



CITY POPULATION OFFICE Bacolod City

The City Population Office (CPO) implement programs, projects and activities on Philippines Population and Development Programs anchored on Population and Development Integration Strategies (POPDEV), Responsible Parenting/Family Planning (RP/FP) and Adolescent Health and Development (AHD).

1. Application for Pre-Marriage Orientation and Counseling (PMOC)

All couples applying for Marriage License will undergo Pre-Marriage Orientation and Counseling in compliance with Presidential Decree 965, Article 16 of the Family Code of the Philippines, City Ordinance 528, Series of 2010, Executive Order No. 29 Series of 2010 and Resolution No. 08-15-578 Series of 2015.

Office or Division:	City Population Office			
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entry <input type="checkbox"/> G2G - Government to Government			
Who may avail:	All couples applying for Pre-Marriage Orientation and Counseling			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Couples had applied for Marriage License		1. City Local Civil Registrar Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. After application of Marriage License couples will apply for Pre-Marriage Orientation and Counseling	1. CPO will give the application form to be filled up by the couples and schedule attendance to the PMOC	Php 150.00 Php 2,000.00 for	15 minutes	Atty. Joyce Ann May Solinap Officer-In-Charge Mary Ann Alisbo PMOC Coordinator and CPO Staff

		Special PMOC		
2. Couples will fill up profiling forms and MEIF	2. Check filled out forms.	None	20 minutes	
3. Wait schedule of Pre-Marriage Orientation and Pre-Marriage Counseling	3. CPO will provide schedule for Pre-Marriage Orientation and schedule for Pre-Marriage Counseling for couples with one or both parties who are 18-25 years old	None	None	None
4. Attend the Pre-Marriage Orientation for four (4) hours and Pre-Marriage Counseling for three (3) hours	4. Conduct of Pre-Marriage Orientation for (four) 4 hours and Pre-Marriage Counseling for (three) 3 hours to one or both parties who are 18-25 years old	None	Pre-Marriage Orientation Four (4) Hours Pre-Marriage Counseling Three (3) Hours	May Ann Alisbo, CPO Benybeth Agbones, CPO Cristian Tejario, CPO Elaine Asuncion Espina, CPO Wendy Castro, DSSD Bernadette Fuentes, DSSD Mildred Grace Golo, CHO Ma. Leonora Theresa Galang, CHO
5. Receives Certificate of Compliance and Certificate of Marriage Counseling	5. PMOC Team composed of DSSD, CHO and CPO will sign and release the Certificate of Compliance and Certificate of	None	None	None

	Marriage Counseling to couples			
TOTAL		Php 2,150.00	7 hours 15 minutes	

2. Responsible Parenthood and Family Planning (RFPF)

DILG Memorandum Circular No. 2015-145 Reiteration of Local Government Unit (LGU) Role and Functions in the implementation of RA 10354 entitled "Responsible Parenthood and Reproductive Health (RPRH) Act of 2012" and its Implementing Rules and Regulation (IRR).

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Who may avail:		Women of Reproductive Age		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Women aging 15 – 49 years old who have unmet needs for Family Planning				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Set schedule at the barangay for the conduct of Responsible Parenting and Family Planning Classes	1. City Population Office will schedule the Responsible Parenting and Family Planning Classes.	None	30 minutes	Atty. Joyce Ann May Solinap Officer-In-Charge Elaine Asuncion Espina RFPF Coordinator and CPO Staff

2. Attend RP/FP Classes	2. City Population Office will schedule the Responsible Parenting and Family Planning Classes.	None	4 hours	None
3. Couples are referred to CHO who wants to avail of Family Planning Method	None	None	15 minutes	None
TOTAL		None	4 hours 45 minutes	

3. Adolescent Health and Development (AHD)

Enable adolescents to prevent early pregnancies and repeated childbirths among young mothers and protect them from risks and vulnerabilities.

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Who may avail:		Adolescent Population (10 years - 19 years)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Population aging 10 years old – 19 years old in/out of schools				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Set Schedule at the barangay/schools for the conduct of Adolescent Health and Development Classes/orientation/training/ U4U/Parent Teen Talk	1. City Population Office will schedule and conduct the Responsible Parenting and Family Planning Classes	None	30 minutes	Atty. Joyce Ann May Solinap Officer-In-Charge Benybeth Agbones AHD Coordinator and CPO Staff

2. Conduct of Adolescent Health and Development Classes/Orientation/ Training/U4U/ Parent Teen Talk	2. City Population Office will facilitate the activity	None	Depends on the kind of activity	None
TOTAL		None	30 minutes	

4. Population and Development Integrated Strategies (POPDEV)

Population and Development Integrated Strategies aims to contribute to the policies and programs that will help government attain a well-manage population and well-planned families, resulting to population outcomes that facilitate sustainable socio-economic and human development.

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Who may avail:		Barangay Official		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay Council will request for assistance in the conduct of Registry of Barangay Inhabitants and Migrants in preparation for data banking and updating of their Socio-Economic Profile	1. City Population Office will give Technical Assistance	None	15 minutes	Atty. Joyce Ann May Solinap Officer-In-Charge CPO Staff

2. Barangay Council will coordinate with their assigned Population Program Officer/Worker	2. Technical Assistance will be provided by Population Program Officer/ Worker as per area of assignment	None	None	None
TOTAL		None	15 minutes	