

PROPOSED OPTIONS

FOR STRENGTHENING THE LGU NUTRITION PROGRAM THROUGH THE ESTABLISHMENT OF A NUTRITION OFFICE OR HIRING OF LGU PERSONNEL FOR NUTRITION FROM THE ADDITIONAL IRA RESULTING FROM THE IMPLEMENTATION OF THE SUPREME COURT RULING ON THE MANDANAS CASE

INTRODUCTION/RATIONALE

The world health declaration and plan of action on Nutrition states that “Nutritional well-being of all people is a pre-condition for the development of societies and is a key objective of progress in human development.” Indeed, improving nutrition sits at the core of global development and is central to achieving the Sustainable Development Goals (SDG).

Absence of maternal and child malnutrition leads to proper social, physical and mental development including better school performance, more disease-free years, higher earning capacity, more family savings and happier family life. These are part of our dream for every family in the Ambisyon 2040.

Despite the strong link of nutrition and development, nutrition program is one of the devolved programs that do not get adequate financial support.

Increasing manpower complement for nutrition is key to improved nutrition performance. Increasing personnel and financial resources for nutrition programs among LGUs is usually hampered by PS cap limitations and low LGU IRA.

Executive Order 138 dated June 2, 2021: “Full Devolution of the Certain functions of the Executive Committee Branch to Local Government Units, Creation of a Committee on Devolution and for other Purposes”, states that the substantial increase in the shares of the LGUs from the national taxes will empower LGUs in providing basic services to their constituents and aid them in the effective discharge of their devolved duties and functions and section 1:Policy of the EO, affirms the commitment of the National Government to decentralization enshrined in the constitution and relevant laws.

The Supreme Court Ruling on the Mandanas-Garcia Case that provides an increase in LGU IRA from 2022 onwards and affirmations of the national Government’s commitment to decentralization is an opportunity for LGUs to pursue their plans for nutrition and other priority programs, which could not be implemented because of the lack of funds.

Section 2 of the Local Government Code, Declaration of Policy states “a) It is hereby declared the policy of the State that the territorial and political subdivisions of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development as self-reliant communities and make them more effective partners in the attainment of national goals. Toward

this end, the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby local government units shall be given more powers, authority, responsibilities, and resources.”

LGUs can create new positions and establish new offices/departments based on their priorities as part of their powers under the local government code as they take full responsibility in the delivery of basic services and ensure accountability, competence, and professionalism within the LGU. The DBM and Civil Service Commission provided national policy issuances to guide the LGUs on organization/staffing and budgeting of new offices. Civil Service memo Circular No. 19 s. 1992: Guidelines and standards in the Establishment of Organizational Structure and staffing patterns in Local Government Units: <https://www.csguide.org/items/show/125> and the Documentary Requirements for Budgetary Requests (DBM): https://www.dbm.gov.ph/wp-content/uploads/OPCCB/brochures/doc_organization.htm are among the guidelines available to LGUs.

This document aims to aid LGUs by providing possible options for the creation of nutrition offices or strengthening of nutrition offices where they are already existing to ensure that there are personnel who can focus on the management of LGU nutrition programs and improve nutritional status especially of high-risk groups.

PROPOSED OPTIONS FOR PROVINCIAL/ NUTRITION OFFICES

PROPOSED ORGANIZATION OF PROVINCIAL NUTRITION OFFICES

Every province should have a nutrition office headed by a Provincial Nutrition Action Officer (PNAO). The PHO II can be designated as the PNAO (which is the most common practice). Under the PNAO is a Provincial Nutrition Coordinator, the key technical person, who should be supported with adequate staff complement to carry out the actual operations of a Provincial Nutrition Office.

The proposed functions of the Provincial Nutrition Office are:

1. Provision of secretariate services to the provincial nutrition committee and ensure its functionality and assist in improving/sustaining functionality of municipal nutrition committees
2. Multi-sectoral preparation of the provincial nutrition action plan (PNAP) and assistance to municipalities in the preparation of municipal nutrition action plans based on the analysis of the nutrition situation and aligned with the Philippine Plan of Action for Nutrition (PPAN) and integration of nutrition activities in the annual investment plan of the province
3. Planning and implementation of LGU local innovations or initiatives to address malnutrition based on the analysis of local nutrition situation

4. Enhancement/strengthening of existing programs of PNC members by linking the programs to desired nutrition outcomes or making the programs more nutrition sensitive
5. Ensuring nutritional wellbeing especially of high-risk groups during calamities and disasters
6. Implementation of training/orientation/continuing education programs for nutrition workers in the province including BNSs
7. Provision of material and technical assistance to municipalities in the implementation of nutrition programs
8. Evaluation of nutrition program implementation vis a vis PNAP and MNAP targets and monitoring progress of nutrition programs through field visits and provision of technical assistance to municipalities
9. Conduct of nutrition promotion/advocacy activities
10. Resource mobilization for nutrition promotion.

PROPOSED OPTIONS FOR THE ORGANIZATION AND STAFFING FOR PROVINCIAL NUTRITION OFFICES

Considering the autonomy of LGUs, different levels of development and priorities, the LGUs can select from any of the following options/models or modify the options offered as composition of the Nutrition Office based on what is most feasible. It is recommended that the LGU should hire at least one Nutritionist-Dietitian as part of the Nutrition Office.

OPTION 1 Separate Office under the Office of the Governor with full time PNAO , provincial nutrition coordinator and other professional/support staff complement	OPTION 2 Nutrition Office as part of the Provincial health Office where the PHO is designated as PNAO supported by a provincial nutrition coordinator and other professional/ support staff complement
Full time Provincial Nutrition Action Officer (PNAO): Nutrition Officer (NUTO) IV or Nutritionist-Dietitian (ND) VI-SG 22	PHO II as PNAO designate
Staff <ul style="list-style-type: none"> • Provincial Nutrition Coordinator/Nutrition Officer Nutrition officers III (SG 18) or Nutritionist-Dietitian (ND) III (SG 18) • Admin Assistant (SG 8) • Driver (SG 4) 	Staff <ul style="list-style-type: none"> • Provincial Nutrition Coordinator/Nutrition Officer (NUTO) IV or Nutritionist-Dietitian (ND) IV-SG 18 • 2 Nutrition Officers (NUTO) II- SG 14 / Nutritionist Dietitian (ND) II -SG 15/Nurse II (SG 15) • Admin Assistant (SG 8)

Separate budget appropriation for support to Nutrition Programs

Separate budget appropriation for support to Nutrition Programs

The qualification standards for the proposed positions are found in annex 1. If Option 1 is chosen, it is recommended that the Provincial Nutrition Action Officer and team should work in close collaboration with the Provincial Health Office.

PROPOSED POSITION FUNCTIONS

Option 1: Nutrition office under the office of the Governor

Positions	Functions
PNAO	<ol style="list-style-type: none"> 1. Schedules regular quarterly meetings of the PNC with corresponding communications/letters and agenda, 2. Provides overall direction and oversees implementation of the provincial nutrition plan 3. Initiates the organization of the nutrition planning team and ensures the conduct of multi-sectoral preparation of the PNAP, assists municipalities in the formulation of MNAPs and integration of nutrition activities in the annual investment plan of the province 4. Leads the planning and implementation of local initiatives for nutrition 5. Coordinates with other agencies/departments in the planning of nutrition related programs/projects and link to existing programs/projects to desired nutrition outcomes by making programs nutrition sensitive 6. Ensures the periodic assessment local nutrition plan implementation through paper evaluation and field visits 7. Supervise nutrition and related training/continuing education activities of the LGU and acts as resource person to the municipalities 8. Mobilizes nutrition cluster during disasters and emergencies 9. Conducts nutrition promotion/advocacy activities 10. Conducts resource generation activities for nutrition
Provincial Coordinator	<p>Assists the PNAO on the following:</p> <ol style="list-style-type: none"> 1. Conduct and documentation of PNC meetings 2. Multi-sectoral preparation of the PNAP, assistance to municipalities in the preparation of MNAPs and integration of nutrition activities in the annual investment of the province 3. Training/continuing education for nutrition workers

	<ol style="list-style-type: none"> Periodic assessment of nutrition targets and progress monitoring and technical assistance through field visits Enhancement/strengthening of existing nutrition programs of PNC members to become more nutrition sensitive Planning and implementation of local initiatives/innovations to fight malnutrition Documentation of nutrition programs/activities Resource generation activities Nutrition promotion/advocacy activities Coordination with the PHO regarding mandated nutrition programs
Admin Assistant	<ol style="list-style-type: none"> Provides staff support during conduct of meetings and activities of the PNC including documentation Assist in the following up and consolidation of reports from PNC members and municipalities Coordinates procurement of goods and services for the nutrition Ensures proper documentation of financial transactions related to the implementation of nutrition activities Does encoding services and provide other administrative support to the staff of the nutrition office
Driver	<ol style="list-style-type: none"> Provides transportation support to the PNAO and staff of the nutrition office Provides messenger related services for the nutrition office Provides transportation of good/supplies

Option 2: Nutrition Office integrated in the Provincial Health Office

Position	Functions
PNAO	<ol style="list-style-type: none"> Schedules regular quarterly meetings of the PNC with corresponding communications/letters and agenda, Provides overall direction and oversees implementation of the provincial nutrition plan Initiates the organization of the nutrition planning team and ensures the conduct of multi-sectoral preparation of the PNAP, assists municipalities in the formulation of MNAPs and integration of nutrition activities in the annual investment plan of the province

	<ol style="list-style-type: none"> 4. Leads the planning and implementation of local initiatives for nutrition 5. Leads in the preparation of activity design to link core programs of different PNC members towards nutrition outcomes by making the programs nutrition sensitive 6. Ensures the periodic assessment local nutrition plan implementation through paper evaluation and field visits 7. Supervise nutrition and related training/continuing education activities of the LGU and acts as resource person to the municipalities 8. Mobilizes nutrition cluster during disasters and emergencies 9. Conducts nutrition promotion/advocacy activities 10. Conducts resource generation activities for nutrition 11. Manages the implementation of RHU mandated nutrition functions as part of her regular function
Nutrition Coordinator	<p>Assists the PNAO on the following</p> <ol style="list-style-type: none"> 1. Conduct and documentation of PNC meetings 2. Multi-sectoral preparation of the PNAP, assistance to municipalities in the preparation of MNAPs and integration of nutrition activities in the annual investment of the province 3. Training/continuing activities for nutrition workers 4. Periodic assessment of nutrition targets and progress monitoring and technical assistance through field visits 5. Enhancement/strengthening of existing nutrition programs of PNC members to become more nutrition sensitive 6. Planning and implementation of local initiatives/innovations to fight malnutrition 7. Documentation of nutrition programs/activities 8. Resource generation activities 9. Nutrition promotion/advocacy activities 10. Coordination of PHO mandated nutrition services
Technical staff 1	<p>Assist the nutrition coordinator in the coordination/management of technical functions such as but not limited to:</p> <ol style="list-style-type: none"> 1. Technical training/coaching/mentoring/continuing education and other capacity building activities for nutrition workers

	<ol style="list-style-type: none"> 2. Supervision and monitoring of PHO support for the mandated nutrition services support services <ol style="list-style-type: none"> a. such as: counseling/IEC, nutrition assessment, micronutrient supplementation, management of severe acute malnutrition (SAM) and Moderate acute malnutrition (MAM), dietary supplementation program, etc. 3. Consolidation/validation of OPT Plus 4. Management of interventions for emergencies in emergencies 5. Conduct of nutrition promotion/advocacy activities
Technical staff 2	<p>Assist the nutrition coordinator by providing support on the following:</p> <ol style="list-style-type: none"> 1. Secretariat services for the PNC 2. Multi-sectoral Preparation of MNAPs, assistance to BNCs in the preparation of BNAPs and integration of nutrition activities in the annual investment plan 3. Planning and implementation of local initiative for nutrition 4. Linking of PNC programs to nutrition outcomes by making them nutrition sensitive 5. Documentation and records management for the nutrition program to include preparation of reports and safekeeping of the following: consolidated OPT reports, BNS reports, local nutrition action plans, accomplishment reports, monitoring reports and documentation reports 6. Management of the BNS program 7. Nutrition assessment through conduct of monitoring and evaluation local level plan implementation (MELLPI) PRO, evaluation of BNC functionality and conduct of field monitoring visits 8. Implementation of resource generation activities

**SAMPLE MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT,
PROGRAMS/PROJECTS/ACTIVITIES, PERFORMANCE INDICATORS AND TARGETS CY 2022**
(to be modified by each province based on their Provincial Nutrition Action Plan)

Mandate: The Provincial Nutrition Office is mandated to oversee nutrition program implementation in the province to include coordination of inter-sectoral planning and implementation of the provincial nutrition action plan (PNAP) aligned to the Philippine Plan of Action on Nutrition (PPAN), capacity building for nutrition workers, nutrition promotion activities, resource mobilization for nutrition, monitoring and evaluation of nutrition program implementation, and provision of materials and technical support to municipal nutrition program implementation.

Vision: Nutritional wellbeing for all age groups, healthy, productive, and empowered communities

Mission: Provides overall direction and management of provincial nutrition program and provide support and capacity building of municipalities/barangays for the effective implementation of nutrition services in all areas of the province towards the reduction of malnutrition

Programs/projects, Major Final Outcome, Performance Indicators and Proposed Budget

Program/Project/Activity	Major Final Output	Performance/Output Indicator
Inter-sectoral coordination for nutrition	Active Provincial Nutrition Committee (PNC)	Regular PNC meetings conducted Provincial Nutrition Action Plan prepared with inter-sectoral participation Provincial departments/offices implementing nutrition programs
Nutrition promotion/Advocacy and Information Education communication	Conduct of IEC activities for mothers/individuals (counseling) and groups Conduct of mothers/parent classes on nutrition Conduct of nutrition month activities	Number of target clients reached by nutrition promotion/IEC activities Number of promotional/IEC activities conducted Number of Municipalities/barangays conducted nutrition month celebration
Micronutrient Supplementation	Micronutrients and Vitamins provided to target groups <ul style="list-style-type: none"> Provision of Vit A to children 1-59 months VAD case Provision of Vit A to children 12-59 months Provision of Vit A to lactating mothers Provision of Micronutrient Powder (MNP) to 6 to 59 mos. children Provision of Iron-Folic Acid to female teenagers, pregnant women, etc. Provision of Zinc supplements 	No. of children 1-59 months provided with vitamin A No of children 12-59 mos. provided Vitamin A No of Pregnant and lactating mothers provided with Vitamin A Number of M6 to 59 mos. children provided with MNP Number of female teenagers and pregnant mothers provided with Iron-folic Acid Mothers provided with iodine oil capsules

	<ul style="list-style-type: none"> Provision of Iodinated Salt/Iodine Capsules <p>Provision of Calcium supplements to pregnant women,</p>	<p>Number of mothers provided with iodinated salt/iodine capsules</p> <p>Pregnant mothers provided with calcium supplements</p>
Dietary Supplementation program	<p>Provision of dietary supplantation to children and high-risk mothers provided with dietary supplementation</p> <p>Provision of fortified foods to target beneficiaries</p>	<p>No of children and high-risk mothers provided with dietary supplementation</p> <p>No of beneficiaries provided with fortified foods</p>
Management of Acute Malnutrition program	Provision of ready to eat supplementary foods to Severely acute malnourished (SAM) and Moderately Acute malnourished (MAM) 0-59 months	Number to malnourished children (SAM and MAM) provided with supplementary ready to use foods
Operation Timbang and Growth Monitoring Provision of weighing scales and height boards	<p>Provision of weighing scales and height boards</p> <p>Calibration and verification of weighing scales</p>	<p>Percent of Health facilities with adequate height weight measuring tools</p> <p>Number of Municipalities and Barangays with OPT and growth monitoring reports</p> <p>Percent of weighing scales verified/ Calibrated</p>
Capacity Building/Training for municipal health workers (regular feedback/ meetings, refresher courses, trainings, and seminars)	Capacity building of Health Workers on Lactation Management, Nutrition in the first 1000 days of life, Exclusive Breastfeeding; Complementary Feeding; Feeding the Sick Child; management of SAM and MAM, Nutrition in emergencies etc.	<p>Number of health and nutrition workers trained on various training courses (e.g., Lactation Management, Nutrition in the first 1000 days of life, Exclusive Breastfeeding; Complementary Feeding; Feeding the Sick Child; management of SAM and MAM, Nutrition in emergencies, etc.)</p> <p>MNCs oriented/trained/updated</p>
Barangay Health Workers Program	<p>Barangay Nutrition Scholars trained nutrition programs (Capability Building through regular feedback, meetings, refresher course, trainings, and seminar)</p> <p>Barangay Health workers provided with honorarium</p> <p>Percent of BNSs receiving benefits provided by NNC</p>	<p>No of Barangay Nutrition Scholars workers trained/updated</p> <p>No of barangay health workers Provided with honoraria from the province</p> <p>100% of eligible BNSs or their dependents receiving benefits from NNC (travelling allowance)</p>

Monitoring and Evaluation of Local Level Plan Implementation (MELLPI) PRO	Technical assistance to municipalities and local nutrition focal points through the MELLPI PRO	Percent of municipalities monitored and provided technical assistance through the MELLPI PRO Percent of municipal nutrition focal persons including BNSs assessed and provided technical assistance through the MELLPI PRO
Conduct of field monitoring and provision of technical assistance to MNCs	Field visits conducted and technical assistance provided	Municipalities and nutrition workers benefitted by field monitoring/ provided technical assistance
Linking of existing PNC programs to nutrition outcomes by making them nutrition sensitive	Existing programs that were made nutrition sensitive	Targets groups (e.g., families of malnourished children) reached by nutrition sensitive programs
LGU Innovative programs on nutrition	Implementation of provincial Innovative programs on nutrition	Malnourished children/families/target groups reached by LGU initiated programs
Resource generation activities for nutrition	Implementation of resource generation activities	Resources generated for nutrition

SAMPLE PS BUDGET ESTIMATES FOR THE DIFFERENT OPTIONS (can be modified by LGUs)

OPTION 1: Nutrition office staffing						Option 2: Nutrition Office Staffing					
Staff Salary and benefits	PNAO: (SG 22)	Nutrition Coordinator: (SG 18)	Admin Assistant (SG 8)	Driver: Admin Aide IV	Total	PHO II designated as PNAO	Nutrition Coordinator: (SG 18)	Technical staff 1 (SG14)	Technical staff 2 (SG14)	Admin Assistant (SG 8)	Total
	69,963	45,203	18,998	14,993		NA	69,963	45,203	45,203	18,998	
Salary	839,556	542,436	227,976	179,916	1,789,884	NA	839,556	542,436	542,436	227,976	2,152,404
PERA	24,000	24,000	24,000	24,000	96,000	NA	24,000	24,000	24,000	24,000	96,000
Laundry Allowance	1,800	1,800	1,800	1,800	7,200	NA	1,800	1,800	1,800	1,800	7,200
Daily Subsistence Allowance	12,600	12,600	12,600	12,600	50,400	NA	12,600	12,600	12,600	12,600	50,400
Hazard Pay	83,956	135,609	56,994	44,979	321,538	NA	209,889	135,609	135,609	56,994	538,101
Longevity Pay					-	NA					-
Representation Allowance	NA	NA	NA	NA	-	NA	NA	NA	NA	NA	-
Transportation Allowance	NA	NA	NA	NA	-	NA	NA	NA	NA	NA	-
Communication (Cellphone) Allowance	42,000	24,000	3,600	3,600	73,200	NA	12,000	12,000	12,000	3,600	39,600
Mid Year Bonus	69,963	45,203	18,998	14,993	149,157	NA	69,963	45,203	45,203	18,998	179,367
Year End Bonus	69,963	45,203	18,998	14,993	149,157	NA	69,963	45,203	45,203	18,998	179,367
Cash Gift	5,000	5,000	5,000	5,000	20,000	NA	5,000	5,000	5,000	5,000	20,000
Productivity Enhancement	5,000	5,000	5,000	5,000	20,000	NA	5,000	5,000	5,000	5,000	20,000
Uniform Allowance	6,000	6,000	6,000	6,000	24,000	NA	6,000	6,000	6,000	6,000	24,000
Pag-ibig Contribution	2,400	2,400	2,400	2,400	9,600	NA	2,400	2,400	2,400	2,400	9,600
Employees Compensation	1,200	1,200	1,200	1,200	4,800	NA	1,200	1,200	1,200	1,200	4,800
Retirement and Life Insurance Premiums	100,747	65,092	27,357	21,590	214,786	NA	100,747	65,092	65,092	27,357	258,288
Total	1,264,184	915,543	411,923	338,071	2,929,722	NA	1,360,118	903,543	903,543	411,923	3,579,127

Salaries assigned were based 100% of third tranche of 2019 Salary Standardization Law

PROPOSED OPTIONS FOR MUNICIPAL/CITY NUTRITION OFFICES

PROPOSED OPTIONS FOR THE ORGANIZATION OF MUNICIPAL NUTRITION OFFICES

Every municipality/component city should have a Nutrition Office headed by a City/Municipal Nutrition Action Officer (MNAO) who is provided with adequate staff complement to coordinate/oversee implementation of the LGU nutrition program.

The proposed functions of the Nutrition Office are:

1. Provision of secretariate to the Municipal Nutrition Committee by ensuring functionality of the municipal nutrition committee and barangay nutrition committees and proper documentation of local nutrition committee activities,
2. Multi-sectoral/inter-agency preparation of Municipal Nutrition Action Plans (MNAP) aligned to PPAN and assistance to barangays in the preparation barangay nutrition Action plans and integration of nutrition activities in the annual investment plan
3. Planning and implementation of local innovations or initiatives to address malnutrition-based analysis of local nutrition situation
4. Enhancement/strengthening of existing programs of MNC members by linking existing programs to desired nutrition outcomes or making the programs more nutrition sensitive
5. Safeguarding nutrition wellbeing of constituents during calamities and disasters
6. Implementation of capacity building for barangay nutrition scholars and other nutrition workers
7. Periodic evaluation of nutrition programs vis a vis MNAP and BNAP targets and monitoring progress of nutrition programs through field visits and provision of technical assistance
8. Nutrition promotion/advocacy activities

PROPOSED STAFFING PATTERN FOR THE MUNICIPAL/ CITY NUTRITION OFFICE

Considering the autonomy of LGUs, different levels of development and priorities, the LGUs can select or modify any of the following options on the composition of the Municipal Nutrition Office. MNAOs should have the ability to deal with other department heads and can stir up inter-sectoral collaboration. Based on interviews with some MNAOs and other key partners from the

LGUs, options 2 and 3 are preferred recognizing the role of the health sector as the main provider for majority of the nutrition services. It is also recommended that municipalities employ at least one nutritionist-dietitian to be part of the nutrition office.

The following are the proposed options for the organization of a municipal/component city nutrition office that the LGUs can consider except for Baguio City that has already a well-established nutrition office with more than 10 personnel.

OPTION 1: Nutrition office is a separate Office under the office of the Mayor with a fulltime MNAO with 2 staff	OPTION 2: Nutrition Office is part of the Municipal Health Office MNAO is under the MHO and with 2 staff	OPTION 3 Nutrition office is part of the MHO and MHO serves as MNAO with dedicated staff for nutrition
Staffing Fulltime MNAO/CNAO under the office of the Mayor: Nutrition Officer (NUTO) III or nutritionist Dietitian III (SG 18)	Staffing Fulltime MNAO/CNAO under the MHO: NUTO III or ND III or Nurse III (SG 18)	Staffing Municipal Health Officer (MHO)/City Health Officer (CHO) is designated as MNAO /CNAO
Staff (2) <ul style="list-style-type: none"> • Technical staff: NUTO I (SG 10)/ ND 1 (SG 11) • Admin Aide (SG 6) 	Staff (2) <ul style="list-style-type: none"> • Technical Staff: NUTO I (SG 10)/ ND 1 (SG 11) • Admin Aide VI (SG 6) 	Staff (2) <ul style="list-style-type: none"> • Technical Staff: NUTO III/ ND III-/Nurse III (SG18) • Technical Staff: NUTO III/ ND III-/Nurse III (SG18)
Separate budget appropriation for support to Nutrition programs	Separate budget appropriation for support to Nutrition programs	Separate budget appropriation for support to nutrition programs

The qualification standards of the proposed positions are found in Annex 1.

PROPOSED POSITION FUNCTIONS

Option 1: Nutrition Office as a separate office under the office of the mayor

Position	Functions
MNAO	<ol style="list-style-type: none"> 1. Schedules regular quarterly meetings of the MNC with corresponding communications/letters and agenda 2. Facilitates planning activities for the multi-sectoral preparation of MNAP and assist the barangays in the preparation of BNAPs and ensures integration of LNAP activities in the Annual Investment Plan of the LGU.

	<ol style="list-style-type: none"> 3. Conducts orientation of the LNC members on the PPAN and nutrition-related national laws and policies including relevant updates 4. Coordinates with other agencies/departments in the planning of nutrition related programs/projects and link to existing programs/projects to desired nutrition outcomes by making programs nutrition sensitive 5. Coordinates planning and implementation of LGU local innovative programs to address malnutrition based on the analysis of local nutrition situation 6. Conducts periodic evaluation of nutrition programs vis a vis MNAP and BNAP targets and provides technical assistance to BNCs and lead interagency monitoring visits to barangays to assess/ evaluate progress of program implementation 7. Coordinates closely with the MHO regarding the implementation of RHU mandated nutrition programs including the BNS program 8. Supervise nutrition and related training/continuing education activities of the LGU and acts as resource person to the barangays 9. Conducts nutrition promotion/advocacy activities 10. Facilitates resource mobilization activities to generate support for nutrition 11. Ensures close coordination with the municipal health office regarding the mandated RHU nutrition services
Technical Staff	<p>Assists the MNAO on the following:</p> <ol style="list-style-type: none"> 1. Conduct and documentation of PNC meetings 2. Multi-sectoral preparation of the MNAP, assistance to barangays in the preparation of BNAPs and integration of nutrition activities in the annual investment of the province 3. Training/continuing activities for nutrition workers 4. Periodic assessment of nutrition targets and progress monitoring and technical assistance through field visits 5. Enhancement/strengthening of existing nutrition programs of PNC members to become more nutrition sensitive 6. Planning and implementation of local initiatives/innovations to fight malnutrition

	7. Resource generation activities 8. Nutrition promotion/advocacy activities 9. Coordination with the Municipal Health Office regarding mandated nutrition programs 10. Documentation of nutrition programs/activities
Admin Aide	1. Provides staff support during conduct of meetings and activities of the PNC including documentation 2. Assists in the follow up and consolidation of reports from PNC members and municipalities 3. Coordinates procurement of goods and services for the nutrition 4. Ensures proper documentation of financial transactions related to the implementation of nutrition activities 5. Does encoding services and provide other administrative support to the staff of the nutrition office

Option 2: Nutrition office under the Municipal Health Office with a Fulltime MNAO under the MHO

Position	Functions
MNAO	1. Schedules regular quarterly meetings of the MNC with corresponding communications/letters and agenda 2. Facilitates planning activities for the multi-sectoral preparation of MNAP and assist the barangays in the preparation of BNAPs and ensures integration of LNAP activities in the Annual Investment Plan of the LGU. 3. Conducts orientation of the LNC members on the PPAN and nutrition-related national laws and policies including relevant updates 4. Coordinates with other agencies/departments in the planning of nutrition related programs/projects and link to existing programs/projects to desired nutrition outcomes by making programs nutrition sensitive 5. Coordinates planning and implementation of LGU local innovative programs to address malnutrition based on the analysis of local nutrition situation 6. Conducts periodic evaluation of nutrition programs vis a vis MNAP and BNAP targets and provides technical assistance to BNCs and lead interagency monitoring visits to barangays to assess/ evaluate progress of program implementation

	<ol style="list-style-type: none"> 7. Coordinates closely with other RHU staff regarding the implementation of RHU mandated nutrition programs including the BNS program 8. Supervise nutrition and related training/continuing education activities of the LGU and acts as resource person to the barangays 9. Conducts nutrition promotion/advocacy activities 10. Facilitates resource mobilization activities to generate support for nutrition
Technical Staff	<p>Assists the MNAO on the following:</p> <ol style="list-style-type: none"> 1. Conduct and documentation of PNC meetings 2. Multi-sectoral preparation of the MNAP, assistance to barangays in the preparation of BNAPs and integration of nutrition activities in the annual investment of the province 3. Training/continuing activities for nutrition workers 4. Periodic assessment of nutrition targets and progress monitoring and technical assistance through field visits 5. Enhancement/strengthening of existing nutrition programs of MNC members to become more nutrition sensitive 6. Planning and implementation of local initiatives/innovations to fight malnutrition 7. Resource generation activities 8. Nutrition promotion/advocacy activities 9. Documentation of nutrition programs/activities 10. Coordinate with the MHO on the implementation of nutrition services
Admin Aide VI	<ol style="list-style-type: none"> 1. Provides staff support during conduct of meetings and activities of the PNC including documentation 2. Assist in the follow up and consolidation of reports from PNC members and municipalities 3. Coordinates procurement of goods and services for the nutrition 4. Ensures proper documentation of financial transactions related to the implementation of nutrition activities

	5. Does encoding services and provide other administrative support to the staff of the nutrition office
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Option 3: Nutrition Office is under the Municipal Health Office with the MHO designated as MNAO

Position	Functions
MNAO	<ol style="list-style-type: none"> 1. Schedules regular quarterly meetings of the MNC with corresponding communications/letters and agenda 2. Facilitates planning activities for the multi-sectoral preparation of MNAP and assist the barangays in the preparation of BNAPs and ensures integration of LNAP activities in the Annual Investment Plan of the LGU. 3. Conducts orientation of the LNC members on the PPAN and nutrition-related national laws and policies including relevant updates 4. Coordinates with other agencies/departments in the planning of nutrition related programs/projects and link to existing programs/projects to desired nutrition outcomes by making programs nutrition sensitive 5. Coordinates planning and implementation of LGU local innovative programs to address malnutrition based on the analysis of local nutrition situation 6. Conducts periodic evaluation of nutrition programs vis a vis MNAP and BNAP targets and provides technical assistance to BNCs and lead interagency monitoring visits to barangays to assess/ evaluate progress of program implementation 7. Coordinates closely with the MHO regarding the implementation of RHU mandated nutrition programs including the BNS program 8. Supervise nutrition and related training/continuing education activities of the LGU and acts as resource person to the barangays 9. Conducts nutrition promotion/advocacy activities 10. Facilitates resource mobilization activities to generate support for nutrition
Technical staff 1	<ol style="list-style-type: none"> 1. Assists MNAO in the coordination/management of technical functions such as but not limited to: <ol style="list-style-type: none"> a) Technical training/coaching/mentoring and other capacity building activities for barangay-based nutrition workers

	<ul style="list-style-type: none"> b) Supervision and monitoring of mandate RHU nutrition services such as: counseling/IEC, nutrition assessment, micronutrient supplementation, management of severe acute malnutrition (SAM) and Moderate acute malnutrition (MAM), dietary supplementation program, etc. c) Supervision of the OPT Plus and regular growth monitoring activities d) Management of interventions for emergencies in emergencies e) Conduct of nutrition promotion/advocacy activities <p>2. Acts as nutrition service provider</p>
Technical staff 2	<p>Assists the MNAO on the following</p> <ul style="list-style-type: none"> 1. Performance of administrative functions related to nutrition such as but not limited to: <ul style="list-style-type: none"> a) Management of health information functions including e-OPT database management and nutrition in emergencies information system b) Provide secretariat services for to MNC and other health/nutrition special bodies such as municipal council for the protection of children, municipal health board, etc. 2. Multi-sectoral preparation of MNAPs, assistance to BNCs in the preparation of BNAPs and integration of nutrition activities in the annual investment plan 3. Documentation and records management for the nutrition program to include preparation of reports and safekeeping of the following: consolidated OPT reports, BNS reports, local nutrition action plans, accomplishment reports, monitoring reports and documentation reports 4. Management of the BNS program 5. Coordination of the conduct of monitoring and evaluation local level plan implementation (MELLPI) PRO and other evaluation activities such as the evaluation of BNC functionality 6. Implementation of resource generation activities 7. Provision of nutrition services
Admin Aide	<ul style="list-style-type: none"> 1. Provides staff support during conduct of meetings and activities of the PNC including documentation 2. Assists in the follow up and consolidation of reports from PNC members and municipalities 3. Coordinates procurement of goods and services for the nutrition

	<ol style="list-style-type: none"> 4. Ensures proper documentation of financial transactions related to the implementation of nutrition activities 5. Does encoding services and provide other administrative support to the staff of the nutrition office
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**SAMPLE MANDATE, VISION/MISSION, MAJOR FINAL OUTPUTS,
PROGRAMS/PROJECTS/ACTIVITIES, PERFORMANCE INDICATORS** (could be revised by LGUs)

Mandate: The Municipal Nutrition Office is mandated to oversee implementation program in the municipality to include conduct of inter-sectoral planning and implementation of municipal and barangay nutrition action plans aligned to the Philippine Plan of Action on Nutrition (PPAN), capacity building for nutrition workers, nutrition promotion activities, resource generation for nutrition, and monitoring and evaluation of nutrition program and provision of nutrition services

Vision: Nutritional wellbeing for all age groups, healthy, productive, and empowered communities

Mission: provide overall direction and management of the municipal nutrition program and ensure implementation of programs/services for the reduction of malnutrition in the municipality

Programs/Projects/MFOs/Output Indicators

Programs/Projects/Activities	Major Final Output	Performance/ Output Indicator
1. Inter-sectoral coordination for nutrition	Functional Municipal Nutrition Committee	Regular MNC meetings conducted Municipal Nutrition Action Plan prepared with inter-sectoral participation Inter-agency collaboration in the implementation of nutrition programs
2. Nutrition Promotion/Advocacy, Information/Education communication	Conduct of IEC activities for mothers/individuals (counseling) and groups Conduct of mothers/parent classes on nutrition Conduct of nutrition month activities	Number of mothers covered with pabasa sa nutrition or other IEC activities Number of promotional/IEC activities conducted Number of barangays conducted nutrition month celebration
3. Coordination/monitoring of the Micronutrient supplementation program	Micronutrients and Vitamins provided to target groups <ul style="list-style-type: none"> Provision of Vit A to children 1-59 months VAD case 	No. of children 1-59 months provided with vitamin A

	<ul style="list-style-type: none"> • Provision of Vit A to children 12-59 months • Provision of Vit A to lactating mothers • Provision of Micronutrient Powder (MNP) to 6 to 59 mos. children • Provision of Iron-Folic Acid to female teenagers, pregnant women, etc. • Provision of Zinc supplements • Provision of Iodinated Salt/Iodine Capsules • Provision of Calcium supplements to pregnant women, 	<p>No of children 12-59 mos. provided Vitamin A</p> <p>No of Pregnant and lactating mothers provided with Vitamin A</p> <p>Number of M6 to 59 mos. children provided with MNP</p> <p>Number of female teenagers and pregnant mothers provided with Iron-folic Acid</p> <p>Mothers provided with iodine oil capsules</p> <p>Number of mothers provided with iodinated salt/iodine capsules</p> <p>Pregnant mothers provided with calcium supplements</p>
4. Dietary Supplementation program	<p>Provision of dietary supplements to high-risk pregnant mothers</p> <p>Provision of dietary supplements to 6-23 months children</p> <p>Provision of fortified foods to selected target groups</p>	<p>No. of high-risk mothers provided with dietary supplementation</p> <p>No of children provided with dietary supplementation</p>
5. Coordination/monitoring of Management of Acute Malnutrition program	<p>Provision of ready to eat supplementary foods to Severely acute malnourished (SAM) and Moderately Acute malnourished (MAM) 0-59 months</p>	<p>Number to malnourished children (SAM and MAM) provided with supplementary ready to use foods</p>
	<p>Capacity building of Health Workers on Lactation Management, Nutrition in the first 1000 days of life, Exclusive Breastfeeding; Complementary Feeding; Feeding the Sick Child; management of SAM and MAM, Nutrition in emergencies etc.</p>	<p>Number of health and nutrition workers trained on various training courses (e.g., Lactation Management, Nutrition in the first 1000 days of life, Exclusive Breastfeeding; Complementary Feeding; Feeding the Sick Child; management of SAM and MAM, Nutrition in emergencies, etc.)</p>

	Training/orientation building for barangay nutrition committees	BNCs oriented/trained
6. Barangay Health Workers Program (Capability Building through regular feedback, meetings, refresher course, trainings, and seminar)	Training/updating of Barangay Nutrition Scholars Provision of honorarium to Barangay Nutrition scholars Processing of BNS benefits from NNC	No of barangay health workers trained Number of BNSs provided with honoraria from the province 100% of eligible BNSs or their dependents receiving benefits from NNC (travelling allowance, medical, survivorship and CS Eligibility)
7. Coordination of Conduct of OPT Plus and Growth Monitoring	Provision of weighing scales and height boards	Number of BHSs with functional weighing scales and height board Number of barangays with calibrated/verified weighing scales
	Conduct of height and weight taking of children 0-59 mos.	Operation Timbang Plus coverage Number of barangays conducting monthly weighing of malnourished children and 0-24 months
8. Planning and implementation of local initiatives for nutrition	Implementation of local initiatives for nutrition	Clients/target groups covered by local initiatives
9. Strengthening/enhancement of MNC existing programs to make them nutrition sensitive	Implementation of nutrition sensitive programs	Clients/targets groups reached by nutrition sensitive programs
10. Monitoring and Evaluation	Monitoring of barangay nutrition programs Conduct of Monitoring and Evaluation of Local level plan implementation (MELLPI)	Number of barangays monitored Number of barangays monitored and provided technical assistance through the MELLPI PRO Percent of BNSs assessed and provided technical assistance through the MELLPI PRO
11. Technical Assistance to barangays	Functional barangay Nutrition Committees	Number of functional barangay nutrition committees Number of Barangays with local nutrition action plans

ESTIMATE BUDGETS FOR THE DIFFERENT OPTIONS (can be modified by LGUs)

	OPTION 1: Nutrition Office staffing				Option 2: Nutrition Office Staffing				Option 3: Nutrition Office Staffing			
	MNAO (SG 18)	Technical staff (SG 10)	Admin Aide (SG 6)	Total	MNAO (SG 18)	Technical staff(SG 10)	Admin Aide (SG 6)	Total	MHO serves as MNAO	Technical Staff 1 (SG 18)	Technical staff 2 (SG 18)	Total
Salary and Benefits	45,203	22,190	16,877		45,203	22,190	16,877		NA	45,203	45,203	
Salary	542,436	266,280	202,524	1,011,240	542,436	266,280	202,524	1,011,240	NA	542,436	542,436	1,084,872
PERA	24,000	24,000	24,000	72,000	24,000	24,000	24,000	72,000	NA	24,000	24,000	48,000
Laundry Allowance	1,800	1,800	1,800	5,400	1,800	1,800	1,800	5,400	NA	1,800	1,800	3,600
Daily Subsistence Allowance	12,600	12,600	12,600	37,800	12,600	12,600	12,600	37,800	NA	12,600	12,600	25,200
Hazard Pay	54,244	66,570	50,631	171,445	65,092	66,570	50,631	182,293	NA	135,609	135,609	271,218
Representation Allowance	60,000	NA	NA	60,000	NA	NA	NA	-	NA	NA	NA	-
Transportation Allowance	60,000			60,000	NA	NA	NA	-	NA	NA	NA	-
Communication (Cellphone) Allowance	42,000	12,000	3,600	57,600	24,000	12,000	12,000	48,000	NA	12,000	12,000	24,000
Mid Year Bonus	45,203	22,190	16,877	84,270	45,203	22,190	16,877	84,270	NA	45,203	45,203	90,406
Year End Bonus	45,203	22,190	16,877	84,270	45,203	22,190	16,877	84,270	NA	45,203	45,203	90,406
Cash Gift	5,000	5,000	5,000	15,000	5,000	5,000	5,000	15,000	NA	5,000	5,000	10,000
Productivity Enhancement Incentive	5,000	5,000	5,000	15,000	5,000	5,000	5,000	15,000	NA	5,000	5,000	10,000
Uniform Allowance	6,000	6,000	6,000	18,000	6,000	6,000	6,000	18,000	NA	6,000	6,000	12,000
Pag-ibig Contribution	2,400	2,400	2,400	7,200	2,400	2,400	2,400	7,200	NA	2,400	2,400	4,800
Employees Compensation Insurance	1,200	1,200	1,200	3,600	1,200	1,200	1,200	3,600	NA	1,200	1,200	2,400
Retirement and Life Insurance Premiums	65,092	31,954	24,303	121,349	65,092	31,954	24,303	121,349	NA	65,092	65,092	130,185
Total	1,017,381	501,374	389,689	1,824,173	845,027	479,184	381,212	1,705,422	-	903,543	903,543	1,807,087

Salaries assigned were based 100% of third tranche of 2019 Salary Standardization Law

Annex 1:

QUALIFICATION STANDARDS FOR PROPOSED POSITIONS (ANNEX)

Below are the qualification standards approved by Civil Service Commission for following positions:

Position Title (Parenthetical Title, if applicable)	Salary / Job/ Pay Grade	Qualification Standards			
		Education	Training	Experience	Eligibility
Nutrition Officer V (to serve as Nutrition Action Officer)	24	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	CS Professional - 2nd level / RA 1080
Nutrition Officer IV	22	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional - 2nd level / RA 1080
Nutrition Officer III	18	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional - 2nd level/ RA 1080
Nutrition Officer II	14	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional - 2nd level / RA 1080
Nutrition Officer 1	10	Bachelor's degree relevant to the job	4 hours of relevant training	none	CS Professional / 2nd level/ RA 1080
Nutritionist-Dietitian VI (to serve as Nutrition Action Officer)	24	Master's degree or Certificate in Leadership and Management from the CSC (with bachelor's degree Major in Nutrition, Dietetics or Community Nutrition)	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	RA 1080
Nutritionist-Dietitian V	22	Bachelor's Degree Major in Nutrition, Dietetics or Community Nutrition	16 hours of relevant training	3 years of relevant experience	RA 1080
Nutritionist-Dietitian III	18	Bachelor's Degree Major in Nutrition, Dietetics or Community Nutrition	8 hours of relevant training	2 years of relevant experience	RA 1080

Nutritionist-Dietitian II	15	Bachelor's Degree Major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080
Nutritionist-Dietitian I	11	Bachelor's Degree Major in Nutrition, Dietetics or Community Nutrition	None Required	None Required	RA 1080
Admin Assistant II	SG 8	Completion of two (2) years in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Subprofessional / First Level Eligibility
Admin Aide VI	SG 6	Completion of two (2) years studies in college	None required	None required	Career Service Subprofessional / First Level Eligibility
AA IV (to serve as driver)	SG	High School graduate or completion of vocational course	1 year demonstrated ability in driving, maintenance and troubleshooting of motor vehicle	None required	Valid professional license restrictions 1.5(MCII, s. 1996 Category IV)

All of the above positions are listed in the Index of Occupational Services, Position Titles, and Salary Grades (IOS) in the Local Government (local Budget Circular no 61 dated March 18, 1996 and Index of Occupational Services, Occupational Groups, Classes and Salary Grades, CY 2018 Edition.

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- Civil Service memo Circular No. 19 s. 1992: Guidelines and standards in the Establishment of Organizational Structure and staffing patterns in Local Government Units: <https://www.csguide.org/items/show/125>
- Documentary Requirements for Budgetary Requests (DBM):
https://www.dbm.gov.ph/wp-content/uploads/OPCCB/brochures/doc_organization.htm
- Compensation and Position Classification System (DBM):
<https://sites.google.com/view/e-codal/political/administrative-code/ra-no-6758-compensation-and-position-classification-act-of-1989>
- Local Government Code, 1991: https://dilg.gov.ph/PDF_File/reports_resources/dilg-reports-resources-2016120_fce005a61a.pdf
- FY 2022 Budget Forum Presentations: <https://www.dbm.gov.ph/index.php/news-update/budget-forum-presentations/fy-2022-budget-forum-presentations>
- National Budget memorandum no. 138, Jan 06, 2021
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