

Accreditation of Pre-Marriage Counselors

The process of assessing the applicant eligible to conduct pre-marriage counseling pursuant to Article 16 of the Family Code of the Philippines.

Office or Division:	Standards Section
Classification:	Highly Technical
Type of Transaction:	Government to Client (G2C)
Who may avail:	All qualified applicants per item VIII of MC 1 s. 2019 and as amended in MC 10 s. 2021
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) Duly Accomplished Application Form	STANDARDS SECTION (Room 204) DSWD- Field Office NCR 389 San Rafael cor. Legarda St. Sampaloc Manila https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf <i>Annex A. PMC Form_App</i>
<i>One (1) photocopy of the following documents (original copies must be presented):</i>	
2. Any of the following as proof that the applicant is a graduate of four (4) year course: a. Photocopy of Certificate of graduation/college diploma or transcript of records; or b. Certified photocopy of valid PRC ID.	Any PRC Office nationwide
3. 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;	Training Provider
4. 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;	Training Provider
5. 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:	Local Government Office

Certification from immediate Supervisor; or An approved resolution.				
6. 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	https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf <i>Annex C. Documentation Report Template</i>			
<i>Other documents to be made available during the assessment visit:</i>				
7. Accomplished Marriage Expectation Inventory Form of would-be-married couple/s present during the validation visit.				
For Renewal				
1. Certificates of training, 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.	Training Provider			
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 (<i>Annex D</i>);	https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf <i>Annex D. PMC Form</i>			
3. Summary documentation of PMC session/s conducted for the past year using the template provided by DSWD (<i>Annex C</i>);	https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf <i>Annex C. PMC Form</i>			
<i>Other documents to be made available during the validation visit.</i>				
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 (<i>See Annex F for the template</i>) of about fifty (50) percent of the total number of counselled couples for the past year; and	https://www.dswd.gov.ph/issuances/MCs/MC_2019-001.pdf <i>Annex F. PMC Form</i>			
c. A summary/record on the number of Certificate of Marriage Counseling issued				
<i>Note to Applicant: The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators based on DSWD Memorandum Circular No. 01 Series of 2019.</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Assessment Procedures for Walk-in Applicants				

1. Secures application form thru the DSWD Website/Field Office	1.1 Provides client application form, and checklist of requirements	None	5 minutes	Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section	
2. Submit / file application and supporting documents at Field Office – Standards Section	2.1 Records receipt of application and forward the same to assigned staff.		15 minutes		
<i>Note: Application documents received after 3:00 PM shall be considered as a next working day transaction.</i>					
3. Awaits for acknowledgement or notification relative to the application.	3.1 Reviews and Assess the completeness of requirements/ documents submitted and prepare acknowledgement letter, to wit:	None	5 working days and 2 hours	Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section	
	3.2 If found complete/ sufficient, acknowledge receipt of application and notifies applicant and coordinate for the schedule of assessment visit.				
	3.3 If found insufficient/have not met required qualification and requirements, acknowledge receipt and notify the applicant on the lacking requirements and provide necessary technical assistance.				
	3.4 Review and approval of Supervisor/ Section Head				Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section
	3.5 Review and approval of the Regional Director.				Atty. Michael Joseph J. Lorico Regional Director DSWD – NCR

<p>4. Accomplish and drop the Customer's Feedback Form on the drobox</p>	<p>4.4 Provide the applicant Organization the Customer's Feedback Form</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i></p>
<p>5. Actual Accreditation Assessment</p>	<p>5.1 Conducts validation assessment with the applicable mode:</p> <p>* Under Normal circumstances actual accreditation visit; * During the state of calamity/ emergency virtual assessment.</p> <p>Activities to take place: 1. Brief overview on the assessment process; 2. Observation on the counselling session; and 3. Exit Conference</p>	<p>None</p>	<p>1 working day</p>	<p><i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i></p>
<p>6. Awaits the approval of the confirmation report/issuance of the Certificate</p>	<p>6.1 Final Assessment of the application documents and result of the actual assessment</p> <p>6.2 Prepares the confirmation report, with the following possible content: a. If favorable, inform applicant on the approval of his/her accreditation.</p>	<p>None</p>	<p>7 working days</p>	<p><i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i></p>

	b. If unfavorable, recommend for re-assessment. 6.3 Forwards to the office of the RD for approval / signature. 6.4 Approval and signature of the documents			<i>Atty. Michael Joseph J. Lorico</i> <i>Regional Director</i> <i>DSWD – NCR</i>
7. Awaits for the approval and issuance of certificate, if favorable.	7.1 Prepares certificate for issuance, if favorable. Approval and signature of the Certificate	None	5 working days	<i>Ms. Chourie Lou-An F. Digneneng – PDO III,</i> <i>Standards Section</i> <i>Atty. Michael Joseph J. Lorico</i> <i>Regional Director</i> <i>DSWD NCR</i>
8. Receives the Accreditation Certificate	8.1 Release the Certificate	None	1 working day	<i>Ms. Chourie Lou-An F. Digneneng – PDO III,</i> <i>Standards Section</i>
TOTAL	For complete and compliant	NONE	18 working days	
	For complete requirements w/ areas for compliance		25 minutes	
				2 hours 25 minutes