

Republika ng Pilipinas  
Lungsod ng Dagupan  
TANGGAPAN NG SANGGUNIANG PANLUNGSOD  
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EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD, DAGUPAN CITY, HELD via ZOOM Conference Meeting, ON MAY 27, 2021.

PRESENT:

Hon. Dean Bryan L. Kua	City Vice Mayor & Presiding Officer
Hon. Karlos Liberato E. Reyna IV	Presiding Officer Pro Tempore, Member
Hon. Jose Netu M. Tamayo	Deputy Presiding Officer, Member
Hon. Michael B. Fernandez	Majority Floor Leader, Member
Hon. Luis M. Samson, Jr.	Asst. Majority Floor Leader, Member
Hon. Dennis C. Canto	Second Asst. Majority Floor Leader, Member
Hon. Maria Librada Fe M. Reyna	Minority Floor Leader, Member
Hon. Marvin V. Fabia	City Councilor, Member
Hon. Cisco Jay P. Flores	City Councilor, Member
Hon. Teresa T. Coquia	City Councilor, Member
Hon. Marcelino D. Fernandez	Liga ng mga Barangay President, Ex-Officio Member
Hon. Joshua Bon Bon F. Bugayong	Pederasyon ng mga Sangguniang Kabataan President, Ex-Officio Member

ABSENT:

Hon. Celia C. Lim	Asst. Minority Floor Leader, Member (On Leave)
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**ORDINANCE NO. 2235-2021**

**ADOPTING THE COMPREHENSIVE RULES AND PROCEDURES GOVERNING THE ISSUANCE OF CERTIFICATE OF COMPLIANCE AND CERTIFICATE OF MARRIAGE COUNSELING AND THE CONDUCT OF MASS WEDDING CEREMONY IN THE CITY OF DAGUPAN.**

**WHEREAS**, Section 455-sub section 1, par., xviii of Republic Act No. 7160, otherwise known as the “Local Government Code of 1991” empowers the chief executive, religious sector and judiciary to solemnize marriages x x x.”;

**WHEREAS**, in order to attain an orderly conduct of social and religious activities in the city such as the mass wedding, there is an imperative necessity to prescribe comprehensive rules and procedures governing the issuance of certificate of compliance and certificate of marriage counseling and the conduct of mass wedding in the city;

**NOW, THEREFORE**, on joint motion of Councilors Cisco Jay P. Flores, Michael B. Fernandez, Jose Netu M. Tamayo, Teresa T. Coquia, and Marcelino D. Fernandez, duly and jointly seconded by Councilors Maria Librada Fe M. Reyna, Marvin V. Fabia, Luis M. Samson, Jr., Dennis C. Canto, and Karlos Liberato E. Reyna IV, be it ordained by the Sangguniang Panlungsod in its regular session assembled that:

Section 1. **Scope and Title:** ADOPTING THE COMPREHENSIVE RULES AND PROCEDURES GOVERNING THE ISSUANCE OF CERTIFICATE OF COMPLIANCE AND CERTIFICATE OF MARRIAGE COUNSELING AND THE CONDUCT OF MASS WEDDING CEREMONY IN THE CITY OF DAGUPAN.

Section 2. **Definition of Terms:**

a. **Contracting parties:** refers to the engaged or would be spouses who, in order to obtain a marriage license are required to undergo the pre-marriage orientation and/or counselling.

b. **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 by the contracting parties.

c. **Pre-Marriage Counseling (PM Counseling)** – in compliance with the Family Code, it refers to the mandatory counselling session required to all contracting parties where one or both parties are 18-25 years old in addition to their attendance to the PM Orientation. Contracting parties above 25 years old may also avail of this service. The session provides assistance and guidance to the contracting parties towards an informed decision about their forthcoming married life.

d. **Certificate of Compliance** – a certificate signed by the PMOC Team Members who conducted the PMO Session and issued by the Local Population Office to contracting parties who have completed the pre-marriage orientation session.

e. **Certificate of Marriage Counseling-** a certificate issued by an accredited PM Counselor to contracting parties who have completed the pre-marriage counselling session.

Section 3. **Requirements of Marriage License Application.** The following requirements must first be complied with before a marriage license will be issued at the City Registrar’s Office:

- 1) Certified photocopy or PSA copy of Birth Certificate/ Baptismal and/or Voter’s Certificate
- 2) Certificate of No Marriage (CENOMAR) from PSA
- 3) PMO/PMC Certificate issued by City Population Office
- 4) Valid ID at least one (1) of the couple is a resident of Dagupan
- 5) Community Tax Certificate (Cedula - issued by the Dagupan City One Stop Business Center)
- 6) Consent of father (for applicants aged 18-20. Bring fathers’ any valid ID).
- 7) Parents’ advice upon intended marriage (for ages 21 to 24. Bring parents any valid ID).
- 8) If foreigner, submit legal capacity issued from country of origin and annotated by the country’s embassy in Metro Manila.
- 9) If widow/er, submit certified true photocopy of husband’s or wife’s death certificate.
- 10) If annulled, submit judicial decree and certified true photocopy of marriage contract with annotation on the effect of annulment.
- 11) Payment of Marriage Application Fee (P200.00) and Marriage License Fee (102.00).

Failure to submit all of the abovementioned requirements shall be interpreted as denial of the application for the Marriage License pursuant to Memorandum Circular under Reference no. 9977000-0504 issued by the Philippine Statistics Authority, Quezon City.

Notice of marriage license application will be posted for ten (10) consecutive days at the Civil Registrar’s Office and at the General Information Bulletin Board at the ground floor of the City Hall after which the license will be released by the Office of the Civil Registrar.

Section 4. **Requirements for Mandatory Pre-Marriage Orientation and Counseling Seminar** (based on PD 965, the 1987 Family Code, the Local Government Code, the Responsible Parenthood and Reproductive Health Act (RA 10354) and Joint Advisory R1-2020-01 PMOC-RTWG Guideline on Provision of Pre- Marriage Orientation and Counseling (PMOC) Services during the Period of State of Public Health Emergency throughout the Country due to Covid -19 Pandemic.

1. Before the conduct of the PMOC session the would be couple need to accomplish the following:
  - a) Fill up the Pre-Marriage Orientation and Counseling Information Form
  - b) Answer the Marriage Expectations Inventory Form (MEIF)
  - c) Pay P500.00 at the One Stop Business Center for the procurement of needed supplies and materials for program implementation and continuing training of the PMOC Team implementers

d) Submit the following documents at the City Population Office and secure a schedule of PMOC seminar

Traditional Face to Face Session	Tuesday or Thursday PMO 8:00 am - 12:00 noon PMC 1:00 pm – 4:00 pm
Online Session	Tuesday or Thursday PMO 8:30 am – 10:30 am PMC 10:30 am – 12:00 noon

## 2. Attending the Traditional Face to Face Session

Under this mode, sessions will be conducted following the existing protocol as well as session content and methodologist.

During the PMO, the couples are given adequate information and instructions on responsible parenthood, family planning, breastfeeding and infant nutrition, and marriage and relationships.

During the PMC, the couples are given more focused counseling on specific issues of concern to the couples.

The PMO session should be conducted at a minimum of four (4) hours while PMC session should be conducted at a minimum of three (3) hours, both sessions to be made within the same day.

## 3. Online PMOC Session

Under this mode, the Provision of PMO and PMC sessions will be made through online facilities (Internet-based). Would be couples will participate in an Online Alternative Discussion.

During the Online PMO, the couples are given adequate information and instructions on responsible parenthood, family planning, breastfeeding and infant nutrition, and marriage and relationships.

During the Online PMC, the couples are given more focused counseling on specific issues of concern to the couples.

The Online PMO session can be made at a minimum of two hours while the PMC session at a minimum of one and a half hours.

After attending the Traditional Face to Face Session or Online Session a Certificate of Compliance and a Certificate of Marriage Counseling must be presented to the City Civil Registry Office for the Marriage License application.

Section 5. **Schedule of Civil Wedding.** After compliance with all the requirements set forth in the preceding sections, it shall be the duty of the City Population Office to make an appropriate list of qualified would be couples for civil wedding ceremony and submit to the Office of the Mayor who shall make the corresponding schedule as to when the ceremony will be solemnized taking into consideration the date, time and venue the couples indicated in their request letter.

Section 6. **The City Mayor shall conduct a Periodic Mass Wedding/Libreng Kasalan.** Mass wedding for indigent would be couples shall be held two (2) times a year on the date specified/ scheduled by his office (contingent with the city mayor's schedule) or depending on the current

situation (e.g. during pandemic small group weddings to observe physical distancing and limit mass gatherings).

Section 7. **The City Mayor may also conduct indigent mass wedding in any of the 31 Barangays.** This will be a joint project of the Barangay Officials, the City Mayor’s Office, the City Population Office and the Civil Registrar’s Office.

Section 8. **Certification of Indigency.** The City Population Office, in consultation /coordination with the barangay officials, CSWD, with the assistance of Barangay Service Point Officers (BSPO’s) and or Social Workers assigned in the concerned barangays will issue a Certificate of Indigency to the indigent would be couples who wish to join the Mass Wedding/Libreng Kasalan and avail of the exemption of the payment of CENOMAR, Birth Certificate Copy, P500.00 fee for the procurement of needed supplies and materials for program implementation and continuing training of the PMOC Team implementers, Marriage Application Fee, Marriage License Fee and Marriage Contract Registration Fee.

Section 9. **Repealing Clause.** All Ordinances, rules and regulations in conflict with the provision of this ordinance are hereby repealed; provided that the rights that are vested upon the activity of this Ordinance shall not be impaired.

Section 10. **Effectivity Clause.** This Ordinance shall take effect upon approval.

**ENACTED UNANIMOUSLY.**

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Author:

**COUNCILOR CISCO JAY P. FLORES**

**DEAN BRYAN L. KUA**  
City Vice Mayor & Presiding Officer

ATTESTED:

**RYAN C. RAVANZO**  
City Secretary

APPROVED:

**MARC BRIAN C. LIM**  
City Mayor

Date: \_\_\_\_\_