



MEMORANDUM CIRCULAR NO. 01 SERIES OF 2019

AMMENDED GUIDELINES IN THE ACCREDITATION
OF PRE-MARRIAGE COUNSELORS

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PRE-MARRIAGE COUNSELORS

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



What is Pre-Marriage Counseling (PMC) ?



It refers to 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 may also avail this service.

Who are Accredited Pre-Marriage Counselors (PMC) ?



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.

Why accredited Pre-Marriage Counselor is important?



because he/she portrays a vital and 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. They are experts in assisting couples to decide on positive options in their marital relationships based on informed decision to achieve a stable and functional family relationship.

Coverage

All **Social Workers and other professionals/service providers** both at the private and public sectors who have met the required qualifications as stated herein.



What are the qualifications of Accreditation of Pre-Marriage Counselors ?

- 1** Must have Bachelors Degree in **Social Work**, in **Nursing**, in any **Behavioral and Social Sciences Course** or in any other course that includes counseling, as part of the academic curriculum or professional practice;
- 2** Must have attended at least **twenty-four (24) hours basic training on Pre-Marriage Counseling** and/or other similar seminar or training on marriage counseling conducted by DSWD, other National Government Agencies and other accredited training institutions prior to application;
- 3** Either of the following documents:
Must have any **experiences** in the conduct of **counseling** for at least minimum **6 sessions**; or
Must have **assisted** in the **conduct Pre-Marriage Counseling** for at least of **6 sessions** and/or any type of counseling session.



What are the requirements?

must submit duly accomplished application form together with one (1) photocopy of the ff. documents (original copy must be presented):

For New Applicant

1

Any of the ff. as proof that the applicant is a graduate of a 4-year Degree course:

- Certificate of graduation/college diploma or transcript of records
- Certified Photocopy of valid PRC ID

2

Training Certificates/Certificates from seminars, conferences, and other related activities on basic counseling service for at least 24 hours. If original copy is unavailable, a certified copy of the certificate of participation/attendance from the training provider will be accepted;

3

Any of the ff. that the applicant is tasked to assist/conduct PMC sessions and/or part of local PMC Team:

- Certification** from immediate Supervisor; or
- An **approved resolution**.

4

Documentation of **at least six (6) PMC sessions**, which captures the role performed by applicant as proof that she/he has assisted in the PM Counseling Session.

5

Other documents to be made available during the assessment visit:

- Accomplished Marriage Expectation Inventory Form** of would-be-married couple/s present during the validation visit.

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 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;

3

Summary documentation of PMC session/s conducted for the past year;

4

Other documents to be made available during the validation visit:

- Accomplished Marriage Expectation Inventory Form of would-be-married couples;
- Consolidated result of client feedback/satisfaction survey; and
- Summary/record of on the number of certificate of Marriage Counseling issued.

THE ACCREDITATION PROCESS

PRE-VALIDATION

The applicant submit the application form and documentary requirements to DSWD Field Offices

2.2. Submitted documents there be lacking documents, however, the applicant has met minimum qualification:

acknowledgement should indicate the date of on-site accreditation visit and list of requirements to be submitted during the said visit.

2.3. Submitted documents found to be insufficient and applicant was unable to meet the set qualifications:

acknowledgement should contain regret and thereby inform the applicant with the needed qualifications and requirement for accreditation.

VALIDATION PROPER

Brief orientation conduct by DSWD Field Office to the PM Counselor applicant, relative to the guidelines and provide mechanics for the accreditation assessment.

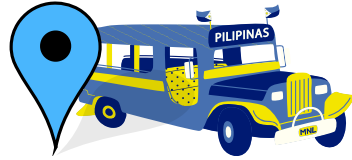
POST-VALIDATION

If the result of assessment is favorable, the preparation and approval of the accreditation certificate shall be facilitated **within five (5) working days.**

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

Where to file an application?

Applicants may submit their complete and compliant set of documentary requirements to the concern DSWD Field Offices.



Applications may receive through walk-in applicants or mail/courier.



VALIDITY PERIOD OF THE ACCREDITATION CERTIFICATE



FOR NEW
APPLICANT



FOR RENEWED
APPLICANT

Both newly accredited and renewed accreditation applicant are encouraged to file application for renewal within sixty (60) days prior the expiration of Accreditation provided that the applicant is qualified and has submitted the complete required documents for renewal.

Reportorial Requirement

ANNUAL ACCOMPLISHMENT REPORT

The accredited PM Counselor is required to submit his/her annual accomplishment report to the Field Office every 30th of January of the succeeding year.

Please follow the template (Annex D) of MC No. 01 series of 2019.

What are the benefits of an Accredited Pre-Marriage Counselor?

A. An accredited PM Counselor shall be prioritize for any:



Continuing technical assistance to lecture series, seminar workshops, and other forms of capability building;



Consultation meeting/s, program development, policy formulation and other related activities of the Department; and



Recommendation for scholarships, fellowships, and postgraduate studies in regional, national and foreign level courses or training relative to pre-marriage counseling.



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



C. Valid practice of pre-marriage counseling service nationwide



D. Private practitioners shall have the authority or entitlement to charge fee or 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.





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Mapagkalingang
Serbisyo!**

#BawatBuhayMahalagaSaDSWD

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or visit our social media accounts and website at:*



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