



Republika ng Pilipinas
KAGAWARAN NG KALUSUGAN
PAMBANSANG SANGGUNIAN SA NUTRISYON
(NATIONAL NUTRITION COUNCIL)
Nutrition Building, 2332 Chino Roces Avenue Extension
Taguig City, Philippines



26 May 2017

NNC Memorandum No. 2017- 006

To : Nutrition Program Coordinators and Officers-In-Charge

Subject : Supporting documents for BNS requesting for certification for CSC eligibility

Further to attached NNC Memorandum Nos. 2015-007 and 2016-006 on issuance of BNS certification for application of CSC eligibility, a total of 32 BNS certifications have been issued to date. However, some requests cannot be processed due to:

- a. incomplete supporting documents
- b. inconsistent information

Thus, to facilitate faster processing of requests, please find attached revised document checklist and format of regional endorsement letter. In addition, advise the BNSs applying for CSC eligibility to submit a complete set of the required documents before requesting for BNS certification from NNC. It is also recommended that the supporting documents attached to the request be compiled in a folder to avoid loss.

The revised checklist "Issuance of BNS Certification for Application of CSC Eligibility" and regional endorsement letter format will be uploaded in the NNC website as a guide for BNSs and the local government units.

For your guidance and compliance. Thank you.


Assistant Secretary of Health Maria-Bernardita T. Flores, CESO II
Executive Director IV

"Healthy diet gawing habit for life!"

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Makati Central Post Office
Makati City

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Republika ng Pilipinas
KAGAWARAN NG KALUSUGAN
(NATIONAL NUTRITION COUNCIL-Region __)
Office address _____



Endorsement

DD-MM-YEAR

Respectfully forwarding to Assistant Secretary of Health Maria-Bernardita T. Flores, CESO II, Executive Director IV, National Nutrition Council, Nutrition Building, 2332 Chino Roces Ave Extension, Taguig City, the attached validated documents of BNS (given name, middle initial, required by the Civil Service Commission for the BNS Eligibility.

For your information and appropriate action.

Thank you.

Name

Nutrition Program Coordinator, NNC Region __

Attachments:

- ☐ Original endorsement letter from local chief executive
- ☐ Request letter from BNS
- ☐ Photocopy of designation/appointment paper signed by Barangay Captain/Mayor (start as BNS and recent year of service)
- ☐ Photocopy of the validated BNS list on file in the NNC Regional Office or the local government unit in recent two (2) consecutive years (with details of BNS per year of service)
- ☐ Photocopy of the payroll in recent two (2) consecutive years
- ☐ Photocopy of BNS ID card or government issued ID card with birthdate and address
- ☐ Certificate of Completion for the BNS Training and Practicum
- ☐ At least two (2) certificate of attendance/participation from relevant training
- ☐ NSO certified Birth Certificate
- ☐ Others (specify)

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RECORD NO.: _____

Form 1. Ver.2 S. May2017

REQUESTOR (BNS) INFORMATION

Name: _____ Date of Birth (DD/MM/Year) _____ ID No _____

Barangay: _____ City/Mun: _____

Province: _____ Region: _____

ISSUANCE OF BNS CERTIFICATION FOR APPLICATION OF CSC ELIGIBILITY

GENERAL REQUIREMENTS

- ☐ Original endorsement letter from NNC regional office
- ☐ Original endorsement letter from local chief executive
- ☐ Certified photocopy of two (2) designation/appointment paper signed by Barangay Captain/Mayor (1st appointment & recent appointment)
- ☐ Certified two (2) BNS master list with name and details of BNS, per year of service (recent consecutive year)
- ☐ Certified photocopy of BNS ID or government issued ID
- ☐ Certificate of Completion for BNS Training and Practicum and at least two (2) certificate of attendance/participation from relevant training

PROCESSED BY:

(to be accomplished by NNC Regional Office)

Name: _____ Designation: _____

Signature: _____ Date & Time Received: _____

Date & Time Released for Mailing: _____

RECEIVING INFO:

(to be accomplished by AD Clerk and NSD Clerk)

Date & Time Received at AD: _____ at NSD _____

VALIDATED:

(to be accomplished by NSD staff in charge)

Name: _____ Designation: _____

Signature: _____ Date & Time Released to OED: _____

ACTION REQUIRED:

- ☐ For issuance of Certificate ☐ For further verification/submission of additional documents

- ☐ For disapproval of request

RELEASE OF CERTIFICATE

Date & Time of Release of Certificate for mailing: _____ *(to be accomplished by NSD Clerk)*

Date & Time Mailed to RO: _____ *(to be accomplished by AD Clerk)*



Republika ng Pilipinas
KAGAWARAN NG KALUSUGAN
NATIONAL NUTRITION COUNCIL
Nutrition Building, 2332 Chino Roces Avenue Extension
Taguig City, Philippines



24 March 2015

NNC Memorandum No. 2015-007
Series of 2015

TO : ALL NUTRITION PROGRAM COORDINATORS AND OFFICERS-IN-CHARGE

SUBJECT : Guidelines for the Issuance of the NNC BNS Certification in partial fulfillment of the requirements for BNS Eligibility

Attached is the guidelines for the issuance by NNC of the BNS Certification in partial fulfillment of the requirements for BNS Eligibility (PD 1569) granted by the Civil Service Commission under the Eligibilities Granted under Special Laws and Issuances.

The issuance of the NNC BNS Certification with dry seal as required by the Civil Service Commission is applicable to existing, replacement, resigned and retired BNSs provided that they have been in active service for at least two consecutive years.

For your guidance.


Assistant Secretary of Health Maria-Bernardita T. Flores, CESO II
Executive Director I

Attached: a/s

"Timbang iwasto sa tamang nutrisyon at ehersisyo!"

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Wastong Nutrisyon:
Alamin, Gawin at Paigaganapin

Republic of the Philippines
Department of Health
NATIONAL NUTRITION COUNCIL

**Guidelines for the issuance of NNC BNS Certification as part of
the requirements for BNS Civil Service Eligibility**

I. Background

Pursuant to PD 1569 "Strengthening the Barangay Nutrition Program by Providing for a Barangay Nutrition Scholar in Every Barangay, Providing Funds Therefor, and for Other Purposes", Barangay Nutrition Scholars (BNS) rendering at least two (2) years of continuous and satisfactory performance can apply for Civil Service eligibility through the Barangay Nutrition Scholar Eligibility under Eligibilities Granted under Special Laws and Issuances (Section 6. Benefits of PD 1569).

The BNS Eligibility is a first level eligibility and those who qualify may be considered for appointment to positions which do not require written examination, provided the appointee meets the education, training, experience, and other requirements of the position (CSC MC No. 4, s.2001).

One of the documents required by the Civil Service Commission is a certification from the National Nutrition Council confirming the inclusion of the BNS applicant in the BNS masterlist on file in the National Nutrition Council.

II. Objective

To define the procedures and requirements in the issuance of NNC Certification to BNSs applying for BNS Civil Service Eligibility.

III. Who May Apply

BNSs who completed at least two (2) years of continuous service regardless of the status of deployment, whether existing, replacement or resigned.

IV. Mechanics

1. The applicant BNS through the City/Municipality shall submit the request to the NNC Regional Office.
2. Upon receipt, the NNC Regional Office shall assess whether the request for BNS certification is valid. The request is considered valid if the request was accompanied with complete documentary requirements. These requirements include:

- a. endorsement letter from the City/Municipal Nutrition Action Officer;
 - b. application letter of the BNS for certification;
 - c. certified true copy of the BNS list of the city/municipality for 2 years; and
 - d. photocopy of a valid ID card with birthdate and address.
3. The BNS list submitted should indicate the name of the BNS . In addition, the BNS list must contain the following information in the prescribed format:

ID No	Municipality	Fund (LGU, Barangay or both)
First Name	Barangay	Educational Attainment
Middle Name	Complete Address	Beneficiary
Middle Initial	Sex	Relationship
Last Name	Birthday (mm/dd/yyyy)	Period of Service
Name on ID	Age	• From (mm/dd/yyyy)
Region	Civil Status	
Province/City	Status of deployment	• To (mm/dd/yyyy)

4. In the absence of the BNS list from the city or municipality, the BNS may also secure copy of payrolls in the recent two years certified by the City or Municipal-designated officer and Nutrition Action Officer.
5. Upon checking the completeness of the documents, the NNC Regional Office shall endorse the request to the NNC Central Office.
6. The NNC Central Office shall review the request with its supporting documents before issuing a certification with the accompanying dry seal.
7. The NNC Central Office shall send the original copy of the certification to the NNC Regional Office.
8. The NNC Regional Office shall send the original copy of the certification to the requesting BNS.

Approved:


Assistant Secretary of Health Maria-Bernardita T. Flores, CESO II
 Executive Director IV



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KAGAWARAN NG KALUSUGAN
NATIONAL NUTRITION COUNCIL REGION ____
(_____ Office address _____)



Endorsement

dd-____-yyyy

Respectfully forwarding to Assistant Secretary of Health Maria-Bernardita T. Flores, Executive Director IV, National Nutrition Council, Nutrition Building, 2332 Chino Roces Ave Extension, Taguig City, the attached validated documents of BNS (given name, middle initial, surname) as requirement for the NNC BNS certification in partial fulfillment of the documents required by the Civil Service Commission for the BNS Eligibility.

For your information and appropriate action.

Thank you.

Name

Nutrition Program Coordinator, NNC Region ____

Attachments:

- ☐ Endorsement letter from City or Municipal Nutrition Action Officer
- ☐ Request letter of BNS
- ☐ E-copy of the validated BNS list on file in the NNC Regional Office or the local government unit
- ☐ Payroll in recent two consecutive years
- ☐ Photocopy of a valid ID card with birthdate and address
- ☐ Others (specify)



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Nutrition Building, 2332 Chino Roces Avenue Extension
Taguig City, Philippines



31 May 2016

NNC MEMORANDUM No. 2016-006

To : All Nutrition Program Coordinators, OIC-NPCs and Chief, AD

Subject : Checklist for the Issuance of BNS Certification for Application of CSC Eligibility Series 2016/BNS CSC Eligibility Request Form 1 Series 2016

In an effort to improve processing of requests for issuance of BNS certification, one of the requirements for application for CSC eligibility, the Nutrition Surveillance Division (NSD) developed a checklist to ensure correct and complete submission of documentary requirements. This will also serve as a monitoring tool for this specific service under NNC's Citizen's Charter. The checklist will originate from the NNC-Regional Offices to be attached to the required documents and endorsement letter.

The list of requirements for the issuance of BNS Certification for CSC Eligibility will be uploaded in the NNC website as a guide for BNSs and the local government units.

Use of this checklist is effective immediately.


Assistant Secretary of Health Maria-Bernardita T. Flores, CESO II
Executive Director IV

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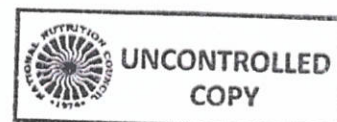
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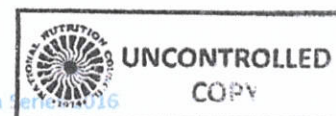
Republic of the Philippines
Department of Health
NATIONAL NUTRITION COUNCIL

Instructions on how to fill up Issuance of BNS Certification for Application of CSC Eligibility
Form Series 2016

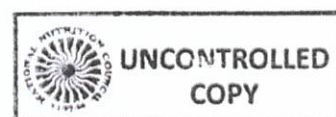
Information/ Procedure	Instruction
Record No.	Format: Region- Year-Month-Control Number Example: R8-2016-05-00001 <i>Note: Control number shall start at zero every start of the month</i>
Requestor (BNS) Information	
Name	Name of the BNS in CAPITAL letters (Last name, First Name, Middle Name) Ex. TUBALLAS. MARLENE PEDRO
Date of Birth	Indicate birthday (DD/MM/Year) Ex. 26/10/1955
ID No.	Indicate BNS ID Number (NNC issued or LGU issued) NNC ID No. _____
Barangay	Indicate Barangay where BNS is assigned Ex. Chitongco
City/Municipality	Indicate City or Municipality where BNS is from Ex. Mondragon
Province	Indicate Province where BNS is from Ex. Northern Samar
Region	Indicate Region where BNS is from Ex. Reg 8



Information/ Procedure	Instruction
<i>Issuance of BNS Certification for Application of CSC Eligibility Form Series 2016</i>	
General Requirements	<i>To be accomplished by NNC-Regional Office</i> This is a list of mandatory supporting documents; put a "check" (/) mark inside the box beside the specific document available as attachment.
Processed by	<i>To be accomplished by NNC-Regional Office</i>
Name	Indicate name of staff who processed the documents submitted by the BNS
Designation	Indicate the designation e.g. NO III (Permanent/Contractual)
Signature	Place the signature of staff
Date & Time Received	Indicate date and exact time (Hh:Min) the documents were received.
Date and Time Released for Mailing	Indicate date and exact time (Hh:Min) the documents were released for mailing to NNC-Central Office
Receiving Info	<i>To be accomplished by AD and NSD</i>
Date, Time received at AD & staff initial	Indicate date and exact time (Hh:Min) the documents were received at Admin Division in the space provided and initial of staff
Date, Time received at NSD & staff initial	Indicate date and exact time (Hh:Min) the documents were received at NSD in the space provided and initial of staff
Validated	<i>To be accomplished by NSD</i>
Name	Indicate name of staff who validated the documents received from regional office
Designation	Indicate designation of staff
Signature	Place signature of staff
Date and Time Released to OED	Indicate date and exact time (Hh:Min) the documents were routed to OED for signature and dry seal stamp on certification



Information/ Procedure	Instruction
Action required	<p>Put a check (/) mark on the box on appropriate action taken on the request.</p> <p>Indicate in the box of "For further verification /submission of additional documents" the specific documents that need to be submitted by the BNS</p> <p>Indicate in the box "For disapproval of request" the reason/s for non-issuance of certification</p>
Release of Certificate	<p><i>To be accomplished by NSD and AD</i></p> <p>NSD: Indicate date, exact time of release of Certification to AD for mailing with initial of staff</p> <p>AD: Indicate the exact date certification was mailed to RO with signature of staff</p>



RECORD NO.: _____
REQUESTOR (BNS) INFORMATION
Name: _____
Date of Birth (DD/MM/Year): _____ ID No _____
Barangay: _____
City/Mun.: _____
Province: _____
Region: _____
ISSUANCE OF BNS CERTIFICATION FOR APPLICATION OF CSC ELIGIBILITY
GENERAL REQUIREMENTS
<input type="checkbox"/> Original endorsement letter from NNC regional office <input type="checkbox"/> Original endorsement letter from local chief executive <input type="checkbox"/> Photocopy of designation/appointment paper signed by barangay captain/nutrition action officer <input type="checkbox"/> Photocopy of BNS master list with name and details of BNS, per year of service <input type="checkbox"/> Photocopy of BNS ID card or government issued ID card <input type="checkbox"/> At least one (1) certificate of attendance/participation from relevant training
PROCESSED BY: <i>(to be accomplished by NNC Regional Office)</i>
Name: _____
Designation: _____
Signature: _____
Date & Time Received: _____
Date & Time Released for Mailing: _____
RECEIVING INFO: <i>(to be accomplished by AD and NSD)</i>
Date & Time Received at AD: _____ at NSD _____
VALIDATED: <i>(to be accomplished by NSD)</i>
Name: _____
Designation: _____
Signature: _____
Date & Time Released to OED (DD/MM/Year): _____
ACTION REQUIRED:
<input type="checkbox"/> For issuance of Certificate <input type="checkbox"/> For further verification/submission of additional documents <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> <input type="checkbox"/> For disapproval of request <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>
RELEASE OF CERTIFICATE <i>(to be accomplished by NSD)</i>
Date & Time of Release of Certificate for mailing: _____
<i>(to be accomplished by AD)</i>
Date Mailed to RO: _____

