



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



EXECUTIVE ORDER No. 11
Series of 2021

**PROVIDING FOR 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**

WHEREAS, Article XV, Section 1 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 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, on the 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 JMC No. 1;

CERTIFIED TRUE COPY

SIGNATURE: _____
DATE: 5-29-21



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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 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 re-organized as Pre-Marriage Orientation and Counseling (PMOC) Program, which will provide the requisite pre-marriage orientation and counseling sessions to contracting parties applying for a 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,
City Population Officer | Team Leader; |
| b. | Angelica E. Arciaga, MD,
Reproductive Health Program Coordinator | Member; |
| c. | Analyn S. Mercado, RSW,
Social Services Department | Member; |
| d. | Atty. Harley L. Padolina, Jr.,
Local Civil Registry | Member; |
| e. | Catherine Mary R. Biazon,
Gender and Development Office | Member; |
| f. | Pastor Roldan Reyes Ortega,
Soul Clinic Christian | Member; and |
| g. | Pastor Jaime Gustilo,
City Bible Church | Member. |



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Membership among public officers in the PMOC Team is a function of their respective offices and agencies. As such, the resignation, removal, termination; severe illness, incapacity, death, or similarly situated circumstance of the public officer 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 who can cover the prevailing number of marriage license applicants;
- c. Advocate for the effective implementation of the PMOC Program to ensure enough resources, logistical requirements 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 15 couples at a time and the Pre-Marriage Counseling (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 Marriage Expectations Inventory Form (MEIF), for contracting parties in the event that one is or both are 18 to 25 years old, or as requested by couples;



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- g. Provide the Certificate of Compliance to contracting parties who have completed the Pre-Marriage 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 Counseling to contracting parties who have completed the Pre-Marriage Counseling session to be issued by an accredited Pre-Marriage 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 Pre-Marriage counselors.

Section 4. Secretariat.

The Secretariat shall be led by Mildred P. Andaleon, City Population Officer, with the assistance of (a) Ruth Ann Marie H. San Juan, City Planning and Development Office (CPDO) Representative, (b) Angelica E. Arciaga, MD, Family Planning Coordinator of the City Government, and (c) Fatima E. Corona, Family Planning Midwife Focal, and shall be responsible for providing technical and logistical support in the implementation of the PMOC Program.

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

- a. Maintain the profile and the electronic or hard database of couples that are subject of the PMOC Program;
- 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 Executive Order No. 209, Series of 1987, otherwise known as the Family Code of the Philippines. Initially, the Social Services Development (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 6. 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 7. 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 City Mayor and the PMOC Regional TWG annually.

Section 8. 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 by Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012.

Section 9. Appropriations.

The needed annual allocation for the efficient implementation of the PMOC program shall be proposed under the budget proposal of the City Planning and Development Office (CPDO). Moreover, all City Departments and Offices participating in the 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.



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Furthermore, the PMOC Team shall be allowed to prescribe minimal fees strictly for the procurement of needed supplies and materials for program implementation and continuing training of the PMOC Team implementers. For this purpose, it shall submit its proposed schedule of fees and rates to the City Mayor for approval.

Section 10. Repealing Clause.

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

Section 11. 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 12. 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 this 26th day of March 2021 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor