



## 1. Pre-marriage Orientation and Counseling

Ito ay para sa mga nagsasama na pero hindi pa nagpapakasal at sa mga ikakasal na hindi pa nagsasama upang mabigayan sila ng Marriage License .

<b>Office or Division:</b>	Municipal Population and Development Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Mga magpapakasal na residente ng Guiguinto o isa sa ikakasal ay residente ng Guiguinto.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Wala				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isulat ang detalyadong impormasyon sa Pre-Marriage Orientation Counseling Form (Form No. POP-003-_)	1. Ibigay ang Pre-Marriage Orientation and Counseling Form sa mga dadalo ng orientation.	Wala	2 minuto	<i>Administrative Aide IV to Administrative Aide I</i> Municipal Population and Development Office
	1.1. Suriin ang talaan upang matukoy kung sino ang dadalo sa Orientation at kung sino ang dadalo sa Counseling.	Wala	5 minuto	<i>Administrative Aide IV to Clerk</i> Municipal Population and Development Office
2. Makinig at magkilahok sa seminar	2. Ipaliwanag kung ano ang kahalagahan ng Pre-Marriage Counseling, PD 965 at ilahad ang mga elemento ng pagkakaroon ng isang matatag at masayang pamilya.	Wala	1 oras	<i>Nutrition Officer IV to Nurse IV- OIC Population Officer</i> Municipal Population and Development Office
	2.1. Ipaliwanag ang kahalagahan at benepisyo ng Family Planning.gayundin ang ibat-ibang batas na may kaugnayan sa mga bata ,kababaihan at pamilya.Tinatalakay din ang tungkol sa paglalagay ng Diyos sa bilang sentro ng kanilang pagsasama. (Spiritual Aspect)	Wala	3 oras	<i>Nutrition Officer IV to Nurse IV- OIC Population Officer</i> Municipal Population and Development Office o <i>Administrative Aide IV to Administrative Aide VI</i> Municipal Population and Development Office o <i>Social Welfare Officer III</i> Social & Welfare Development Office
3. Hintayin na ibigay ang Certificate of Pre-Marriage Orientation and Counseling Certificate	3. Isulat sa Certificate of Pre-Marriage Orientation and Counseling ang mga detalye o impormasyon ng mga nakadalo sa seminar	Wala	10 minuto	<i>Administrative Aide III to Administrative Aide IV</i> Municipal Population and Development Office





## 1. Pre-marriage Orientation and Counseling

	3.1 encode ang lahat ng detalye/Impomasyon o evaluation ng isang klinyente dadalo sa seminar ng kasal gamit ang mga form: Pre-Marriage Orientation Counselling attendace, Form 1 RFPF and The Marriage Expectation Inventory Form using CPD Offline Encoding system	Wala	6 Minuto	<i>Adminstrative Aide III</i> Municipal Population and Development Office
4. Certificate of Pre-Marriage Orientation Counselling sa Klinyente	4. Ibigay ang Pre-Marriage Orientation and Counseling Certificate sa mga nakadalo ng seminar	Wala	3 minuto	<i>Clerk to Administrative Aide I</i> Municipal Population and Development Office
<b>TOTAL</b>		<b>Wala</b>	<b>4 na oras at 26 minuto</b>	





## 2. Responsible Parenthood & Family Planning Seminar

Isinasagawa upang mabigyan ng karagdagang impormasyon at kaalaman tungkol sa Responsableng Pagmamagulang at Pagpapalano ng Pamilya.

<b>Office or Division:</b>	Municipal Population and Development Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Mga magulang na residente ng Guiguinto na maraming anak at hindi nagpapalano ng pamilya at iba pang magulang na gustong mapanatili ang katatagan at kaayusan ng kanilang pamilya.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Wala				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isulat ang impormasyon sa Attendance Sheet (Form No. POP-002-_)	1. Ibigay ang Attendance Sheet sa mga dadalo ng seminar	Wala	2 minuto	<i>Clerk</i> Municipal Population and Development Office
	1.1. Suriin ang talaan upang matukoy kung sino ang mga nagpapalano ng pamilya o gumagamit ng Family Planning Methods at sa mga hindi gumagamit ng fp methods (Unmet Needs)	Wala	5 minuto	<i>Administrative Aide III</i> Municipal Population and Development Office
2. Makinig at makilahok sa seminar	2. Talakayin ang iba't ibang pamamaraan ng Pagpapalano ng Pamilya at kung paano magiging isang responsibleng ama at ina sa kanilang mga anak o magiging anak.	Wala	1 oras	<i>Nutrition Officer IV to Nurse IV- OIC Population Officer</i> Municipal Population and Development Office o <i>Administrative Aide IV to Administrative Aide VI</i> Municipal Population and Development Office
	3. Ipaliwanag ang kahalagahan at benepisyo ng Family Planning at kung paano maging responsableng magulang at mabuting taga-sunod ni Jesus	Wala	1 oras	<i>Nutrition Officer IV to Nurse IV- OIC Population Officer</i> Municipal Population and Development Office o <i>Administrative Aide IV to Administrative Aide VI</i> Municipal Population and Development Office
	4. Bisitahin ang mga pamilya na mahigit sa tatlo o apat ang anak at ipaliwanag ang mga benepisyo ng kaunti lang ang bilang ng anak kesa sa maraming anak. Gayundin tinuturuan kung paano ang tamang paggamit ng ibat –ibang modern family planning methods.	Wala	1 oras	<i>Nutrition Officer IV to Nurse IV- OIC Population Officer</i> Municipal Population and Development Office o <i>Administrative Aide IV</i> Municipal Population and Development Office





## 2. Responsible Parenthood & Family Planning Seminar

3. Hintayin na ibigay ang Katibayan ng Pagdalo (Certificate of Attendance )	5. Ibigay ang Katibayan ng Pagdalo (Certificate of Attendance) sa mga dumalo ng seminar	Wala	15 minuto	<i>Clerk to Administrative Aide I</i> Municipal Population and Development Office
TOTAL		Wala	3 na oras at 22 minutes	





### 3. Adolescent Youth Development Program (Symposium)

Para sa kabataan ng maagang ngbubuntis (teenage pregnancy) at mga kabataan na hindi na nakatapos ng pag-aaral upang mabigyan ng karagdagang kaalaman kung ano ang kahalagahan ng isang kabataan na nakatapos ng pag-aaral at nakikilaho sa pagpapaunlad ng pamayanan.

<b>Office or Division:</b>	Municipal Population and Development Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	Mga kabataan na hindi nag-aaral (OSY), kabataan nag-aaral (ISY), kabataang maagang nagbubuntis			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Wala		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isulat ang impormasyon sa Attendance Sheet (Form No. POP-002-_)	1. Ibigay ang Attendance Sheet sa mga dadalo ng syposium	Wala	2 minuto	<i>Administrative Aide IV</i> Municipal Population and Development Office o <i>Administrative Aide III</i> Municipal Population and Development Office o <i>Clerk</i> Municipal Population and Development Office
2.Pagsusuri ng Talaan.	2.1.Magkaroon ng Talaan ng mga Kabataang ngsisipag aral (ISY) na dadalo sa symposium. Alamin kung sino ang may mga asawa na at wala pa.	Wala	10 minuto	<i>Administrative Aide IV</i> Municipal Population and Development Office o <i>Administrative Aide III</i> Municipal Population and Development Office o <i>Clerk</i> Municipal Population and Development Office
	2.2. Magkaroon ng mga kabataan na hindi ngsisipag aral (OSY) alamin kung sino ang may asawa na at wala pa.	Wala	10 minuto	<i>Administrative Aide IV</i> Municipal Population and Development Office o <i>Administrative Aide III</i> Municipal Population and Development Office o <i>Clerk</i> Municipal Population and Development Office
	2.3. Mapagbukod-bukod ang mga bilang ng mga batang nagbuntis at maagang nag-aasawa.	Wala	10 minuto	<i>Administrative Aide IV</i> Municipal Population and Development Office o <i>Administrative Aide III</i> Municipal Population and Development Office o <i>Clerk</i> Municipal Population and Development Office





### 3. Adolescent Youth Development Program (Symposium)

3. Makinig at Makilahok sa Symposium	3.1 Pagkakaroon ng Talakayan tungkol sa Benepisyo ng Pagtatapos ng Pagaaral at Pagkakaroon ng Plano para sa kanilang kinabukasan.	Wala	1 oras	<i>Nutrition Officer IV to Nurse IV-OIC Population Officer</i> Municipal Population and Development Office
3. Makinig at Makilahok sa Symposium	3.2 Pagpapaliwanag tungkol sa kahalagahan ng Maayos na pakikipag-ugnayan sa mga magulang at mga guro.	Wala	1 oras	<i>Nutrition Officer IV to Nurse IV-OIC Population Officer</i> Municipal Population and Development Office
3. Makinig at Makilahok sa Symposium	3.3 Pagpapaliwanag kung paano ang Magandang pakikitungo sa mga Kamag-aral at kapwa Kabataan (Good Manners and Right Conduct)	Wala	1 oras	<i>Nutrition Officer IV to Nurse IV-OIC Population Officer</i> Municipal Population and Development Office
3. Hintayin na ibigay ang Katibayan ng Pagdalo (Certificate of Attendance )	Pamamahagi ng Katibayan ng Pagdalo.	Wala	10 minuto	<i>Nutrition Officer IV to Nurse IV-OIC Population Officer</i> Municipal Population and Development Office o <i>Administrative Aide IV</i> Municipal Population and Development Office o <i>Administrative Aide III</i> Municipal Population and Development Office o <i>Clerk</i> Municipal Population and Development Office
<b>TOTAL</b>		<b>Wala</b>	<b>3 na oras at 42 minuto</b>	





#### 4. Teen Information Center Requesting Application for local Establishing

As introduced by the Officer in charge Population Officer being one of its flagship programs and now included as one of the indicators of the Seal of Good Local Governance (SGLG)- Teen Information Center is a one-stop shop facility that aims to provide comprehensive information and services for adolescents- this reinforced by the information and services delivery network for adolescent health development which is a strategy to harmonize existing information and services interventions at the local level.

<b>Office or Division:</b>	Municipal Population and Development Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	LGU Barangay SK officials, schools youth and other cso			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly signed letter/ notice request via mail or email or social media account (1 original electronic copy)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. lumapit ng tulong o gabay sa pagtatatag ng teen information center sa kanilang nasasakupan	1. Ihanda ang mga documento na kinakailangan ng klinyente o institution Request Letter and datos ng bilang ng kabataan.	Wala	30 minuto	Administrative Aide IV Municipal Population and Development Office o Administrative Aide III Municipal Population and Development Office
2. Makipag ugnayan sa Municipal Population Officer para sa tiyak na pag sasaayos ng documento.	2. Pupuntahan ng Population Staff o kawani sa mga barangay, school at other Organization para ma-evaluate tamang pasilidad, kinakailangan ayon standard Requirements at magkaroon ng Recommendation kung ano man ang dapat na kailangan improvement of facility	Wala	2 oras	Nurse IV- OIC Population Officer Municipal Population and Development Office o Administrative Aide VI Municipal Population and Development Office
3. Magkaroon ng Schedule para sa requesting TIC seminar at magiging PEER Educator Training/Trainors ng Kabataan sa bawat Barangay, Youth at other CSO	3. Ihanda lamang ang Project Proposal, Request letter, Barangay E.O upang ma-review at aprubahan/pirma ng pinuno ng Populasyon.	Wala	2 araw	Nurse IV- OIC Population Officer Municipal Population and Development Office o Administrative Aide VI Municipal Population and Development Office







#### 4. Teen Information Center Requesting Application for local Establishing

4. coordination with the MPO and set up the venue logistic and registration and gather participants	4. Magkaroon ng seminar/orientation ng TIC at pagbibigay ng certificate of participation at facilitator sa mga dumalo na may pirma ng MPO	Wala	1 day	Nurse IV- OIC Population Officer Municipal Population and Development Office o Administrative Aide VI Municipal Population and Development Office
5. Ihanda ang mga kinakailangan na dadalin sa TIC	5. gabayan ang kliyente sa pag establish ng TIC at magkaroon ng Memoradium Agreement and other coordinates partner agencies	Wala	2 days	<i>Nurse IV- OIC Population Officer Municipal Population and Development Office o Administrative Aide VI</i>
6 Coordination MPO on the activity Status join the activity through giving of inspirational message and other creative forms of	6. pag pirma na ng MOA at pagbibigay ng Certificate of Registration Teen Information Center validity 2 years.	Wala	3 oras	<i>Administrative Aide IV Municipal Population and Development Office o Administrative Aide III Municipal Population and</i>
	<b>TOTAL</b>	Wala	<b>5 oras at 30 minuto</b>	

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