



# **Integrated Population Gender and Development Office**

## **External Services**



## 1. Issuance of Pre-Marriage Certificate

To ensure continuing high quality professional development programs for population, responsible parenthood and reproductive health as per ordinance no.11 s.2019

<b>Office Or Division:</b>	Integrated Population Gender And Development Office (IPGDO)			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	(G2c)Government To Citizen			
<b>Who May Avail:</b>	All Would Be Couples			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Pre-Marriage Certificates(PMC)-original(1 copy)			Office of Civil Registrar	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The Couple Applicants Must Fill-Up The Pre-Marriage Expectation Inventory Form	Provide the clients with the forms of MEI	None	5 Minutes	<i>IPGDO Receiving Officer/PMC Secretariat IPGDO</i>
2. Must Fill-Up The Pmc Logbook For Record Purposes	Provide the clients with the Logbook	None	5 Minutes	<i>IPGDO Receiving Officer/PMC Secretariat IPGDO</i>
3. City Population Officer Will Provide The Schedule In Which The Engaged Couple S Must Attend For (4) Hours Pmc Session Set Every Monday Or On A Special Schedule	Set the schedule of the seminar	None	10 Minutes	<i>Population Program Officer IV Encoder IPGDO</i>
4. Pre-Marriage Counseling Certificate Is Handed-Out Right After The Seminar	Issuance Of Pre-Marriage Counseling As A Pre- Requisite For Securing Marriage License As Provided For By Article 16 Of The Family Code	None	10 Minutes	<i>Population Program Officer IV Encoder IPGDO</i>
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	



## 2. Issuance of Disaggregated Data

To enhance the competencies and strengthen the capacities of barangay government units and our partners

<b>Office Or Division:</b>	Integrated Population Gender and Development Office (IPGDO)			
<b>Classification:</b>	Complex			
<b>Type Of Transaction:</b>	(G2c)Government To Citizen			
<b>Who May Avail:</b>	Stakeholders and other related Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Providing a photo copy of existing Sex Disaggregated Data			City Planning Office for Data Banking	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients must register in the visitor's logbook.	1. Provide the clients with the logbook	None	5 mins	<i>IPGDO Receiving Officer</i> IPGDO
2. Clients must present a letter request or explain the reason for gathering the needed data for verification purposes.	2. Secretariat will verify the presented documents	None	5 mins	<i>Population Program Officer I</i> IPGDO
3. Data and information requested will be provided to the client after verification and upon approval of the head of office.	3. Provide population and gender-related data and information	None	10 mins	<i>Population Program Officer IV</i> IPGDO
4. Refer/guide client to other offices and partner agencies, if needed.	4. Endorse the client to the related concern agency	None	10 mins	<i>Population Program Officer IV</i> IPGDO
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	



### 3. Issuance of (Forms) Matrix of Brgy. GAD Plan and Accomplishment

To create an empowered women, gender equality and gender sensitivity community

<b>Office Or Division:</b>	Integrated Population Gender and Development Office (IPGDO)			
<b>Classification:</b>	Complex			
<b>Type Of Transaction:</b>	(G2c)Government To Citizen			
<b>Who May Avail:</b>	All Barangays			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Photo copy of Matrix for Brgy. GAD Plan and Accomplishment			To all barangays	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients must register in the visitor's logbook	1. Provide the clients with the visitor's logbook	None	3 minutes	<i>IPGDO Receiving Officer</i> IPGDO
2. The client must present a copy of their barangay gad plan and city gad plan with the target PPA to be implemented for the preparation of activity project proposal	2. The program officer in charge will review the plan if its plan is in line with the PPAS	None	5 minutes	<i>Population Program Officer I</i> IPGDO
3. Activity project proposal will be properly checked and noted once approved by the barangay chairperson	3. After checking, the program officer in charge will ask a photocopy of their plan	None	10 minutes	<i>Population Program Officer I</i> IPGDO
4. Refer clients to the city local government operations office for the approval of the activity project proposal.	4. Provide technical assistance for the preparation of gad activity/project proposals	None	2 minutes	<i>Population Program Officer I</i> IPGDO
<b>TOTAL</b>		<b>None</b>	<b>20 minutes</b>	



#### 4. Providing Technical Advocacies/IECs

To enhance the competencies and strengthen the capacities of barangay government units and our partners

<b>Office Or Division:</b>	Integrated Population Gender and Development Office (IPGDO)			
<b>Classification:</b>	Complex			
<b>Type Of Transaction:</b>	(G2c)Government To Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Technical Advocacy/IEC			Related Stakeholders	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client must register in the visitor's requesting for technical assistance	1. Provide the clients with the Request Form for technical assistance	NONE	3 minutes	<i>IPGDO Receiving Officer</i> IPGDO
2. Once the request is approved by the city mayor, technical assistance will be provided for the proper budget utilization, if charged to Bgy. Gad fund.		None	3 minutes	<i>Population Program Officer I</i> IPGDO
3. CPO will assist in the conduct of training and other IEC activities on the following programs: Gender And Development (Gad), Population And Development (Popdev) Integration, Responsible Parenthood And Family Planning (Rp/Fp), Adolescent Health And Development (Ahd)	3. Provide technical advocacy/IEC and community outreach activities	None	10 minutes	<i>Population Program Officer IV</i> IPGDO
4. Refer clients to other departments and offices, if necessary.		None	4 minutes	<i>Population Program Officer IV</i> IPGDO
<b>TOTAL</b>		<b>None</b>	<b>20 minutes</b>	