



## 9. Setting Schedule and Assisting Civil Wedding

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizens			
<b>Who may avail:</b>	All couples of the municipality wants to solemnize marriage			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Marriage License		Municipal Civil Registrar's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the information desk	Give the logbook to the client	None	2 minutes	<b>Dan Dean C. Dael</b> Information Desk Clerk
2. Submit the required documents to the responsible frontline service personnel for scheduling	a. Receive the documents	None	5 minutes	<b>Gellie B. Marquez</b> General Clerk <b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor
	b. Logs the details of the couple and schedules the civil wedding		25 minutes	
c. On the schedule date, the Secretary provides assistance in conducting the civil wedding				
3. The Couples with the principal sponsors signed the Marriage License in front of solemnizing officer	3.The Local Chief Executive also signed the license and return it to the Office of the Municipal Civil Registrar for record purposes		15 minutes	<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor <b>Gellie B. Marquez</b> General Clerk
<b>TOTAL</b>		<b>NONE</b>	<b>47 minutes</b>	