CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
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OFFICE OF THE CITY POPULATION OFFICER

External Services

1. PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) CERTIFICATION

The Pre-Marriage certification is issued as a prerequisite for securing the marriage license of the above couple as provided for in Presidential Decree No. 965 and Article 16 of the Family Code.

Office or Division:	Office of the City Population Office
Classification:	Simple
Type of Transaction:	G2C / C2G – Government to Client / Client to Government
Who may avail:	Would be Couples

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Application for Marriage License – Fully Accomplished with Original signature of the Civil Registrar Officer plus attached document requirement (Cenomar, Birth Certificate and Etc.)	Office of the City Civil Registrar
2. Family Planning Certificate (1 original copy)	City Health Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present complete requirements	1.1 Evaluate application and requirements	None	10 Minutes per couple	Admin Aide I - Office of the City Population Officer Population Program Worker I - Office of the City Population Officer
	1.2 Prepare CPD FORM 1, Logbook and Distribute Marriage Inventory Questionnaire to client	None	8 Minutes	Admin Aide I - Office of the City Population Officer Population Program Worker I - Office of the City Population Officer
2. Fill out FORM 1 & Logbook. Marriage Inventory Questionnaire must be answered by the would-be couples	2.1 Assist client	None	8 Minutes per couple	Admin Aide I - Office of the City Population Officer Population Program Worker I - Office of the City Population Officer

	2.2 Collect CPD FORM 1, questionnaire and answer sheet. Analyze answers	None	15 minutes	Admin Aide I - Office of the City Population Officer Population Program Worker I - Office of the City Population Officer City Population Officer - Office of the City Population Officer
3. Proceed to the counseling room	3.1 Prepare counseling room and assist client	None	10 minutes	Admin Aide I - Office of the City Population Officer Population Program Worker I - Office of the City Population Officer
4. Conduct PMC Session	4.1 Conduct Seminar to would-be couples	None	3 hours	City Population Officer - Office of the City Population Officer Admin Aide I - Office of the City Population Officer Population Program Worker I - Office of the City Population Officer
5. Wait for the issuance of PMOC Certificate	5.1 Prepare PMC Certification	None	5 minutes per couple	City Population Officer - Office of the City Population Officer Admin Aide I - Office of the City Population Officer Population Program Worker I - Office of the City Population Officer
6. Receive PMOC Certificate	6.1 Release/ issue PMOC Certificate to client	None	3 minutes per couple	
	TOTAL	**None**	**3 hours & 59 minutes**	

2. REQUEST FOR DATA (DEMOGRAPHIC SURVEILLANCE DATA / TOTAL POPULATION / OTHERS)

Office or Division:	Office of the City Population Office
Classification:	Simple
Type of Transaction:	G2C / C2G – Government to Client / Client to Government
Who may avail:	All Citizens of the City of Meycauayan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter Request Addressed to the City Mayor attention to the City Population Office stating the data needed, extent and purpose of the research noted by authorized Signatories – 1 original copy printed in the letter head	To be provided by client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter of request to the City Mayor's Office, 4th Floor	1.1 Record and forward to the City Mayor for approval and inform the client on the date of release	None	5 Minutes	Security Officer I - Office of the City Mayor Daycare Worker I - Office of the City Mayor Admin Aide I - Office of the City Mayor
	1.2 Inform the client when to receive the approved request via text message	None	2 days	
2. Proceed to the City Mayor's Office to receive the approved request	2.1 Present it to the City Population Office	None	3 minutes	Admin Aide I - Office of the City Population Officer Population Program Worker I - Office of the City Population Officer
	2.2 Conduct interview to client	None	30 minutes	
	2.2 Prepare requested data	None	20 minutes	
3. Receive requested data	3.1 Release requested data	None	5 minutes	
	TOTAL	**None**	**2 days ,1 hour and 3 minutes**	