



LALAWIGAN NG BULACAN
Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONGBAYAN

EXECUTIVE ORDER NO. 31 S. 2017

**ORGANIZING THE PRE-MARRIAGE COUNSELING (PMC) TEAM OF BALIWAG AND
DEFINING ITS DUTIES AND FUNCTIONS, PURSUANT TO DILG**

WHEREAS, Presidential Decree No. 965, otherwise known as the Pre-Marriage Counseling Program, provides that no marriage license shall be issued unless the applicants receive instructions on the Foundation of Marriage, Family Planning and Responsible Parenthood, among other topics included in the PMC manual;

WHEREAS, all local government units are enjoined to convene a Pre-Marriage Counseling Team to effectively and efficiently facilitate the PMC sessions for engaged couples;

WHEREAS, there is an existing Pre-Marriage Counseling (PMC) Program whose implementing guidelines was revised in 2002;

WHEREAS, amendments to the Revised Pre-Marriage Counseling (PMC) Program Implementing Guidelines of 2002 were introduced under the 2009 Pre-Marriage Counseling Manual Content and Process Guidelines;

WHEREAS, Joint Memorandum Circular No. 01, series of 2010 of the Department of the Interior and Local Government, Department of Health, Department of Social Welfare and Development and the Commission of Population enjoin all Local Chief Executives to organize their Pre-Marriage Counseling Team in their respective jurisdiction;

NOW, THEREFORE, I, FERDINAND V. ESTRELLA, Municipal Mayor of the Municipality of Baliwag, Bulacan by virtue of the power vested in me by law do hereby order:

SECTION 1. COMPOSITION. The Pre-Marriage Counseling (PMC) Team of Baliwag, Bulacan shall be composed of the following based on JMC No. 2, series of 2010:

Team Leader : **MS. BRENDA C. BERNARDO, RN**
Municipal Population and Nutrition Officer

**DUGONG
BALIWAG
PUSONG
BALIWAG**

Serbisyong May Malasakit

Members : DR. ROLDAN DOMINGO
Crisis Counselor and Trainer/ Faith-Based Organization
representative

MS. JOSEPHINE LOPEZ, RSW
Municipal Social Welfare & Development Officer

MS. MYKA IVYRONE BAUSTISTA, RN, RSW
Population Staff

PTR. REY CRUZ
President, Baliwag Ministerial Council

DR. MERRILYN DE LEON
Rural Health Unit Physician

SECTION 2. OBJECTIVES. All members of the PMC Team must be accredited by DSWD Standards Bureau for the professional conduct of PMC sessions.

SECTION 3. DUTIES AND FUNCTIONS. The Pre-Marriage Counseling Team is expected to demonstrate the following:

- a. Conduct a one-day pre-marriage counseling seminar to couple applicants for marriage license whose ages fall within that which the Family Code has ordered to first undergo such pre-marriage counseling as requisite prior to the issuance of the necessary marriage license;
- b. Formulate and issue rules and guidelines pertaining to the proper management and operation of pre-marriage counseling and other programs or activities relative to the proper conduct of pre-marriage counseling session, which shall include delineation of functions of every representative as to the specific topics each should undertake and discuss;
- c. Develop and maintain a responsive mechanism to effectively implement the Pre-Marriage Counseling Program in the municipality;
- d. Advocate for the effective implementation of the Pre-Marriage Counseling Program to ensure continued awareness and support for the program;

- e. Undertake preparatory activities for the Pre-Marriage Counseling session such as:
- i. Information dissemination on the conduct of PMC using various social media platforms, community assemblies, barangay meetings, and other outlets;
 - ii. Posting schedules of PMC sessions in the Office of the Local Civil Registrar, Offices of the mandatory members of the PMC Team, and other conspicuous areas in the municipal hall;
 - iii. Providing a conducive and private area where sessions can be conducted effectively and privately for the attending couples;
 - iv. Ensuring the availability of PMC supplies and materials.
- f. Conduct a PMC session to not more than 15 couples at a time.
- g. Issue PMC Certificates which are signed by accredited mandatory PMC Team members to engaged couples who have completed the PMC sessions.

SECTION 4. PRE-MARRIAGE COUNSELORS. To operationalize the Pre-Marriage Counseling Program and ensure the quality of services, members of the team should be willing to undergo the training and serve as counselor for PMC sessions; has good oral communication skills and with good moral reputation; and must be duly accredited by DSWD Standards Bureau as Pre-Marriage Counselors.

For health workers, must have attended a basic Family Planning Course and preferably have attended the Interpersonal Communication Skills (ICS) Course for service providers. The PMC counselor must also go through a refer course training every after 3 years.

SECTION 5. SCHEDULE OF REGISTRATION AND PRE-MARRIAGE COUNSELING. The PMC registration and sessions shall observe the hereunder schedules:

- a. Registration shall be from Monday to Friday except on holidays;
- b. The regular PMC session is usually held once weekly (Wednesdays) from 9:00 a.m. to 12:00noon and shall resume from 1:00 p.m. until 3:00 p.m. except on holidays;
- c. When the PMC schedule falls on a holiday, the PMC session shall be moved to the day immediately following.