



Republic of the Philippines
Province of Isabela
CITY OF ILAGAN
ISO 9001:2015

Office of the City Mayor

EXECUTIVE ORDER NO. 005
Series of 2019

AN ORDER REORGANIZING THE PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) TEAM IN THE CITY OF ILAGAN, ISABELA

WHEREAS, it is the policy of the State to protect and strengthen the family as a basic autonomous social institution, as well as support the primary right and duty of parents in the rearing of the youth for civic efficiency and the development of moral character;

WHEREAS, the State recognizes the Filipino family as the foundation of the nation and thus, accordingly strengthen its solidarity and actively promote its total development;

WHEREAS, Presidential Decree 965, the 1987 Family Code, the Local Government Code and the Responsible Parenthood and Reproductive Health Act (RA 10354) require all contracting parties or would-be-couples applying for a marriage license to attend and participate in a Pre-Marriage Orientation and Counseling session before they are issued such license;

WHEREAS, Joint Memorandum Circular No. 1, Series of 2018 of the Department of the Interior and Local Government, Department of Health, Department of Social Welfare and Development, Commission on Population and the Philippine Statistics Authority encourages the need to harmonize the implementation of existing policies on Pre-Marriage Orientation and Counseling (PMOC) and strengthen the objectives of the program to prepare contracting parties to effectively assume their roles as spouses and parents within the bounds of marriage;

WHEREAS, said Joint Memorandum Circular stresses the need to streamline and standardize processes in the conduct of the PMOC to optimize the true intention of the said Program, and it is for this reason that guidelines are set for the creation of a PMOC Team for compliance of local government units;

NOW, THEREFORE, I, EVELYN C. DIAZ, City Mayor of the City of Ilagan, Isabela, by virtue of the powers vested in me by law, do hereby order the reorganization of the Pre-Marriage Orientation and Counseling (PMOC) Team of the City of Ilagan, Isabela.

Section 1. Composition. The Pre-Marriage Orientation and Counseling (PMOC) Team shall be composed of the following:

Team Leader

Ms. ADELAIDA M. ALMACHAR
City Population Officer

**Pre-Marriage Counselors/
Members**

Ms. LINETTE BLANCO
Representative - CHO 1/Nutrition Officer I

Ms. MARIVIC JIMENEZ

Representative - CHO 1/Nurse V

Ms. SARAH JANE NORIEGA

Representative - CHO 2/Nurse IV

Ms. MERCEDES USBAL

Representative - CHO 2/Midwife II

Ms. MAGDALENA BUSTARDE

Representative - Agriculture Office/ Agriculturist II

Ms. EMERITA BRUNO

Representative - Agriculture Office/ Agricultural Technologist

Ms. RACHEL GARCIA

Representative - CSWDO/Social Welfare Officer III

Support Staff

Ms. TWINKLE S. TORALBA

Representative - City Civil Registrar/Administrative Aide I

Ms. HAZEL F. CASTILLO

Representative - City Civil Registrar/Administrative Aide I

Section 2. Tasks and Functions. The PMOC Team shall have the following tasks and functions:

- a. Develop and maintain a responsive mechanism to effectively implement the PMOC program in the city/municipality;
- b. Ensure adequate number of trained PMOC members that can cover the prevailing number of marriage license applicants;
- c. Advocate for the effective implementation of the PMOC Program to ensure adequate resources, logistics requirement and policy support for the program;
- d. Undertake preparatory activities for the PMOC sessions by:
 - i. Disseminating information about the PMOC program through community assemblies, barangay meetings and quad-media outlets;
 - ii. Posting schedules of PMOC sessions in the office of the Local Civil Registrar, offices of the mandatory members of the PMOC team, and other noticeable places in the city hall;
 - iii. Ensuring appropriateness, readiness and availability of a venue for PMOC sessions;
 - iv. Preparing schedules of PMOC sessions for mandatory team members to enable them to plan these activities; and
 - v. Processing of the accomplished marriage expectation inventory concerns needing emphasis at the actual conduct of the PMOC session;
- e. Conduct the PMO session for not more than 15 couples at a time and the PMC session per couple or by group of not more than six (6) couples;
- f. Conduct PMC session for selected couples based on the accomplished MEI, for contracting parties where one or both parties are 18-25 years old or as requested by couples;
- g. Provide the Certificate of Compliance to contracting parties who have completed the PM Orientation to be signed by the PMOC Team Members

- who conducted the PMO Session and issued by the Local Population Office;
- h. Provide the Certificate of Marriage Counselling to contracting parties who have completed the PM Counselling session to be issued by an accredited PM counselor;
 - i. Regularly assess, resolve and/or elevate arising issues in the implementation of the PMOC program; and
 - j. Maintain a client satisfaction feedback survey and consolidate the result annually as a mechanism to monitor the quality of PMOC session provided as well as to serve as an additional basis in the renewal of the accreditation of PM counselors.

Section 3. Secretariat. The City Population Office shall serve as the focal office and the secretariat of the PMOC Team.

Section 4. PMOC Team Secretariat Tasks and Functions. The PMOC Secretariat shall specifically perform the following functions:

- a. Maintain the profile and electronic or hard database of couples;
- b. Prepare the needed supplies, materials, and equipment for the conduct of the PMOC sessions;
- c. Prepare and control the issuance of Certificate of Compliance and Certificate of Marriage Counseling;
- d. Prepare and submit reports to PMOC Regional TWG;
- e. Submit PMOC program implementation reports to the Local Chief Executive annually and from time to time as may be required by the latter;
- f. Organize and coordinate the conduct of training for their respective PMOC team members;
- g. Ensure that the PMOC session is conducted using the team approach;
- h. Ensure that contracting parties with unmet need for family planning are referred to appropriate health service providers; and
- i. Ensure that contracting parties with demand for other health and social services are referred to appropriate health and social service providers.

Section 5. Role of the City Civil Registrar's Office (CCRO). The City Civil Registrar's Office shall release the marriage license to the applicants upon presentation of the following:

- a. For contracting parties ages 18-25 - duly signed Certificate of Compliance and Certificate of Marriage Counseling or its equivalent certificate issued by other authorized solemnizing officer; and
- b. For contracting parties ages 26 and above - duly signed Certificate of Compliance.

Section 6. PMOC Service Protocol. The PMOC Program Services shall be availed through the following procedures:

- a. All contracting parties who are required to get marriage license must first apply for a marriage license at the City Civil Registrar's Office (CCRO);
- b. The CCRO subsequently refers the applicant contracting parties to the City Population Office (as PMOC Focal and Secretariat);
- c. The applicant contracting parties will personally register with the PMOC Secretariat and must accomplish the Marriage Expectation Inventory Form (MEIF);
- d. All applicant contracting parties, except those marriages exempted from license requirement as provided in the Family Code of the Philippines

- must personally attend the PM Orientation to be conducted by the PMOC Team on the designated schedule, session of which shall not be less than four (4) hours;
- e. The pre-marriage counselling session, to be provided by an accredited pre-marriage counsellor who is a member of the local PMOC, shall be conducted on the designated schedule, session of which shall not be less than three (3) hours;
 - f. The PM Orientation and PM counselling sessions should be conducted within the same calendar day;
 - g. All applicant contracting parties shall be given adequate instructions and information on responsible parenthood, family planning, breastfeeding and infant nutrition, and marriage and relationship;
 - h. After the PM Orientation, applicant contracting parties who are 18-25 years old are also required to attend a separate PM counselling session. If only one of the contracting parties is between the ages 18-25, the other party who is more than 25 years old must also be present at the Pre-Marriage Counselling Session. Contracting parties ages 18-25 who has a certificate issued by a priest, imam or minister authorized to solemnize marriage will no longer need to undergo PM Counselling Session (Art. 16, EO209);
 - i. A Certificate of Compliance shall be issued to contracting parties upon completion of the PM Orientation session which shall be signed by PMOC Team Members who conducted the orientation and issued by the City Population Office;
 - j. For contracting parties who are required of parental consent and advice (28-25 years old) and have completed the Pre-Marriage Counselling session, a Certificate of Marriage counselling will be issued by an accredited PM Counselor;
 - k. The contracting parties shall return to the CCRO and present the signed Certificate of Compliance and Certificate of Pre-Marriage Counseling (if necessary) to obtain the marriage license; and
 - l. The Certificates shall contain information as contained in Annex A (Certificate of Compliance) and Annex B (certificate of Marriage Counseling);

Section 7. Confidentiality Clause.

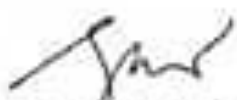
Personal details of the contracting parties shall be stored and maintained confidentially by the PMOC Team. The PMOC Team must observe and respect the data privacy rights of the contracting parties.

The use of any personal information collected, stored, and processed under the PMOC Program shall be subject to the rules and regulations as provided for by the Data Privacy Act of 2012 or RA 10173.

Section 8. Effectivity. This Executive Order shall take effect immediately and shall continue to be in full force and effect until sooner revoked.

15th day of February, 2019 in the City of Ilagan, Isabela.

SO ORDERED.


EVELYN C. DIAZ, RPT, RN
City Mayor