**Checklist of Requirements on Accreditation of Pre-Marriage Counselors**

|  |  |
| --- | --- |
| Name of Applicant | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Agency/ Office presently connected | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Put a ***check (√)***in the corresponding box if the document is ***available*** or ***(X)*** mark if ***not***.

| **Available** |  | ***List of Documentary Requirements*** | ***Remarks*** |
| --- | --- | --- | --- |
|  |  | ***New*** |  |
|  | **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 Pre-Marriage Counseling and/or other forms of counseling sessions, if applicable |  |
|  | **4** | Documentation of PMC sessions/ other counseling sessions conducted by the applicant covering the required number of sessions as enumerated in section VIII (*Qualification of PM Counselors*) |  |
|  | **5** | Other Documents  |  |
|  |  | Accomplished MEI Form of the would-be-married couple during the validation. |  |
|  |  | ***Renewal*** |  |
|  | **1** | 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** | 1. Accomplishment report for the past the past year with at least a minimum of ten (10) PMC sessions conducted preceding the application using the template (Annex D)
 |  |
|  | **3** | 1. Summary Documentation of PMC sessions conducted for the past year using the template provided by DSWD (Annex C)
 |  |
|  | **4** | 1. Other Documents
 |  |
|  |  | * 1. Accomplished MEI Form of the would-be-married couple during the validation.
 |  |
|  |  | * 1. Consolidated result of client feedback/satisfaction survey
 |  |
|  |  | * 1. Summary/Records of issued PMC Certificates
 |  |

**Recommendations/Action Taken:**

 For endorsement/issuance

 For submission of lacking documents

 For technical assistance

 Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed / Assessed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation / Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date