

FRONTLINE SERVICE: PRE-MARRIAGE COUNSELING (PMC)

Municipal Hall, Marcos, Ilocos Norte
 Head of Office: Mrs. Marlyn Desiree M. Gacula, PPWII
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FRONTLINE SERVICE:

A. PROVISION OF PRE-MARRIAGE COUNSELLING

ABOUT THE SERVICE:

The vision in the implementation of the Population Program – happy, healthy, empowered, and productive Filipino families through Responsible Parenthood. The Pre-Marriage Counselling (PMC) aims at helping parents-to-be psychologically, physically, socially and economically prepared for married life ready to face more responsibilities in building a family and home in an environment of love and affection, mutual respect and understanding, ardent with desire and aspiration to become better citizens not only for the community but as well as for the entire society.

If requirements are complete, this transaction can normally be completed in one (1) working day.

SCHEDULE OF AVAILABILITY OF SERVICE:

TUESDAY AND THURSDAY 8:00 AM – 12:00 NN 1:00 PM – 5:00 PM

HOW TO AVAIL OF THE SERVICE:

STEP/PROCESS			DURATION	PERSON/S RESPONSIBLE
STEP	THE CLIENT SHALL	THE SERVICE PROVIDER SHALL		
1.	Signs Visitors' Logbook.	Assists the would-be couple to register in the logbook.	5 minutes	Population Program Worker II
2.	Secures and accomplishes PMC Form from POPCOM Office.	Provides application form and briefs client on how to accomplish.	35 minutes	Population Program Worker II
3.	Submits accomplished form to POPCOM Office	Checks accomplished form.	10 minutes	Population Program Worker II

4.	Attends PMC Session.	Conducts PMC Session.	6 hours	Municipal Health Nurse Municipal Social Welfare and Development Officer Population Program Worker II Municipal Agriculturist
5.	Receives PMC Certificate.	Issues PMC Certificate and instructs client to submit to MCR.	15 minutes	Municipal Health Officer Municipal Social Welfare and Development Officer Population Program Worker II
Accomplishes the client feedback form and drops to designated drop box.				
Total response time: 7 hours & 5 minutes				

LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

HEAD: ANGELITO RAQUEL – LDRRMO II

Secretariat for: Research & Planning, Administrative & Training, Operations & Warning

For more information, contact

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The office is responsible for the effective management of disaster operations in the municipality before, during and after math of occurrence of disaster in coordination with all the members of the Municipal Disaster Risk Reduction and Management Council.

FRONTLINE SERVICES:

A. DISASTER MANAGEMENT OPERATIONS

SCHEDULE OF SERVICE:

8:00 AM to 5:00 PM Monday to Friday including Saturdays, Sundays and Holidays in emergency cases.

A. DISASTER MANAGEMENT OPERATIONS

The MDRRMC is directed to convene upon order of the Chairman when there is advisory of disaster bulletin from the PAGASA/Office of the Civil Defense.

The Client Shall	The Service Provider Shall	It will take	Responsible Person/s
1. Conduct ocular inspection in their area of responsibility	Conduct pre-disaster risk assessment and disseminate advisory Activate the MDRRM Council upon notice of typhoon warning signal #2 or earlier depending upon the weather condition or as need arise such as conflagration. Procurement of needed relief supplies/goods ready for distribution.	24 hours on duty 1 day	MDRRMC Chairman LDRRM Officer BAC

2. Report damages, injuries & deaths within the area of Responsibility (AOR)	Prepare consolidated report gathered from BDRRMC	24 hours on duty	LDRRM Officer, BDRRMC
	Conduct on the following: search and rescue operations victims, emergency relief operations, emergency medical treatment	24 hours on duty	Search and Rescue Team, MSWD Office, Municipal Health Office, Municipal Engineering Office, Municipal Agriculture Office, LDRRM Office
3. Finalize report of damage, injuries deaths caused by disaster	Prepared final report to be submitted to PDRRMC. Implement immediate actions to respond to disaster.	24 hours on duty	LDRRMO, MEO, MSWDO, MAO, MHO, BFP, PNP,MO
Accomplishment Client Feedback Form and drop at designated Drop Box at the Municipal hall			
TOTAL RESPONSE TIME: 24 hours on duty			



