

## Accreditation of Pre-Marriage Counselors

Refers to the process of assessing the Pre-Marriage Counselors if they are compliant to set standards.

<b>Office or Division:</b>	Standards Section – DSWD Field Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Client (G2C)
<b>Who may avail:</b>	ALL Practicing/Planning to practice Pre-Marriage Counseling Sessions
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>One (1) Duly Accomplished Application Form</li> </ul>	<ul style="list-style-type: none"> <li><b>STANDARDS SECTION (Room 204)</b> DSWD- Field Office NCR  389 San Rafael cor. Legarda St. Sampaloc Manila</li> <li><a href="https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf">https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf</a> <i>Annex A. PMC Form_App</i></li> </ul>
<ul style="list-style-type: none"> <li>Constitution and By-Laws/Local Ordinance or Resolution</li> </ul>	<ul style="list-style-type: none"> <li>City/Municipal Sangguniang Bayan Office or at the City/Municipal Social Welfare and Development Office of Local Government Unit of Local Government Unit</li> </ul>
<ul style="list-style-type: none"> <li><b><i>One (1) photocopy of the following documents (original copies must be presented):</i></b></li> </ul> <ol style="list-style-type: none"> <li>Any of the following as proof that the applicant is a graduate of four (4) year course:             <ol style="list-style-type: none"> <li>Photocopy of Certificate of graduation/college diploma or transcript of records; or</li> <li>Certified photocopy of valid PRC ID.</li> </ol> </li> </ol>	

<ol style="list-style-type: none"> <li>2. Photocopy of Training Certificates/Certificates from seminars, conferences, training, and other related activities on basic counseling service for at least twenty-four (24) four hours. If original copy is unavailable, a certified true copy of the certificate of participation/attendance from the training provider will be accepted;</li> <li>3. Any of the following as proof that applicant is tasked to assist/conduct PMC sessions and/or part of the local PMC Team, if applicable:       <ol style="list-style-type: none"> <li>a. Certification from immediate Supervisor; or</li> <li>b. An approved resolution.</li> </ol> </li> <li>4. Documentation of at least six (6) PMC sessions, which captures the role performed by the applicant as proof that he/she has assisted in the PM Counseling session; and</li> <li>5. Other documents to be made available during the assessment visit.       <ol style="list-style-type: none"> <li>a. Accomplished Marriage Expectation Inventory Form of would-be-married couple/s present during the validation visit.</li> </ol> </li> </ol>	
<p><b>FOR RENEWAL</b></p> <ol style="list-style-type: none"> <li>1. Certificates of training,</li> </ol>	

seminars, orientation and other related or similar activities on marriage counseling or topics related to pre-marriage counseling such as but not limited to Gender and Development, Human Maturity, Value Clarification and Responsible Parenting for at least twenty-four (24) hours within the validity period of the preceding certificate.

2. Accomplishment Report for the past year with at least a minimum of ten (10) PMC sessions conducted preceding the application using the template provided by DSWD (***Annex D***);
3. Summary documentation of PMC session/s conducted for the past year using the template provided by DSWD (***Annex C***);
4. Other documents to be made available during the validation visit.
  - a. Accomplished Marriage Expectation Inventory Form of would-be-married couple/s present during the validation visit.
  - b. Accomplished and consolidated result of client feedback/satisfaction survey (See ***Annex F*** for the template) of about fifty (50) percent of the total number of counselled couple for the past year; and

- [https://www.dswd.gov.ph/issuances/MCs/MC\\_2019-001.pdf](https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf) Annex D. PMC Form

- [https://www.dswd.gov.ph/issuances/MCs/MC\\_2019-001.pdf](https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf) Annex C. PMC Form

- [https://www.dswd.gov.ph/issuances/MCs/MC\\_2019-001.pdf](https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf) Annex F. PMC Form

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c. A summary/record on the number of Certificate of Marriage Counseling issued.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstances)	PERSON RESPONSIBLE PERSON
<b>A. Assessment Procedures for Walk-in Applicants</b>				
<b>STEP 1:</b> Secures application form thru the DSWD Website/ Standards Section	Provides client application form, and checklist of requirements	None	*30 minutes	<i>Support Staff in charge of all incoming documents- Standards Section</i>
<b>STEP 2:</b> Submit/ file application and supporting documents	<p>2.1 Officer of the day initially review completeness of documents and provide Technical Assistance if necessary</p> <p><b>2.2 If complete documents.</b></p> <p>2.2.1 Receive application documents and log the receipt of application documents into the Document Tracking System (DTS) for Standards Section</p> <p>2.2.2 Assign the application document to the focal person</p> <p><b>2.3 If incomplete</b></p>	None		<i>Support Staff in charge of all incoming documents/ Section Head (Standards Section)</i>

	2.3.1 If found insufficient/have not met required qualification and requirements, acknowledge receipt and notify the applicant on the lacking requirements, provide necessary technical assistance and return all the submitted documents.			
<b>Note: The DSWD will implement 4:00pm cut-off on the submitted complete documents which includes the payment of processing fees. Applications received after 4:00pm shall be considered as a next working day transaction.</b>				
<b>STEP 3:</b> Prepare for the Actual Assessment	<p>Conducts validation assessment to include the following:</p> <p>a. Brief overview on the assessment process;</p> <p>b. Observation on the counseling session;</p> <p>; and</p> <p>c. Exit Conference</p>	None	2 working days	<i>Technical Staff or Officer of the day (Field Office - Standards Section)</i>

<p><b>STEP 6:</b> Awaits the approval of the application/ confirmation report/issuance of the Certificate</p>	<p>1.1 Final Assessment of the application documents and result of the actual accreditation assessment.</p> <p>1.2 Prepares the confirmation report, with the following possible content:</p> <p>a. If favorable, inform applicant on the approval of his/her accreditation.</p> <p>b. If unfavorable, recommend for re-assessment.</p> <p>1.3 Forwards to the office of the RD for approval/signature.</p> <p>1.4 Approval and signature of the documents</p>	None	7 working days	<p><i>Technical Staff/ Section Head/ Division Chief/</i></p> <p><i>Support Staff</i></p> <p><i>Regional Director</i></p>
<p><b>STEP 7:</b> Receives the Accreditation Certificate</p>	Release of Certificate	None	1 working day	<i>Support Staff (Field Office - Standards Section)</i>
<p><b>TOTAL</b> For Complete and Compliant:</p>		None	10 working days	

For Complete Requirements with Areas for Compliance:	None	25 minutes	
<b>B. Processing Procedures of Applications submitted at Standards Section through Mail/Courier:</b>			
<p><b>STEP 1:</b> Send the Application Form together with the prescribed documentary requirements for PMC Accreditation through Mail or Courier to:</p> <p><b>Standards Section</b></p> <p>DSWD Field Office residing the applicant for PMC accreditation</p>	<p>Log receipt into the Document Tracking System (DTS) for Standards Section. This shall be route to the Assigned Technical Staff.</p>	None	<p>*15 minutes</p> <p><i>Support Staff in charge of incoming documents</i></p> <p>(Field Office - Standards Section)</p>
<p><b>STEP 2:</b> Awaits for acknowledgement or notification relative to the application.</p>	<p>1.1 Reviews and assesses the completeness of the requirements/documents submitted to wit:</p> <p>1.2 If found complete/sufficient, acknowledge receipt of application and notifies applicant and coordinate for the schedule of assessment visit.</p> <p>1.3 If found insufficient/have not met required qualification and</p>	None	<p>*10 minutes</p> <p><i>Technical Staff or Officer of the day / Support Staff in charge of all incoming documents</i></p> <p>(Field Office - Standards Section)</p>

	requirements, acknowledge receipt and notify the applicant on the lacking requirements, provide necessary technical assistance and return all the submitted documents.			
<p><b>Note: The DSWD will implement 4:00pm cut-off on the submitted complete documents which includes the payment of processing fees. Applications received after 4:00pm shall be considered as a next working day transaction.</b></p>				
<b>STEP 3:</b> Prepare for the Actual Assessment	<p>Conducts validation assessment to include the following:</p> <p>a. Brief overview on the assessment process;</p> <p>b. Observation on the counseling session; and</p> <p>c. Exit Conference</p>	None	2 working days	<p><i>Technical Staff or Officer of the day</i></p> <p>(Field Office - Standards Section)</p>
<b>STEP 4:</b> Awaits the approval of the application/ confirmation report/issuance of the Certificate	<p>1.1 Final Assessment of the application documents and result of the actual accreditation assessment.</p> <p>1.2 Prepares the confirmation report, with the following possible content:</p> <p>a. If favorable, inform applicant on the approval of his/her accreditation.</p> <p>b. If unfavorable, recommend for re-</p>	None	7 working days	<p><i>Technical Staff/ Section Head/ Division Chief/</i></p>



	assessment.  1.3 Forwards to the office of the RD for approval/signature.  1.4 Approval and signature of the documents			<i>Support Staff</i>  <i>Regional Director</i>
<b>STEP 5:</b> Receives the Accreditation Certificate	Release of Certificate	None	1 working day	<i>Support Staff</i> (Field Office - Standards Section)
<b>Step 6:</b> Accomplish and drop the Customer's Feedback Form on the dropbox.	Provide the applicant Organization the Customer's Feedback Form	None	*5 minutes	<i>Support Staff</i> (Field Office - Standards Section)
<b>TOTAL</b>				
For Complete and Compliant:		None	10 working days	
For Incomplete Submission:		None	3 working days	

***\*The number of minutes shall be included on the total working days***