



Republic of the Philippines
Province of Bulacan

MUNICIPALITY OF SANTA MARIA
OFFICE OF THE MUNICIPAL MAYOR



EXECUTIVE ORDER NO. 2024 – 002

"AN ORDER CREATING THE PRE-MARRIAGE ORIENTATION AND COUNSELING (MOC) TEAM OF THE MUNICIPAL GOVERNMENT OF SANTA MARIA, BULACAN THROUGH THE IMPLEMENTATION OF DILG-DOH-DSWD-POPCOM-PSA JOINT MEMORANDUM CIRCULAR NO. 1, SERIES OF 2018"

WHEREAS, Presidential Decree 965, the 1987 Family Code, the Local Government Code, and the Responsible Parenthood and Reproductive Health Act (RA 10354) require 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 such license;

WHEREAS, the Joint Memorandum Circular No. 1 Series of 2018 of the Department of the Interior and Local Government (DILG), Department of Health (DOH), Department of Social Welfare and Development (DSWD), Commission on Population, and Philippine Statistics provides implementing guidelines to standardize processes in the conduct of Revised Pre-Marriage Orientation and Counseling (PMOC) Program at the local government levels;

WHEREAS, the Pre-Marriage Orientation and Counseling Program at the LGU shall be implemented through a team approach to ensure the quality and effectiveness of the program;

NOW, THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan by virtue of the powers vested in me, do hereby order the creation of the Pre-Marriage Orientation and Counseling Team through the adoption and implementation of DILG-DOH-DWSD-POPCOM-PSA JMC No. 1, Series of 2018 and provides for its functions, mandates and responsibilities which are herein embodied.

SECTION 1: PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) TEAM. The PMOC Team shall composed of the following:

Team Leader	:	ELVIE CRUZ Municipal Population Worker
Mandatory Members	:	SANDRA E. FABI Municipal Social Welfare & Development Officer
		DRA. MA. CONSUELO G. FELICIANO Municipal Health Officer
		ZENAIDA MANINGAS Designated Population Officer



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Pre-Marriage Counselor : **GLENDIAH DJ. REYES**
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The team membership shall increase if needed for the effective implementation of the PMOC program and shall ensure the timely replacement of mandatory team members in cases of retirement, resignation, or other forms of separation from the office of the latter.

SECTION 2. ELIGIBILITY. The Pre-Marriage Orientation and Counseling (PMOC) Team Members shall have the following qualifications and eligibility requirements:

1. The team leader and mandatory members of the PMOC team must have permanent status of appointments in their respective LGU offices;
2. The team leader, mandatory members, and optional members of the PMOC team must have undergone and completed the PMOC Training conducted by POPCOM in collaboration with other agencies in accordance with the training program developed by the National PMOC TWG; and
3. Pre-Marriage Counselors must be accredited by DSWD before they can provide Pre-Marriage Counseling.

SECTION 3. TASKS AND FUNCTIONS. The Pre-Marriage Orientation and Counseling Team shall have the following task and functions:

1. Develop and maintain a responsive mechanism to effectively implement the PMOC program in the municipality;
2. Ensure 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 requirement, 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 Municipal Civil Registrar, Municipal Population Office FB page and bulletin information corner, and other noticeable places in the municipal hall;
 - c. Ensuring appropriateness, readiness and availability of a venue for PMOC sessions;



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- d. Preparing schedules of PMOC sessions for mandatory team members to enable them to plan these activities; and
 - e. 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 the PMOC session;
5. Conduct the Pre-Marriage Orientation session for not more than 15 couples at a time and the PMC session per couple or by group of not more than six (6) couples;
 6. Conduct 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;
 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 Municipal 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 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 PM counselors.

SECTION 4. PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC)
SECRETARIAT. The Municipal Population Office shall provide secretariat support to the implementation of PMOC program. The PMOC Secretariat shall specifically 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.



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SECTION 5. REPEALING CLAUSE. This Order repeals all existing Local Executive Orders or other previous issuances inconsistent herewith.

SECTION 6. EFFECTIVITY. This Order shall take effect immediately.

Signed this day 18th day of January 2024 at the Municipality of Santa Maria, Province of Bulacan.


BARTOLOME R. RAMOS
Municipal Mayor

