



Republic of the Philippines  
Province of Ilocos Sur  
Municipality of San Vicente

**OFFICE OF THE MUNICIPAL MAYOR**



**Executive Order No. 11**  
Series of 2024

**AN ORDER CREATING THE PRE-MARRIAGE ORIENTATION AND  
COUNSELLING (PMOC) TEAM OF THE MUNICIPALITY OF SAN VICENTE,  
ILOCOS SUR**

**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. 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 Responsible Parenthood and Reproductive Health (RPRH) Law or RA 10354 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 the Family Code further requires couples, applying for a marriage license, whose ages falls between 18-25 years old, to undergo marriage counseling by a marriage counselor 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 Counselling (PMOC) Program Implementing Guidelines for 2018 was issued by the Commission on Population and Development (POPCO), Department of Interior and Local Government (DILG), Department of Social Welfare (DSWD) and Department of Health (DOH) and the Philippine Statistics Authority (PSA) to streamline and harmonize the implementation of the Pre-Marriage Orientation and Counselling (PMOC) Program at the local government level;

**WHEREAS**, in Section 6.0, subsection 6.1.1.1 of the same JMC provides that the Local Chief Executives shall effect the implementation of the PMOC program particularly the issuance of executive orders/circulars/ directives for an effective and responsive PMOC program and implementation;

**WHEREAS**, Joint Memorandum Circular (JMC) No.1 series of 2020 was issued for the Supplemental Guidelines to the JMC No.1, Series of 2018, providing for the expanded composition of the Pre-Marriage Orientation and Counselling (PMOC) Team;

**NOW THEREFORE**, I, **JONAN D. TABANDA**, Municipal Mayor of San Vicente, Ilocos Sur, by virtue of powers vested in me by law, do hereby order the following:

**SECTION 1. CREATION AND COMPOSITION.** The Pre-Marriage Orientation and Counselling (PMOC) team is hereby created and shall be composed of the following:

**Team Leader:**           **REYGEE S. ROCERO**  
Municipal Disaster Risk Reduction and Management Officer

**Member:**               **MARIBIEN R. RECLUSADO**  
Municipal Social Welfare and Development Officer

**DR. AMADO A. VIESTA**  
Municipal Health Officer

**DARLENE ZARAH D. ZABALA**  
Nurse II/Designated Population Program Officer

**Authorized Representatives or Authorized Solemnizing  
Officers of Faith-Based Organizations in the locality**

To be part of the local PMOC Team, the Authorized Solemnizing Officers of different Faith-Based Organizations must possess the qualifications set forth by the PMOC JMC, such as but not limited to:

1. They have a valid Certificate of Registration and Authority to Solemnize Marriage issued by the Philippine Statistics Authority;
2. They have undergone the Pre-Marriage orientation training provided and/or under the supervision of POPCOM; and
3. They are likewise encouraged to be an Accredited Pre-Marriage Counselor.

**SECTION 2. DUTIES AND RESPONSIBILITIES.** The functions of the PMOC Team are the following:

1. Develop and maintain a responsive mechanism to effectively implement the PMOC program in the municipality;
2. Ensure an adequate number of trained PMOC members that can cover the prevailing number of marriage license applicants;
3. Advocate for the effective implementation of the PMOC Program to ensure adequate resources, logistics requirements, and policy support for the program;
4. Undertake preparatory activities for the PMOC sessions by:
  - a. Disseminating information about the PMOC program through community assemblies, barangay meetings, and quad-media outlets;
  - b. Posting schedules of PMOC sessions in the office of the Municipal Civil Registrar, offices of the mandatory members of the PMOC team, and other noticeable places in the municipal hall;
  - c. Ensuring appropriateness, readiness, and availability of a venue for PMOC sessions;
  - d. Preparing schedules of PMOC sessions for mandatory team members of the PMOC to enable them to plan these activities; and
  - e. Processing of the accomplished marriage expectation inventory (MEL) by contracting parties to take note of the specific areas of concerns needing emphasis during the actual conduct of the PMOC session
5. Conduct the PMO session for not more than 15 couples at a time and the PMC session per couple or by a group of not more than six (6) couples;

6. Conduct PMC sessions for selected couples based on the accomplished MEI, for contracting parties where one or both parties are 18-25 years old or as requested couples;
7. 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 Population Office;
8. Provide the Certificate of Marriage Counseling to contracting parties who have completed the PM Counseling session to be issued by an accredited PM Counselor;
9. Regularly assess, resolve and/or elevate arising Issues in the implementation of the PMOC program; and
10. Maintain a client satisfaction feedback survey and consolidate the results 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 PM counselors.

**SECTION 3. SECRETARIAT SUPPORT.** The Designatedl Population Officer shall provide secretariat support to the implementation of the PMOC program. The PMOC Secretariat shall perform the following functions:

1. Maintain the profile and electronic or hard database of couples;
2. Prepare the needed supplies, materials, and equipment for the conduct of the PMOC sessions;
3. Prepare and control the issuance of Certificate of Compliance and Certificate of Marriage Counseling; and
4. Prepare and submit reports to PMOC Regional TWG.

**SECTION 4. EFFECTIVITY.** This Executive Order shall take effect immediately and shall remain in effect unless otherwise amended, modified, or revoked.

**IN WITNESS HEREOF,** I hereunto set my hand and cause the Seal of the Municipality to be affixed to this order.

**DONE** this 14<sup>th</sup> day of **February 2024** at San Vicente, Ilocos Sur.

**(Sgd.) JONAN D. TABANDA**  
Municipal Mayor