



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

**OFFICE OF THE MUNICIPAL MAYOR**

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: [mayorsoffice@pinamalayan.gov.ph](mailto:mayorsoffice@pinamalayan.gov.ph)

Telephone No.043-284-3146

**EXECUTIVE ORDER NO. 29 -2022**

**AN ORDER RECONSTITUTING THE MUNICIPAL PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) TEAM OF PINAMALAYAN, ORIENTAL MINDORO**

**WHEREAS**, Presidential Decree 965, the 1987 Family Code, the Local Government Code and the Responsible Parenthood and Reproductive Health Act required all contracting parties or would-be-couples to attend and participate in a Pre-Marriage Orientation and Counseling session prior to the issuance of the marriage license;

**WHEREAS**, DILG-DSWD-POPCOM Joint Memorandum Circular No. 01 series of 2010, as amended by DILG-DOH-DSWD-POPCOM-PSA JMC No. 1 series of 2018, mandated the Local Government Unit to organize Pre-Marriage Orientation and Counseling Team;

**WHEREAS**, DILG Memorandum Circular 2018-182 provides the composition and function of the Pre-Marriage Orientation and Counseling Team;

**NOW THEREFORE**, I, **ARISTEO A. BALDOS, JR.**, Municipal Mayor by virtue of the powers vested in me by law, do hereby order the reconstitution of the Municipal Pre-Marriage Orientation and Counseling Team of Pinamalayan, Oriental Mindoro, as follows:

**Section 1: COMPOSITION.** The Municipal Pre-Marriage Orientation and Counseling Team shall be composed of the following:

**Chairperson:**

**MS. ELIZABETH MANOY** - Nurse III/Municipal Population Officer

**Members:**

**DRA. KATHRIN ALMA VICTORIA M. ALANO** - Medical Officer III/ Municipal Nutrition Officer  
**MS. GRACE EUNICE F. FABELLA** - MSWD Officer  
**MS. MARICEL M. RODIL** - Social Welfare Officer III  
**MS. ANIELOR HALIMBAWA** - Social Welfare Officer II

**Optional Members:**

**MR. ENRIQUE N. MOLING** - OIC- Municipal Civil Registrar  
**MS. EDLIE O. ESPELIMBERGO** - Municipal Agriculturist  
**MS. CECILIA L. KASILAG** - President, Local Council for Women

**Section 2: ELIGIBILITY.** The PMOC Team Members shall have the following qualifications and eligibility requirements:

1. The team leader and mandatory members of the PMOC team must have a permanent status of appointments;
2. The team leader, mandatory members, and optional members 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;
3. Pre-Marriage counselors must be accredited by the DSWD before they can provide counseling.

**Section 3: SECRETARIAT.** The Municipal Health Office – Family Planning Unit shall serve as the Secretariat of the Team headed by **MR. MICHAEL P. NAADAT**, Nurse III.

**Section 4: FUNCTIONS OF THE PMOC TEAM.** The Municipal Pre-Marriage Orientation and Counseling Team shall perform the following functions:

1. Develop and maintain a responsive mechanism to effectively implement the PMOC program in the municipality;





Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

**OFFICE OF THE MUNICIPAL MAYOR**

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: [mayoroffice@pinamalayan.gov.ph](mailto:mayoroffice@pinamalayan.gov.ph)

Telephone No.043-284-3146

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 office of the Local 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 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 PMO 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 Local 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 5: FUNCTIONS OF THE PMOC SECRETARIAT.** 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 6: EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this 30<sup>th</sup> day of **September 2022** in the Municipality of Pinamalayan, Oriental Mindoro.

**ARISTEO A. BALDOS, JR.**  
Municipal Mayor

