



ADMINISTRATIVE ORDER NO. 37
Series of 2022

REORGANIZING THE PRE-MARRIAGE ORIENTATION AND COUNSELING TEAM (PMOC TEAM) OF THE MUNICIPALITY OF ITOGON.

WHEREAS, various inter-related laws such as P.D. 965, the Family Code, R.A. 7160 and the Reproductive Health Act or R.A. 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 as a pre-requisite for the issuance of such license;

WHEREAS, Pre-marriage Orientation and Counseling Program has long been institutionalized in all local government units but critical operational issues continue to beset the program affecting the quality of information being disseminated through these sessions prompting the DILG, the DOH, DSWD, Commission on Population and the Philippine Statistics Authority to come up with a revised guidelines for the implementation of Pre-Marriage Orientation and Counseling Program at the local level;

WHEREAS, DILG-DOH-DSWD-Commission on Population-PSA issued Joint Memorandum Circular No. 1, series of 2018 for purposes of harmonizing the implementation of existing policies on Pre-marriage Orientation and Counseling, strengthen the objectives of the program and to streamline and standardize processes in the conduct of PMOC sessions to optimize the true intention thereof.

WHEREAS, there is a need to reorganize the Pre-Marriage Orientation and Counseling Team of the Municipality of Itogon to be in accordance with item 4.2 of the aforementioned Joint Memorandum Circular;

NOW THEREFORE, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, **BERNARD S. WACLIN**, hereby ORDER the reorganization of the Pre-Marriage Orientation and Counseling Team of the Municipality of Itogon as follows:

Section 1. Composition. Consistent with DILG-DOH-DSWD, POPCOM and PSA Joint Memorandum Circular No. 1, series of 2018, the Pre-Marriage Orientation and Counseling Team of the Municipality of Itogon shall be composed of the following:

TEAM LEADER: MS. JENNILYN C. WACLIN, Population Officer-Designate
MEMBERS: DR. MARIE JORELYN P. BAHINGAWAN, RHP, MNAO-Designate
MS. JUSTENE J. AQUISIO (Alternate member, MHO)
MS. GRACE O. POCSOL, MSWDO
(MS. JANE M. MERCADO, Alternate member, MSWDO)
Representative from inter-faith based organization

PRE-MARRIAGE COUNSELORS:

1. MS. LAURIE F. PANGDA
2. MS. SHARON W. BAROA

Optional Members:

MR. PRUDENCIO B. PEDRO, Ph.D., Municipal Agriculturist
(MR. MARLOU K. DALILING, Alternate member, MAO)
MS. THELMA B. BENTRES, Local Civil registrar
(MS. MIRALYN P. NATINOL, Alternate member, LCR)

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Section 2. Functions. The PMOC Team shall have the following 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 applications;
3. Advocate for the effective implementation of the PMOC programs 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 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 session;
 - d. Preparing schedule of PMOC sessions for mandatory 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 (PMO) session for not more than 15 couples at a time and the Pre-Marriage Counseling (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 the couples;
7. Provide the Certificate of Compliance to contracting parties who have completed the Pre-Marriage Orientation to be signed by the PMOC Team Members who conducted PMO sessions and issued by the Population Officer;
8. Provide the Certificate of Marriage Counseling to contracting parties who have completed the Pre-Marriage Counseling session to be issued by an accredited PM Counselor;
9. 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 the PM counselors.

Section 3. The PMOC Secretariat. In accordance with item numbers 4.5 and 6.1.3.1 of the Joint Memorandum Circular, the PMOC Secretariat shall be headed by the Population Officer-designate who shall also serve as focal person on PMOC programs. The composition of the secretariat shall be as follows:

HEAD Secretariat:	MS. JENNILYN C. WACLIN
MEMBERS:	MS. CLAUDETTE P. CARIÑO
	MS. ELENA G. TINDAAN
	MS. NATALIN A. YAMOYAM



Section 4. Functions of the Secretariat: The PMOC Secretariat shall specifically perform the following:

1. Maintain the profile and data base of couples in hard or electronic copies;
2. Prepare the needed supplies, materials, and equipment for the conduct of the PMOC session;
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 5. The Population Officer, designation and functions: MS. JENNILYN C. WACLIN, Nurse I under the Municipal Health Office is hereby designated as Municipal Population Officer. Aside from other functions provided under existing laws, she shall perform the following in relation to her functions as Team Leader of the PMOC Team and as Head Secretariat thereof.

1. Serve as Focal Person of the PMOC Team;
2. Maintain records and files of the PMOC Program;
3. Prepare the necessary reports for submission to the Regional and Provincial PMOC TWG in relation to the PMOC Program and M&E system;
4. Submit PMOC Program implementation reports to the Local Chief Executive annually and from time to time as may be required by the latter;
5. Organize and coordinate the conduct of training for the PMOC Team;
6. Ensure that the PMOC session is conducted using the team approach;
7. Ensure that contracting parties with unmet needs for family planning are referred to appropriate service providers; and
8. Ensure that contracting parties with demand for other health and social services are referred to appropriate health and social service providers.

Section 6. Repealing Clause. All Administrative Orders or parts thereof which are inconsistent with this Administrative Order or parts hereof are hereby deemed repealed or modified accordingly.

Section 7. Effectivity. This Administrative Order shall take effect immediately.

DONE this 9th day of September, 2022 at Itogon, Benguet.


HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

- All concerned
- file