



CITY GOVERNMENT OF MUNTINLUPA
**MUNTINLUPA POPULATION
DEVELOPMENT OFFICE**




Muntinlupa Population Development Office

External Services



1. Provision of Pre-Marriage Orientation Schedule

Plotting of schedule for Pre-Marriage Orientation is based on the first-come, first-served basis protocol. Pursuant to EO No. 04 s. 2022, the PMOC Team shall accommodate not more than twenty-five (25) couples per virtual session and fifteen (15) couples at a time, when physical session is conducted to ensure the quality of the program.


Office or Division:		Population Development Division		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Would-be-couples who have attended the PMO session		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to the Online Pre-Marriage Orientation Form ONLINE PMO Registration Form:  SCAN ME Or type the link on your browser: http://lcrmuntinlupa.net/pre-marriage	1.1 Assess the duly filled-out form 1.2 Check database for available slot 1.3 Plot schedule of the client 1.4 Provide schedule and other necessary details (e.g. zoom link for the PMO session, FAQs, reminders, etc.) thru e-mail	None	15 minutes	<i>Planning Officer II</i> or <i>Administrative Officer IV</i> Population Development Division
TOTAL:		None	15 minutes	

The indicated time is for under normal circumstances. Time may extend depending on the number of registrants and availability of slots.



2. Provision of Pre-Marriage Counseling Schedule

Plotting of schedule for Pre-Marriage Counseling is based on the first-come, first-served basis protocol. Pursuant to EO No. 04 s. 2022, the PMOC Team shall accommodate not more than six (6) couples per session to ensure the quality of the program.

Office or Division:		Population Development Division		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Would-be-couples who have attended the PMC session		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to the Online Pre-Marriage Counseling Form ONLINE PMC Registration Form:  SCAN ME Or type the link on your browser: https://bit.ly/PMCMunti-Reg	1.5 Assess the duly filled-out form 1.6 Check database for available slot 1.7 Plot schedule of the client 1.8 Provide schedule and other necessary details (e.g. venue for the PMC session, FAQs, reminders, etc.) thru e-mail	None	15 minutes	<i>Planning Officer II</i> or <i>Administrative Officer IV</i> Population Development Division
TOTAL:		None	15 minutes	

The indicated time is for under normal circumstances. Time may extend depending on the number of registrants and availability of slots.



3. Issuance of Certificate of Compliance

Pursuant to R.A. 10354 Sec. 15, the Certificate of Compliance, requisite for marriage license, is issued to would-be-couples certifying that they have attended the Pre-Marriage Orientation (PMO) and is given adequate instructions and information on responsible parenthood, family planning, breastfeeding and infant nutrition.

Office or Division:	Population Development Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Would-be-couples who have attended the PMO session			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Attendance to Pre-marriage Orientation (PMO)			Client	
Duly filled-out the following forms: <ul style="list-style-type: none"> Application Form Participant's Profile for PMOC Session Form Feedback Form 			Muntinlupa Population Development Office *All forms can be generated online. Link for each form will be provided after the PMO session	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend the PMO session according to the designated schedule and fill-out the following forms: <ul style="list-style-type: none"> Application Form Participant's Profile for PMOC Session Form Feedback Form 	2. Provide the link for each form 2.1 Assess the forms if duly filled-out by the client 2.2 Encode the client's information to the certificate 2.3 Provide Certificate of Compliance thru e-mail	None	2 days	Planning Officer II or Administrative Officer IV Population Development Division
	TOTAL:	None	2days	

The Certificate of Compliance is being issued every Friday – 2 days after every PMO sessions.



4. Issuance of Pre-Marriage Counseling Certificate

Pursuant to the Family Code of the Philippines, the Pre-marriage Counseling Certificate is issued to would-be-couples applying for marriage license, whose ages fall between 18-25 years old, certifying that they have undergone marriage counselling.

Office or Division:	Population Development Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Would-be-couples who have attended the PMC session			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Attendance to Pre-Marriage Counseling (PMC)		Client		
Duly filled-out PMC Feedback Form		Muntinlupa Population Development Office		
		<i>*PMC Form can be generated online. Link for the form will be provided after the PMC session</i>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend the PMC Session according to the designated schedule and duly fill-out the PMC Feedback form	1. Provide the link for each form 1.1 Assess the forms if duly filled-out by the client 1.2 Encode the client's information to the certificate 1.2 Provide Pre-Marriage Counseling Certificate	None	15 minutes	<i>Planning Officer II</i> or <i>Administrative Officer IV</i> Population Development Division
TOTAL:		None	15 Minutes	

The indicated time is for under normal circumstances. Time may extend depending on the accuracy of the information encoded in the form and availability of the signatory.



5. Provision of population data

The Muntinlupa Population Development Office is mandated to establish and maintain an updated data bank for program operations, development planning and an educational program to ensure the people's participation in and understanding of population development.

Office or Division:	Population Development Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail?	Offices of City Government of Muntinlupa			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter – addressed to the Department Head (1 original, 1 photocopy - optional)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Receiving and Information Area	1. Give the Log Book to the client	None	2 minutes	Planning Officer II or Administrative Officer IV Population Development Division
2. Submit request letter addressed to the Department Head to Receiving and Information Area for initial assessment and verification	2. Receive the document and record in the logbook 2.1 Endorse client to person-in-charge 2.2 Person-in-charge assists client to his/her request	None	25 minutes	Planning Officer II or Administrative Officer IV Population Development Division
3. Fill-out feedback form and drop at the drop box; Sign out researchers log book in the Receiving and Information Area	3. Give the feedback form and Researcher's Logbook to client	None	3 minutes	Planning Officer II or Administrative Officer IV Population Development Division
TOTAL:		None	30 Minutes	

The indicated time is for one office being served at one time under normal circumstances.



6. Issuance of Certified True Copy of Certificate of Compliance

The Certified True Copy of Certificate of Compliance is being issued to would-be-couples whose marriage will be solemnized through civil wedding or for any purpose this may have serve them.

Office or Division:	Population Development Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Would-be-couples who have attended the PMC session			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) original copy of Certificate of Compliance sent thru email		Client <i>*Provided by the Muntinlupa Population Development Office through e-mail.</i>		
Please present one (1) valid ID				
Additional requirements for cases of authorized representatives:				
Authorization letter		Client		
One (1) photocopy of valid ID of the representative and would-be-couples				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Receiving and Information Area	1. Give the Log Book to the client	None	2 minutes	<i>Planning Officer II</i> or <i>Administrative Officer IV</i> Population Development Division
2. Submit necessary documents to Receiving and Information Area for initial assessment and verification	2. Receive the document and record in the logbook 2.1 Endorse client to person-in-charge 2.2 Person-in-charge assists client to his/her request			None
	TOTAL:	None	15 Minutes	

The indicated time is for under normal circumstances. Time may extend depending on the accuracy of the information encoded in the database and availability of the signatory.



Muntinlupa Population Development Office

Internal Services

1. Assistance to Report Generation

The Muntinlupa Population Development Office as an overseer of the implementation of programs, projects and activities related to adolescent health, responsible parenthood and family planning and population and development, shall assist the program implementors in report generation.

Office or Division:	Population Development Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Offices of City Government of Muntinlupa			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
N/A			N/A	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of letter and other necessary documents (e.g. data)	1. Receive documents and assess the request.	None	7 days	<i>Planning Officer II</i> or <i>Administrative Officer IV</i> Population Development Division
1.2 Attend consultation meeting/s	1.2 Conduct consultation meeting/s, if necessary			
	1.3 Prepare report for submission to LCE, NGAs, etc.			
	TOTAL:	None	7 days	

The indicated time is for one office being served at one time under normal circumstances. Processing time may be shortened / extend depending on the set deadline of submission.