

A. Service Description

Service Provided:	PRE-MARRIAGE COUNSELLING/ FP-RP
Simple, Complex, or Highly Technical	Simple
Internal or External	External
Who may avail of Service	COUPLES SECURING PRE-MARRIAGE CERTIFICATE(EITHER ONE OF THE COUPLE IS A RESIDENT OF TAGUIG)

Final Citizen`s Charter

Checklist of Requirements	Where to Secure
DATA FORM	CHO GUARD

Client Steps (List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
GET PMC DATA FORM FROM GUARD AND FILL-UP		NONE	1-3 MINUTES	PMC FORM		ROWENA GERONIMO
SUBMIT DATA FORM TOROOM 4 AND RECEIVE THE FP PAMPHLETS	RECEIVE PMC DATA FORM AND GIVE THE PAMPHLET. AFTER READING THE PAMPHLET, INSTRUCT THEM TO PROCEED TO VENUE OF SEMINAR	NONE	3-4 MINUTES			ROWENA GERONIMO
PROCEED TO VENUE AND ATTEND SEMINAR	3a. LECTURE / SEMINAR CONDUCTED RM/COUNSELLOR 3b. PREPARE CERTIFICATE AND RELEASE TO COUPLES	NONE	1-3 HOURS			MA. CRISELDA FLORES, MD. ROWENA GERONIMO
RECEIVE PMC CERTIFICATE		NONE				