test for early detection of Cervical Cancer.

Office of Division:		Office of the Population Office		
Classification:		Simple Transaction		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Women, 21 to 60 years old.		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Personal Appearance				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed at the Office of the Population Officer	Interview using the VIA Form on Personal Data	None	10 minutes	Information Desk Officer of Population Office
	Vital Signs Assessment	None	5 minutes	Population Worker
2. Proceed at the Examination/ Clinic Room	Conduct VIA screening test & breast examination	None	20 minutes	Population and Development Officer
	Fill up VIA form with Result	None	10 minutes	Population and Development Officer
	Issue result and provide health education		15 minutes	Population and Development Officer
	TOTAL		1 hour	