



## CITY POPULATION OFFICE

3rd Floor, Bacolod City Government Center

### MANDATE:

The City Population Office is the central arm of the City Government of Bacolod in implementing and advocating programs and projects on population management and sustainable development anchored on the three areas: Population and Development (POPDEV), Responsible Parenthood and Family Planning (RPFP) and Adolescent Health and Development (AHD).

### MISSION:

The City Population Office as the technical and information resource agency working in partnership with the national and local government policy decision makers, program implementers, community leaders and civil society committed to:

- Ensure continuing high quality, professional development program Population Management, Responsible Parenthood and Family Planning which will enhance competencies of the local government units and its partners;
- We help enable men, women, couples to make responsible decisions to meet their expressed needs in the timing and birth spacing and number of children;
- Champion their well-being through the agency program and policies,

### VISION:

The City Population Office as the champion and leading strategic planner, policy and program advocate for responsible parenthood, reproductive health and adolescent health anchored in building responsible individuals, well-planned prosperous, healthy and happy families, empowered communities, guided by the Divine Providence living harmoniously and equitably in a sustainable environment.

### 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.

<b>Office or Division</b>	City Population Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	All couples applying for Pre-Marriage Orientation and Counselling			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Filled-up profile Couple Form from the office</li> <li>2. Payment Receipt of PMOC</li> <li>3. One (1) Original and Photocopy of Government Issued Identification Card</li> </ol>			<ol style="list-style-type: none"> <li>1. City Population Office</li> <li>2. City Treasurers Office</li> <li>3. Any Government Issued Identification Card for example PhilSys, LTO, passport and etc.</li> </ol>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up Couple Profile Form and submit requirements	<ol style="list-style-type: none"> <li>1.1 Verify couples application for Marriage License</li> <li>1.2 Requirements received</li> </ol>	None	15 Minutes	<i>CPO Head and Personnel</i>
2. Client receive schedule for PMOC	2. Instruction given on the time the Orientation/Counseling will start, dress code, and official Facebook page	None	5 Minutes	<i>CPO Head and Personnel</i>
3. Attend Pre-Marriage Orientation and Counseling	3. PMOC Team conduct PMOC	None	8 Hours	<i>PMOC TEAM</i>  <i>City Population Office – PPO1/PPW II</i>
4. Received PMOC Certificate of compliance and counselling	4. Released PMOC Certificate of compliance and counseling	None	5 Minutes	<i>City Health Office-Nurses/Midwife</i>  <i>DSSD Social Welfare Officer</i>
<b>TOTAL</b>		None	1 day and 25 minutes	

## 2. Re-Scheduling for Failure to Attend the Scheduled PMOC

Couples who were not able to attend their scheduled Pre-Marriage Orientation and Counseling.

<b>Office or Division</b>		City Population Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2C – Government to Citizen		
<b>Who may avail</b>		All couples applying for Pre-Marriage Orientation and Counselling failure to attend the said scheduled		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter request for re-scheduling			1. Requesting Party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Request for re-scheduling of non-attende	1. Receive letter for re-scheduling and rescheduled	None	5 Minutes	<i>CPO Head and Personnel</i>
2. Client receive re-schedule for Pre-Marriage Orientation and Counseling	2. Instruction given on the time the Orientation/Counseling will start, dress code, and official Facebook page	None	5 Minutes	<i>CPO Head and Personnel</i>
3. Attend the Pre-Marriage Orientation and Counseling	3. PMOC Team conducts Pre-Marriage Orientation and Counseling	None	8 Hours	<i>PMOC TEAM</i>
4. Received PMOC Certificate of Compliance and Counseling	4. PMOC Team released the PMOC Certificate of Compliance and Counseling	None	5 Minutes	
<b>TOTAL</b>		None	1 day and 15 minutes	

## 3. Conduct Special Pre-Marriage Orientation

Couples who have conflict of schedules.

<b>Office or Division</b>		City Population Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2C – Government to Citizen		
<b>Who may avail</b>		All couples applying for Special Pre-Marriage Orientation and Counselling		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	

1.Filled-up profile Couple Form from the office 2.Payment Receipt of PMOC 3.One (1) Original and Photocopy of Government Id 4.Letter Request for Special Pre-Marriage Orientation with valid reason		1.City Population Office 2.City Treasurers Office 3.Any Government Issued Identification Card for example LTO, passport and etc. 4. Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Letter of request to conduct PMOC with valid reason	1.1 Receive letter of request  1.2 Letter of request is subject for approval and availability of speaker/PMOC Team	None	15 Minutes	<i>CPO Head and Personnel</i>
2. Client received schedule for Special PMOC	2. Instruction given on the time the Orientation/Counseling will start, dress code, and official Facebook page	None	5 Minutes	<i>CPO Head and Personnel</i>
3. Attend the Pre-Marriage Orientation and Counseling	3. PMOC Team conducts Pre-Marriage Orientation/Counseling	None	8 hours	<i>PMOC TEAM</i>
4.Received PMOC Certificate of Compliance and Counseling	4. PMOC Team release PMOC Certificate of Compliance and Counseling	None	5 Minutes	
<b>TOTAL</b>		None	1 day and 25 minutes	