



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**MUNICIPAL SOCIAL
WELFARE &
DEVELOPMENT OFFICE**
ADMINISTRATIVE SERVICES



5. PRE-MARRIAGE COUNSELING

About the Service: Article 16 of the Family Code requires contracting parties who applies for marriage license must undergo at least 4 hours of Pre-Marriage Counselling (PMC) by an accredited marriage counsellor. The Local Government Unit (LGU) of Tubigon created the PMC Team composed of Population Commissioned (POPCOM) trained Social Workers from MSWDO, Midwife and Family Health Associate from MHO, and Agriculture Officer from MAO.

Schedule of Availability of Service: Every 3rd Wednesday of the Month (8:00 am-5:00 pm)

Who May Avail the Service: Couples applying for Marriage License

What are the Requirements: **None**

Step	As a client ,you	Responsibility of Action Officer	It will take you	Person in Charge	Fees	Form
1	Approach the officer in charge of PACD	Advise the parties of the schedule of the PMC	2 mins.	Rickilyn Macabodbod	None	None
2	Apply for booking	Book the applicants name and advise them of the rules during the PMC	2 min.	Riva Mae Diaz\Luciana Medidas	None	None
3	Attend the PMC Register in the attendance sheet	Register the applicants Conduct the PMC Prepare the PMC certificate	6 hours	Riva Mae Diaz PMC Team (Yolanda Labella, Rey D. Envidiado, Kristine I. Genita, Johanna Faye Reserva) Riva Mae Diaz	None	None
4	Claim the PMC certificate	Release the PMC certificate	1 min	Rey D. Envidiado, Kristine I. Genita	None	None



Fill-out the Client Satisfaction Rating Form at the PACD
END OF TRANSACTION