

CITY MAYOR'S OFFICE

IBJT North Building, Brgy Del Carmen, Iligan City, 9200

Tel.: (063) , email : iligancityinformation@gmail.com

Frontline Service : GRANTING OF PRE-MARRIAGE COUNSELING CERTIFICATE

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : Those would-be-couples

What are the requirements :

1. Individual Residence Certificate (CEDULA)
2. Passport (for foreigners)

Duration : 8 hrs and 33 minutes (including the seminar proper)



How to avail of the service :

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
1	Request for a schedule of Pre-Marriage Counseling Seminar Answer basic questions.	Require couple to register. Conduct interview for profiling.	2 mins. 5 mins.	Prima Talingting		PMC PF-1 (Pre-Marriage Counseling Form) FDS AF-1 (Family Devt. Session Form)
2	Pay for the PMC Fee.	Inform couple about the PMC Fee and instruct to pay to the Deputized Collector.	3 mins.	Prima Talingting/ Deputized Collector	Php250.00 per couple	Official Receipt
3	Present Official Receipt.	Receive and record the Official Receipt.				

How to avail the service -

GRANTING OF PRE-MARRIAGE COUNSELING CERTIFICATE

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
4	Accomplish questionnaire. Submit duly accomplished MEI Form.	Require couple to answer Marriage Expectation Inventory (MEI) questionnaire. Receive accomplished MEI Questionnaire and review their answers.	10 mins. 5 mins.	Prima Talingting		MEI Form
5	Receive schedule of Pre Marriage Counseling Seminar.	Provide couple schedule of the Pre-Marrriage Counseling Schedule. Advice couple to report on scheduled date for the attendance of seminar.	3 mins.	Prima Talingting		
6	Register for the Pre Marriage Counseling Seminar.	Require couple to register..	3 mins. (on the day of the seminar)	Prima Talingting		Certificate of Completion for the PMC.
7	Attend Pre Marriage Counseling Seminar.	Conduct the Pre Marriage Counseling Seminar. While the couple are attending the seminar, prepare Certificate of Completion .Facilitate the signing of the certificate.	1 day	Oliver Yap Cecilia Vicente Alona Flordeliz Maranga		
8	Receive the Pre Marriage Counseling Seminar and affix signature in the logbook as proof of receipt.	Distribute the Pre Marriage Counseling certificate. Require couple to sign in the logbook as proof of receipt.	2mins.	Alona Flordeliz Maranga		PMC logbook
END OF TRANSACTION						

