



Republic of the Philippines
Province of Surigao del Sur
City of Bislig

Telephone: SPO Secretariat (086) 853-7401, Local 853-7607; 134
Website: www.bislig.gov.ph, Email: spo@bislig.gov.ph

TANGGAPAN NG SANGGUNANG PANLUNGSOD

March 19, 2026

MR. EDGAR G. PEREZ, II, J.D.
Secretary
Tanggapan ng Sangguniang Panlalawigan
Tandag City, Surigao del Sur

Sir:

Pursuant to pertinent provisions of R.A. 7160, we are respectfully submitting herewith copies of Ordinance No. 2026-04 enacted by the City Council of Bislig City captioned **“AN ORDINANCE ADOPTING POLICIES AND GUIDELINES IN THE IMPLEMENTATION OF PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) PROGRAM IN THE CITY OF BISLIG, SURIGAO DEL SUR AND FOR OTHER PURPOSES”**, for its review and approval.

Thank you.

Very truly yours,

ROSENDO R. CAMPOS, M.P.A.
Secretary to the Sanggunian

Vision: By 2030, Bislig City will be leading producer of aquamarine and agricultural products and a major eco-tourism destination where empowered Bisliganons live in a vibrant, investor-friendly growth-inclusive economy, disaster resilient and balanced ecology, and led by transparent and God-loving stewards

Mission: To deliver quality basic services, support facilities and provide equitable access to wealth and economic opportunities towards a gender responsive child-friendly and socio economically progressive community and sustainable environment.

Core Values: Business-friendly, Innovative, Sustainable, Law-abiding, Integrity and God-fearing (B.I.S.L.I.G.)



Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

AN ORDINANCE ENACTED DURING THE 34TH REGULAR SESSION OF THE TENTH SANGGUNIANG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 10TH DAY OF MARCH 2026 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.

Present:

HON. CONRAD C. CEJOCO

*City Vice Mayor
(Presiding Officer)*

Regular Members:

Hon. Pedrito R. Sulapas	- Sangguniang Panlungsod Member
Hon. Alfredo J. Carmelo	- do-
Hon. Bernadeth May R. Almanon-Balondo	- do-
Hon. Jonas A. Cacayan	- do-
Hon. Paul E. Vicencio	- do-
Hon. Victor B. Alvar, Jr.	- do-
Hon. Reynaldo V. Dominguez	- do-
Hon. Romeo F. Cacayan	- do-
Hon. Winston Y. Sia	- do-
Hon. Apolio C. Alvar	- do-

Ex-Officio Members:

Hon. Ana Mae M. Agusa	- SK Federation President
Hon. Florio S. Josafat, Jr.	- Indigenous Peoples Representative

On Leave:

Hon. Eladio A. Galano	- President, Liga ng mga Barangay
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ORDINANCE NO. 2026-04

Authored by:

Hon. Pedrito R. Sulapas

Sponsored by:

Hon. Romeo F. Cacayan

Hon. Bernadeth May R. Almanon-Balondo

Hon. Alfredo J. Carmelo Hon. Conrad C. Cejoco

“AN ORDINANCE ADOPTING POLICIES AND GUIDELINES IN THE IMPLEMENTATION OF PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) PROGRAM IN THE CITY OF BISLIG, SURIGAO DEL SUR AND FOR OTHER PURPOSES”

99 **WHEREAS**, Section 1 of Article XV of the 1987 Philippine Constitution mandates the State to recognize the Filipino family as a foundation of the nation and shall strengthen its solidarity and actively promote its total development. Moreover, Section 2 of the same article recognizes marriage as an inviolable social institution that is the foundation of the family, the basic autonomous social institution, and thus shall be protected by the state;

WHEREAS, Presidential Decree No. 965, otherwise known as the Pre-Marriage Counseling Program, and section 15 of the Responsible Parenthood and Reproductive Health Law require couples who apply for marriage licenses to present a Certificate of Compliance, certifying that they had duly received adequate instructions and information on responsible parenthood, family planning, breastfeeding, and infant nutrition;

WHEREAS, Article 16 of the New Family Code of the Philippines further requires couples applying for marriage licenses whose ages fall between 18 to 25 years old and thus need parental consent and/or parental advice to undergo marriage counseling by a marriage counselor or one who is duly accredited by the Department of Social Welfare and Development (DSWD);

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of the Philippines, devolved the function of national agencies and workers to the local government units, including family planning and counseling programs of the Department of Social Welfare and Development;

WHEREAS, Joint Memorandum Circular (JMC) No. 01, Series of 2002, issued by the Department of Interior and Local Government (DILG), Department of Health (DOH), Department of Social Welfare and Development (DSWD), and Population Commission and Development (POPCOM), provides a Revised Pre-Marriage Counseling Implementing Guidelines to local government units;

WHEREAS, there is a need to establish a more comprehensive policy on pre-marriage counseling in the City of Bislig for the efficient and effective delivery of services to would-be couples;

NOW THEREFORE, BE IT ORDAINED, as it is hereby ordained by the Sangguniang Panlungsod of the City of Bislig, Surigao del Sur in session duly assembled:

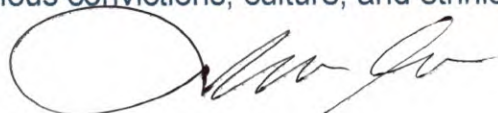
ARTICLE I

STATEMENT OF POLICY AND POLICY DIRECTIONS

SECTION 1. Title – This ordinance shall be known and cited shortly as the **"The 2026 Pre-Marriage Counseling Policy Guidelines in the City of Bislig."**

SECTION 2. Statement of Policy – The City of Bislig acknowledges the family as the basic unit of society and plays an important role in development. It recognizes the roles of couples and future parents in shaping the future of the family, and it undertakes to uphold that parenting, as a basic responsibility of parents should be strengthened. To reaffirm its commitment to promote and protect the value of the family, it shall pursue and implement the programs, projects, and activities that are responsive to the needs of its constituents, especially of the couples.

SECTION 3. Policy Directions – To carry out the foregoing policies, the City of Bislig undertakes to formulate programs, projects, and strategies among the marriage applicants regardless of economic status, religious convictions, culture, and ethnicity by:



- a) Providing marriage applicants with complete and accurate information on marriage and relationships, maternal and child health nutrition, responsible parenthood and family planning, home management, laws and policies on family relations, and
- b) Establishing protocols for the effective and efficient implementation of a pre-marriage counseling program.

SECTION 4. Definition of Terms – For purposes of this ordinance, the following terms shall mean:

- a) Accredited Pre-Marriage Counselor (PM Counselor) — refers to a recognized professional duly accredited by the DSWD to conduct PM Counseling sessions for would-be-married couple/s applying for marriage license.
- b) Certificate of Compliance — a certificate signed by the Pre-Marriage Orientation Counseling (PMOC) Team Members who conducted the Pre-Marriage Orientation (PMO) Session and issued by the City Population & Development Office to contracting parties who have completed the pre-marriage orientation session.
- c) Certificate of Marriage Counseling — a certificated issued by an accredited PM Counselor to contracting parties who have completed the pre-marriage counseling session.
- d) Contracting parties — refers to the engaged on would-be-spouses who, to obtain a marriage license, are required to undergo the pre-marriage orientation and/or counseling.
- e) DSWD Academy — a learning facility that will provide specialized training, capacity-building activities and other learning development interventions to social workers and paraprofessionals to enable them to meet the even-changing trends in social work practice.
- f) Kasalan ng Bayan/Barangay — refers to mass ceremonies.
- g) Pre-Marriage Counseling (PM Counseling) — refers to the mandatory counseling session required for all contracting parties where one or both parties are 18 to 25 years old, in addition to their attendance at the Pre-Marriage Orientation (PMO), pursuant to Article 16 of the Family Code.

Contracting parties above 25 years old may also avail of this service. The session provides assistance and guidance to the contracting parties toward an informed decision about their forth faring married life.

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- h) Pre-Marriage Orientation (PM Orientation) — In compliance to RA 10354, it refers to the session that all contracting parties must attend before the issuance of a marriage license regardless of the age of the parties. This session provides adequate instructions and information on responsible parenthood, family planning, breastfeeding and infant nutrition, and marriage and relationship shall be provided to the contracting parties.



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- i) Pre-Marriage Orientation and Counseling (PMOC) – a mandatory program in the Philippines for couples applying for marriage licenses, focusing on responsible parenthood, family planning and marital skills.

ARTICLE II
DEFINING PMOC TEAM
THE PRE-MARRIAGE COUNSELORS, ITS FUNCTIONS AND FUNDING

SECTION 5. PMOC Team – There shall be constituted in the City of Bislig a PMOC Team which shall be composed of:

Team Leader	Appointed or Designated City Population Officer.
Mandatory Members	Representative from the: • City Health Office • City Social Welfare & Development Office
Pre-Marriage Counselor	Any PMOC member accredited by the DSWD as Pre-Marriage Counselor, who will provide pre-marriage counseling pursuant to the Executive Order (EO) 209.

The PMOC team shall be comprised of a minimum of three (3) members coming from the designated team leader and mandatory office set forth above through an issuance of an executive order by the Local Chief Executive. Provided that, the City Mayor has the option to increase the team membership as he/she deems fit for the implementation of the PMOC Program. Provided further, the City Mayor 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 6. Functions of the PMOC Team – The PMC Team shall have the following functions:

- a. Develop and maintain responsive mechanism to effectively implement the PMOC Program in the city;
- 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 PMOC Program to ensure adequate resources, logistics requirement, and policy support for the program;
- d. Undertake preparatory activities for the PMOC sessions by:

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- ✓ Disseminating information about the PMOC Program through community assemblies, barangay meetings, and quad-media outlets;
 - ✓ 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 city hall;
 - ✓ Ensuring appropriateness, readiness and availability of a venue for PMOC sessions;
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- ✓ Preparing schedules of PMOC sessions for mandatory team members to enable them to plan these activities; and
- ✓ 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 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;
- f. Conduct PMC session for the selected couples based on the accomplished MEI, for contracting parties where one or both parties are 18 to 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 City Population & Development 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 in the implementation of the PMOC program; and
- j. 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.

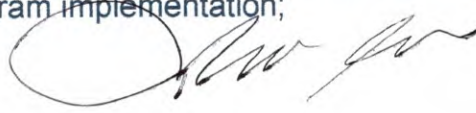
SECTION 7. Local PMOC Secretariat - The City Population & Development Office or, in its absence, the Family Planning Unit/Coordinator of the City shall provide secretariat support to the implementation of PMOC Program. The PMOC Secretariat shall specifically perform the following functions:

- 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 Technical Working Group.

SECTION 8. Roles of the Local Government Unit of Bislig:

A. The Local Government Unit through the City Mayor shall:

- ✓ Effect the implementation of the PMOC program particularly the issuance of executive orders/circulars/directives for an effective and responsive PMOC program implementation;



- ✓ Include in his/her proposed annual budget for the Sanggunian an allotment for the effective operation of the PMOC team and the conduct of PMOC sessions;
- ✓ Provide support for the PMOC implementation ensuring that resources would be made available for (1) the venue for the sessions, (2) supplies and materials, (3) basic and refresher training for PMOC team members, and (4) meals, transportation, and other incidental expenses necessary for the PMOC Team's performance of their duties and functions, and
- ✓ Ensure that at least one (1) member of the PMOC team is an accredited PM counselor who will issue and sign the Certificate of Marriage Counseling.

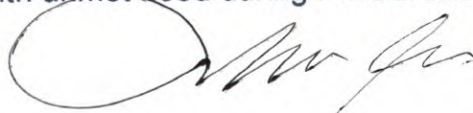
B. The Local Government Unit through the Sangguniang Panlungsod shall:
pass ordinances in support of the PMOC Program including recurring annual budget for the PMOC team and their clients.

C. The City Population & Development Officer shall:

1. Serve as the focal officer and secretariat 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 TWGs in relation to the PMOC Program M&E system;
4. Submit PMOC program implementation reports to the Local Chief Executive annually and from time to time as may be require by the latter;
5. Organize and coordinate the conduct of training for their respective PMOC team members;
6. Ensure that the PMOC session is conducted using the team approach;
7. Ensure that contracting parties with unmet need for family planning are referred to appropriate health 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.

D. The City Health Office shall:

1. Serves as mandatory member of the PMOC Team;
2. Conduct PMOC sessions together with other mandatory members;
3. Collaborate with the mandatory in ensuring that the PMOC Program is implemented efficiently and effectively; and
4. Address and provide the necessary family planning and health services needed by contracting parties identified with unmet need during PMOC sessions.



E. The City Social Welfare and Development Office shall:

1. Serve as mandatory member of the PMOC Team;
2. Conduct PMOC sessions together with other mandatory members;
3. Collaborate with the mandatory members in ensuring that the PMOC Program is implemented efficiently and effectively; and
4. Address and provide the necessary social service need by contracting parties identified during PMOC sessions.

F. The Local Civil Registrar's Office (LCRO) shall:

1. Release the marriage license to the applicants upon presentation of the following:
 - ✓ For contracting parties ages 18-25 duly signed Certificate of Compliance and Certificate of Marriage Counseling or its equivalent certificate issued by other authorized solemnizing officer; and
 - ✓ For contracting parties ages 26 and above- duly signed Certificate of Compliance.
2. Regularly submit copies of the applications for marriage license to PSA for archiving.

SECTION 9. Eligibility For Pre-Marriage Counselor Accreditation –

To operationalize the Pre-Marriage Counseling Program and ensure the quality of services, members of the team should undergo training on Pre-Marriage Counseling. The following shall be the minimum qualifications of a Pre- marriage Counselor:

1. Must have a Bachelor's Degree in Social Work, Nursing, or any Behavioral Social Science course, as well as other four-year courses with counseling as part of the academic curriculum or professional practice, and
2. Must have a Certificate of Completion on PM Counseling Training/Capability Building or refresher course/s (for renewal) issued by the DSWD Academy.

SECTION 10. Adoption of Revised PMC Implementing Guidelines –

All implementing Rules and Guidelines stated in the joint Memorandum Circular No. 20 series of 2024 by the Department of Interior and Local Government (DILG), Department of Health (DOH), Department of Social Welfare and Development and Population Commission and Development shall be adopted and, unless duly revoked by appropriate authority, shall form part of any guidelines to be issued for by the PMC Team.

SECTION 11. Meetings - The PMC Team shall meet once every three (3) months or as deemed necessary to discuss matters affecting the PMC programs. Likewise, all pre-marriage counselors from different offices shall meet every semester or as necessary to discuss PMC matters.



ARTICLE III PMC PLANS AND BUDGET AND ACCOMPLISHMENT REPORT

SECTION 12. *PMC Plans and Budget* – The Local Government Unit of Bislig through the PMC Team shall formulate PMC Plan and Budget following the prescribed form of the office of the City Planning and Development Office and City Budget Office for approval by the Mayor.

SECTION 13. *PMC Accomplishment Report* – The PMC Team shall prepare the monthly PMC accomplishment report following the prescribed format herein to be approved by the Mayor.

CHAPTER III PMC PRODEDURES

SECTION 14. *Pre-Marriage Orientation and Counseling Fee* – Upon registration for the Pre-Marriage Counseling Seminar, the couple applicant shall pay to the City Treasurer's Office, the amount of Three Hundred Pesos (Php300.00) for regular pre-marriage orientation and counseling services and certificates, and One Thousand Pesos (Php1,000.00) for special and outside the City or other jurisdiction. The fees collected for the conduct of Pre-Marriage Orientation and Counseling shall be deposited under the LGU trust fund, and shall be utilized for the following purposes:

1. Training Expenses of Personnel – To finance the training and capacity building of concerned staff, especially those conducted by the DSWD Academe to ensure the quality and standard delivery of PMOC.
2. Honoraria for Resource Persons – To provide compensation for facilitators and counselors who are not LGU employees who deliver the orientation and counseling sessions.
3. Support for Program Operations – To cover administrative expenses in organizing and conducting PMOC sessions such as supplies and logistics.
4. Development of IEC Materials – To fund the operation, printing, and reproduction of updated handouts and advocacy materials for couples.
5. Venue and Equipment Maintenance – To maintain and upgrade facilities and audio-visual equipment used during PMOC sessions and Kasalan ng Barangay/Parokya.

SECTION 15. *Schedule of Pre- Marriage Orientation and Counseling* – The PMOC registration and sessions shall observe the hereunder schedules:

- a. The Pre-Marriage Orientation and Counseling sessions shall be conducted every Wednesday of the month from 8:00 a.m. to 5:00 p.m. except on holidays.
- b. When the PMOC schedule falls on a holiday, the PMOC session shall be moved to Friday immediately following.

- c. In consideration to cultural differences, as when one of the couple is a foreigner and there is a need for an interpreter or because of time constraint, the counselors assigned by the different offices shall decide on the special pre-marriage counseling schedule the soonest possible time.

SECTION 16. Number of Couple Applicants Per PMC Session – To encourage interaction during the pre-marriage counseling session, the maximum number of participants shall only be fifteen (15) couples.

SECTION 17. Steps and Requirements on the Application for Pre-Marriage Counseling Seminar – The following steps shall be observed and the requirements to be established when applying for pre- marriage counseling seminar;

A. For Filipino applicants

- a) All couples who are all at least 18 years of age, applying for pre- marriage counseling seminar must establish the following documents:
1. Official Receipt from the City Treasurer's Office as proof of payment of PMC Services;
 2. The couple shall fill-up the Application and Marriage Expectation and Inventory Forms and shall be submitted to the In-charge;
 3. One (1) duly application form shall be left with the secretariat where the Marriage Expectation and Inventory answer sheets shall be attached. The other copy of the application form shall be given to the couple which shall be presented to the PMC in-charge upon registration during the counseling schedule.

B. Couple applicants where one is a national of a foreign country:

- a) The Filipino applicant shall be at least 18 years of age and shall present the documents for authenticity;
- b) The Filipino partner shall inform the secretariat at least two weeks prior to the arrival of the foreigner partner to give time for the secretariat to contact the pre-marriage counselors.

SECTION 18. Kasalan ng Bayan or Barangay – The following requisites shall be observed in the conduct of Kasalan ng Bayan/Barangay Pre-Marriage Counseling:

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- a. The barangay/church and other organizations requesting for Kasalan ng Bayan/Barangay, should have at least eight (8) couple applicants for PMC;
 - b. Two weeks prior to the activity, the requesting Barangay/Church and other organizations should send a written communication to the City Population and Development Office, stating the schedule and venue of the PMC;
 - c. The names of the couple applicants should be submitted to the secretariat one (1) week prior to the PMC for listing;
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SECTION 19. Pre-Marriage Counseling Certificate – The issuance of the Certificates shall be guided by the following policies:

- a. All certificates shall have a control number, which the same control number will be indicated in the attendance sheets corresponding to the names of the clients;
- b. All certificates shall be signed by the team counselors on the day of distribution;
- c. Only in exceptional cases, such as but not limited to when a couple applicants' stay in the Philippines is short or when the marriage license is an essential requirement in a particular institution or agency, shall the certificate be released earlier bearing the signature of the counselor from CPO to expedite the approval of the marriage license. However, the couple applicants should complete the PMC session within the posting period as required by law when applying for a marriage license;
- d. Only upon presentation to the Local Civil Registrar's Office of the completely signed PMC certificate shall the marriage license be released;
- e. Only the PMC in-charge or any authorized member of the secretariat shall release the PMC certificate;
- f. In case of lost certificates, a certification shall be issued in lieu of the original copy upon presentation to the secretariat of an official receipt paid at the City Treasurer's Office for the purpose. This certification shall indicate the name, address, date of counseling, and control number of the couple applicants;
- g. The PMC certificate has a validity period of six (6) months.

SECTION 20. Standards and Attendance of Pre-Marriage Counselors – To ensure the quality delivery of the PMC program, the PMC counselors shall:

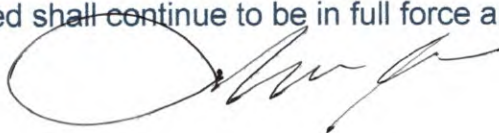
- a. Completely disseminate the contents of the PMC Manual and mandatory attendance to a particular PMC session;
- b. In case of absent counselors, their reliever shall take over. Where the assigned counselor and reliever are absent, the secretariat shall refer the case to the supervisor for proper action.

SECTION 21. Performance Evaluation Report (PER) – The PMC activity shall be included in the City Standard Monitoring Tool, as such:

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- a. The immediate supervisors shall ensure that the pre-marriage counseling activity shall be included on the Performance Evaluation Rating Form (PERF), or its equivalent, of the pre-marriage counselors;
 - b. A progress report shall be submitted by the secretariat to the head of the offices of the PMC team as one of the bases of the performance of the pre-marriage counselors.

CHAPTER V FINAL PROVISIONS

SECTION 22. Separability Clause – If for any reason or reasons, any part or provision of this Ordinance is held to be unconstitutional or invalid, other parts or provisions hereof which are not affected shall continue to be in full force and effect.



SP Ordinance No. 2026-04 "An Ordinance adopting policies and guidelines in the implementation of Pre-Marriage Orientation and Counseling (PMOC) Program in the City of Bislig, Surigao del Sur and for other purposes"

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SECTION 23. Repealing Clause — All ordinances, rules, and regulations inconsistent herewith shall be repealed and modified accordingly.

SECTION 24. Effectivity Clause — This ordinance shall take effect within fifteen (15) days upon approval and after posting in the bulletin board of the City Hall and in two (2) other conspicuous places in the City of Bislig.

ENACTED this 10th day of March, 2026.

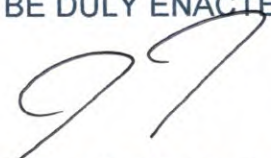
I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

ROSENDO R. CAMPOS, MPA
Secretary to the Sanggunian

FOR AND IN THE ABSENCE
OF THE SECRETARY:


MEILY F. UNILONGO
Administrative Officer V

ATTESTED AND CERTIFIED
TO BE DULY ENACTED:


ATTY. CONRAD C. CEJOCO
City Vice Mayor
(Presiding Officer)

APPROVED:


FLORENCIO C. GARAY
City Mayor

Date of Approval: MAR 19 2026

rc: Cmte. on Social Welfare//DRCA/RRC
TN:2025-09-078/TN2025-10-098

Tel. No.: (086) 853-7401
E-mail Address: spo@bislig.gov.ph

Address: 2nd Floor East Wing, City Hall Building
Nat'l. Highway, Bislig City, Surigao del Sur

