

Memorandum Circular No. 01
Series of 2019

SUBJECT: AMENDED GUIDELINES IN THE ACCREDITATION OF PRE-MARRIAGE COUNSELORS

I. RATIONALE

Pursuant to Article 16 of the Family Code of the Philippines otherwise known as Executive Order No. 209 series of 1987 the Department of Social Welfare and Development (DSWD) is mandated to accredit marriage counselors through a letter issued by the Civil Code Revision Committee, UP Law Center to the National Statistics Office on September 23, 1988. The Family Code of the Philippines gives emphasis on the importance of family and marriage. Thus, it recognizes the crucial role of marriage counselor in enabling would-be-married couple/s to be ready in assuming their respective roles as couple and future parents to their children. Hence, by virtue of Executive Order No. 221 series of 2003 "Redirecting the Functions and Operations of the DSWD", the Department, developed and issued policies, manual and guidelines covering the accreditation of Pre-Marriage Counselors (PM Counselors).

The realization of said mandate was supported by the Joint Circular (JC) No. 01-89 which provided for the implementing rules and regulations of Article 16 of the Family Code issued by the DSWD and the Office of the Local Civil Registrar General, National Statistics Office in November 1989. Subsequently, in 2002 the DSWD, Department of Interior and Local Government (DILG), Commission on Population (POPCOM) and Department of Health (DOH) issued a Joint Memorandum Circular (JMC) No.01 on the Revised Pre-Marriage Counseling Implementation as mandated by Presidential Decree (PD) 965 of 1976.

For the past eight (8) years of PMC implementation, several concerns and issues were raised based on the existing JMC. Among the most pressing, was the gap between the numbers of trained PM Counselors versus the accredited PM Counselors as shared by the POPCOM. This gap was mainly due to some confusion on the Joint Memorandum Circular and accreditation guideline which is mandated by two separate laws. This resulted to the distress at the Local Government Units (LGUs) as Article 16 of the Family Code states that only a duly accredited PM Counselor shall issue the PM Certificate otherwise, an administrative sanction shall be enforced to those who violated the law under Article 315 of the Revised Penal Code. Hence, the said JMC was reviewed for enhancement to ensure that its provisions are aligned with existing policies and laws particularly of the Family Code, PD 965 and of the RPRH Law otherwise known as RA 10354 of 2012.

This guideline further aims to enhance the accreditation process including documentary requirements and qualifications required for accreditation. This guideline also seeks to clarify the topical content covered by the PMC session and the methods in the delivery of topics and sessions.

Thus, this guideline is hereby revised to respond to the demand and concerns that were practically experienced and raised to ensure that standards set are aligned and compliant to laws, realistic and will ascertain quality service delivery to its intended clients/beneficiaries.

II. LEGAL BASES

A. Executive Order No. 209 series of 1987, otherwise known as the Family Code of the Philippines

Article 16, In the cases where parental consent or parental advice is needed, the party or parties concerned shall, in addition to the requirements of the preceding articles, attach a certificate issued by a priest, imam or minister authorized to solemnize marriage under Article 7 of this Code or a marriage counselor duly accredited by the proper government agency to the effect that the contracting parties have undergone marriage counseling.

“The Civil Code Revision Committee, UP Law Center in its letter dated September 23, 1988 to the National Statistics Office clarified this provision that the DSWD is the proper government agency to accredit marriage counselors.”

B. Executive Order No. 221 series of 2003 entitled “Redirecting the Functions and Operations of the DSWD.

Sec. 3, (a) set standards, accredit and provide consultative services to public and private institutions, organizations and persons engaged in social welfare activities, and monitor, performance and compliance to standards by institutions, organizations and persons engaged in social welfare activities, both public and private.

C. Joint Circular No. 1-89 issued by the Office of the Civil Registrar General, National Statistics Office and Department of Social Welfare and Development

Rule 1. Seminar on marriage counseling shall be conducted by a priest, imam or minister authorized to solemnize marriage and registered as such with the Office of the Civil Registrar General, or by a marriage counselor duly accredited by the Department of Social Welfare and Development.

D. Joint Memorandum Circular No. 01 series of 2018 issued by DSWD-POPCOM-DOH-DILG and PSA, Revised Pre-Marriage Orientation and Counseling (PMOC) Program Implementing Guidelines of 2018

No. 9.0 Accreditation of Pre-Marriage Counselors. The accreditation of pre-marriage counselors shall be governed by a separate guidelines issued by the DSWD.

III. OBJECTIVES

General Objectives:

Establish a clear procedural process on the accreditation of Pre-Marriage Counselor.

Specific Objectives:

- 1. Clarified procedures on the accreditation of Pre-Marriage Counselors with the decentralization in effect;*
- 2. Institute new processes and mechanisms along the accreditation process; and*
- 3. Delineate and clarify roles and functions of the Field Office and Central Office OBS along the implementation of this guideline.*

IV. DEFINITION OF TERMS

This section aims to establish a common understanding on the key terms used in this document.

- Accreditation**- refers to the process of providing official recognition by the DSWD to an individual's expertise to provide Pre-Marriage Counseling Service after the applicant's compliance to the set requirements and procedures.
- Certificate of Marriage Counseling (MC)** – a certificate issued by an accredited PM Counselor to contracting parties who have completed the pre-marriage counseling session.
- Counseling**- the provision of assistance and guidance in resolving personal, social or psychological problems and difficulties, especially by a professional (*Oxford Dictionary*).
- Marriage Expectation Inventory** – the form used in identifying the opinions/ beliefs of the would-be-married couple/s, as well as potential problems and issues in their relationship that may be clarified in the counseling session.
- Pre-Marriage Counseling (PMC)** – pursuant to Article 16 of the Family Code, it refers to the mandatory counseling session required to all contracting parties where one or both parties are 18-25 years old in addition to their attendance to the Pre-Marriage Orientation (PMO). Contracting parties above 25 years old may also avail of this service. The session provides assistance and guidance to the contracting parties towards an informed decision about their forthcoming married life.
- Accredited Pre-Marriage Counselor (PM Counselor)** – refers to a recognized professional duly accredited by the DSWD to conduct Pre-Marriage Counseling sessions to would-be-married couple/s applying for marriage license.

V. GENERAL POLICY

The DSWD Field Offices as the main implementer of this guideline shall be guided accordingly by the following:

1. Provide technical assistance and/or respond to LGU requests related to PMC accreditation services/concerns;
2. Observe the protocol and Code of Ethics for DSWD Assessors/Accreditors implementing regulatory services in the accreditation of PM Counselors;
3. The conduct of PM Counseling session should be provided to a maximum of six (6) would-be-married couples per counselor;
4. The accreditation tool must be filled-out properly and completely;
5. The requirements and indicators enumerated in the accreditation tool must be fully complied prior to the issuance of accreditation certificate;
6. The accreditation certificate shall be signed by the Regional Director of the Field Office or his or her authorized representative;
7. The certificate of accreditation issued to a PM Counselor shall be non-transferable;
8. The accreditation number of the PM Counselor shall be composed of the region, sequence number which shall be assigned by the FOs and the year it was issued (*See **Annex E** for the sample certificate of accreditation*);
9. Maintain an updated directory of accredited PM Counselors at the DSWD Field Office website;
10. Only an accredited Marriage Counselor/Pre-Marriage Counselor with valid accreditation certificate is authorized to sign and issue the Certificate of Marriage Counseling of would-be-married couple/s aged 18 to 25 years old, in accordance to Article 16 of the Family Code.

VI. COVERAGE

This guideline covers all social workers and other professionals/service providers both at the private and public sectors who have met the required qualifications as stated herein.

VII. EXEMPTIONS FROM THE ACCREDITATION

The following are exempted from the DSWD accreditation by virtue of Article 16 of the Executive Order No. 209 (Family Code of the Philippines):

“... [P]riest, imam or minister authorized to solemnize marriage under Article 7 of this Code...”

VIII. QUALIFICATIONS FOR PRE-MARRIAGE COUNSELOR ACCREDITATION

1. Must have a Bachelors Degree in Social Work or any behavioural and social sciences course, i.e BS in Psychology, BS in Guidance and Counseling, AB in Sociology, AB in Political Science and etc.;
2. Must have attended at least twenty-four (24) hours basic training on Counseling/Pre-Marriage Counseling and/or other similar seminars/trainings on marriage counseling conducted by the DSWD and other National Government Agencies and other accredited training institutions prior to application;
3. Either of the following prior to application:
 - 3.1. Must have any experience in the conduct of counseling for at least a minimum of six (6) sessions; or
 - 3.2 Must have assisted in the conduct of PMC for at least a minimum of six (6) sessions and/or any type of counseling session.

IX. DOCUMENTARY REQUIREMENTS FOR ACCREDITATION

Applicants for accreditation must submit a duly accomplished application form together with one (1) photocopy of the following documents (original copies must be presented):

A. *For New Applicant*

1. Any of the following as proof that the applicant is a graduate of four (4) year course:
 1. Photocopy of Certificate of graduation/college diploma or transcript of records; or
 2. Certified photocopy of valid PRC ID.
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;
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:
 - a. Certification from immediate Supervisor; or
 - b. An approved resolution.

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
5. Other documents to be made available during the assessment visit.
 - a. Accomplished Marriage Expectation Inventory Form of would-be-married couple/s present during the validation visit.

B. For Renewal of Accreditation

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.
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
 - c. A summary/record on the number of Certificate of Marriage Counseling issued.

X. THE PMC SESSION

The conduct of PM Counseling session should be provided to a maximum of six (6) would-be-married couples per counselor.

XI. AREAS FOR ACCREDITATION

The following are the areas to be assessed for the accreditation of PM Counselors:

1. *Documentary Requirements* – refers to the documents enumerated in *Section IX* of this guideline.
2. *Knowledge* – the PM Counselor’s capacity to deliver the session shall be appraised based on the knowledge foundation listed in the accreditation tool.

3. *Skills* – the PM Counselor’s skills along listening, leading, reflecting, summarizing, confronting, interpreting, informing, facilitating, documenting, interviewing and lecturing shall be assessed based on the rubric assessment tool.
4. *Attitude* –the conduct/manner demonstrated by the PM Counselor toward the would-be-married couple/s during the session as specifically enumerated in the accreditation tool shall be evaluated.
5. *Ratio*- the number of would-be-married couple/s served should be consistent with the given ratio.
6. *Venue* – the environment on which the counseling session is conducted shall also be assessed, under the following circumstances:
 - 5.1 For new applicants, non-compliance on set indicator shall not discriminate the result of the accreditation assessment, but rather serve as basis for recommendation and improvement, however;
 - 5.2 For renewal of certificates, compliance to set indicators is a Must.

XII. THE ACCREDITATION PROCESS

The applicant shall submit the application form and the documentary requirements to the concerned Field Offices.

The DSWD Field Offices shall be guided by the following activities along the accreditation process.

A. *Pre-Validation*

Upon receipt of application and required documents, the DSWD Field Offices shall act on the application **within five (5) working days**:

1. Review the veracity of the submitted documents;
2. Coordinate and acknowledge the application conformed with the following circumstances:
 - 2.1 Should the submitted documents suffice and qualify for accreditation, the acknowledgement shall specify the date of the on-site accreditation visit in coordination with the applicant;
 - 2.2 Should there be lacking documents, however, the applicant has met the minimum qualification (*Sec. VIII*), the acknowledgement should indicate the date of the on-site accreditation visit and the list of requirements to be submitted during the said visit; and
 - 2.3 Should the documents found to be insufficient and the applicant was unable to meet the set qualifications, the acknowledgement shall contain regret and thereby inform the applicant with the needed qualifications and requirement for accreditation.

B. Validation Proper

Upon confirmation of the applicants on their availability, the accreditation schedule shall be finalized. Hence, the DSWD FO Staff/Accreditor shall conduct the assessment of the applicant within a minimum period of **half-day to one (1) whole day** and shall observe the following procedure during the actual validation:

1. Courtesy call to the Local Chief Executive (LCE) or his/her designated representative/supervisor, if applicable;
2. Conduct a brief orientation to the PM Counselor applicant relative to the guidelines and provide the mechanics for the accreditation assessment;
3. Review other documents such as logbook and MEI during the on-site assessment and/or additional submitted requirements
4. Observation assessment during the actual conduct of the PMC session;
5. Conduct a post assessment session with the PMC applicant to discuss observations, if any, or to come-up with an action plan to comply with remaining requirements for submission, if necessary or to provide technical assistance on areas needing improvement, if applicable; and
6. Conduct an exit conference with the PMC applicants and Local Chief Executive or his/her designated representative or supervisor.

C. Post Validation

After the on-site accreditation assessment, the concerned DSWD Field Office shall:

1. Prepare a confirmation report on the assessment result of the PM Counselor within **seven (7) working days** after the conduct of the assessment visit;
2. If the result of assessment is favourable, the preparation and approval of the accreditation certificate shall be facilitated **within five (5) working days**.
3. Update the directory of Accredited PM Counselors at the regional website.

The whole process of accreditation shall cover at least a **total of nineteen (19) working days** including the date of application, for details you may refer to **Annex G (Process Flow and Citizens Charter)**.

XIII. ASSESSMENT FALLING BELOW THE STANDARDS

In cases where the applicant has not met set standards per assessment of the accreditor, the said applicant shall be provided with appropriate technical assistance on areas needing improvement and shall be re-assessed after three (3) months for accreditation.

Should the applicant still not qualify, he/she shall be advised to submit a new application for accreditation assessment after six (6) months from the date of re-assessment.

XIV. VALIDITY PERIOD OF THE ACCREDITATION

The Pre-Marriage Accreditation Certificate issued to an accredited PM Counselor shall be printed using the official Security Paper of the Department, duly signed by the Regional Director or his/her authorized representative and shall include the accreditation number of the PM Counselor, its validity and date of issuance.

a. For Newly Accredited

The accreditation certificate for newly accredited PM Counselors shall be valid for a period of three (3) years and will be encouraged to file application for renewal within sixty (60) days prior expiration of accreditation provided that the applicant is qualified and has submitted the required documents for renewal.

b. For Renewed Accreditation

The accreditation certificate for renewed accreditation shall be valid for a period of five (5) years and will be encouraged to file succeeding applications within sixty (60) days prior expiration of accreditation provided that the applicant is qualified and has submitted the required documents for renewal.

XV. BENEFITS OF AN ACCREDITED PRE-MARRIAGE COUNSELORS

A. An Accredited PM Counselor shall be prioritized for any:

1. Continuing technical assistance to include attendance to lecture series, seminar workshops, and other forms of capability building;
2. Consultation meeting/s, program development, policy formulation and other related activities of the Department; and
3. Recommendation for scholarships, fellowships, and postgraduate studies in regional, national and foreign level courses or training relative to pre-marriage counseling.

B. Recognition/appreciation for having been accredited during flag ceremony at DSWD FOs/LGUs or in any fitting ceremony.

C. Valid practice of pre-marriage counseling service nationwide.

D. Private practitioners shall have the authority/entitlement to charge fee/honorarium for the pre-marriage counseling services rendered from those seeking his/her service based on prevailing rates which is subject to existing rules and regulations in the locality where he/she is practicing.

XVI. REPORTORIAL REQUIREMENTS

The accredited PM Counselor is required to submit his/her annual accomplishment report following the template (**Annex D**) to the Field Office every 30th of January of the succeeding year.

XVII. INSTITUTIONAL ARRANGEMENTS

A. DSWD Field Office

1. Advocate compliance of LGUs for the effective implementation of the PMC program per JMC;
2. Issue Accreditation Certificates;
3. Address complaints and issues related to PMC through the Regional TWG.
4. Represent the Department and participate to the Regional Technical Working Group (RTWG) on PM Orientation and Counseling (PMOC) led by the POPCOM;
5. Coordinate with other concerned agencies (POPCOM, PSA, DILG, and DOH) to assist in the advocacy with the Local Government Units in the implementation of the PMC Program to ensure adequate resources, logistics requirement and policy support to the program;
6. The Standards Section shall oversee and ensure the following:
 - 6.1 Provide technical assistance to PM Counselor in complying with the accreditation standards;
 - 6.2 Conduct assessment of applicants for accreditation;
 - 6.3 Conduct annual meeting with accredited PM Counselors for updates on newly enacted laws, policies/guidelines and issues affecting families and among others;
 - 6.4 Respond to requests for resource persons/technical assistance on activities conducted by the Commission on Population related to PMC at the regional level;
 - 6.5 Maintain a regional databank of accredited, expired PMCs and LGUs; and
 - 6.6 Submit a quarterly report on PMC Accreditation to the Standards Bureau using the provided template (SB-Form-005-C) every 10th day of the first month of the quarter.

7. The Capability Building Section shall ensure the following:
 - 7.1 Provide technical assistance in the conduct/provision of PMC related capability building activities.
 - 7.2 Conduct a performance assessment of accredited PM Counselor and furnish the SWIDB with the result of the assessment.
8. The Community-Based Section shall provide technical assistance along provision of PM Counseling service.

B. DSWD Standards Bureau

1. Ensure nationwide dissemination of the guidelines;
2. Provide technical assistance to Field Offices on the interpretation of guidelines on PMC accreditation;
3. Represent the Department in the National Technical Working Group for PMOC;
4. Respond to requests for resource persons/technical assistance on activities conducted by the Commission on Population related to PMC at the national level;
5. Address complaints and issues related to PMC thru the National TWG for PMC;
6. Enhance and/or develop responsive policies related to MC accreditation;
7. Maintain a national databank of accredited and expired PMCs;
8. Monitor implementation of PMC accreditation in the Field Offices;
9. Develop and disseminate Information, Education and Communication (IEC) materials on PMC accreditation; and
10. Conduct policy review whenever deemed necessary to address any policy concerns.

C. Social Welfare Institutional Development Bureau

1. Provide technical assistance in the development of PMC Manual;
2. Develop training modules along marriage/pre-marriage counseling services to enhance the skills of the accreditors/assessors as well as of the service providers;

3. Ensure continuous provision of training programs with CPD credits to Pre-Marriage Counselors and Accreditors to further enhance their competence in providing quality service to target client group.

D. Community-Based Programs and Services Bureau

1. Provide technical assistance/inputs to Field Offices and PM Counselors along provision of Pre-Marriage Counseling service; and
2. Provide technical assistance in the development of PMC Manual.

XVIII. TRANSITORY PROVISIONS

Applicants for PM Counselor Accreditation shall be given one (1) year transitory period from the effectivity of this guideline or such other period as may be determined by the Department, to comply with the training requirement of this policy (e.g basic training on pre-marriage counseling or other courses/seminars related to counseling) in the event that said applicant has yet to undergo said training provided further that:

- a. All PM Counselors with valid accreditation shall still be honored; hence, they may discharge their function as an accredited PM Counselor.
- b. All applicants for PM Counselor accreditation under this guideline shall be treated as “new applicants” upon effectivity of the provisions herein stated.

XIX. COMPLIANCE TO REPUBLIC ACT No. 11032

In the revision of this guideline, pertinent provisions on RA No. 11032 of 2018 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act were considered, hence resulting to less requirements and defined period on processing application for accreditation.

XX. REPEALING CLAUSE

All administrative orders, rules and regulations and other issuances or parts thereof which are inconsistent with this Memorandum Circular are hereby repealed, amended, and/or modified accordingly.

As for the accreditation of Full-Fledged Marriage Counselors, the *Administrative Order No. 14 s. of 2009 entitled Omnibus Guidelines on the Accreditation of Marriage Counselors* shall remain as basis for its implementation.

XXI. EFFECTIVITY

This guideline shall take effect fifteen (15) days after its publication in the official DSWD website and filing with the University of the Philippines Law Center.

Issued this 8th day of January, 2019 at Quezon City Philippines.



ROLANDO JOSELITO D. BAUTISTA
Secretary

Annexes

1. Annex A (Application Form)
2. Annex B (Assessment Tool)
3. Annex C (Documentation Report Template)
4. Annex D (Annual Accomplishment Report)
5. Annex E (PMC Accreditation Certificate Template)
6. Annex F (Feedback Survey Template and Form)
7. Annex G (Citizen's Charter and Process Flow)

Certify True Copy:

W. 1. 14. 19
MYRNA H. REYES
DIC-Division Chief
Records and Archives Mgt. Division

Republika ng Pilipinas
(Republic of the Philippines)
Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad
(Department of Social Welfare and Development)
Region: _____

Application Form for the Accreditation of Pre-Marriage Counselor

Instruction: Kindly fill-in the needed information.

Region: _____ Date: _____
LGU (if applicable): _____

Status of Accreditation:

New Renewal

Status of Assessment:

1st Assessment Re-Assessment

A. Personal Information:

Name: _____ Age: _____ Sex: Male Female
(Full Print)

Civil Status: Single Married Widow Separated Others,
specify: _____

Date of Birth: _____ Mobile No/Tel.No: _____ E-Mail Address: _____

Residential/Home Address:

Course: _____ Post Graduate studies, if any: _____

B. Work Information (if applicable):

Name of Agency/LGU:

Office Address:

Position and Designation: _____ No. of mos./years in current position: _____

No. of Years in Service: _____ No. of mos. / years as PM Counselor: _____

Total No. of PMC Sessions conducted/assisted and would-be-married couple/s served for
the past year: ____; ____

Total No. of PMC Sessions conducted/assisted and would-be-married couple/s served for the past year: ____; ____

C. Previous Work Experience from Present to Past (Please use separate sheet when necessary)

<i>Name of Agency</i>	<i>Position/Designation</i>	<i>Date From-To</i>

D. Training Courses/Seminars Attended related to PMC/Counseling for the last three (3) years. (Start with the recent training/seminar attended. Please use separate sheet when necessary)

<i>Title</i>	<i>Date</i>	<i>No. of Hours/Duration</i>	<i>Conducted/Organized by</i>

E. Experience in providing/assisting Pre-Marriage Counseling or other form of Counseling Service/s (Please use separate sheet when necessary)

1. Describe your most significant/difficult experience/s in providing/assisting counseling to couples/clients, and how were you able to deal with this/these?

- _____
- _____
- _____
- _____

2. What were your insights/learning from this/these experience/s?

- _____
- _____
- _____
- _____

Signature over Printed Name
Applicant

Republika ng Pilipinas
(*Republic of the Philippines*)
Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad
(*Department of Social Welfare and Development*)
Field Office: _____

ASSESSMENT TOOL IN THE ACCREDITATION OF PRE-MARRIAGE COUNSELORS

Date: _____

NAME:

(First Name, Middle Name and Last Name)

Position and/or Designation (if applicable): _____
Profession: _____

NAME AND ADDRESS OF THE OFFICE/AGENCY (if applicable):

E-MAIL ADDRESS: _____ **CONTACT NO./MOBILE NO.** _____

STATUS OF ACCREDITATION (Mark the box with ✓)

New Renewal

STATUS OF ASSESSMENT (Mark the box with ✓)

1st Assessment Re-Assessment

I. REQUIREMENTS

Instructions: Mark the corresponding item with ✓ if complied and x if not.

A. For New

Documentary Requirements	Compliance	Remarks (Indicate the course, date of training, Executive Order No, if any, and dates of counseling sessions conducted, and other observations/findings)
1. Certificate of graduation/college diploma or transcript of records/certified true copy of PRC ID		
2. Training Certificate/Certificates of seminars, orientation and other related activities to pre-marriage counseling/counseling attended or		

the Certified true copy of the certificate of participation/attendance, if original document is unavailable.		
3. Certification/Endorsement from immediate supervisor and/or an Executive Order that applicant is tasked to conduct/assist in the conduct of Pre-Marriage Counseling and/or other forms of counseling sessions, if applicable		
4. Documentation of PMC sessions/ other counseling sessions conducted/assisted by the applicant covering the required number of sessions as enumerated in section VIII (<i>Qualification of PM Counselors</i>)		

B. For Renewal

Documentary Requirements	Compliance	Remarks (Indicate the date & title of training, dates of counseling sessions conducted and other observations/findings)
1. Certificates of training, seminars and other related/similar activities on topics related to PMC but not limited to Gender and Development, Human Maturity, etc.		
2. Accomplishment report for the past three years preceding the application.		
3. Summary Documentation of PMC sessions conducted for the past three (3) years		
4. Other Documents		
4.2 Consolidated result of client feedback/satisfaction survey		
4.3 Summary/ Records of issued PMC Certificates		

II. KNOWLEDGE

Instructions: Mark the corresponding item with if complied and if not.

TOPICS/FOUNDATION	Compliance	Remarks (Indicate significant observations / findings /assessment)
Article 16 of the Family Code "PM Counselor must be able to explain the legal basis and purpose of the counseling session".		
PMC Topics • Key messages of each		

topic/session are emphasized and highlighted (<i>kindly refer to Annex G for the table of PMC topics and its key messages</i>)		
1. Self-Awareness/Inner Self		
2. General concept on the difference of a man and woman <i>Explain generally the difference of a man and a woman as unique individuals.</i>		
3. Family Dynamics "Explain the dynamics in the family, to include family relationships, values clarifications, <u>culture</u> , <u>child bearing and rearing</u> , <u>conflicts</u> , <u>household chores</u> , <u>finances</u> , and etc." per MEI Result		
Processing of Marriage Expectation Inventory "PM Counselor uses the MEI processing the session"		

III. SKILLS

Instructions: Mark the corresponding item with for the specific criteria met based on your assessment. All the skills enumerated below shall be assessed and shall contribute to the overall score. The total score needed to pass the assessment is indicated below.

Scores:

New Applicants	Renewal
20 points above-Passed	21 points above - Passed

CRITICAL SKILLS	Poor (1)	Fair (2)	Good (3)	Outstanding (4)	Points
1. Listening	Counselor is unable to respond to the questions of the counselee/s.	Counselor is able to respond to questions and inquiries of the counselee/s. but did not further validate and clarified their concern.	Counselor is able to validate, confirm and respond to the concerns raised by the counselee/s.	Counselor is able to observe, respond and address verbal and non-verbal cues, gestures and postures demonstrated by counselee/s.	
2. Leading	Counselor is unable to establish the purpose of the discussion.	Counselor is able to ask questions that catches the attention of the would-be-couple/s.	Counselor is able to maintain the focus of discussion on the topic/concerns raised.	Counselor is able to gently lead the conversation in directions that gives useful information.	

3. Reflecting	Counselor does not respond to the feelings expressed by the counselee/s.	Counselor is able to respond to the feelings expressed by the counselee/s.	Counselor is able to bring or to surface the feelings felt by the counselee/s.	Counselor is able to articulate the feelings/thoughts of the counselee/s based on his/her response.
4. Summarizing	Counselor is unable to put together the ideas/concerns/feelings expressed by the counselee/s.	Counselor is able to gather the thoughts/feelings/concerns expressed by the counselee/s.	Counselor is able to gather the thoughts/feelings/concerns expressed by the counselee/s' and is able to put the thought together	Counselor is able to synthesize the key discussions and experience of the counselee/s during the entire session.
5. Informing	Counselor is unable to give necessary facts and information relevant to the situation of the counselee/s.	Counselor is able to share simple facts and information.	Counselor is able to give information based on what is shared by the counselee/s.	Counselor is able to provide relevant facts and information appropriate to the situation of the counselee/s.
6. Facilitating	Counselor is unable to draw opinions and/or thoughts from the counselee/s.	Counselor recognizes the participation and sharing of counselee/s.	Counselor has provided activities which encourages participation among counselee/s.	Counselor is able to draw participation from the counselee/s on the session conducted.
7. Documenting	Counselor is unable to capture relevant information and observations in the documentation report on sessions provided.	Counselor's has a record and information of the session conducted.	Counselor's documentation report contains information and details on the discussions and agreements during the session.	Counselor's documentation report has captured essential information/details on both verbal and non-verbal cues demonstrated by the counselee/s during the session.
Over-All Points				

Remarks/Other Observations:

IV. ATTITUDE

Instructions: Mark the corresponding item with if satisfied and if not satisfied. All qualities are essential and therefore should be satisfied in order to pass the accreditation.

ESSENTIAL QUALITIES	Compliance	Remarks (Indicate significant observations/findings/assessment)
1. Creates a friendly and comfortable atmosphere among the would-be-couple/s. Ex: Greets the couple politely, asks if they are comfortable, etc.		
2. Uses appropriate body language such as non-threatening posture, maintaining eye contact and respecting the would-be-couple/s. personal space. Tip: Hand and body languages are not stiff and awkward.		
3. Maintains a reassuring and comforting way of speech—the tone of voice, speed of speech and style of delivery. Tip: Sensitive to the couple, does not raise voice or call out names to catch attention or make unnecessary remarks that would make counselee awkward.		
4. Remains impartial and non-judgmental. Tip: Does not make unnecessary examples out of the counselee's responses.		
5. Shows genuine openness and enthusiasm for the couple's needs and welfare. Tip: Patient in processing the counselees' responses.		
6. Demonstrates willingness to learn, to try new things, and to see alternatives. Ex: Encourages counselees to speak out and share their insights.		

V. RATIO

Instructions: Mark the corresponding item with if complied and if not.

Ratio	Compliance	Remarks <i>(Indicate significant observations/findings/assessment)</i>
1 PM Counselor: 6 would-be-married couple/s		
For every excess of one (1) to four (4) would-be-married couple/s per session, the PM Counselor should have one (1) assistant/co-facilitator in conducting the session.		

Mode of Verification: Accomplishment Report, Documentation Report, and Certification of the Supervisor/Resolution identifying the concerned personnel who shall assist/co-facilitate in the conduct of PMC session/s.

VI. VENUE

Instructions: Mark the corresponding item with if complied and if not.

	Compliance	Remarks <i>(Indicate significant observations/findings/assessment)</i>
1. Promotes an atmosphere of privacy and interaction between the pre-marriage counselor and would-be-couple/s.		
2. Well ventilated, well-lighted and free from any form of distraction/disturbance.		
3. Permanent venue with adequate space and necessary equipment and supplies for conduct of PMC sessions.		

VI. ASSESSMENT

VII. RECOMMENDATION

Assessed by:

Signature over Printed Name

Designation and Position

Date: _____

DOCUMENTATION REPORT ON COUNSELING/PM COUNSELING SESSION

1. Date of Session: _____

2. Total No. of would-be-couples served: _____
18 and below 25 years old _____; 25 years old above _____

3. Issues and Concerns

Concerns/Questions/Issues/Highlights	Clarifications /Recommendations

4. Recommendations for Future Action:

- _____
- _____
- _____
- _____

Prepared by:

Signature over Printed Name

Position and Designation

Date: _____

Noted by:

Supervisor

ANNUAL ACCOMPLISHMENT REPORT

CY _____

Region ____

Name of PM Counselor: _____
 Office/Agency Name and Address, if applicable: _____
 Total No. of Would-be-Couple (s) served: _____
 Total No. of PM Certificates signed and issued: _____
 Average appraisal in the Feedback/Satisfaction Survey: _____

Table 1

Age Cluster	No. of Couples Served
Above 25 years old	
Above 18 and below 25 years.old	
TOTAL	

Table 2: Issues and Concerns

Issues /Concerns/Problems Encountered	Action Taken	Recommendations

Table 3: Over-all Score for Satisfaction Feedback Survey

No. of Administered Satisfaction Feedback Survey Form	Average Score/Adjectival Rating

Key Learning Insights as Counselor

Prepared by:

 Signature over Printed Name

 Position and Designation

Date Accomplished: _____

Noted by:

Supervisor

Republika ng Pilipinas
(*Republic of the Philippines*)
Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad
(*Department of Social Welfare and Development*)

Municipality/Branch/Region

CERTIFICATE of MARRIAGE COUNSELING

This is to certify that _____ and
_____ have undergone pre-marriage
counseling on _____ of _____, CY _____.
(day) (month)

This certification is issued as a pre-requisite for securing the marriage license of the above couple as provided for in Article 16 of the Family Code.

Signature over Printed Name

Position/Profession: _____

Date: _____

DSWD Accreditation No. _____

SATISFACTION FEEDBACK SURVEY

Service/Intervention: Pre-Marriage Counseling Session

Office Address: _____

Name of PM Counselor: _____

Date of PM Counseling Session: _____

Instruction: Rate the kind of service provided from 1 to 5 based on the below listed indicators where 1 as the highest and 5 as the lowest.

No.	Areas for Rating	Rating
	SESSION	
1	The session was comfortable.	
2	The session was informative.	
3	The session was able to give me ideas on what to expect on my marriage life.	
4	The session was helpful in discovering my inner self and that of my partner.	
5	The session has given me an opportunity to reflect on my decision to pursue with the marriage.	
	COUNSELOR	
1	The PM Counselor was friendly and accommodating.	
2	The PM Counselor was facilitative and helpful.	
3	The PM Counselor made us feel comfortable during the entire session.	
4	The PM Counselor was open to our questions and concerns.	
5	The PM Counselor was knowledgeable.	
	TOTAL SCORE	
	Average Score and Adjectival Rate	

Do you have other comment/s? Feel free to share them here:

Signature of Applicant: _____

Average Score = Total Score/ No. of items

1 to 1.5 (**Impressed**); 1.6- 2.0 (**Delighted**); 2.1-3.0 (**Happy**); 3.1-4.5 (**Passive**); and 4.5-5 (**Disappointed**)

Template for the Consolidation of Satisfaction Survey

No. of Sessions	No. of Surveys	Total Average Score	Over-all Average Score
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*Over-all Average Score = Total Average Score/No. of Surveys

ACCREDITATION OF PRE-MARRIAGE COUNSELOR

Annex G_PMC Form

Step	Client Action	Necessary Form/s	Office Activity/Process	Office/Staff Responsible	Location	Fees	Duration
1	Submits Application form together with the complete set of documents	Application form and Requirements	Records receipt of application and forward to the assigned staff	Standards Section/ Administrative Personnel	DSWD Field Office		within the day
2	Awaits for acknowledgement or notification relative to the application		Reviews and assesses the completeness of the requirements/documents submitted to wit: If found complete/sufficient, acknowledge receipt of application and notifies applicant and coordinate for the schedule of assessment visit. 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.	Standards Section/Assigned Technical Staff	DSWD Field Office		within five (5) working days Classified as simple transaction
3	Prepare for the Actual Assessment	PMC Accreditation Tool	Conducts validation assessment to include the following: -Brief overview on the assessment process; -Observation on the counseling session; ; and -Exit Conference	Standards Section/Assigned Technical Staff	DSWD Field Office		one (1) working day

Step	Client Action	Necessary Form/s	Office Activity/Process	Office/Staff Responsible	Location	Fees	Duration
4	Awaits the approval of the application/ confirmation report/issuance of the Certificate	PMC Accreditation Tool	<p>Final Assessment of the application documents and result of the actual accreditation assessment.</p> <p>Prepares the confirmation report, with the following possible content:</p> <p>If favorable, inform applicant on the approval of his/her accreditation.</p> <p>If unfavorable, recommend for re-assessment.</p>	Standards Section/Assigned Technical Staff	DSWD Field Office		<p>within seven (7) working days after the visit</p> <p>classified as complex transaction as this requires careful thought and assessment on the part of the accreditor</p>
		Confirmation Letter/Assessment report and accreditation certificate	Forwards to the office of the RD for approval/signature.	Standards Section/Administrative Staff	DSWD Field Office		
		Confirmation Report and Accreditation Certificate	Approval and signature of the documents	Office of the Regional Director/Authorized representative	DSWD Field Office		within five (5) working days
5	Receives the Accreditation Certificate	Confirmation Report and Accreditation Certificate	Release of Certificate	Standards Section/Records Section/ Administrative Staff	DSWD Field Office		for mail: within two (2) days; for personal receipt: per agreed schedule

PMC ACCREDITATION PROCES FLOW

