



GUIDELINES ON THE USE OF THE MONITORING AND EVALUATION OF LOCAL LEVEL PLAN IMPLEMENTATION PROTOCOL

**National Nutrition Council
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TABLE OF CONTENTS

1.0 RATIONALE	3
2.0 OBJECTIVES	3
3.0 WHAT IS MELLPI PRO?	4
4.0 KEY FEATURES OF MELLPI PRO FOR LGUs	4
5.0 KEY FEATURES OF MELLPI PRO FOR LOCAL NUTRITION FOCAL POINTS	16
6.0 AWARDING CEREMONY	31

**GUIDELINE ON THE USE OF THE PPAN NUTRITION MONITORING AND EVALUATION SYSTEM
MONITORING AND EVALUATION OF LOCAL LEVEL PLAN IMPLEMENTATION PROTOCOL
OTHERWISE KNOWN AS THE “MELLPI PRO”**

1.0. RATIONALE

The National Nutrition Council, as the highest policy-making and coordinating body for nutrition monitors and appraises the progress of the implementation of the Philippine Plan of Action for Nutrition (PPAN) at various levels. This is done using various monitoring activities such as mid-term assessment at the national level, annual program implementation review and Monitoring and Evaluation of Local Level Plan Implementation (MELLPI) at regional and LGU levels. These activities, together with activities that monitor the nutrition situation form part of the Philippine Nutrition Surveillance System. The PNSS serves as the overall monitoring and evaluation system for the nutrition sector.

The Monitoring and Evaluation of Local Level Plan Implementation (MELLPI) has long been the monitoring and evaluation tool for local government units used at the national, regional and local levels. It measures program efficiency in relation to program outreach, budget allocation and expenditure, as well as policies issued. It also measures change in nutritional status among preschool and schoolchildren for a period of three year. Alongside MELLPI is the BNS Evaluation that measures the performance of the Barangay Nutrition Scholar in the management of nutrition program and monitoring and referral of the malnourished children at the barangay level.

While the MELLPI and BNS Evaluation tools had been revised to address the developments over the years, some aspects have remained the same such as emphasis program outreach and focus on preschool and schoolchildren, among others. To address this, the NNC embarked on a project with the University of the Philippines-Los Banos to update the existing monitoring and evaluation system and eventually shifting to Results Based Monitoring and Evaluation (RBME)-based system.

In this way, the new monitoring and evaluation system shifts from emphasis to program outreach to quality. The new system also expanded from preschool and schoolchildren to include the nutritional status of pregnant women. This is parallel to first 1000 days of life as the focus of the Philippine Plan of Action for Nutrition (PPAN) 2017-2022. The new monitoring and evaluation system for the local government units also aims to measure the contribution of the LGUs to the PPAN targets and outcomes. Likewise, it also appraises the performance of not only Barangay Nutrition Scholars but also the performance of Nutrition Action Officers and Local Nutrition Program Coordinators as part of developing capacities of local nutrition focal points.

The Monitoring and Evaluation of Local Level Plan Implementation (MELLPI) Pro is designed to monitor and evaluate the performance of local government units (LGUs) and Local Nutrition Focal Points (LNFPs) in promoting nutrition security vis-à-vis nutrition outcomes. Results of the MELLPI Pro aim to guide policy and decision-makers enhance nutrition products, services and delivery systems towards improved effectiveness, efficiency and sustainability.

This guideline shall be used by local nutrition committees and by the national and regional evaluation teams. The MELLPI Pro covers two parts: (1) an *institutional component* which evaluates various organizational attributes pertaining to nutrition governance in local governance units; and the (2) a *human resource component* which evaluates management performance of frontline nutrition staff at the local level.

2.0. OBJECTIVES

- 2.1 Monitor and evaluate local nutrition program implementation
- 2.2 Determine progress of implementation of PPAN priorities at the local level
- 2.3 Monitor and evaluate the performance of Local Nutrition Focal Points (LNFPs)
- 2.4 Determine good practices and challenges faced by LGUs and LNFPs in local nutrition program implementation
- 2.5 Identify action lines for the local, regional and national level for improvement of PPAN implementation

3.0. WHAT IS MELLPI PRO?

Monitoring and Evaluation of Local Level Plan Implementation Protocol (MELLPI Pro) is the monitoring and evaluation mechanism for the implementation of the Philippine Plan of Action for Nutrition at the local level. The MELLPI Pro is a local sub-system of the PPAN Results Framework. The results chains, activity, output, outcome and impact are depicted in the six dimensions within a local government context.

Activities and outputs in the MELLPI Pro are the local translation of the identified priority policies, services and trainings expressed in the PPAN Results Framework. The outcome and impacts in the sub-system on the other hand, refers to the conditional and behavioral changes on the specific areas/ target groups and their contribution to the national targets.

MELLPI Pro can be described in four P’s:

- 1. Protocol. MELLPI Pro is a protocol, using a standard set of procedures and tools for monitoring of performance,
- 2. Promotive. It promotes awareness and observance of existing law, rules and guidelines on nutrition,
- 3. Progressive. Scores are determined based on the progress of nutrition program implementation,
- 4. More Professional. It promotes a more objective review of evidence based on the parameters set in each rating.

The MELLPI Pro has two components: the MELLPI Pro for LGUs and MELLPI Pro for local nutrition focal points.

4.0. KEY FEATURES OF MELLPI PRO FOR LOCAL GOVERNMENT UNITS

4.1 Who conducts the MELLPI Pro?

MELLPI Pro shall be conducted at least once a year. An interagency nutrition evaluation team at the national, regional and local levels shall conduct MELLPI Pro. The team composition is discussed in 4.5.1 Preparatory activities under 4.5 MELLPI Pro for Local Government Units General Mechanics.

The nutrition evaluation team for the local government units are summarized in the matrix as follows:

Table 1. Level of Monitoring and Evaluation, by Administrative Level

<i>MELLPI Pro</i>	<i>Regional Nutrition Evaluation Team</i>	<i>Provincial Nutrition Evaluation Team</i>	<i>City Evaluation Team</i>	<i>Municipal Evaluation Team</i>
<i>MELLPI Pro LGU</i>				
<i>Province</i>				
<i>Highly Urbanized/ Independent City</i>				
<i>Component City</i>				
<i>Municipality</i>				
<i>Barangay</i>				

4.2 What is the report flow of the results of MELLPI Pro?

The MELLPI Pro is expected to produce the following documents:

- 1. Accomplished MELLPI Pro LGU scoresheets
- 2. Summary of MELLPI Pro LGU scores
 - a. Province
 - b. Municipality
 - c. Barangay
- 3. MELLPI Pro Regional Documentation Report
 - a. Summary of MELLPI Pro LGU Scores disaggregated by province and municipality
 - i. Percent of LGUs evaluated using MELLPI Pro tools
 - ii. Percent of LGUs with MELLPI Pro scores less than 80% and more than 80%

Results of MELLPI Pro LGU shall be submitted to the chair of the local nutrition committee or local chief executive.

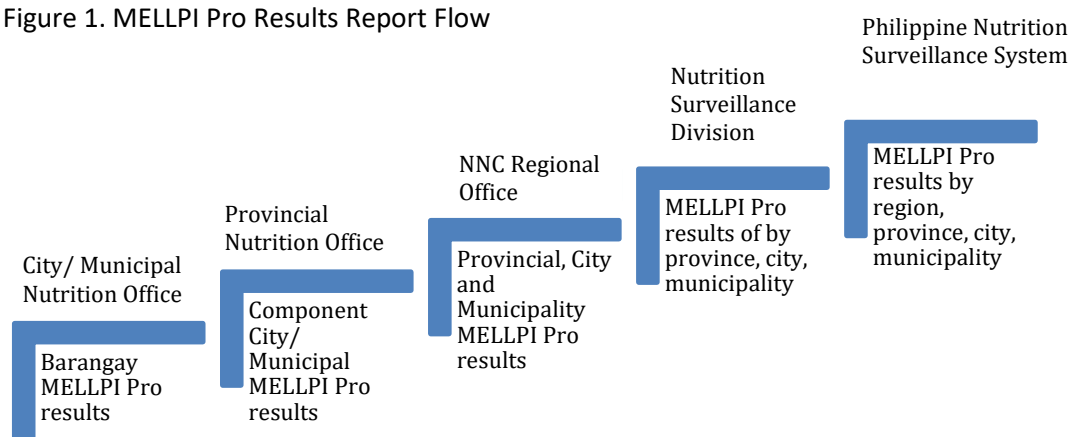
MELLPI Pro results shall be submitted to the next higher administrative level for monitoring and databasing.

- 1. At the city and municipal levels, the database of the results of barangays shall be maintained.
- 2. At the provincial level, the database of the results of the municipalities, component cities and barangays shall be maintained.
- 3. The regional and national levels shall maintain the provincial and city/ municipal level results.

A worksheet consolidating the annual MELLPI Pro results of an LGU shall be maintained by the concerned LGU for monitoring its performance over the years. Another worksheet consolidating MELLPI Pro result of all LGUs shall also be maintained by the higher administrative level for monitoring of LGUs within its administrative jurisdiction (Figure 1).

All MELLPI Pro results from the sub-national levels shall feed into the Philippine Nutrition Surveillance System, an information system that will be established to generate timely and quality data relevant to nutrition. The MELLPI Pro results shall feed into the PNSS and provide inputs to the PPAN Results Framework.

Figure 1. MELLPI Pro Results Report Flow



4.3 What aspects are identified and reviewed in the MELLPI Pro for LGUs?

The *MELLPI Pro for Local Government Units* assesses performance of the local nutrition organization along six dimensions that comprise a rationalized and effective nutrition program management system:

- D1. Vision and mission
- D2. Nutrition laws and policies
- D3. Governance and organizational structure
- D4. Local Nutrition Committee Management functions
- D5. Nutrition interventions/services
- D6. Change in the nutritional status in the LGU

These dimensions are mutually reinforcing describing an ideal nutrition scenario in the locality (D1), through the related package of nutrition actions involving policy, structure, and services (D2 to D5) which should logically bring about the desirable nutrition outcomes for the locality (D6).

4.4 *What tools support the MELLPI Pro LGUs and what purpose do these serve?*

The MELLPI Pro for LGUs has four (4) forms to record performance data during the monitoring and evaluation activity and three (3) forms to summarize results. The summary of forms is reflected in Table 2.

Form 1a contains detailed elements for each of the five of six dimensions identified above. Within a dimension, detailed elements help better clarify the various facets a given dimension may be portrayed by the LGU being evaluated.

Form 1b contains the summary for the performance rating and a radial diagram that shows the computed scores for each dimension, each derived as an average of element scores. This form complements Form 1a and offers a visual representation of performance across dimensions as well as depicts divergence of actual vis-à-vis the ideal compliance.

Form 2a contains the detailed elements for the sixth dimension, the Change in Nutritional Status in the Local Government.

Form 2b contains the summary for the performance rating for the sixth dimension and a radial diagram to present the performance across the seven outcome indicators.

Form 3 is a matrix summary capturing reflections, learning, and action commitments flowing from the discussion of MELLPI Pro results with the nutrition committee. This document enables the monitoring and evaluation team and members of the nutrition committee to better understand the underlying reasons for the performance.

In successes, the monitoring and evaluation team can draw inputs from members of the local nutrition committee what were the reasons behind achievement. Similarly, for slack in performance, underlying causes would be explored including possible ways forward for corrective action. Discussions aim to clarify strengths, weakness, challenges and opportunities to improve nutrition initiatives as well as nutrition outcomes at the local level.

Form 4 is the evaluation summary sheet where members of the monitoring and evaluation team sign and finalize the findings and recommendations generated from the evaluation process, for submission to the LGU and the NNC.

Forms 9 – 11 are the summary forms consolidating MELLPI Pro LGU results for the regional, provincial, city and municipal levels.

Table 2. Summary of MELLPI Pro Forms

MELLPI Pro Form	Title/ Code
MELLPI Pro for Local Government Units	P: Province (Pi, P1a D1 – D5, P1b, P2a, P2b, P3, P4) C/M: City/ Municipality (C/Mi, CM1a D1 – D5, CM1b, CM2a, CM2b, CM3, CM4) B: Barangay (Bi, B1a D1 – D5, B1b, B2a, B2b, B3, B4)
Form i	LGU Profile

MELLPI Pro Form	Title/ Code
Form 1a	D1. Vision-Mission D2. Nutrition Laws and Policies D3. Governance and Organizational Structure D4. Local Nutrition Committee Management D5. Nutrition Service Delivery
Form 1b	Summary of Local Nutrition Monitoring
Form 2a	D6. Change in Nutritional Status
Form 2b	Summary of Changes in Nutritional Status
Form 3	Discussion Questions for Learning and Action
Form 4	Summary of Scores and Recommendations
MELLPI Pro Summary Forms	
Form 9	9a: Regional Summary of Scores of Provinces and Highly Urbanized Cities 9b: Regional Summary of Scores of Cities/ Municipalities 9d: Regional Summary of Scores of Barangay Nutrition Scholars
Form 10	10b: Provincial Summary of Scores of Cities and Municipalities 10d: Provincial Summary of Scores of Barangays
Form 11	11d: City/ Municipal Summary of Score of Barangays

4.5 *How are the tools scored and analyzed?*

Numerical scoring is applied in Forms 1a and 2a where specific elements are rated along a Likert-scale with qualitative descriptors below¹:

- Form 1a:**
- 1 - lowest level of compliance
 - 2 - indicating *partial* compliance
 - 3 - indicating general compliance
 - 4 - indicating above average performance
 - 5 – indicating outstanding performance

Note: A rating of 0 can be given to LGUs who have not met the lowest level of compliance

- Form 2a:**
- 0 - lowest level indicating an increase in the prevalence of malnutrition
 - 1 - indicating no change in the prevalence of malnutrition
 - 2 - indicating a decrease in the prevalence of malnutrition in the past year
 - 3 - indicating continuous decline in the prevalence of malnutrition in the past two years
 - 4 – indicating reduction/maintenance of prevalence of malnutrition to lower than public health significance in the past two years

Each dimension briefly described below suggests a particular feature of the LGU’s performance in terms of the state/quality of service delivery system and nutrition security status:

Table 3. Description of MELLPI Pro Dimensions

Dimension		Feature
1	Vision and Mission	Presence of vision and mission statement on nutrition and consideration in the Executive and Legislative Agenda and Annual Investment Program. Note that this is distinct from the vision and mission of the LGU in general.

Dimension		Feature
2	Nutrition Laws and Policies	Adoption or implementation of nutrition laws and policies and issuance of localized nutrition laws and policies as necessary in the locality
3	Governance and Organizational Structure	Presence of a well-functioning institutional structure for nutrition in the locality, i.e. committee, functions, staffing, decision making powers
4	Local Nutrition Committee Management Functions	Quality of nutrition management performance by the nutrition committee, i.e. LNAP formulation, capacity development, resource generation and mobilization, monitoring and evaluation
5	Nutrition Interventions/Services	Extent of provision by the LGU on package of nutrition services
6	Changes in the nutritional status in the LGU	Key indicators of nutritional status, i.e. children, pregnant women, adults

Performance is indicated by a higher numerical rating and the monitoring and evaluation team is encouraged to take note of the data source upon which the rating is based to provide justification of the rating.

The final dimension scores are presented in a radial diagram to provide visual representation of the overall results. Better performance is depicted by point scores closer to the apex for each dimension being rated. An open radial suggests more favorable evaluation results compared with a constricted radial which indicates relatively problematic results based on the performance elements of the MELLPI Pro.

4.6 How is the tool analyzed and used for decision-making?

After all elements within a dimension are rated, an average is derived to represent the final score for the dimension. The objective is to achieve the general compliance score of 3 in all, if not most, dimensions.

It is also desired that #d1 to #d5 reveal results that are positively consistent with the #d6 to suggest linkage or effective translation of service provision into desirable nutrition outcomes. Inconsistent result between #d6 vis-à-vis #d1-#d5 suggests that nutrition actions do not explain nutrition performance which could mean appropriate but inefficient interventions due to some underlying operation issues, or efficient though inappropriate interventions deceptively shrouded by favorable nutrition outcomes, among others.

Mixed scores across dimensions (#d1 - #d5) as well as within elements in a given dimension are also useful in indicating various reasons that explain nutrition performance in the locality. These provide objective basis to probe deeper, undertake an in-depth analysis of specific reasons of success or failure, and therefore form basis for organizational action to improve nutrition outcome.

4.5 MELLPI Pro for LGUs General Mechanics

4.5.1 Preparatory Activities

This involves all administrative and logistical preparations for the conduct of the M&E and shall cover a period of at most one month prior to the commencement of the evaluation providing the LGU enough time to prepare the documentary evidence.

4.5.1.1 Organization of the monitoring and evaluation team.

The monitoring and evaluation team shall be organized for the province, city, municipality and barangay (P/C/M/B) consisting of representatives from the evaluation teams of the nutrition committee and/or partners.

The team will consist of three to four members of which a leader will be elected to ensure that the activities of the M&E are carried out as planned. Depending on the coverage of the M&E especially in the case of large province/ city/ municipality/ barangay (P/C/M/B), the evaluation team of the nutrition committee has the prerogative to create additional teams.

The interagency monitoring and evaluation team for LGUs shall be composed of at least one staff from nutrition and the rest will come from other nutrition committee members and/or partners.

Monitoring and evaluation at the regional and national levels shall likewise follow the team composition as mentioned. The inter-agency evaluation team shall be composed of three to four members preferably but not limited to one NNC staff and two to three members from other agencies and/or partners.

4.5.1.2 Orientation of the Nutrition Evaluation Teams

The P/C/M Nutrition Office or the designated staff shall facilitate and serve as the coordinator for all activities related to the MELLPI Pro, with the Nutrition Action Officer (NAO) as lead responsible person.

An orientation of the monitoring and evaluation team shall be organized at least one week prior to the scheduled M&E activity to level- off on the framework and mechanics of the MELLPI Pro.

4.5.1.3 Required documents for evaluation.

The MELLPI Pro Forms 1a and 2a are anchored on evidence-based elements to judge the locality’s nutrition security performance. Thus, listed below are the set of minimum critical documents needed for the evaluation. The printed/ electronic supporting documents shall be made available for review during the conduct of MELLPI Pro. These documents should cover a three-year period from the time of the evaluation visit. The reference period, however, does not apply to laws and policies where adoption remains in effect from earlier acts of legislation. Printed or electronic copy of local legislations are also included in the key reference documents.

The evaluation teams should also refer to available reports from national government agencies, regional agencies as well as provincial reports for cross-referencing. Some of these reports include OPT Plus report, Supplementary feeding report, FHSIS report, etc. The data from the reports at the local level should be consistent with the data available at the higher administrative levels.

Table 4. Reference Documents per Dimension

Dimension		Key Reference Documents
Local Government Nutrition Monitoring Component		
1	Vision and mission	• Comprehensive Development Plan • Local Nutrition Action Plan • Sangguniang Panlalawigan/Bayan Resolutions on Nutrition and Related Concerns
2	Nutrition laws and policies	
3	Governance and organizational structure	

<i>Dimension</i>		<i>Key Reference Documents</i>
		<ul style="list-style-type: none"> • Approved Annual Investment Program • Approved Annual Budget • Minutes of meeting attesting to adoption/ compliance to national laws for local implementation • Line item budget for specific nutrition actions • Documentation Report • Organizational Chart
4	Local nutrition committee management functions	<ul style="list-style-type: none"> • Local Nutrition Action Plan • Highlights of Meetings • Accomplishment Reports • Sangguniang Panlalawigan/Bayan Resolutions on Nutrition and Related Concerns • Organizational Chart • Project/Activity Documentation Reports • Annual Investment Program
5	Nutrition interventions/services	<ul style="list-style-type: none"> • Local Nutrition Action Plan • Project/Activity Documentation Reports • Masterlist of Beneficiaries
6	Nutrition status in the LGU*	<ul style="list-style-type: none"> • Local Nutrition Action Plan • Operation Timbang Plus Report • Health Office Reports • School Weighing Reports • Prenatal Records

****Provinces with OPT Plus Report whose coverage is less than 80% may utilize the ENNS data provided that ENNS data for the three-year reference period are available***

4.5.1.4 Schedule of M&E Visits.

Evaluation shall take place at least once a year during the first semester. The evaluation process for one locality is estimated to run for two (2) days, exclusive of travel time for the monitoring and evaluation team, covering the courtesy call, desk review, meeting with stakeholders and submission of results.

4.5.1.5 Administrative Arrangements

Schedule of monitoring and evaluation visits shall be coordinated with the local government to be monitored or evaluated for concurrence.

Members of the evaluation teams may choose among the schedules concurred by the local government unit and/or local nutrition focal points.

Members of the Regional and National Evaluation Teams shall be provided with travelling allowance by the National Nutrition Council to cover meals and accommodation subject to usual auditing rules. The National Nutrition Council shall likewise provide allocation to cover fares and/or transportation costs incurred by the Regional and National Evaluation Teams during the regional/ national evaluation.

4.5.2 Implementation Stage

This involves the conduct of actual monitoring and evaluation by the monitoring and evaluation team using the MELLPI Pro forms and tools to assess nutrition outcome, services covered by the evaluation. A full cycle of the implementation stage per locality proceeds in three sequential steps: (1) desk review and rating; (2) meeting with the local nutrition committee; and the (3) exit meeting with local nutrition officials. Below is a sample program for the schedule of activities:

Table 5. Sample Program for MELLPI Pro for LGUs

Day	Activity
Day 1 AM (1 hour)	Courtesy Call
	Introduction of Local Nutrition Committee
	Opening Remarks <i>Regional Nutrition Program Coordinator/ Representative</i>
	Overview of the Activities <i>National Evaluation Team Leader</i>
	Closing Remarks <i>LNC Chairperson/ Representative</i>
	Photo opportunity
	Desk review <i>NET Members and Representative from the LNC</i>
	LUNCH BREAK
PM	Continue desk review <i>NET Members and Representative from the LNC</i>
	End of Day 1
Day 2 AM	
	Site visits (for face-to-face evaluation)
	Continue desk review and consensus building <i>NET Members</i>
	LUNCH BREAK
PM	Finalization of feedback <i>NET Members</i>
	Photo opportunity
	Feedback <i>NET Members and LNC</i>
	Response <i>Nutrition Action Officer Local Chief Executive (as applicable)</i>
	Closing Remarks <i>Regional Nutrition Program Coordinator/ Representative</i>
	End of Day 2

4.5.2.1 Step 1: Desk Review

The monitoring and evaluation team decides on role assignment and the mechanics of producing the rating to accomplish Forms 1a and 2a.

The monitoring and evaluation team shall agree among themselves specific roles in order to facilitate the rating process. Key roles would be the following: facilitator, document locator, document assessor and report presentor. The **facilitator** guides discussion of the team item by item through Forms 1a, 2a then records the final rating; the **document locator** sieves through the records for evidence; the **document assessor** gives the initial assessment of the score, based on which the team deliberates for concurrence or to rate otherwise, for final recording. The

presenter is responsible for facilitating discussion results with the local nutrition committee which will take place on Day 2 of the evaluation process.

All member of the monitoring and evaluation team shall score by consensus. Under no circumstances should the monitoring and evaluation team divide among themselves the assessment of items.

Dimension scores are processed to Forms 1b, 2b which contain the radial presentation of the results.

For the organizational component, one radial will represent Dimensions 1 to Dimension 5 (nutrition service delivery services); while the other radial will represent Dimension 6 (nutrition outcomes).

The monitoring and evaluation team reviews, deliberates and confirms the results and take note of justifications/limitations observed for the ratings in preparation for Step 2.

4.5.2.2 Step 2: Meeting with stakeholders

The monitoring and evaluation team, through its designated presenter, will discuss the radial diagrams to the local nutrition committee for easy visualization of evaluation results.

Results will be presented to the local nutrition committee members. The presentations shall follow a standard format of content and flow which include an overview of the process of evaluation, overall results, annotated by highlights of findings per dimension. Outstanding reasons that explain the scores based on the MELLPI Pro instrument will primarily be given emphasis. Note that at this stage, submission of documents will only be accepted for notation but no longer in any way alter the scoring.

The nutrition committee members are encouraged to share their thoughts on the results (success or shortfall) especially those that may not be readily discernible or captured in the review of documents. Future action to sustain successes and remedial actions for failure are documented in Form 3.

4.5.2.3 Step 3: Submission of results

The monitoring and evaluation process concludes with the monitoring and evaluation team convening for a final deliberation and finalizing of the evaluation report summarized in Form 4. The said forms shall be submitted in printed and electronic format to the Local Chief Executive or the chair of the local nutrition committee.

The monitoring and evaluation team should ensure constructive feedback by maintaining as much as possible a positive tenor in the statement of “major findings” and “recommendations” to encourage forward action. Positive observations should be highlighted first before pointing out deficient or problematic findings.

The monitoring and evaluation team shall keep a record of the same files in electronic format for submission to NNC for databasing

4.5.3 Post monitoring and evaluation activities

This refers to the post monitoring and evaluation activities such as dissemination of results and submission of client feedback form.

4.5.3.1 Dissemination of results

In addition to submission of the MELLPI Pro results to the Local Nutrition Committee, the provincial, city, or municipal monitoring and evaluation team may convene separate meetings with nutrition action officers and city/municipal/ district nutrition coordinators and with Barangay Nutrition Scholars to discuss the MELLPI Pro results of the city/ municipality/ barangay.

MELLPI Pro results will also be discussed in the annual PPAN Program Implementation Review to identify dimensions with generally low ratings and determine interventions and next step to improve performance.

4.5.3.2 Databasing of results.

As discussed in the 4.2 Report flow of MELLPI Pro results, the succeeding higher administrative level shall maintain the MELLPI Pro results of LGUs for its monitoring. LGUs monitored shall likewise maintain their MELLPI Pro results to monitor annual performance.

LGUs with partial to low compliance shall be closely monitored and provided with interventions (as necessary) by the province for the succeeding year for improved performance. Should there be no positive changes in the one-year close monitoring period, the NNC Regional Office shall support the province thereafter to determining appropriate policy, capacity development or service delivery interventions.

Provinces and Highly Urbanized and Independent Cities with low to partial compliance shall likewise be closely monitored by NNC Regional Office and provide appropriate policy or capacity development interventions to improve performance.

The Nutrition Surveillance Division shall likewise consolidate the results and shall identify the needed policy or capacity development interventions that shall be disseminated to the Nutrition Policy and Planning Division and Nutrition Information Division for their further analysis and recommendation.

At the regional and national levels, the summary of the MELLPI Pro LGU scores of municipalities, cities and provinces shall be maintained in the database for a maximum of six years. This shall be applicable to local government units who continuously advance from the 1st year of receipt of the Green Banner Seal of Compliance until receipt of the Nutrition Honor Award.

MELLPI Pro data of local government units who will fall short of advancing the succeeding levels (Green Banner Year 2 and so on...) shall be included in the second data set Data shall be moved to the archive for local government units who have reached the Nutrition Honor Award or to those who will revert back to compliance to the Green Banner.

4.5.3.3 MELLPI Pro Client Feedback Form

To further improve the conduct of MELLPI Pro, the LGUs shall accomplish the feedback form (Annex 2). Evaluation of the Regional Nutrition Evaluation Team can be emailed to the chief of the Nutrition Surveillance Division within five (5) working days after the validation visit and shall be communicated the Regional Nutrition Program Coordinator (RNPC). The evaluation of the National Evaluation Team on the other hand, shall be emailed to the RNPC who shall transmit the evaluation to the chief of the Nutrition Surveillance Division

4.5.4 Monitoring and Evaluation of Past Nutrition Honor Awardees.

NHA recipients may use the MELLPI Pro to conduct self-assessment for monitoring of their local nutrition program. Provinces may also use the MELLPI Pro among the municipalities who have received the NHA for their monitoring.

MELLPI Pro results for NHA recipients will be collected by NNC's Nutrition Surveillance Division to determine baseline data among past Nutrition Honor Awardees for the development of the Presidential Award for Nutrition.

4.5.5 Computation of Scores

1. MELLPI Pro Province

$$\text{Total Score}_{\text{Prov}} = (D1 + D2 + D3 + D4)/4 * (0.60) + (D5) * (0.10) + (D6) * (0.30)$$

2. MELLPI Pro City/ Municipality

$$\text{Total Score}_{\text{City/Mun}} = (D1 + D2 + D3 + D4 + D5)/5 * (0.60) + (D6) * (0.40)$$

3. MELLPI Pro Barangay

$$\text{Total Score}_{\text{Bgy}} = (D1 + D2 + D3 + D4 + D5)/5 * (0.60) + (D6) * (0.40)$$

4.5.3 Green Banner Seal of Compliance

The LGU with an average rating lower than 60% per dimension and an overall rating of the at least 85% shall be conferred with the Green Banner Seal of Compliance.

The Green Banner Seal of Compliance replaces the Green Banner where only the LGU with the highest score in each administrative level can qualify. In the Green Banner Seal of Compliance, all LGUs reaching the minimum overall rating provided it doesn't have an average rating of less than 60% any of the dimensions shall receive the seal.

4.6 *MELLPI Pro Awards for Local Government Units*

4.6.1 General Mechanics

The evaluation visits for the MELLPI Pro Awards shall follow the general mechanics of MELLPI Pro for LGUs. It shall adopt the preparatory and implementation activities.

4.6.2 MELLPI Pro Awards for Local Government Units

The MELLPI Pro Awards for Local Government Units can be divided into five levels following the receipt of the Green Banner Seal of Compliance:

1. Consistent Regional Outstanding Winner in Nutrition (CROWN) Award.

This is open to the LGU-recipients of the Green Banner Seal of Compliance for three consecutive years whose rating is at least 90% on the third year. Qualified LGUs shall be subject to mechanics for validation of the Regional Nutrition Evaluation Team in 4.6.4.

2. First Year CROWN Maintenance Award

This is open to all CROWN awardees of the previous reference year subject to validation of the National Evaluation Team. A minimum score of 90% is needed to receive the award.

3. Second Year CROWN Maintenance Award

This is open to all First Year CROWN Maintenance awardees of the previous reference year subject to validation of the National Evaluation Team. A minimum score of 93% is needed to receive the award.

4. Nutrition Honor Award (NHA)

This the highest award to date. It is open to all Second Year CROWN Maintenance awardees of the previous reference year subject to validation of the National Evaluation Team. A minimum score of 95% is needed to receive the award.

5. Presidential Seal of Good Nutrition

This is a highly anticipated award which shall be open to all Nutrition Honor Awardees. The guidelines and tools are yet to be developed, subject to approval of the NNC Governing Board and for consideration and approval of the Office of the President.

4.6.3 MELLPI Pro Awards Provincial Validation

1. The computation of scores shall follow the same formula as in the Green Banner Seal of Compliance.
2. The province shall determine the municipality/ component city who will qualify for the shortlist for the Consistent Regional Outstanding Winner in Nutrition (CROWN) at the regional level
3. To qualify for the shortlisting, the municipality/ component city should be:
 - a. A recipient of the Green Banner Seal of Compliance for three consecutive years
 - b. The highest-ranking LGU in the province and whose rating is at least 90% for its third (3rd) year

4.6.4 MELLPI Pro Awards Regional Validation

1. The NNC Regional Office shall prepare a short list of highest-ranking LGUs in the region to determine the contenders for the CROWN award, specifically:
 - a. Provinces and cities who qualified for the Green Banner Seal of Compliance for three consecutive years with a rating of at least 90% on the third year
 - b. Highest-ranking municipality/ component city in each province who qualified for the Green Banner Seal of Compliance for three consecutive years with a rating of at least 90% on the third year.
2. The NNC Regional Office shall conduct validation visits to the three (3) highest-ranking municipalities in the region to complete the shortlist of highest ranking LGUs
3. The computation of scores shall follow the same formula as in the Green Banner.
4. Results of the RNET validation visit to the top 3 highest-ranking component cities and municipalities along with the results of RNET evaluation of provinces and cities shall be discussed and finalized during the RNET deliberation meeting
5. The highest-ranking province/ city/ municipality in the region with a minimum score of 90% shall be conferred the CROWN award

6.2.3 MELLPI Pro Awards National Validation

1. The NNC Nutrition Surveillance Division shall prepare the list of Consistent Regional Outstanding Winner in Nutrition (CROWN) and Nutrition Honor Award (NHA) contenders for the National Evaluation Team (NET) validation visits

- The NET shall conduct validation visits to the CROWN and NHA contenders
- The computation of scores shall follow the same formula as in the Green Banner with the following cut-off scores:

Table 6. MELLPI Pro Awards for LGUs Cut-off scores

<i>Category</i>	<i>Cut-off score</i>
1 st Year CROWN Maintenance Award	90%
2 nd Year CROWN Maintenance Award	93%
Nutrition Honor Award	95%

- At the end of the validation visit, the NET shall submit the initial overall rating to the LGU, subject to the endorsement of the rest of the NET members during the deliberation and approval of the NNC Technical Committee
- Upon approval, the Nutrition Surveillance Division shall prepare a written communication to the LGU for the MELLPI Pro results

5.0. KEY FEATURES OF MELLPI PRO FOR LOCAL NUTRITION FOCAL POINTS

5.1 Who are covered by the MELLPI Pro for Local Nutrition Focal Points?

The MELLPI PRO for LNFP covers Nutrition Action Officers (NAOs), City/ Municipal/ District Nutrition Program Coordinators (C/M/DNPCs) and Barangay Nutrition Scholars (BNSs) with at least two years of service.

5.2 Who conducts the MELLPI Pro for Local Nutrition Focal Points?

MELLPI Pro shall be conducted at least once a year. An interagency nutrition evaluation team at the national, regional and local levels shall conduct MELLPI Pro . The team composition is discussed in 5.8.1 Preparatory stage under 5.8 MELLPI Pro for Local Nutrition Focal Points General Mechanics.

The nutrition evaluation team for the local government units and local nutrition focal points are summarized in the matrix as follows:

Table 7. Level of Monitoring and Evaluation, by Administrative Level

<i>MELLPI Pro</i>	<i>Regional Nutrition Evaluation Team</i>	<i>Provincial Nutrition Evaluation Team</i>	<i>City Evaluation Team</i>	<i>Municipal Evaluation Team</i>
<i>MELLPI Pro Local Nutrition Focal Points</i>				
<i>Provincial Nutrition Action Officer</i>				
<i>City Nutrition Action Officer (Highly Urbanized City)</i>				
<i>City Nutrition Action Officer (Component City)</i>				
<i>District Nutrition Program Coordinator</i>				
<i>Municipal Nutrition Action Officer</i>				
<i>Municipal Nutrition Program Coordinator</i>				
<i>City Nutrition Program Coordinator</i>				
<i>Barangay Nutrition Scholar</i>				

5.3 What is the report flow of the results of MELLPI Pro for Local Nutrition Focal Points?

The MELLPI Pro is expected to produce the following documents:

1. Accomplished MELLPI Pro Local Nutrition Focal Points scoresheets
2. Summary of MELLPI Pro Nutrition Focal Points scores
 - a. Provincial Nutrition Action Officers
 - b. City/ Municipal Nutrition Action Officers
 - c. Barangay Nutrition Scholars
3. MELLPI Pro Regional Documentation Report
 - a. Summary of MELLPI Pro scores of all local nutrition focal points
 - i. Percent of local nutrition points evaluated using MELLPI Pro tools
 - ii. Percent of local nutrition points with MELLPI Pro scores less than 80% and more than 80%

Results of MELLPI Pro for Local Nutrition Focal points shall be submitted to the local nutrition focal point and to his/her immediate supervisor.

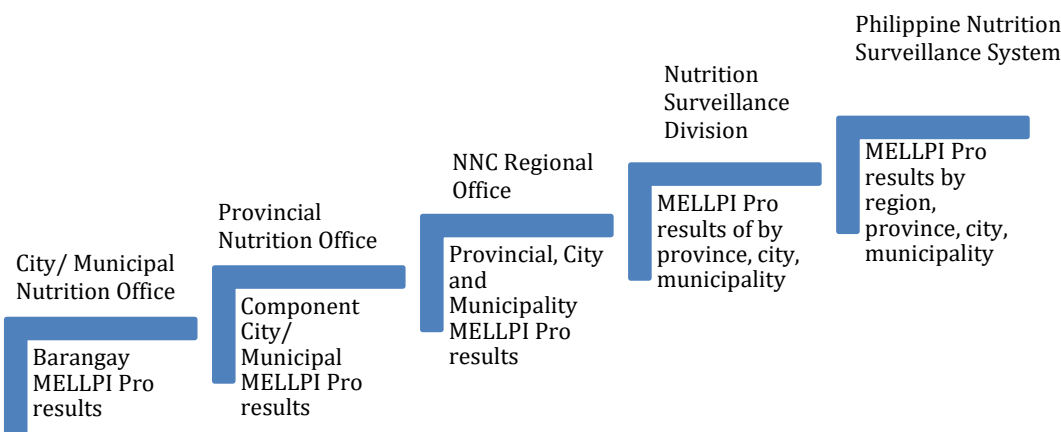
MELLPI Pro results shall be submitted to the next higher administrative level for monitoring and databasing.

1. At the city and municipal levels, the database of the results of barangays shall be maintained.
2. At the provincial level, the database of the results of the municipalities, component cities and barangays shall be maintained.
3. The regional and national levels shall maintain the provincial and city/ municipal level results.

A worksheet consolidating the annual MELLPI Pro results of local nutrition focal point shall be maintained by the concerned LGU for monitoring its performance over the years.

All MELLPI Pro results from the sub-national levels shall feed into the Philippine Nutrition Surveillance System, an information system that will be established to generate timely and quality data relevant to nutrition. The MELLPI Pro results shall feed into the PNSS and provide inputs to the PPAN Results Framework.

Figure 2. MELLPI Pro Results Report Flow



5.4 What aspects are identified and reviewed in the MELLPI Pro?

The *MELLPI PRO for Local Nutrition Focal Points* assesses the performance of frontline nutrition staff in carrying out their core functions in line with delivering nutrition services in the locality. Performance is defined in about seven management dimensions:

1. Coordination
2. Advocacy
3. Planning
4. Implementation
5. Monitoring and evaluation
6. Resource generation
7. Documentation and record keeping
8. Capacity building

These dimensions were presented in the Training Needs Analysis Study of Local Nutrition Focal Points. They were also used in the Nutrition Program Management Manual as the priority actions of various nutrition focal points in different levels of the nutrition hierarchy – Barangay Nutrition Scholar (BNS), District/City/ Municipal Nutrition Program Coordinator (D/CNPC), City/Municipal Nutrition Action Officer (C/MNAO), and the Provincial Nutrition Action Officer (PNAO).

5.5 *What tools support the MELLPI Pro for Local Nutrition Focal Points and what purpose do these serve?*

The MELLPI Pro for Local Nutrition Focal Points has four (4) forms.

Form 5 contains the about 5 – 8 eight elements based on the nutrition focal points’ performance of their functions. Each element comes with parameters to determine the performance rating for each element.

Form 6 contains the summary of performance rating and a radial diagram that visualizes the computed scores for each element of nutrition focal point performance, derived as an average of element scores. This form complements Form 5 and compares level of nutrition focal point performance across elements as well as depicts the divergence between actual vis-à-vis the ideal performance.

Form 7 is a matrix summary capturing reflections, learning, and action commitments flowing from the discussion of results by the monitoring and evaluation team with the nutrition focal points. This document enables the monitoring and evaluation team to better understand the underlying reasons for the nutrition focal point’s performance.

Form 8 is the evaluation summary sheet where members of the monitoring and evaluation team sign and finalize findings and recommendations on the results of the nutrition focal point’s evaluation, for submission to the immediate supervisor of the local nutrition focal point and to the local nutrition committee member representing the department/ division the local nutrition focal point is affiliated with.

Since there could be specific variation in the nature and scope of the task per local nutrition focal point, the monitoring and evaluation team shall use different sets of forms corresponding to evaluation for the PNAO, C/MNAO, D/CNPC and BNS, respectively.

MELLPI Pro Summary Forms

Forms 12 – 15 are the summary forms consolidating results of MELLPI Pro for Local Nutrition Focal Points for the regional, provincial, city and municipal levels.

Table 8. Summary of MELLPI Pro Forms

MELLPI Pro Form	Title/ Code
Form 12	12a: Regional Summary of Scores of Provincial Nutrition Action Officers 12b.1: Regional Summary of Scores of City Nutrition Action Officers 12b.2: Regional Summary of Score of Municipal Nutrition Action Officers 12c: Regional Summary of Scores of City/ District Nutrition Program Coordinators 12d: Regional Summary of Scores of Barangay Nutrition Scholars
Form 13	13b: Provincial Summary of Scores of City/ Municipal Nutrition Action Officers

MELLPI Pro Form	Title/ Code
	13c: Provincial Summary of Scores of City/ District Nutrition Program Coordinators 13d: Provincial Summary of Scores of Barangay Nutrition Scholars
Form 14	14c: City Summary of Scores of City Nutrition Program Coordinators 14d: City Summary of Score of Barangay Nutrition Scholars
Form 15	15c: Municipal Summary of Scores of Municipal Nutrition Program Coordinators 15d: Municipal Summary of Scores of Barangay Nutrition Scholars

5.6 *How are the tools scored and analyzed?*

In any of the category of local nutrition focal points subjected to the MELLPI Pro evaluation, numerical scoring is applied only in Form 5 where specific elements within each dimension are rated along a Likert-scale with the following qualitative descriptors²:

- 1 - *lowest level* of compliance/ inconsistent initiative and performance of function along the identified task
- 2 - *minimum* compliance suggests performance of duties and responsibilities but less exercise of and consistency in demonstrating interaction, initiative and decision-making
- 3 - *satisfactory* compliance suggests performance of duties and responsibilities with moderate exercise of and consistency in demonstrating interaction, initiative and decision-making
- 4 - *very satisfactory* compliance suggests consistent diligence in the performance of duties and responsibilities with positive results most of the time
- 5 - *excellent* compliance suggests performance of duties and responsibilities with full exercise of and consistency in demonstrating interaction, initiative and decision-making always with positive results

The final dimension scores are presented in a radial diagram to provide visual representation of the overall results. Better performance is depicted by point scores closer to the apex for each dimension being rated. An open radial suggests more favorable evaluation results compared with a constricted radial which indicates relatively problematic results based on the performance elements of the MELLPI Pro.

5.7 *How is the tool analyzed and used for decision-making?*

After all elements within a dimension are rated, an average is derived to represent the final score for the dimension. The objective is to satisfactory compliance score of 3 in all, if not most, dimensions. The relative scores across dimensions and elements will indicate specific management functions where the nutrition focal point is found strong as well as areas where assistance or mentoring is further needed.

The monitoring and evaluation team should probe on the underlying causes of both strengths and weaknesses to provide basis for constructive feedback at the level of individual focal points as well as human resource development and policy revisiting at the organizational/institutional level.

5.8 *MELLPI Pro for Local Nutrition Focal Points General Mechanics*

5.8.1 Preparatory Activities

This involves all administrative and logistical preparations for the conduct of the M&E and shall cover a period of at most one month prior to the commencement of the evaluation providing the LGU enough time to prepare the documentary evidence.

5.8.1.1 Organization of the monitoring and evaluation team.

Local Nutrition Focal Points shall be monitored and evaluated by not more than three members of the evaluation team of the Nutrition Committee. The composition by the local nutrition focal point evaluated are as follows

1. The evaluation team for Provincial Nutrition Action Officers, City Nutrition Action Officers (HUC and CC) and District/ City (HUC)/ Nutrition Program Coordinators shall be composed of the three members of the Regional Nutrition Evaluation Team.
2. The evaluation team for Municipal Nutrition Action Officers shall be composed of the three members of the Provincial Nutrition Evaluation Team.
3. The evaluation team for City (CC)/ Municipal Nutrition Program Coordinators shall be composed of member of the CNET (CNPC) and MNET (MNPC).
4. The evaluation team for Barangay Nutrition Scholars shall be composed of the City/ Municipal/ District Nutrition Program Coordinator and/or Nutrition Action Officer as immediate supervisor/s, and one to two members of the local nutrition committee preferably but not limited to those actively involved in provision of technical assistance/ trainings to Barangay Nutrition Scholars.

Monitoring and evaluation at the regional and national levels shall likewise follow the team composition as mentioned. The inter-agency evaluation team shall be composed of three members preferably but not limited to one NNC staff and two members from other agencies and/or partners.

5.8.1.2 Orientation of the Nutrition Evaluation Teams.

The P/C/M Nutrition Office or the designated staff shall facilitate and serve as the coordinator for all activities related to the MELLPI Pro, with the Nutrition Action Officer (NAO) as lead responsible person.

An orientation of the monitoring and evaluation team shall be organized at least one week prior to the scheduled M&E activity to level- off on the framework and mechanics of the MELLPI Pro.

5.8.1.3 Required documents for evaluation.

The MELLPI Pro Forms are anchored on evidence-based elements to judge the locality's nutrition program implementation performance. Table 9 lists the minimum set of documents for the evaluation but not limited to references indicated. The printed/ electronic supporting documents shall be made available for review during the conduct of MELLPI Pro. These documents should cover a three-year period from the time of the evaluation visit. The reference period, however, does not apply to laws and policies where adoption remains in effect from earlier acts of legislation. Printed or electronic copy of local legislations are also included in the key reference documents.

The evaluation teams should also refer to available reports from national government agencies, regional agencies as well as provincial reports for cross-

referencing. Some of these reports include OPT Plus report, Supplementary feeding report, FHSIS report, etc. The data from the reports at the local level should be consistent with the data available at the higher administrative levels.

Table 9. Reference Documents per Dimension

<i>Dimension</i>		<i>Key Reference Documents</i>
<u>Local Nutrition Focal Points Monitoring Component</u>		
1	Planning	<ul style="list-style-type: none"> • Local Nutrition Action Plan • PPAN Accomplishment Reports • Minutes of the meetings • Documentation Report • Masterlists • Capacity Map • MELLPI Pro results
2	Organizing	
3	Advocacy for nutrition focal points and committees	
4	Coordination	
5	Resource generation	
6	Documentation and record keeping	
7	Monitoring and evaluation	

5.8.1.4 *Schedule of M&E Visits.*

Evaluation shall take place at least once a year during the first semester. The evaluation process for one locality is estimated to run for two (2) days, exclusive of travel time for the monitoring and evaluation team, covering the courtesy call, desk review, meeting with stakeholders and submission of results.

5.8.1.5 *Administrative Arrangements.*

Schedule of monitoring and evaluation visits shall be coordinated with the local government and local nutrition focal point to be monitored or evaluated for concurrence.

Members of the evaluation teams may choose among the schedules concurred by the local government unit and the local nutrition focal points.

Members of the Regional and National Evaluation Teams shall be provided with travelling allowance by the National Nutrition Council to cover meals and accommodation subject to usual auditing rules.

The National Nutrition Council shall likewise provide allocation to cover fares and/or transportation costs incurred by the Regional and National Evaluation Teams during the regional/ national evaluation.

5.8.2 Implementation Activities

This involves the conduct of actual monitoring and evaluation by the monitoring and evaluation team using the MELLPI Pro forms and tools to assess local nutrition focal points performance in the localities covered by the evaluation.

A full cycle of the implementation per locality proceeds in three sequential steps: (1) desk review and rating; (2) meeting with the local nutrition committee; and the (3) exit meeting with local nutrition officials. Below is a sample program for the 2- day activity subject to changes as agreed by the nutrition evaluation teams and the local nutrition committee/ local nutrition focal point.

Table 10. Sample Program for MELLPI Pro for LNFPs

Day	Activity
Day 1 AM (1 hour)	Courtesy Call
	Introduction of Local Nutrition Committee
	Opening Remarks <i>Regional Nutrition Program Coordinator/ Representative</i>
	Overview of the Activities <i>National Evaluation Team Leader</i>
	Closing Remarks <i>LNC Chairperson/ Representative</i>
	Photo opportunity
	Desk review <i>NET Members and Local Nutrition Focal Point</i>
	LUNCH BREAK
PM	Continue desk review <i>NET Members and Local Nutrition Focal Point</i>
	Interview/ Written/ Practical Exam (as applicable) <i>NET Members and Local Nutrition Focal Point</i>
	Continue desk review <i>NET Members and Local Nutrition Focal Point</i>
	End of Day 1
Day 2 AM	
	Site visits (for face-to-face evaluation)
	Continue desk review and consensus building <i>NET Members</i>
	LUNCH BREAK
PM	Finalization of feedback <i>NET Members</i>
	Photo opportunity
	Meeting with the Stakeholders (Feedback) <i>NET Members and LNC</i>
	Response <i>Local Nutrition Focal Point</i> <i>Local Chief Executive (as applicable)</i>
	Closing Remarks <i>Regional Nutrition Program Coordinator/ Representative</i>
	Submission of results
	End of Day 2

5.8.2.1 STEP 1: Desk Review.

The monitoring and evaluation team decides on role assignment and the mechanics of producing the rating to accomplish Form 5.

The monitoring and evaluation team shall agree among themselves specific roles in order to facilitate the rating process. Key roles would be the following: facilitator, document locator, document assessor and report presenter. The **facilitator** guides discussion of the team item by item through Form 5 then records the final rating; the **document locator** sieves through the records for evidence; the **document assessor** gives the initial assessment of the score, based on which the team deliberates for concurrence or to rate otherwise, for final recording. The **presenter** is responsible for facilitating discussion of results with the local nutrition committee which will take place on Day 2 of the evaluation process.

All member of the monitoring and evaluation team shall score by consensus, under no circumstances should the monitoring and evaluation team divide among themselves the assessment of items.

Scores are processed to Forms 6 which contain the radial presentation of the results.

Results from the MELLPI Pro Form 8 will be combined with scores derived from LGU scores, interviews, written/ practical tests as applicable. Details of which are discussed in 5.8.5 Computation of Scores for regular monitoring and evaluation and 5.9.3 Search for Outstanding Local Nutrition Focal Points at the city/ provincial/ regional and national levels

The monitoring and evaluation team reviews, deliberates and confirms the results and take note of justifications/limitations observed for the ratings in preparation for Step 2.

5.8.2.2 Step 2: Meeting with stakeholders.

The monitoring and evaluation team, through its designated presentor, discuss the radial diagrams to the local nutrition committee and concerned focal points for easy visualization of evaluation results.

The nutrition focal point evaluated is encouraged to share thoughts on the results (success or shortfall) especially those that may not be readily discernible or captured in the review of documents and peer interviews. Future action to sustain successes and remedial actions for failure are documented in Form 7.

5.8.2.3 Step 3: Submission of results.

The monitoring and evaluation process concludes with the monitoring and evaluation team convening for a final deliberation and finalizing of the evaluation report summarized in Form 8. The team shall leave a copy of the feedback to the supervisor of the local nutrition focal point before they leave the area.

The monitoring and evaluation team should ensure constructive feedback by maintaining as much as possible a positive tenor in the statement of “major findings” and “recommendations” to encourage forward action. Positive observations should be highlighted first before pointing out deficient or problematic findings.

The monitoring and evaluation team shall keep a record of the same files in electronic format for submission to NNC for databasing.

5.8.3 Post monitoring and evaluation activities

This refers to the post monitoring and evaluation activities such as dissemination of results and submission of client feedback form.

5.8.3.1 Dissemination of results

In addition to submission of the MELLPI Pro results to the Local Nutrition Committee, the provincial, city, or municipal monitoring and evaluation team may convene separate meetings with nutrition action officers and city/municipal/ district nutrition coordinators and with Barangay Nutrition Scholars to discuss the MELLPI Pro results of the city/ municipality/ barangay.

MELLPI Pro results will also be discussed in the annual PPAN Program Implementation Review to identify dimensions with generally low ratings and determine interventions and next step to improve performance.

5.8.3.2 Databasing of results

As discussed in the 5.3 Report flow of MELLPI Pro results, the succeeding higher administrative level shall maintain the MELLPI Pro results of LNFPs for its monitoring.

LNFPs with partial to low compliance shall be closely monitored and provided with interventions (as necessary) by their LGUs for the succeeding year for improved performance.

The Nutrition Surveillance Division shall likewise consolidate the results and shall identify the needed policy or capacity development interventions that shall be disseminated to the Nutrition Policy and Planning Division and Nutrition Information Division for their further analysis and recommendation.

5.8.3.3 MELLPI Pro Client Feedback Form.

To further improve the conduct of MELLPI Pro, Local Nutrition Focal Points shall accomplish the feedback form (Annex 3). Evaluation of the Regional Nutrition Evaluation Team can be emailed to the chief of the Nutrition Surveillance Division within five (5) working days after the validation visit and shall be communicated the Regional Nutrition Program Coordinator (RNPC). The evaluation of the National Evaluation Team on the other hand, shall be emailed to the RNPC who shall transmit the evaluation to the chief of the Nutrition Surveillance Division

5.8.5 Computation of Scores

MELLPI Pro scores for Local Nutrition Focal Points at the Local Level

(Provincial/ City/ Municipal level)

1. MELLPI Pro PNAO, C/MNAO, C/M/DNPC

$$\text{Total Score}_{\text{NAO/ DNPC}} = (\text{MELLPI Pro Score} * 0.90) + (\text{MELLPI Pro LGU Score} * 0.10)$$

2. MELLPI Pro BNS (Province/ City)

$$\text{Total Score}_{\text{BNS}} = (\text{MELLPI Pro Score} * 0.80) + (\text{OBNS Exam} * 0.20)$$

3. MELLPI Pro BNS (Municipality)

$$\text{Total Score}_{\text{BNS}} = \text{MELLPI Pro Score}$$

5.9 MELLPI Pro Awards for Local Nutrition Focal Points

5.9.1 General Mechanics

The evaluation visits for the MELLPI Pro Awards shall follow the general mechanics of MELLPI Pro for Local Nutrition Focal Points. It shall adopt the preparatory and implementation activities.

In addition to the desk review of the evaluation of Local Nutrition Focal Points, additional metrics will be administered to the following nutrition focal points:

1. Nutrition Action Officers and City/ Municipal/ District Nutrition Program Coordinator: Interview
2. Barangay Nutrition Scholar: Written and practical exam and Interview

5.9.2 Search for Outstanding Local Nutrition Focal Points

The MELLPI Pro Awards for Local Nutrition Focal Points can be divided into five categories:

1. National Outstanding Provincial Nutrition Action Officer (NOPNAO)

This is open to all Provincial Nutrition Action Officers (PNAOs) who will be declared as Regional Outstanding PNAO based on the results of the evaluation conducted by the Regional Nutrition Evaluation Team following the mechanics in 5.9.3.1

A validation visit of the National Evaluation Team based on the mechanics in 5.9.3.2 shall determine the winning PNAO.

2. National Outstanding City/ Municipal Nutrition Action Officer (NOCNAO)

This is open to all City or Municipal Nutrition Action Officers (C/MNAOs) who will be declared as Regional Outstanding City/ Municipal Nutrition Action Officer based on the results of the evaluation conducted by the Regional Nutrition Evaluation Team following the mechanics in 5.9.4.2.

A validation visit of the National Evaluation Team based on the mechanics in 5.9.4.3 shall determine the winning NAO.

3. National Outstanding District Nutrition Program Coordinator (NODNPC)

This is open to all District Nutrition Program Coordinators (DNPCs) who will be declared as Regional Outstanding District Nutrition Program Coordinator based on the results of the evaluation conducted by the Regional Nutrition Evaluation Team following the mechanics in 5.9.5.1.

A validation visit of the National Evaluation Team based on the mechanics in 5.9.5.2 shall determine the winning DNPC.

4. National Outstanding City/Municipal Nutrition Program Coordinator (NOC/MNPC)

This is open to all City and Municipal Nutrition Program Coordinators (C/MNPCs) who will be declared as Regional Outstanding City/ Municipal Nutrition Program Coordinator based on the results of the evaluation conducted by the Regional Nutrition Evaluation Team following the mechanics in 5.9.6.3.

A validation visit of the National Evaluation Team based on the mechanics in 5.9.6.4 shall determine the winning DNPC.

5. National Outstanding Barangay Nutrition Scholar (NOBNS)

This is open to all Barangay Nutrition Scholars (BNSs) who will be declared as Regional Outstanding Barangay Nutrition Scholar (ROBNS) based on the results of the evaluation conducted by the Regional Nutrition Evaluation Team following the mechanics in 5.9.7.4.

A validation visit of the National Evaluation Team based on the mechanics in 5.9.7.5 shall determine the NOBNS.

5.9.3 National Outstanding Provincial Nutrition Action Officer (NOPNAO)

5.9.3.1 Regional Level

1. The Regional Nutrition Evaluation Team (RNET) shall conduct a validation visit to the each of the PNAOs
2. Computation of scores shall use the following formula:

$$\text{Total Score}_{\text{PNAO}} = (\text{MELLPI Pro Score} \times 0.80) + (\text{Interview} \times 0.20)$$

3. Results of the RNET validation visit shall be discussed and finalized during the processing meeting.
4. The highest-ranking PNAO with a rating of at least 90% shall be conferred as the Regional Outstanding Provincial Nutrition Action Officer (ROPNAO)
5. The highest-ranking can only be conferred the regional award for two consecutive years.
6. The highest ranking PNAO conferred for two consecutive years may again be conferred the regional award subject to the ROPNAO criteria after one year of local monitoring.

5.9.3.2 National Level

1. The National Evaluation Team shall conduct a validation visit to the top 50 + 1% of the ROPNAOs
2. Computation of scores shall use the same formula as in the regional level
3. The highest-ranking PNAO with a rating of at least 92% shall be conferred as the National Outstanding Provincial Nutrition Action Officer (NOPNAO)
4. At the end of the validation visit, the National Evaluation Team (NET) shall submit the initial overall rating to the PNAO and his/ her supervisor or to the Provincial Nutrition Committee, subject to the endorsement of the rest of the NET members during the NET deliberation meeting and approval of the NNC Technical Committee
5. Upon approval, the Nutrition Surveillance Division shall prepare a written communication to the LGU for the MELLPI Pro results

5.9.4 National Outstanding City/ Municipal Nutrition Action Officer (NOC/MNAO)

5.9.4.1 Provincial Level (MNAOs)

1. The Provincial Nutrition Evaluation Team (PNET) shall conduct a validation visit to the each of the MNAOs
2. Computation of scores shall use the following formula:

$$\text{Total Score}_{\text{MNAO}} = (\text{MELLPI Pro Score} \times 0.80) + (\text{Interview} \times 0.20)$$

3. Results of the PNET validation visit shall be discussed and finalized during the processing meeting.
4. The highest-ranking MNAO shall be conferred as the Provincial Outstanding Municipal Nutrition Action Officer (POMNAO)

5.9.4.2 Regional Level (C/MNAOs)

1. The highest ranking MNAOs with at least 90% shall also qualify for the regional shortlist
2. The Regional Nutrition Evaluation Team shall conduct a validation visit to the each of the CNAOs of Highly Urbanized Cities (HUCs) and Component Cities (CC) and to the MNAOs in the regional shortlist
3. The computation shall use the following formula:

$$\text{Total Score}_{\text{C/MNAO}} = (\text{MELLPI Pro Score} * 0.80) + (\text{Interview} * 0.20)$$

4. Results of the RNET validation visit shall be discussed and finalized during the processing meeting.
5. The highest-ranking C/MNAO with a rating of at least 90% shall be conferred as the Regional Outstanding City or Municipal Nutrition Action Officer (ROC/MNAO)
6. The highest-ranking C/MNAOs can only be conferred the regional award for two consecutive years.
7. The highest-ranking C/MNAO conferred for two consecutive years may again be conferred the regional award subject to the ROC/MNAO criteria after one year of local monitoring.

5.9.4.3 National Level

1. The National Evaluation Team shall conduct a validation visit to the top 50 + 1% of the ROC/MNAOs
2. Computation of scores shall use the same formula as in the regional level
3. The highest-ranking C/MNAO with a rating of at least 92% shall be conferred as the National Outstanding Provincial Nutrition Action Officer (NOC/MNAO)
4. At the end of the validation visit, the National Evaluation Team (NET) shall submit the initial overall rating to the C/MNAO and his/ her supervisor or to the City/Municipal Nutrition Committee, subject to the endorsement of the rest of the NET members during the NET deliberation meeting and approval of the NNC Technical Committee
5. Upon approval, the Nutrition Surveillance Division shall prepare a written communication to the LGU for the MELLPI Pro results

5.9.5 National Outstanding District Nutrition Program Coordinator (NODNPC)

5.9.5.1 Regional Level

1. The Regional Nutrition Evaluation Team (RNET) shall conduct a validation visit to the each of the DNPCs
2. Computation of scores shall use the following formula:

$$\text{Total Score}_{\text{DNPC}} = (\text{MELLPI Pro Score} * 0.80) + (\text{Interview} * 0.20)$$

3. Results of the RNET validation visit shall be discussed and finalized during the processing meeting.

4. The highest-ranking DNPC with a rating of at least 90% shall be conferred as the Regional Outstanding District Nutrition Program Coordinator (RODNPC)
5. The highest-ranking can only be conferred the regional award for two consecutive years.
6. The highest ranking DNPC conferred for two consecutive years may again be conferred the regional award subject to the RODNPC criteria after one year of local monitoring.

5.9.5.2 National Level

1. The National Evaluation Team shall conduct a validation visit to the top 50 + 1% of the RODNPCs
2. Computation of scores shall use the same formula as in the regional level
3. The highest-ranking DNPC with a rating of at least 92% shall be conferred as the National Outstanding District Nutrition Program Coordinator (NODNPC)
4. At the end of the validation visit, the National Evaluation Team (NET) shall submit the initial overall rating to the DNPC and his/ her supervisor or to the Provincial Nutrition Committee, subject to the endorsement of the rest of the NET members during the NET deliberation meeting and approval of the NNC Technical Committee
5. Upon approval, the Nutrition Surveillance Division shall prepare a written communication to the LGU for the MELLPI Pro results

5.9.6 National Outstanding City/Municipal Nutrition Program Coordinator (NOC/MNPC)

5.9.6.1 City Level

1. The City Nutrition Evaluation Team (CNET) shall conduct a validation visit to the each of the CNPCs
2. Computation of scores shall use the following formula:

$$\text{Total Score}_{\text{CNPC}} = (\text{MELLPI Pro Score} \times 0.80) + (\text{Interview} \times 0.20)$$

3. Results of the CNET validation visit shall be discussed and finalized during the processing meeting.
4. The highest-ranking CNPC shall be conferred as the City Outstanding Nutrition Program Coordinator (COCNPC)

5.9.6.2 Provincial Level

1. The Provincial Nutrition Evaluation Team (PNET) shall conduct a validation visit to the each of the MNPCs
2. Computation of scores shall use the following formula:

$$\text{Total Score}_{\text{MNPC}} = (\text{MELLPI Pro Score} \times 0.80) + (\text{Interview} \times 0.20)$$

3. Results of the PNET validation visit shall be discussed and finalized during the processing meeting.
4. The highest-ranking MNPC shall be conferred as the Provincial Outstanding Municipal Nutrition Program Coordinator (POMNPC)

5.9.6.3 Regional Level

1. The highest-ranking C/MNPCs with at least 90% shall also qualify for the regional shortlist
2. The Regional Nutrition Evaluation Team shall conduct a validation visit to the each of the C/MNPCs in the regional shortlist
3. The computation shall use the following formula:

Total Score_{C/MNPC} = (MELLPI Pro Score*0.80) + (Interview*0.20)
4. Results of the RNET validation visit shall be discussed and finalized during the processing meeting.
5. The highest-ranking C/MNPC with a rating of at least 90% shall be conferred as the Regional Outstanding City or Municipal Nutrition Program Coordinator (ROC/MNPC)
6. The highest-ranking C/MNPC can only be conferred the regional award for two consecutive years.
7. The highest-ranking C/MNPC conferred for two consecutive years may again be conferred the regional award subject to the ROC/MNPC criteria after one year of local monitoring.

5.9.6.4 National Level

1. The National Evaluation Team shall conduct a validation visit to the top 50 + 1% of the ROC/MNPCs
2. Computation of scores shall use the same formula as in the regional level
3. The highest-ranking C/MNPC with a rating of at least 92% shall be conferred as the National Outstanding City/ Municipal Nutrition Program Coordinator (NOC/MNPC)
4. At the end of the validation visit, the National Evaluation Team (NET) shall submit the initial overall rating to the C/MNPC and his/ her supervisor or to the City/Municipal Nutrition Committee, subject to the endorsement of the rest of the NET members during the NET deliberation meeting and approval of the NNC Technical Committee
5. Upon approval, the Nutrition Surveillance Division shall prepare a written communication to the LGU for the MELLPI Pro results

5.9.7 National Outstanding Barangay Nutrition Scholar (NOBNS)

5.9.7.1 Municipal Level

1. The Municipal Nutrition Evaluation Team (MNET) shall conduct a validation visit to the each of the BNSs
2. Computation of scores shall use the following formula:

Total Score_{BNS} = MELLPI Pro Score*0.80
3. Results of the MNET validation visit shall be discussed and finalized during the processing meeting.

4. The highest-ranking BNS with a minimum score of 88% shall qualify for the shortlist of contenders for the Provincial Outstanding Barangay Nutrition Scholars (POBNS)

5.9.7.2 City Level

1. The City Nutrition Evaluation Team (CNET) shall conduct a validation visit to the each of the BNSs
2. Computation of scores shall use the following formula:

$$\text{Total Score}_{\text{COBNS}} = (\text{MELLPI Pro Score} \times 0.80) + (\text{OBNS exam} \times 0.20)$$

3. Results of the CNET validation visit shall be discussed and finalized during the processing meeting.
4. The highest-ranking BNS with a minimum score of 88% shall be conferred as the City Outstanding Barangay Nutrition Scholar (COBNS)

5.9.7.3 Provincial Level

1. The Provincial Nutrition Evaluation Team (PNET) shall conduct a validation visit to the each of the BNSs
2. Computation of scores shall use the following formula:

$$\text{Total Score}_{\text{POBNS}} = (\text{MELLPI Pro Score} \times 0.80) + (\text{Interview} \times 0.20)$$

3. Results of the PNET validation visit shall be discussed and finalized during the processing meeting.
4. The highest-ranking BNS with a minimum score of 88% shall be conferred as the Provincial Outstanding Barangay Nutrition Scholar (POBNS)

5.9.7.4 Regional Level

8. The highest-ranking BNSs with at least 90% shall also qualify for the regional shortlist
9. The Regional Nutrition Evaluation Team shall conduct a validation visit to the each of the BNSs in the regional shortlist
10. The computation shall use the following formula:

$$\text{Total Score}_{\text{ROBNS}} = (\text{MELLPI Pro Score} \times 0.70) + (\text{Exam} \times 0.20) + (\text{Interview} \times 0.10)$$

11. Results of the RNET validation visit shall be discussed and finalized during the processing meeting.
12. The highest-ranking ROBNS with a rating of at least 90% shall be conferred as the Regional Outstanding Barangay Nutrition Scholar (ROBNS)
13. The highest-ranking ROBNS can only be conferred the regional award for two consecutive years.
14. The highest ranking BNS conferred for two consecutive years may again be conferred the regional award subject to the ROBNS criteria after one year of local monitoring.

5.9.7.5 National Level

6. The National Evaluation Team shall conduct a validation visit to the top 50 + 1% of the ROBNS
7. Computation of scores shall use the same formula as in the regional level
8. The highest-ranking ROBNS with a rating of at least 92% shall be conferred as the National Outstanding Barangay Nutrition Scholar
9. At the end of the validation visit, the National Evaluation Team (NET) shall submit the initial overall rating to the BNS and his/ her supervisor, subject to the endorsement of the rest of the NET members during the NET deliberation meeting and approval of the NNC Technical Committee
10. Upon approval, the Nutrition Surveillance Division shall prepare a written communication to the LGU for the MELLPI Pro results

6.0. AWARDING CEREMONY

6.1 Nutrition Awarding Ceremony

1. Awards for the regional winners shall be conferred during the Regional Nutrition Awarding Ceremony (RNAC)
2. Awards for the national winners shall be conferred during the National Nutrition Awarding Ceremony (NNAC)
3. Funds for the regional and national awarding ceremony including cash awards shall be charged to the National Nutrition Council General funds.
4. Additional funds from other NGAs for the regional awarding ceremony maybe utilized subject to applicable auditing rules.
5. Local Government Units can also conduct their own nutrition awarding ceremonies to recognize their local governments and their Local Nutrition Focal Points charged to local funds.

6.2 Awards and Incentives

1. The winning LGUs and Local Nutrition Focal Points shall be awarded a trophy/ medal and cash awards as prescribed in Annexes 1-3.
2. Cash awards shall be provided to winning LGUs subject to the Guidelines on the Utilization of Cash Awards.
3. Cash incentives for Local Nutrition Focal Points shall serve as token for their outstanding service for the local nutrition program.
4. The amount of incentives and cash awards shall be reviewed every five-year planning cycle based on current prices and shall be amended as necessary.
5. Cash awards from the local government for outstanding nutrition focal points at the local level, if any, shall be subject to local government guidelines.

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Annex 1. MELLPI Pro Awards Cut-off Points and Incentives for LGUs

Category	Criteria	Incentive and Cash Award
1. Consistent Regional Outstanding Winner in Nutrition (CROWN)	Green Banner Seal of Compliance recipient for three consecutive years with a rating of not lower than 60% (rating of 3) per dimension and highest ranking LGU whose overall rating of at least 90% on the third year	Trophy P500,000.00
2. 1st Year CROWN Maintenance Award	CROWN awardees from the previous year with a rating of not lower than 60% (rating of 3) per dimension and an overall rating of at least 90%	Certificate P100,000.00
3. 2nd Year CROWN Maintenance Award	1 st Year CROWN awardees from the previous year with a rating of not lower than 60% (rating of 3) per dimension and an overall rating of at least 93%	Certificate P200,000.00
4. Nutrition Honor Award	2 nd Year CROWN awardees from the previous year with a rating of not lower than 60% (rating of 3) per dimension and an overall rating of at least 95%	Trophy P1,000,000.00

Annex 2. MELLPI Pro Awards Cut-off Points and Incentives for Nutrition Action Officers and Local Nutrition Program Coordinators

Level of Recognition	Awards	Criteria	Incentive
Regional (Regional Nutrition Awarding Ceremony)	Regional Outstanding Provincial Nutrition Action Officer (Region)	Highest-ranking Provincial Nutrition Action Officer in the region with an overall rating of at least 90%	Medal Cash award (Php 35,000.00)
	Regional Outstanding City/Municipal Nutrition Action Officer	Highest-ranking City/ Municipal Nutrition Action Officer in the region with an overall rating of at least 90%	Medal Cash award (Php 30,000.00)
	Regional Outstanding District Nutrition Program Coordinator of the Year	Highest-ranking District Nutrition Program Coordinator in the region with an overall rating of at least 90%	Medal Cash award (Php 25,000.00)
	Regional Outstanding City/Municipal Nutrition Program Coordinator	Highest-ranking City/Municipal Nutrition Program Coordinator in the region with an overall rating of at least 90%	Medal Cash award (Php 20,000.00)
National (National Nutrition Awarding Ceremony)	National Outstanding Provincial Nutrition Action Officer (PNAO)	Highest-ranking Provincial Nutrition Action Officer in the country with an overall rating of at least 92%	Medal Cash award (Php 70,000.00)
	National Outstanding City/Municipal Nutrition Action Officer	Highest-ranking City/Municipal Nutrition Action Officer in the country with an overall rating of at least 92%	Medal Cash award (Php 60,000.00)
	National Outstanding District Nutrition Program Coordinator	Highest-ranking District Nutrition Program Coordinator in the country with an overall rating of at least 92%	Medal Cash award (Php 50,000.00)
	National Outstanding City/Municipal Nutrition Program Coordinator	Highest-ranking City/Municipal Nutrition Program Coordinator in the country with an overall rating of at least 92%	Medal Cash award (Php 40,000.00)

Annex 2. MELLPI Pro Awards Cut-off Points and Incentives for Barangay Nutrition Scholars

Level of Recognition	Awards	Criteria	Incentive
Regional (Regional Nutrition Awarding Ceremony)	City Outstanding Barangay Nutrition Scholar (COBNS)	Highest-ranking Barangay Nutrition Scholar in the city with an overall rating of at least 88%	Medal Cash award (Php 6,000.00)
	Provincial Outstanding Barangay Nutrition Scholar (POBNS)	Highest-ranking Barangay Nutrition Scholar in the province with an overall rating of at least 88%	Medal Cash award (Php 8,000.00)
	Regional Outstanding Barangay Nutrition Scholar (ROBNS)	Highest-ranking Barangay Nutrition Scholar in the region with an overall rating of at least 90%	Medal Cash award (Php 20,000.00)
National (National Nutrition Awarding Ceremony)	National Outstanding Barangay Nutrition Scholar (NOBNS)	Highest-ranking Barangay Nutrition Scholar in the country with an overall rating of at least 90%	Medal Cash award (Php 150,000.00)