



EXECUTIVE ORDER NO. 39

Series of 2025

REORGANIZING THE PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) TEAM OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS

WHEREAS, the State recognizes the Filipino family as the foundation of the nation, thus, it shall strengthen its solidarity and actively promote its total development;

WHEREAS, Presidential Decree No. 965 requires applicants for marriage license to receive instructions on family planning and responsible parenthood;

WHEREAS, Executive Order No. 209, s. 1987 approving the Family Code of the Philippines states that marriage is a special contract of permanent union between a man and a woman entered into in accordance with law for the establishment of conjugal and family life;

WHEREAS, Republic Act No. 7160 otherwise known as the Local Government Code of 1991 delegates specific functions and responsibilities to local government units for efficient and effective local governance in the promotion of the general welfare of its constituents;

WHEREAS, Republic Act No. 10354 known as the Responsible Parenthood and Reproductive Health Act provides that it is the duty of the State to protect and strengthen the family as a basic autonomous social institution and equally protect the life of the mother and the life of the unborn from conception. The State shall protect and promote the right to health of women especially mothers in particular and of the people in general and instill health consciousness among them;

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

WHEREAS, there is a need to reorganize and replace the members of the Pre-Marriage Counseling Team who are no longer connected to the municipal government;

NOW THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby order the reorganization of the Pre-Marriage Counseling Team as follows:

Section I. ORGANIZATION. The reorganized Pre-Marriage Counseling (PMC) Team shall be called Pre-Marriage Orientation and Counselling (PMOC) Team. The PMOC Program shall be implemented through a team approach where concerned agencies/offices shall collectively and systematically plan, implement and monitor the program to ensure its quality and effectiveness.

Section 2. COMPOSITION. The PMOC Team shall be composed of the following:

Team Leader : Ms. Cristina O. Balid, RM
Designated Local Population Officer

Members:

Principal	Alternate
Municipal Social Welfare Development Office Ms. Hanna Erika E. Laviña Municipal Social Welfare and Development Officer	Mr. Leo Noel L. Katimbang Ms. Jennifer G. Zuleta
Municipal Health Office Ms. Ronaleen F. Robles Midwife	Ms. Rowena M. Avila
Office of the Municipal Agriculturist Ms. Cheryll L. Gonzales Municipal Agriculturist	Ms. Jingle N. Amoloza
Office of the Municipal Civil Registrar Ms. Jenette N. Palisoc Acting Municipal Civil Registrar	Duly Authorized representative
Municipal Nutrition Action Office Ms. Madeleine M. Alforja Designated Municipal Nutrition Action Officer	Duly Authorized representative
Commission on Population Ms. Maria Ancilyn B. Mendoza	Mr. Paul Adrian R. Macayanan
Civil Society Organization/s Ms. Nenita G. Lapitan Pederasyon ng Kababaihan Lingkod Bayan sa Pilipinas Incorporated	Duly Authorized representative

Section 3. ELIGIBILITY. The PMOC Team Members shall have the following qualifications and eligibility requirements:

- a) The team leader and mandatory members of the PMOC Team must have permanent status of appointments;
- b) 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
- c) Pre-Marriage (PM) Counselors must be accredited by the DSWD before they can provide PM Counseling.

Section 4. TASKS AND FUNCTIONS. The PMOC Team shall have the following task and functions:

- a) Develop and maintain a responsive mechanism to effectively implement the PMOC program in the municipality;
- 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 PMDC Program to ensure adequate resources, logistics requirement and policy support for the program;
- d) Undertake preparatory activities for the PMOC sessions by:
 - i. Disseminating information about the PMOC Program through community assemblies, barangay meetings, and quad-media outlets;

- ii. 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;
 - iii. Ensuring appropriateness, readiness and availability of a venue for PMOC sessions;
 - iv. Preparing schedules Of PMOC sessions for mandatory team members to enable them to plan these activities; and
 - v. 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;
- e) Conduct the PMO session not more than 15 couples at a time and the 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 MEI, for contracting parties where one or both parties are 18-25 years old or as requested by couples;
 - g) 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;
 - h) Provide the Certificate of Marriage Counseling to contracting parties who have completed the PM Counseling session to be issued by an accredited PM Counselor;
 - i) Regularly assess, resolve and/or elevate arising issues the implementation of the PMOC Program; and
 - j) Maintain a Client Satisfaction Feedback Survey and consolidate the result monthly 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.

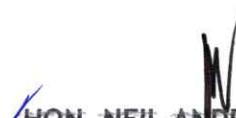
Section 5. SECRETARIAT. The Municipal Population Office or, in its absence, the Family Planning Unit/Coordinator shall provide secretariat support to the of PMOC program. The PMOC Secretariat shall specifically perform the following functions:

- a) Maintain the profile and electronic or hard database of couples;
- 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 TWG.

Section 6. FUNDING. The PMOC Team shall be provided with budget allocations for supplies/materials, meals and honoraria Two Hundred Fifty Pesos (P250.00) each per meeting/counselling attended chargeable against existing local funds allocated for the purpose.

Section 7. EFFECTIVITY. This order shall take effect immediately.

DONE this 14th day of October 2025 in Los Banos, Laguna.


HON. NEIL ANDREW N. NOCON
Municipal Mayor