



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 13

Series of 2022

AN ORDER RECONSTITUTING THE PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) TEAM OF THE MUNICIPALITY OF KAPALONG, DAVAO DEL NORTE

WHEREAS, Presidential Decree 965, the 1987 Family Code, the Local Government Code and the RA 10354 also known as “Responsible Parenthood and Reproductive Health Act”, all requires that 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 with the aforementioned license;

WHEREAS, the Department of the Interior and Local Government, Department of Health, Department of Social Welfare and Development, Commission on Population and Philippine Statistics Authority issued Joint Memorandum Circular No. 1, series of 2018 which provides for the Revised Pre-Marriage Orientation and Counseling (PMOC) Program Implementing Guidelines of 2018;

WHEREAS, there is a need to harmonize the implementation of existing policies of PMOC and strengthen the objectives of the program to prepare contracting parties to be effective spouses and parents within the bounds of their marriage;

WHEREAS, there is also a demand to streamline and standardize the conduct of the PMOC to optimize the purpose of the program;

NOW THEREFORE, I, MARIA THERESA R. TIMBOL, Municipal Mayor of this town, by virtue of the powers vested in me by law, do hereby order the reconstituting of the Pre-Marriage Orientation and Counseling (PMOC) Team of the Municipality of Kapalong, Davao del Norte.

Section 1. Composition. The PMOC Team shall be composed of the following:

Chairperson

HON. MARIA THERESA R. TIMBOL
Municipal Mayor

Team Leader

ERNEST GERER P. FERNANDEZ
Municipal Population Officer Designate

Members

LOUELYN H. EXALA, MD, DPCOM
Municipal Health Officer

MARY GRACE L. ABUDA, RSW, MSSW, DPA
Municipal Social Welfare and Development Officer

2nd Floor, Executive Building, LGU Compound

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MA. LOURDES D. CASTAÑAS, MPA
Municipal Civil Registrar

LAURA E. OCAY
EDERLINDA GONZAGA
Municipal Health Office

ROLANDO S. COLITA
Municipal Social Welfare and Development Office

GRACE N. ALEGRE
Municipal Local Civil Registrar's Office

ARNEL L. PANIMBO
Mayor's Office – GAD Program

ELVIN MAR PENES
Municipal Information Office

PASTOR DULCE AMOR VISCAYA
Mayor's Office – Moral Recovery Program

PSSg HERLA D HESTORIA
Kapalong Police Station – FJGAD Section

Pre-Marriage Counselor

Any PMOC Member accredited by the DSWD as Pre-Marriage Counselor, who will provide pre-marriage counseling session pursuant to EO 209

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

- 2.1 Develop and maintain a responsive mechanism to effectively implement the PMOC program in This Municipality;
- 2.2 Ensure an adequate number of trained PMOC members that can cover the prevailing number of marriage license applicants;
- 2.3 Advocate for the effective implementation of the PMOC Program to ensure adequate resources, logistics requirements and poly support for the program;
- 2.4 Undertake preparatory activities for the PMOC sessions by:
 - 2.4.1 Disseminating information about the PMOC program through community assemblies, barangay meetings and quad-media outlets;
 - 2.4.2 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 municipal hall;
 - 2.4.3 Ensuring appropriateness, readiness and availability of a venue for PMOC sessions;

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- 2.4.4 Preparing schedules of PMOC sessions for mandatory team members to enable them to plan these activities; and
- 2.4.5 Processing of the accomplished marriage expectation inventory (MEI) by contracting parties to take note of the specific areas of concerns needing emphasis at the actual conduct of PMOC session;
- 2.4.6 Conduct of 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;
- 2.4.7 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 Local Population Office;
- 2.4.8 Provide the Certificate of Marriage Counseling to contracting parties who have completed the PM Counseling session to be issued by an accredited PM Counselor;
- 2.4.9 Regularly assess, resolve, and/or elevate arising issues in the implementation of the PMOC program; and
- 2.4.10 Maintain a client satisfaction feedback survey and consolidate the result annually as a mechanism to monitor the quality of the PMOC session provided as well as to serve as an additional basis for the renewal of the accreditation of PM counselors.

Section 3. Secretariat. The Municipal Population Office or, in its absence, the Family Planning Unit/Coordinator of the Municipality shall provide secretariat support to the implementation of the PMOC program. The PMOC Secretariat shall specifically perform the following functions:

- 3.1 Maintain the profile and electronic or hard database of couples;
- 3.2 Prepare the needed supplies, materials, and equipment for the conduct of the PMOC sessions;
- 3.3 Prepare and control the issuance of Certificate of Compliance and Certificate of Marriage Counseling; and
- 3.4 Prepare and submit reports to PMOC Regional TWG

Section 4. PMOC Service Protocol. The PMOC Program Services shall be availed through the following procedures:

- 4.1 All contracting parties who are required to get a marriage license must first apply for a marriage license at the Municipal Civil Registry Office (MCRO);
- 4.2 The MCRO subsequently refers the applicant contracting parties to the Municipal Social Welfare and Development Office - Population Officer Designate (as PMOC Focal and Secretariat)
- 4.3 The applicant contracting parties will personally register with the PMOC Secretariat and must accomplish the Marriage Expectation Inventory Form (MEIF);

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- 4.4 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;
- 4.5 The pre-marriage counseling session, to be provided by an accredited pre-marriage counselor 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;
- 4.6 The PM Orientation and PM Counseling sessions should be conducted within the same calendar day;
- 4.7 All applicant contracting parties shall be given adequate instructions and information on responsible parenthood, family planning, breastfeeding and infant nutrition and marriage and relationship;
- 4.8 After the PM Orientation, applicant contracting parties who are 18-25 years old are also required to attend a separate PM counseling 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 Counseling Session.

Contracting parties ages 18-25 who have a certificate issued by a priest, imam or minister authorized to solemnize marriage will no longer need to undergo PM Counseling Session (Art.16, EO 209);

- 4.9 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 Population Officer designate;
- 4.10 For contracting parties who are required parental consent and advice (18-25 years old) and have completed the Pre-Marriage Counseling Session, a Certificate of Marriage Counseling will be issued by an accredited PM counselor;
- 4.11 The contracting parties shall return to the Municipal Civil Registry office and present the signed Certificate of Compliance and Certificate of Pre-Marriage Counseling (if necessary) to obtain the marriage license; and
- 4.12 The Certificates shall contain information as contained in Annex A (Certificate of Compliance) and Annex B (Certificate of Marriage Counseling) which are included in the aforementioned JMC.

Section 5. 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.



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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 6. Effectivity. This Executive Order shall take effect immediately.

Signed this 20th day of July, 2022 at 2nd Floor, Executive Building, LGU Compound, Maniki, Kapalong, Davao del Norte, Philippines.

MARIA THERESA R. TIMBOL
Municipal Mayor

/aggg



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