



REPUBLIC OF THE PHILIPPINES
PROVINCE OF AGUSAN DEL SUR
 Municipality of San Francisco



OFFICE OF THE MUNICIPAL POPULATION AND DEVELOPMENT

CITIZEN'S CHARTER

FRONTLINE SERVICE: **ISSUANCE OF CERTIFICATE OF ATTENDANCE FOR PMOC**

AVAILABILITY OF THE SERVICE: MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM (NO NOON BREAK)

REQUIREMENTS :

- (based on Manual on Pre-Marriage Orientation and Counselor)
1. *Attended Pre-Marriage Orientation and Counseling*
 2. *Preparation/printing of Certificate of Attendance*
 3. *Affix signature of accredited marriage counselor*
 4. *Releasing*

STEP BY STEP PROCEDURE			
CLIENT	SERVICE PROVIDER	PROCESSING TIME	RESPONSIBLE PERSON
Pre-Marriage Orientation Counseling Session			
Step 1. Contracting parties register for PMOC Session at the Municipal Population and Development Office	Register/Provide the schedule for the PMOC Session to the contracting parties	2 minutes	R. Inson J. Wu K. Palmes A. Laniohan
Step 2. All registered contracting parties must personally attend their scheduled session	The PMOC Session is conducted by the PMOC Team Members for a minimum of four (4) hours	4 hours	R. Inson RHU MSWD

Step 3 Contracting parties that completed the PMOC session will be given a Certificate of Attendance to be submitted to the LCRO as part of the requirements for application of marriage license	Prepare four (4) copies of Certificate of Compliance and Certificate of Attendance of the contracting parties	2 minutes	R. Inson J. Wu K. Palmes A. Laniohan
Step 4. All contracting parties must bring the Certificate of Attendance to the Pre-Marriage Counselor/s for signature	The Accredited Marriage Counselor/s affix signature on the Certificate of Attendance	5 minutes	Accredited Marriage Counselor/s

Step 5.			
All contracting parties must submit the approved Certificate of Attendance together with the other requirements (required by the LCRO) to obtain their Marriage License.	The PMOC secretariat get 1 copy of Approved Certificate of Attendance	1 minute	R. Inson J. Wu K. Palmes A. Laniohan
	Releasing	3 minutes	R. Inson J. Wu K. Palmes A. Laniohan
END OF TRANSACTION	TOTAL RESPONSE TIME	4 Hours & 13 Minutes	

