



Provincial Population Office



1.Pre-Marriage Orientation and Counseling (PMOC) Session

A 4-hour session conducted to pre-marriage couples before they can avail of a marriage license from the Local Civil Registrar.

Office or Division:		Provincial Population Office		
Classifications:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		Pre-Marriage Couples		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Logbook registration of physical appearance/Attendance of the soon couples			Provincial Population Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Pre-marriage couples accomplish Marriage Expectation Inventory (MEI) and couples profile form.	1.Facilitate / assist couples in the completion of MEI and couples' profile.	None	15 Minutes	Municipal PMOC Team
2. Pre-marriage couples attend PMC	2.Conduct PMC session with following module: 1. Marriage and Relationships 2. Building the Family 3. Planning the Family 4. Caring for and Managing the Home. – a shared responsibility	None	4 Hours	
3. Pre-marriage couples receive PMC Certificate	3.Prepare and distribute PMC Certificates	None	5 Minutes depending on the number of participants	
TOTAL:		None	4 Hours 7 20 Minutes	



2.Barangay Responsible Parenting and Family Planning (RPFP) Class

A Responsible Parenting and Family Planning Class conducted to a group of 15-20 participants, consisting of men/husbands and women of reproductive age. An open discussion is set in order for clients to clarify myths and misconceptions of Family Planning, as well as, share their experiences. Clients with unmet need for family planning will be referred to the health service facility for service provision.

Office or Division:	Provincial Population Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Men/husbands, Couples of Reproductive Age, Women of Reproductive Age			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Logbook registration of physical appearance/Attendance of the clients (1 copy only)			Provincial Poulation Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fill up “FORM I” – Couples Profile and Attendance Sheet	1.Assist couples in filling up of form I	None	30 Minutes	Wilfredita B. Er-er Clerk III Hazel Mae D. Palacios Clerk III Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I
2. Attend RPFP Class	2.Conduct RPFP Class	None	2 Hours	
3. Accept referral slip	3.Accomplish and give referral slip to client if she/he signifies intention to use any Modern Family planning.	None	5 Minutes	
	3.Client agree with Municipal Population Officers/Barangay Population Volunteer on date 3.1of visit to health service	None	5 Minutes	Barangay Population Volunteer



	facility for FP service provision.			
4. Clients visit health service facility for service provision (RHU/Hospital)	4.Barangay Population Volunteer make follow-up and accompany client to health service facility for service provision.	None	1 Hour	
TOTAL:		None	3 Hours & 40 Minutes	



3.Youth Symposium

A 3-hour session with adolescents and youth aged 15 – 19 years old on Adolescent Sexuality and Reproductive Health(ASRH). This sector of the population, which is estimated to comprise 30% of our total population, are provided with scientific, age-appropriate and values-laden information in order to help them make responsible decisions.

Office or Division:	Provincial Population Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Out of School Youth /In School Youth aged 15 – 24 years old			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Logbook registration of physical appearance/Attendance of the client (1 copy only)			Provincial Population Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Youth participants' fill-up form I (youth profile) and attendance sheet	1.Facilitate filling up of Attendance Sheet and Youth Profile and questionnaire	None	30 Minutes/Class	Wilfredita B. Er-er Clerk III Hazel Mae D. Palacios Clerk III Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I
2. Participate in the sessions: role plays, workshops, presentations and discussions	2.Conduct Youth Symposium on Adolescent Sexuality and Reproductive Health	None	3 Hours	
	2.1Turnover of tarpaulin bearing ASRH slogans to the School Principal	None		
TOTAL:		None	3 Hours & 30 Minutes	



4. Family Planning Counseling to Walk in Clients

Walk in clients are provided with Family Planning Counseling sessions, which includes orientation on fertility awareness, Modern Artificial and Natural Family Planning Methods. When a client chooses an artificial method, she will be given referral form and refer to the nearest health service facility for evaluation and service. However, when a client chooses a Natural Family Planning method, a detailed discussion will be undertaken, on the method she intend to use.

Office or Division:	Provincial Population Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Couples, Men/Husbands, Women of Reproductive Age			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Logbook registration of physical appearance/Attendance of the client (1 copy only)			Porvincial Population Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Client fill up Couples Profile (Form I)	1. Facilitate filling up of couple's profile	None	5 Minutes	Wilfredita B. Er-er Clerk III Hazel Mae D. Palacios Clerk III Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I
2. Participate in the discussion	2. One – on one discussion on fertility awareness and the Modern Artificial and Natural Family Planning Methods.	None	1 Hour	
3. Receive referral slip for service provision at the health service facility (RHU/Hospital	3. If clients signify intention to use any Artificial Family Planning method, give referral slip for service provision at	None	5 Minutes	



	health service facility (RHU/Hospital)			
4. Couples practice filling up of NFP Chart or practice with SDM vertical beads	4.If client choose NFP, conduct one-on-one counseling on preferred method and agree on date of first visit or cycle 1 follow-up	None	30 Minutes	Wilfredita B. Er- Wilfredita B. Er- er Clerk III Hazel Mae D. Palacios Clerk III Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I
5. Return Visit – couple bring NFP commodity (vertical beads, CMM/BBT chart)	5.Assess couples recording on NFP charts	None	30 Minutes	
	5.1Schedule for cycle 2 follow – up	None	30 Minutes	
	5.2Schedule for cycle 3 follow – up	None	30 Minutes	
	5.3Register couple as New Acceptor	None		
TOTAL:		None	For Artificial Fp – 1 Hours And 10 Minutes For Natural Fp Methods 3 Hours And 5 Minutes	



5. Learning Package for Parent Education (LPPED) Session

A session conducted to parents with adolescents on, Ways to Get Along Well with My Adolescent, Habits of Effective Parenting, and Communicating Effectively with My Adolescent.

Office or Division:	Provincial Population Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Parents with Adolescents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Logbook registration of physical appearance/Attendance of the client (1 copy only)			Provincial Population Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Parents fill-up couples profile and attendance sheet	1. Facilitate filling up of couples profile (Form I) and Attendance Sheet	None	30 Minutes	Ananette B. Daniel Department Head Wilfredita B. Erer Clerk III Hazel Mae D. Palacios Clerk III Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I
2. Attend Parents Education Class	2. Conduct Parents Education	None	2 Hours	
TOTAL:		None	2 Hours & 30 Minutes	



6. Kalalaking Tumutugon sa Responsibilidad at Obligasyon ng Pamilya (KATROPA) Session

A session with husbands and men whose wives are of reproductive age, on Responsible Parenting, Family Planning, including Anti-Violence Against Women and their Children. This activity is aimed at encouraging male to participate in the reproductive health needs of the family. Moreover, be the one to use modern family planning method of non-scalpel vasectomy, when the couples' intention is to limit their number of children.

Office or Division:	Provincial Population Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Male partners/ Husbands whose wives are of reproductive age			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Logbook registration of physical appearance/Attendance of the client (1 copy only)			Provincial Population Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Male participants' fill-up Couples Profile (form I) and attendance sheet	1. Facilitate filling up of couples profile (Form I) and Attendance Sheet	None	30 Minutes	Wilfredita B. Er-er Clerk III Hazel Mae D. Palacios Clerk III Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I
2. Participate in the KATROPA Session	2. Conduct KATROPA Classes	None	2 Hours	
3. One-on-one session for those expressing intention	3. Male participants expressing intention to use Modern Family Planning Method will be given detailed explanation/ queries	None	30 Minutes	



	answered and provided with referral slip, specifically on No Scalpel Vasectomy			
	3.1Barangay Population Volunteer assist client to health service facility for service provision.	None		Barangay Population Volunteers
TOTAL:		None	3 Hours	



7. Technical Assistance to Barangay Population Volunteers

A one-on-one session with Barangay Population Volunteers on the accuracy and validity of the reports submitted, as per guidelines set by POPCOM, to include: couples' profile (Form I), Service Slips, Acknowledgement of Home Visits, Summary of Home Visits and Acknowledgement Receipts.

Office or Division:	Provincial Population Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Barangay Population Volunteers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Logbook registration of physical appearance/Attendance of the client (1 copy only)			Provincial Population Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Barangay Population Volunteers visit Provincial Population Office to submit RFPF reports.	1. Attend to BPV's, concerns. Review reports, make corrections when necessary, any lacking signature will be returned to the concerned. Final accomplished reports will be submitted to PPO.	None	30 Minutes	Wilfredita B. Er-er Clerk III Hazel Mae D. Palacios Clerk III Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I
2. BPVs resubmit correctly accomplished RFPF reports	2. Receive RFPF reports and resupply RFPF forms.	None	15 Minutes	
TOTAL:		None	45 Minutes	



8. Attending to request of partners

A written request from partners requesting for facilitation of workshop, and other Learning and Development activities.

Office or Division:	Provincial Population Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Partners from National Government Agencies, Non-Government Organizations, Peoples Organization, Private Sector, and Local Government Units.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Written letter request address to the Provincial Governor (2 copies)			Requesting Partners	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits written letter request	1.1 Receives letter requests and discuss with clients on specifics and details of requested learning and development activity.	None	30 Minutes	Wilfredita B. Er-er Clerk III Hazel Mae D. Palacios Clerk III Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I
	1.2 Prepare Memorandum for signature of the Provincial Administrator or Provincial Governor if outside the province.	None	5 Minutes	Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I



	1.3 When Memorandum is approved, attend to the requests of clients	None	Depending on module	Wilfredita B. Er-er Clerk III Hazel Mae D. Palacios Clerk III Vincente G. Secuya III Public Relations Officer I Richard B. Reyes Administrative Aide II Noravel F. Noval Administrative Aide I
TOTAL:		None	35 Minutes	