



Tanggapan ng Punonglungsod

REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA



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**EXECUTIVE ORDER No. 25**  
**Series of 2022-B**

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 11,  
SERIES OF 2021, ON THE STRENGTHENING OF THE  
PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) PROGRAM  
THROUGH THE ADOPTION AND IMPLEMENTATION OF POPCOM-DOH-DSWD-PSA-  
DILG JOINT MEMORANDUM CIRCULAR NO. 1, SERIES OF 2018, PARTICULARLY ON  
COMPOSITION OF THE LOCAL PMOC TEAM, SECRETARIAT AND APPROPRIATIONS**

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**WHEREAS**, Section 1 of Article XV of the 1987 Philippine Constitution mandates the State to recognize the Filipino family as the foundation of the nation and shall strengthen its solidarity and actively promote its total development. Moreover, Section 2 of the same Article recognizes marriage as an inviolable social institution that is the foundation of the family and thus, shall be protected by the State;

**WHEREAS**, Presidential Decree 965 and Section 15 of the Responsible Parenthood and Reproductive Health Law require couples who apply for a marriage license to present a Certificate of Compliance, certifying that they had duly received adequate instructions and information on responsible parenthood, family planning, breastfeeding and infant nutrition;

**WHEREAS**, Article 16 of Executive Order No. 209, Series of 1987, otherwise known as the Family Code of the Philippines, further requires couples, applying for marriage license, whose ages fall between 18 to 25 years old, to undergo marriage counseling by a marriage counselor or one who is duly accredited by the Department of Social Welfare and Development;

**WHEREAS**, Joint Memorandum Circular (JMC) No. 1, Series of 2018: Revised Pre-Marriage Orientation and Counseling (PMOC) Program Implementing Guidelines of 2018 was issued by the Commission on Population and Development (POPCOM), Department of Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), Department of Health (DOH) and the Philippine Statistics Authority (PSA) to streamline and harmonize the implementation of the Pre-Marriage Orientation and Counseling (PMOC) Program at the local government level;

**WHEREAS**, Memorandum Circular 2018-182: Adoption of the Revised Pre-Marriage Orientation and Counseling (PMOC) Program Implementing Guidelines for 2018 was issued by the DILG enjoining all Local Government Units to adopt the aforementioned JMC No. 1;





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**WHEREAS**, Executive Order No. 11, Series of 2021, issued on 26 March 2021, provided for the creation of the Pre-Marriage Orientation and Counseling Program, as envisioned by the foregoing statutes and issuances;

**WHEREAS**, there is a need to introduce amendments thereto;

**NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa**, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Adoption and Implementation of Joint Memorandum Circular No. 1, Series of 2018 on the Pre-Marriage Orientation and Counseling (PMOC) Program Implementing Guidelines of 2018.

The current Pre-Marriage Counseling Program shall be strengthened through the adoption and implementation of the relevant provisions of the Joint Memorandum Circular No. 1, Series of 2018, on the Pre-Marriage Orientation and Counseling (*PMOC, for brevity*) Program Implementing Guidelines of 2018, hereto attached and made an integral part of this Executive Order. Accordingly, the program shall be reorganized as Pre-Marriage Orientation and Counseling (PMOC) Program, which will provide the requisite pre-marriage orientation and counseling sessions to contracting parties applying for marriage license.

Section 2. Organization and Mobilization of the Local PMOC Team.

A local PMOC Team shall be organized to oversee and efficiently perform the functions of the team prescribed in the JMC. The PMOC Team, shall be composed of the following individuals, with their respective designations, namely:

- |    |  |              |
|----|--|--------------|
| a. | Mildred P. Andaleon,<br>City Population Development Office | Team Leader; |
| b. | Juancho H. Bunyi, MD,<br>City Health Office                | Member;      |
| c. | Angelica Arciaga, MD,<br>Reproductive Health Program, CHO  | Member;      |
| d. | Analyn A. Mercado, RSW,<br>Social Services Department      | Member;      |
| e. | Caridad G. Molo, RSW,<br>Social Services Department        | Member;      |
| f. | Atty. Harley Padolina, Jr,<br>Local Civil Registry         | Member;      |
| g. | Reggie V. Salonga,<br>Gender and Development Office        | Member;      |





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- h. Pastor Roldan Reyes Ortega,  
Soul Clinic Christian Member; and
- i. Pastor Jaime Gustilo,  
City Bible Church Member.

Membership of public officials and employees in the PMOC team is a function of their respective offices and agencies. As such, the resignation, removal, termination, serious incapacity, grave illness, death, or any similarly-situated circumstance of the member shall entitle the successor thereof to assume membership, without need for issuance of another order or instrument.

For members who belong to the private sector, they shall be bound by fidelity to civic duty and to the same measure of integrity, competence and professionalism. Any replacement as contemplated in the preceding paragraph shall be decided by the City Mayor, after the remaining members have submitted their recommendations.

Section 3. Functions of the PMOC Team.

The PMOC Team shall perform the following functions, namely:

- a. Develop and maintain a responsive mechanism to effectively implement the PMOC program in the city;
- 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 enough resources, logistics requirement, and policy support for the program;
- d. Undertake preparatory activities for the PMOC sessions, and for this, it shall:
  - i. Disseminate information about the PMOC program through community assemblies, barangay meetings, and quad-media outlets;
  - ii. Post schedules of PMOC sessions in the office of the Local Civil Registrar, offices of the mandatory members of the PMOC team, and other conspicuously noticeable places in the City Hall of Muntinlupa;
  - iii. Ensure appropriateness, readiness and availability of a venue for PMOC sessions; and
  - iv. Prepare schedules of PMOC sessions for mandatory team members to enable them to plan these activities;
- e. Conduct the Pre-Marriage Orientation (PMO) session for not more than fifteen (15) couples at a time and the Pre-Marriage Counseling (PMC) session per couple or by group of not more than six (6) couples in physical or face to face session;





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- f. Conduct the Virtual Pre-Marriage Orientation using Zoom teleconferencing for participants that may reach up to no more than twenty-five (25) couples in the attempt to adapt in the e-governance strategy and mechanism;
- g. Conduct PMC session for selected couples based on the accomplished Marriage Expectations Inventory Form (MEIF), for contracting parties in the event that one is or both parties are eighteen to twenty-five (18-25) years old, or as duly requested by the couple themselves;
- h. Provide the Certificate of Compliance to contracting parties who have completed the Pre-Marriage Orientation, which shall be signed by the PMOC Team Members who conducted the PMO Session and issued by the Local Population Office;
- i. Provide the Certificate of Marriage Counseling to contracting parties who have completed the Pre-Marriage Counseling session to be issued by an accredited Pre-Marriage Counselor;
- j. Regularly assess, resolve and/or elevate arising issues in the implementation of the PMOC program; and
- k. 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 Pre-Marriage counselors.

Section 4. Secretariat.

The Secretariat shall be led by Ruth Ann Marie H. San Juan, Muntinlupa Population Development Office (MPDO) representative, and Fatima E. Corona, Family Planning Midwife Focal; and, together, they shall be responsible for providing technical and logistical support in the implementation of PMOC Program.

The PMOC Secretariat shall specifically perform the following functions, namely:

- 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; and
- d. Prepare and submit reports to PMOC Regional Technical Working Group (TWG).

Section 5. Training of PMOC Team and Accreditation of PMC Counselors.

To equip the members of the PMOC Team with the needed competency in the implementation of the program, all members of the team shall undergo relevant training in coordination and collaboration with concerned National Government Agencies (NGAs).





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The PMOC team shall also have at least one (1) accredited Pre-Marriage Counselor, who will provide pre-marriage counseling session pursuant to the Executive Order No. 2019, Series of 1987, otherwise known as the Family Code of the Philippines. Initially, the Social Services Department (SSD) shall comply to the accreditation requirements of the Department of Social Welfare and Development (DSWD). Other members will be supported by the City Government in order to complete the accreditation requirements of the DSWD.

Section 7. PMOC Protocols.

The processes and procedures for the issuance of PMOC certificates shall comply with prescribed protocols under the Joint Memorandum Circular abovementioned. It shall be the responsibility of the PMOC Team to inform the public about the protocols for compliance.

Section 8. Preparation and Submission of Reports.

The PMOC Team shall maintain a PMOC database and regularly consolidate program implementation reports. The said reports of accomplishments shall be submitted to the Local Chief Executive and the PMOC Regional TWG annually.

Section 9. Confidentiality of the Database.

Personal details of the contracting parties shall be stored and maintained confidentially by the PMOC Team, particularly by the PMOC Secretariat. 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 Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012.

Section 10. Appropriations.

The needed annual allocation for the efficient implementation of the PMOC program shall be proposed under the budget proposal of the Muntinlupa Population Development Office (MPDO). Moreover, all City Departments and Offices participating in implementation of the PMOC Program shall allocate in their respective Annual Investment Plans the needed funding. Towards this end, coordination between the PMOC Team and these Departments and Offices shall be undertaken in order to ensure full coverage.

Subject to the existing rules and regulations issued by relevant offices and/or agencies, and subject to availability of funds, members of the PMOC team shall receive the amount of Three Thousand Pesos (PhP 3,000.00) for each meeting duly attended; *Provided, however*, that no more than four (4) meetings shall take place in a month, whether it be regular or special.





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Members of PMOC secretariat, on the other hand, shall receive the amount of One Thousand Pesos (Php 1,000.00) for each meeting duly attended and facilitated.

Section 11. Repealing Clause

All previously issued orders and directives inconsistent with any provision found herein shall deemed repealed, revoked or amended accordingly.

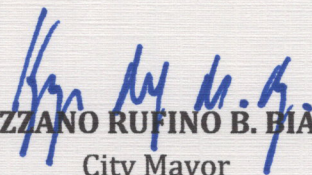
Section 12. Separability Clause.

In the event that any provision found herein shall be judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 13. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked or amended accordingly.

**DONE and EXECUTED** on this 18<sup>th</sup> day of July 2022 in the City of Muntinlupa.

  
**ROZZANO RUFINO B. DIAZON**  
City Mayor