



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER No. 04
Series of 2022

**PROVIDING AMENDMENTS TO EXECUTIVE ORDER NO. 11, SERIES OF 2021,
ON THE STRENGTHENING OF THE PRE-MARRIAGE ORIENTATION AND
COUNSELING 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**

WHEREAS, Section 1 of Article XV of the 1987 Philippine Constitution provides that "(t)he State recognizes the Filipino family as the foundation of the nation. Accordingly, it shall strengthen its solidarity and actively promote its total development."

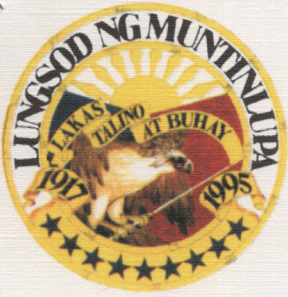
WHEREAS, Section 2, *supra*, provides that "(m)arriage, an as inviolable social institution, is the foundation of the family and shall be protected by the State;"

WHEREAS, Presidential Decree 965 and Section 15 of Republic Act No. 10354, otherwise known as the Responsible Parenthood and Reproductive Health Law require couples who apply for 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 18-25 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, the Revised Pre-Marriage Orientation and Counseling (PMOC) Program Implementing Guidelines of 2018, issued by the Commission on Population and Development (POPCOM), the Department of Interior and Local Government (DILG), the Department of Social Welfare and Development (DSWD), the Department of Health (DOH) and the Philippine Statistics Authority (PSA), dated 18 October 2018, streamlines and harmonizes the implementation of the Pre-Marriage Orientation and Counseling (PMOC) Program at the local government level;

WHEREAS, Memorandum Circular 2018-182, the Adoption of the Revised Pre-Marriage Orientation and Counseling (PMOC) Program Implementing Guidelines for 2018, issued by



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



the DILG, 26 October 2018, enjoins all local government units to adopt the aforementioned JMC No. 1;

NOW, THEREFORE, I, Jaime R. Fresnedi, 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 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 the 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 perform the functions provided under JMC No.1. The PMOC Team shall be composed of the following individuals, with their respective designations, namely:

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



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



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

Membership of public officers in the PMOC team is a function of their respective offices. As such, the resignation, removal, termination, severe illness, grave incapacity, 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 adherence to civic duty and to the same measure of integrity, competence and professionalism.

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, hence, 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 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, when physical session is conducted, and the Pre-Marriage



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



- Counseling (PMC) session per couple or by group, when not more than six (6) couples are in attendance in the physical or face to face session;
- f. Conduct the Virtual Pre-Marriage Orientation using Zoom teleconferencing, whenever necessary, and not more than twenty-five (25) couples may participate, in an attempt to adapt to the e-governance strategy and mechanism;
 - g. Conduct the 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 (18) to twenty-five (25) years old, or as requested by couples;
 - h. Provide the Certificate of Compliance (COC) to contracting parties who have completed the Pre-Marriage Orientation. The COC shall be signed by the PMOC Team Members who conducted the PMO Session, The COC shall be issued by the Local Population Office, and it shall be signed by the PMOC Team Members;
 - i. Provide the Certificate of Marriage Counseling, which shall be issued by an accredited Pre-Marriage Counselor, to contracting parties who have completed the Pre-Marriage Counseling Session;
 - 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 sessions 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 have two members, namely:

- a. Ruth Ann Marie H. San Juan,
Muntinlupa Population Development Office;
- b. Fatima E. Corona,
Family Planning Midwife Focal Person.

Section 5. Functions of the Secretariat.

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

- a. Maintain the profile and electronic or hard database of couples that are subjects of the PMOC Program;
- b. Prepare the needed supplies, materials, and equipment for the conduct of the PMOC sessions;



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



- c. Prepare and control the issuance of Certificate of Compliance and Certificate of Marriage Counseling;
- d. Prepare and submit reports to PMOC Regional Technical Working Group (TWG).

Section 6. Meetings.

The PMOC Team shall have its regular meeting at least once a month. Whenever warranted, the Team Leader may call for a special meeting, albeit in the same period of time.

Section 7. Training of PMOC Team and Accreditation of PMC Counselors.

To equip the members of the PMOC Team with the needed competence 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).

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 shall be supported by the City Government in order to complete the accreditation requirements of the DSWD.

Section 8. PMOC Protocols.

The processes and procedures for the issuances 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 9. 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 10. 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 shall 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 under Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012.



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



Section 11. 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 among the PMOC Team and these Departments and Offices shall be undertaken in order to ensure full coverage.

Section 12. Honorarium.

Subject to City Ordinance No. 2022-332, to availability of funds, and to submission of requisite reportorial documents related to attendance in meetings, each member of the PMOC Team shall receive the amount of Three Thousand (Php 3,000.00) Pesos.

Each member of the Secretariat, on the other hand, shall receive the amount of One Thousand (Php 1,000.00) Pesos.

Section 13. Repealing Clause

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

Section 14. 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 15. 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 4th day of April 2022 in the City of Muntinlupa.


JAIME R. FRESNEDA
City Mayor