



Republic of the Philippines  
PROVINCE OF ZAMBOANGA DEL NORTE  
Municipality of Siayan



**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF  
SIAYAN, ZAMBOANGA DEL NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE  
23<sup>RD</sup> DAY OF JULY, 2018.

**PRESENT:**

Hon. Raul P. Dominise, SB Member, (Presiding Officer Pro-Tempore),	Acting Municipal Vice Mayor
Hon. Emelyn P. Alumbre, Majority Floor Leader,	Sangguniang Bayan Member
Hon. Nadine R. Pollescas, Minority Floor Leader,	-do-
Hon. Norma R. Labastida,	-do-
Hon. Primitivo D. Castillo, Asst. Majority Floor Leader,	-do-
Hon. Ma. Roselyn G. Secretario,	-do-
Hon. Oliver A. Romero,	-do-
Hon. Vanessa Lyn B. Atuy,	-do-
Hon. Phil A. Saraga, SK Fed. President,	-do-
Hon. Johnny C. Anugon, Sr., IPMR,	-do-
<b>ABSENT:</b>	-do-
Hon. Josecor S. Cepolongca, LIGA President, (O.B.),	-do-

**"MUNICIPAL ORDINANCE NO. 18-05  
Series of 2018**

**AN ORDINANCE ADOPTING POLICIES AND GUIDELINES IN THE IMPLEMENTATION  
OF PRE-MARRIAGE COUNSELING IN THE MUNICIPALITY OF SIAYAN, AUTHORIZING  
THE COLLECTION OF FEES THEREFORE AND FOR OTHER PURPOSES.**

**Whereas**, the 1987 Constitution recognizes the Filipino family as the foundation of the nation and that the State shall protect and strengthen the family as the basic autonomous social institution. Whereas, P.D. No. 965 dated July 20, 1976, otherwise known as the Pre-Marriage Counseling Program, provides that no marriage license shall be issued unless the applicants receive instructions on family planning and responsible parenthood;

**Whereas**, Article 16 of the New Family Code provides that applicants for marriage license who need parental consent and/or need parental advice shall attach a certification of marriage counselling to their applications for marriage license;

**Whereas**, R.A. 7160 otherwise known as the Local Government Code of the Philippines devolved the functions of national agencies and workers to the local government units including the family planning program and counselling program;

**Whereas**, Joint Memorandum Circular No. 01, series of 2010, issued by the Department of Interior and Local Government, Department of Health, Department of Social Welfare and Development, and Commission Population provides the Amendments to the Revised Pre-Marriage Counseling Implementing Guidelines of 2002;

**Whereas**, there is a need to enact and pass an ordinance and establish a more comprehensive policy on Pre-Marriage Counseling of the municipality for the efficient and effective delivery of services to would-be couples;

**NOW THEREFORE**, on motion of Hon. Nadine R. Pollescas, duly seconded by Hon. Oliver A. Romero, Hon. Primitivo D. Castillo and Hon. Emelyn P. Alumbre, be it-

**RESOLVED**, as it is hereby resolved, to enact this Ordinance:

Be it ordained by the Sangguniang Bayan, Municipality of Siayan, Province of Zamboanga del Norte, that:

**ARTICLE I**  
**CHAPTER 1- GENERAL PROVISIONS**

**Section 1. Title-** This Ordinance shall be known as "**The 2018 Pre-Marriage Counseling Policy Guidelines of the Municipality of Siayan, Zamboanga del Norte.**"

**Section 2. Statement of Policy-** The municipality of Siayan Zamboanga del Norte 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 family, it shall pursue and implement programs, projects and activities that are responsive to the needs of its constituents.

**Section 3. Policy Directions-** To carry out the foregoing policies, the Municipal Government of Siayan undertakes to formulate programs, projects and strategies among the marriage counselling applicants, regardless of economic status, religious convictions, culture and ethnicity by:

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

**Section 4. Definition of Terms-** For purposes of this Ordinance, the following terms shall mean:

- a.) Pre-Marriage Counseling- is a counselling session which aims to provide would-be couples with a basis for making informed and responsible decision about whether to marry or not;
- b.) Marriage counselling applicants- are couples who have formally applied for pre-marriage counselling and who intend to live together as husband and wife;
- c.) Couple- a man and woman aged 18 years old and above;
- d.) Couples of Different nationality- when either the man or the woman is a Filipino citizen while the other party is of another nationality or citizenship;
- e.) Pre-Marriage Counseling Team- a team composed of members from Population Office, Municipal Social Welfare and Development, Municipal Health Office, Local Civil Registrar's Office, accredited NGO's, and the Philippine Statistical Authority.
- f.) Mass Wedding- refers to the conduct of mass marriage ceremonies.
- g.) Individual Voluntary Statement Form- a document duly signed by the marriage applicants, and attested to by the Barangay Captain or in-charge of the barangay declaring their free will to marry each other.

**ARTICLE II**  
**CHAPTER II- PRE-MARRIAGE COUNSELING**

**DEFINING THE PMC TEAM, THE PRE-MARRIAGE COUNSELORS, ITS FUNCTIONS AND FUNDING**

**Section 5. Organization and Membership-** (a) There shall be organized in the municipality of a Pre-Marriage Counseling Team, hereinafter referred to as the "PMC Team", the composition of which shall be based JMC No. 2 series of 2010. The representative from the Population Office shall act as team leader thereof and the members shall be composed of the following, to wit:

- A. Representative from the Municipal Health Office;
- B. Representative from the Social Welfare and Development Office;
- C. Representative from Non-Government Organizations. (Membership thereof is upon recommendation by duly accredited Non-Government Organizations (NGOs); and
- D. Representative from the Local Civil Registrar's Office. The representative of the Health Office, Social Welfare and Development Office, Population Office are mandatory members. Their presence is a requirement for the conduct of counselling sessions.

**Section 6. Functions-** Function of the PMC Team. - The Team shall have the following functions:



1. To conduct at least 4 hours pre-marriage counselling seminar to couple applicants for marriage license whose ages fall within that which the Family Code has ordered to first undergo such pre-marriage counselling as requisite prior to the issuance of the necessary marriage license;
2. To formulate and issue rules and guidelines pertaining to the proper management and operation of pre-marriage counselling and other programs or activities relative to the proper conduct of pre-marriage counselling session, which shall include delineation of functions of every representative as to the specific topics each should undertake and discuss;
3. To develop and maintain a responsive mechanism to effectively implement the PMC program in the municipality;
4. Advocate for the effective implementation of the PMC Program to ensure continued awareness and support for the program;
5. Undertake preparatory activities for the PMC sessions by:
  - a. Disseminating information about the PMC through the radio, community assemblies, Barangay meetings and other media outlets;
  - b. Posting schedules of the PMC sessions in the offices of the Local Civil Registrar Office, offices of the mandatory members of the PMC and other noticeable places in the municipal hall;
  - c. Ensuring appropriateness, readiness and availability of venue for PMC sessions;
  - d. Preparing schedules of PMC sessions for mandatory team members to enable them to plan these activities; and
  - e. Ensuring the availability of PMC supplies and materials.

**Section 7. Pre-Marriage Counselors-** To operationalize the Pre-Marriage Counselling Program and ensure the quality of services, members of the team should undergo training on Pre-Marriage Counselling. The following shall be the minimum qualifications of a pre-marriage counsellor:

1. Willing to undergo training;
2. Willing to serve as counsellor for PMC sessions;
3. With facility for oral communication;
4. With good moral reputation;
5. For health workers, must have attended basic Family Planning Course and preferably have attended the Interpersonal Communication Skills (ICS) Course for service providers;
6. Duly accredited by appropriate government agencies as pre-marriage counsellors.

**Section 8. Adoption of Revised PMC Implementing Guidelines-** All implementing Rules and Guidelines stated in the Joint Memorandum Circular No. 01., series of 2010 by the Department of Interior and Local Government, Department of Health, Department of Social Welfare Development and Commission on Population shall be adopted and, unless duly revoked by appropriate authority, shall form part of any later guidelines to be issued for by the PMC Team.

**Section 9. Meetings-** The PMC Team representative shall meet once every three (3) months or as deemed necessary to discuss matters affecting the PMC programs. Likewise, all pre-marriage counsellors from the different offices shall meet once every semester or as necessary to discuss PMC matters.

### ARTICLE III PMC PLANS AND BUDGETS AND ACCOMPLISHMENT REPORT

**Section 10. PMC Plans and Budget.** – The Municipal Government of Siayan through the PMC Team shall formulate PMC Plan and budget following the prescribed form of the Office of the Municipal Planning and Development Office and Municipal Budget Office for approval by the Municipal Mayor.

**Section 11. PMC Accomplishment Report.** – The PMC Team shall prepare the annual PMC accomplishment report following the format prescribed herein to be approved by the Mayor.

### CHAPTER III PMC PROCEDURES

**Section 12. Pre-Marriage Counseling Fee.** - Upon registration for the Pre-Marriage Counseling Seminar, the couple applicant shall pay to the Municipal Treasurer's Office the amount of One Hundred Fifty Pesos (P100.00) for pre-marriage counseling services on regular schedule. However, for Special Pre-Marriage Counseling Services where special topics on issues faced by marriages of couples with different nationalities as well as the required to pay the Treasurer's Office the amount of Five Hundred Pesos (P300.00) for the special schedule. Should the would-be couple need an interpreter, the interpreter's fee shall be separately shouldered by such applicants.

**Section 13. 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 a holiday;
- (b.) The Regular Pre-Marriage Counseling session shall be conducted every 1<sup>st</sup> Thursday of the month from 8:00 a.m. to 12:00 noon except on holidays;
- (c.) When the PMC schedule falls on a holiday, the PMC session shall be moved to Friday immediately following.
- (d.) In consideration to cultural differences, as when one of the couple is a foreigner and there is a need for an interpreter and because of time constraints, the counselors assigned by the different offices shall decide on the special pre-marriage counseling schedule the soonest possible time; and
- (e.) Where couple applicants fall on Section 15, paragraph B of this Ordinance, they shall be registered and be given priority in the schedule.

**Section 14. Number of Couple Applicants per PMC Session:** To encourage interaction during the pre-marriage counseling session, the maximum number of participants shall only be twenty (20) couple applicants. For more than 20 couple applicants, the PMC session in the afternoon of the same day.

**Section 15. 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:

#### **For Filipino Couple Applicants**

- a) All couples who are all at least 18 years of age, applying for Pre-Marriage Counseling seminar must be at least establish the following documents:
  - 1. Latest Community Tax Certificate (present year);
  - 2. Duly accomplished individual Voluntary Statement Form (IVSF) signed by the Punong Barangay Captain where they reside; and
  - 3. Official Receipt from the Municipal Treasurer's Office as proof of payment of Regular PMC Services
- b) The couple shall fill up the Application and Marriage Expectation Inventory Forms, one each for the man and the woman, where upon completion, it shall be submitted to the in-charge;
- c) One (1) duly accomplished application form shall be left with the secretariat where the Marriage Expectation 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;
- d) After registration, the couples shall be given their counseling schedule in accordance with Section 13, paragraph (b) and priority numbers which will be written on the application forms. The PMC in-charge shall affix their initials after the priority number.



For Filipino couple applicants where one or both are Overseas Filipino Workers, seafarers, members of the Armed Forces of the Philippines, Philippine National Police and all those who are employed or residing outside the Region. Section 13 hereof shall apply except that applicants shall be given priority schedule because of the nature of their work and the distance of their residence and/or employment, provided they will be able to produce any of the following documents which will be presented to the PMC in-charge upon registration:

1. Valid company ID
2. Certificate of employment
3. Seafarer's book
4. Passport

Failure to produce any of the above documents, the applicants shall be included in the regular schedule.

**For Couple applicants where one is of different nationality:**

The Filipino applicant shall be at least 18 years of age and shall present the following documents:

1. Official Receipt from the Municipal Treasurer's Office as proof of payment of Special PMC Services;
2. Latest Community Tax Certificate (present year); and
3. Duly accomplished Individual Voluntary Statement Form (IVSF) signed by the Punong Barangay Captain where they reside.
4. The Filipino partner shall inform the PMC Team at least two weeks prior to the arrival of the foreigner partner to give time to contact the pre-marriage counsellors.

**Section 16. Procedures During PMC Seminar:** - The following shall be the procedures in acquiring PMC Certificate:

- a. The couple shall present the accomplished application form in their possession for identification and confirmation of their schedule;
- b. Couples shall fill-up the attendance sheets in four (4) copies. The same attendance sheets shall be provided to the PMC Team;
- c. Except for the Individual Voluntary Statement Form, all other documents, upon verification, shall be returned to the applicants after the PMC Session;
- d. In cases where the requirements are incomplete, the applicants are still allowed to join the seminar however, their certificates shall be withheld.

**Section 17. Mass Wedding PMC/ Kasalan ng Bayan-** The following requisites shall be the procedures in the conduct of Mass Wedding Pre-Marriage Counseling/ Kasalan ng Bayan:

- a. One month prior to the activity, the Local Civil Registrar's Office shall send out information disseminating the schedule and venue of the mass wedding/ Kasalan ng Bayan and shall also state the days for the registration as well as the required documents to be presented by the qualified applicants;
- b. The names of the couple applicants should be submitted to the secretariat one (1) week prior to the PMC for listing;
- c. For application, the required documents set forth in Section 15, paragraph A shall apply however payment of the PMC fee may be waived.

**Section 18. Pre-Marriage Counseling Certificates-** The issuance of PMC Certificates shall be guided by the following policies:

- a. All certificates shall have a control number. The same control number will be indicated in the attendance sheets corresponding the names of the clients;
- b. All certificates shall be signed by the team counsellors for the day before distribution;
- c. Only on exceptional cases, such as but not limited to, when couple applicants fall on section 15 (B) and section 15 (C) of this Ordinance, or when the couple applicants' stay in the Philippines is short, or when the marriage license is an essential requirements in a particular institution or agency, shall the certificates be released earlier bearing the signature of the counselor from the MPMO to expedite the approval of the marriage license. However, the couple applicants should complete the PMC sessions within the posting period as required by law when applying for 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; and
- 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 Treasurer's Office for the purpose. The certification shall indicate the name, address, date of counselling and control number of the couple applicants;
- g. The PMC Certificate has no expiration date.

**Section 19. Couple Applicants on "Waiting List"**- When a couple failed to be accommodated a particular PMC session for the day and registered on a waiting list, the couple may be accommodated on the PMC session for the day under the following conditions:

- a. Where there exist a vacant slot because of absence and late applicants, and when the maximum number of participants for every session is not yet attained, couples who are taking chance shall be accommodated;
- b. Couple applicants who were registered ahead of time shall be prioritized.

**Section 20. Late Applicants during Their Seminar Schedule**- Applicants who came in late during the scheduled PMC session may still be accommodated under the following circumstances:

- a. Couples who arrived later than the agreed schedule shall be marked absent and shall be given the option to be transferred to a later PMC session schedule or be on the "wait list";
- b. The vacant slots shall be given to applicants who applied for PMC counselling session ahead of time.

**Section 21. Absent Applicants/ Participants during Their Seminar Schedule**- Applicants who are absent during the scheduled PMC session may be accommodated to another PMC session date under the following circumstances:

- a. In case of absence of the applicants during their scheduled session, their schedule shall be transferred to the immediately succeeding PMC seminar and be placed on the wait list upon appearance or coordination with the secretariat by either one of the would-be couple;
- b. The vacant slot shall be given to registered couples who were scheduled ahead of time;
- c. If a couple or a partner missed a session, they or he/she shall be included in the next PMC session.

#### **CHAPTER IV- PRE-MARRIAGE COUNSELORS ATTENDANCE AND PERFORMANCE EVALUATION**

**Section 22. Standards and Attendance of Pre-Marriage Counselors**- To ensure the quality delivery of the PMC program, PMC counsellors shall:

- a. Completely disseminate the contents of the PMC Manual, and comply with mandatory attendance to a particular PMC session in compliance with Section 3 (a) of this Ordinance; and
- b. In case of absent counsellors, 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 23. Office Performance Commitment Result (OPCR)** - The PMC activity shall be included in the Municipal Performance Standard Indicator Tool, as such:

- a. The immediate supervisors shall ensure that the pre-marriage counselling activity shall be included in the Performance Evaluation Rating Form (PERF), or its equivalent, of the pre-marriage counsellors;
- b. A progress report shall be submitted by the secretariat to the head of offices of the PMC Team as one of the basis of the performance of the pre-marriage counselor.

## CHAPTER V- FINAL PROVISIONS

**Section 24. Administrative Penalty Clause-** All government employee/s who fall to comply with the provisions of this Ordinance shall be penalized in accordance with the Civil Service Rules and Regulations.

**Section 25. Repealing Clause-** All other ordinances, resolutions, memoranda, orders and other issuance inconsistent with the provision of this Ordinance are hereby repealed.

**Section 26. Separability Clause-** If for certain reasons some provisions of this Ordinance are found to be invalid or unconstitutional, all other provisions hereof not affected thereby shall remain in full force and effect.

**Section 27. Effectivity Clause-** This Ordinance shall take effect after fifteen (15) days following the completion of its full publication.

Enacted by the Sangguniang Bayan, Municipality of Siayan, Zamboanga del Norte this 23<sup>rd</sup> day of July, 2018.

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

**MARCELO S. EGUANAN**

Local Legislative Staff Officer II  
(Secretary to the Sanggunian – Des.)

CERTIFIED CORRECT  
AS TO ITS PASSAGE:

**RAUL P. DOMINISE**  
Sangguniang Bayan Member  
(Acting Municipal Vice Mayor)  
(Presiding Officer)

APPROVED:

**DAISY A. LIMBANG**  
Municipal Vice Mayor  
(Acting Municipal Mayor)

Date: 7/20/18