



CITY POPULATION OFFICE



The City Population Office is committed to ensuring continuing high quality professional development Programs on Population, Responsible Parenthood and Reproductive Health, which enhance the competence and strengthen the capabilities of local government unit and partners and enabling men, women, couples and families to make responsible decisions to meet their expressed needs in the timing, spacing and number of children.

Basic Policy

Responsible Parenthood for Sustainable Development
1987 Constitution Article XV, Section 3.1

"The state shall defend the right of spouses to found a family in accordance with their religious convictions and demands of responsible parenthood".



Ready to serve and transact with you
as authorized and properly identified personnel from
Mondays to Fridays; 8:00 AM -- 5:00 PM
We observed "NO NOON BREAK POLICY"
3rd Floor Bacoor Government Center
Bacoor Boulevard , Bayanan , City of Bacoor, Cavite
Tel. No. 046-481-4147

Together, we will champion their well being
Together, we will make a difference



VISION



Responsible individuals, well-planned, prosperous healthy and happy families, empowered communities, guided by the Divine Providence living harmoniously and equitability in a sustainable environment.

MISSION

We are a technical and information resource agency, working in partnership with national and local government policy and decision makers, program implementers, community leaders and civil society.

We will be the leading strategic partners, policy and program advocates for the population program.

We will create a favorable and enabling policy environment for Population, Responsible Parenthood and Reproductive Health.

THRUST FOR 2017



The PPMP is being implemented through its main program components:

1. Responsible Parenthood and Family Planning (RP/FP)

- Continuation of FDS barangay classes
- Conduct of training for FDS resource persons among our new local partners
- Walk through of FDS using flipchart
- Increase of FP acceptors through referral system
- Mapping of RHUs & Hospitals for FP Services
- Maintaining online database for RP/FP by RPO4
- Pilot testing of *Usapan* Series for Population Workers
- Attaining and Sustaining Zero Unmet Need for Modern FP

2. Adolescent Health and Youth Development (AHYD)

- Maintenance of “Iscool Teen Center “ (ITC) school-based
- Peer educators’ training on Interpersonal Communication Skills and Peer Facilitating
- Roll-out of U4U Hub and Teen Trail Experience

- **Conduct of Adolescent Sexuality and Reproductive Health (ASHR) Classes**
- **Conduct of LPPEAHD Classes**
- **Establishment of ISDN**

3. Population and Development (POPDEV) integration

- **Establishment of barangay Migration Information Center (MIC)**
- **POPDEV Mentoring/Coaching**

4. Gender and Development

- **Pilot-testing and roll-out of Mr. GAD KATROPA**

FUNCTIONAL CHART

OFFICE OF THE CITY MAYOR

CITY POPULATION OFFICE

EMILIE S. DE CASTRO

City Government Department Head I

- Supervise/takes charge in the decision making of the Population Office
- Attend meetings, conferences, seminars, training-workshops
- Coordinate with LGUs, GOs, NGOs and Pas re: PPMP projects and activities
- Exercise such other powers and perform such other duties and functions as may be assigned by the Municipal Mayor and as may be prescribed by law or ordinance

ELOISA B. APOLINARIO

Population Program Officer II

- Conduct Pre-Marriage Counseling Sessions (PMC)
- Facilitate and Conduct classes/training-workshops
- Attend meetings, conferences, seminars, training-workshops
- Coordinate with LGUs, GOs, NGOs and Pas re: PPMP projects and activities
- Prepare and submit reports
- Exercise such other powers and perform such other duties and functions as may be assigned or and as may be prescribed by law or ordinance

MA. GRIZELDA M. AMADOR

Administrative Aide I

- Assists in the Population programs and activities conducted by the population office
- Attend meetings, conferences, seminars, and training-workshops
- Coordinate with NGOs and Pas re: PPMP projects and activities
- Exercise such other powers and perform such other duties and functions as may be assigned by the Municipal Mayor and as may be prescribed by law or ordinance

LEONARDO B. JAYLO

Administrative Aide III

- Messenger
- Assist couples of PMC
- Cleanliness of the Office
- Do run errand
- Perform other duties as may be assigned to him

City of Bacoor, Province of Cavite

Responsible Department/Unit	City Population Office
Service Name	Pre-Marriage Counseling (PMC) Seminar
Service Description	In compliance with PD 965 and Art. 16 of the New Family Code, all would-be Couples are required to undergo information and counseling on responsible parenthood and family planning for the issuance of their marriage license from the City Civil Registrar Office after ten (10) days publication period.
Client	Would-be Couples applying for marriage license
Maximum Duration of Process	4 hours and 9 minutes
Requirements	Receipt (payment for PMC fee)

How to Avail Service (Manual Operation)

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete w/ complete requirements	Fees	Form/s Use	Basis
	Applicant/Client	Frontline Service Unit					
1	Apply for Marriage License at the City Civil Registrar Office		City Civil Registrar Office				
2	Pay the PMC fee at the Cashier		Office of the City Treasurer		50.00		Rev. Code of Bacoor 2008 (Annex "A")
3	Proceed to City Population Office and register (fill up the information form and log book)	Interview and assist applicants in the registration	Eloisa B. Apolinario Ma. Grizelda M. Amador Emilie S. De Castro	2 mins.		Annex "A2" Annex "A3"	
4	Undergo Pre-Marriage Counseling	Conduct and facilitate Pre-Marriage Counseling	Eloisa B. Apolinario-CPO Elsa C. Calitis-CHO Crisphi Maravilla-CSWD	4 hrs.			EO No. 13, s. 2014 (Annex "A4")
5		Prepare Certificate	Ma, Grizelda M. Amador	5 mins.			

6		Sign Certificate of PMC	Eloisa B. Apolinario Liliane DR. Ugalde Elsa B. Calitis Emilie S. De Castro	1 min.			
7	Receive PMC Certificate	Issue PMC Certificate	Eloisa B. Apolinario	1 min.		<i>Annex "A5"</i>	
8	Applicants will proceed to CCR Office to submit their PMC certificate						

City of Bacoar, Province of Cavite

Responsible Department/Unit **City Population Office**
Service Name **Responsible Parenting Movement and Family Planning Class**
Service Description **It is a response to the directive of the President to formulate and carry out an aggressive and systematic strategy to promote Responsible Parenting and Family Planning.**
Client **Couples of child bearing age who wants to practice birth spacing through family planning**
Maximum Duration of Process **7 hours and 5 minutes**

How to Avail Service (Manual Operation)

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use	Basis
	Applicant/Client	Frontline Service Unit					
1		Coordinate with Barangay Officials, Partner Agencies and NGOs recruit participants	Eloisa B. Apolinario Ma. Grizelda M. Amador Emilie S. De Castro	1 hr.			Mun. Ordinance No. 110, Series of 2010 Annex "B"
2	Participants will gather at the assigned venue and register (fill-up information and attendance sheet)	Assist in the registration of participants	Eloisa B. Apolinario Ma. Grizelda M. Amador Emilie S. De Castro	5 mins.		Form 1 RP-FP Class Profile Annex "B2"; Annex B3"	
3	Undergo Responsible Parenting and Family Planning Class	Conduct and facilitate the Responsible Parenting and Family Planning Class	Eloisa B. Apolinario	2 hrs.			
4		Monitoring Schedule home visitation and follow-up for coaching and mentoring family planning users	Eloisa B. Apolinario Ma. Grizelda M. Amador Emilie S. De Castro	1 hr.			

City of Bacoar, Province of Cavite

Responsible Department/Unit **City Population Office**
Service Name **Adolescent Health and Youth Development Program**
Service Description **To improve and promote the total well-being (physical, mental, spiritual and social development including self-esteem) and to reduce the incidence of reproductive health problems (premarital sex, teenage pregnancies, abortion, early marriage, ST/HIV/AIDS) and other teenage problems such as gambling, alcohol and drug abuse) among the youth.**
Client **Youths between the ages of 10-24 years old**
Maximum Duration of Process **6 hours and 5 minutes**

How to Avail Service (Manual Operation)

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use	Basis
	Applicant/Client	Frontline Service Unit					
1		Identify the participants In-School Youth through coordination with the Heads of the different schools and for the Out-of-School Youth through the coordination with the Sangguniang Kabataan officials, Partner Agencies and other sectors of the community.	Eloisa B. Apolinario Ma. Grizelda M. Amador Emilie S. De Castro	1 hr.			
2	Gather the youths in the assigned venue and register (fill-up information and attendance sheet)	Assist in the registration of the youths	Eloisa B. Apolinario Ma. Grizelda M. Amador Emilie S. De Castro	5 mins.		<i>Annex "C"</i>	
3	Undergo training/workshop on Adolescent Health and Youth Development Program	Conduct and facilitate Adolescent Health and Youth Development Program	Eloisa B. Apolinario Ma. Grizelda M. Amador Emilie S. De Castro	5 hrs.			

NOTE: The time of training/workshop for the Adolescent Health and Youth Development Program can be extended depending on the modules needed by the participants.

CITY POPULATION OFFICE



CITIZEN's CHARTER 2017

In compliance with Republic Act 9485 of the Anti-Red Tape Act of 2007
passed in order to improve efficiency in the delivery of government service to the public
by reducing bureaucratic red tape, preventing graft and corruption, and providing
penalties therefore

The background of the slide is a close-up photograph of several green bamboo stalks. The stalks are vertical and show the characteristic segmented structure with light-colored nodes. The lighting is soft, creating a natural and serene atmosphere.

FRONTLINE SERVICES

