

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 <i>(Indicate the course, date of training, Executive Order No, if any, and dates of counseling sessions conducted, and other observations/ findings)</i>
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		

Documentary Requirements	Compliance	Remarks <i>(Indicate the course, date of training, Executive Order No, if any, and dates of counseling sessions conducted, and other observations/ findings)</i>
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 (<i>Qualification of PM Counselors</i>)		
Other Documents		
Accomplished MEI Form of the would-be-married couple during the validation.		

B. For Renewal

Documentary Requirements	Compliance	Remarks <i>(Indicate the course, date of training, Executive Order No, if any, and dates of counseling sessions conducted, and other observations/ findings)</i>
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 the past year with at least a minimum of ten (10) PMC sessions conducted preceding the application using the template (Annex D)		

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)
3. Summary Documentation of PMC sessions conducted for the past year using the template provided by DSWD (Annex C)		
4. Other Documents		
4.1. Accomplished MEI Form of the would-be-married couple during the validation.		
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 x 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 <ul style="list-style-type: none"> Key messages of each topic/session are emphasized and highlighted (<i>kindly refer to PMC Manual Part II for the 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		

TOPICS/FOUNDATION	Compliance	Remarks (Indicate significant observations/findings/assessment)
“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		
4. 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	Counselor is able to respond to the feelings	Counselor is able to bring or to surface	Counselor is able to articulate the feelings/thoughts	

CRITICAL SKILLS	Poor (1)	Fair (2)	Good (3)	Outstanding (4)	Points
	feelings expressed by the counselee/s.	expressed by the counselee/s.	the feelings felt by the counselee/s.	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 x 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.		

ESSENTIAL QUALITIES	Compliance	Remarks (Indicate significant observations/findings/assessment)
6. Demonstrates willingness to learn, to try new things, and to see alternatives. <i>Ex: Encourages counselees to speak out and share their insights.</i>		

V. VENUE

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

	Compliance	Remarks (Indicate significant observations/findings/assessment)
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: _____