

Proposed Options for the Strengthening of the Local Government Unit (LGU) Nutrition Program Through the Establishment of a Nutrition Office and/or Hiring of LGU Personnel for Nutrition from the Increased National Tax Allocations Resulting from the Supreme Court Ruling on the Mandanas-Garcia Petitions



July 2021

## Table of Contents

List of Acronyms.....	3
I. INTRODUCTION.....	4
A. LGU Role in Achieving Goals for Human Capital Development .....	5
B. Creation of Nutrition Office Key to LGU Nutrition Implementation .....	5
II. PROPOSED OPTIONS FOR PROVINCIAL NUTRITION OFFICES .....	6
A. Proposed Organization of Provincial Nutrition Offices .....	6
B. Proposed Options for the Organization and Staffing for Provincial Nutrition Offices.....	7
C. Proposed Position Functions .....	9
D. Sample Mandate, Vision and Mission.....	13
E. Sample Programs/Projects/Activities, Major Final Output and Performance/Output Indicators..	13
F. Sample PS Budget Estimates for the Different Options.....	17
III. PROPOSED OPTIONS FOR CITY/MUNICIPAL NUTRITION OFFICES .....	19
A. Proposed Options for the Organization of City/Municipal Nutrition Office .....	19
B. Proposed Staffing Pattern for the Municipal/City Nutrition Office .....	19
C. Proposed Position Functions .....	21
D. Suggested Functions of Technical Staff if the Nutrition Office is part of the C/MHO .....	23
E. Sample Mandate, Vision and Mission.....	25
F. Sample Programs/Projects/ Activities, Major Final Output, and Performance/Output Indicators	25
G. Sample PS Budget Estimates for the Different Options.....	29
ANNEX 1: Qualification Standards for Proposed Positions .....	32
ANNEX 2: Links to Pertinent Issuances/Polices .....	34

## List of Acronyms

AIP	Annual Investment Program
BNAP	Barangay Nutrition Action Plan
BNC	Barangay Nutrition Committee
BNS	Barangay Nutrition Scholar
C/MNAO	City/Municipal Nutrition Action Officer
C/MNAP	City/Municipal Nutrition Action Plan
C/MNC	City/Municipal Nutrition Committee
CS	Civil Service
CSC	Civil Service Commission
CY	Calendar Year
DBM	Department of Budget and Management
EO	Executive Order
IEC	Information, Education and Communication
IRA	Internal Revenue Allotment
LGU	Local Government Unit
LNC	Local Nutrition Committee
LNAP	Local Nutrition Action Plan
MHO	Municipal Health Office/r
MELLPI	Monitoring and Evaluation Local Level Plan Implementation
MAM	Moderate Acute Malnutrition
MNAO	Municipal Nutrition Action Officer
MNAP	Municipal Nutrition Action Plan
NNC	National Nutrition Council
ND	Nutritionist-Dietitian
NUTO	Nutrition Officer
OPT Plus	Operation Timbang Plus
PHO	Provincial Health Office/r
PNAO	Provincial Nutrition Action Officer
PNAP	Provincial Nutrition Action Plan
PNC	Provincial Nutrition Committee
	Provincial Nutrition Coordinator
PPAN	Philippine Plan of Action for Nutrition
PS	Personal Services
RHU	Rural Health Unit
RUSF	Ready-to-Use Supplementary Food
RUTF	Ready-to-Use Therapeutic Food
SAM	Severe Acute Malnutrition
SDGs	Sustainable Development Goals

## I. INTRODUCTION

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 (SDGs).

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 local government units (LGUs) is usually hampered by Personal Services (PS) cap limitations and low LGU Internal Revenue Allotment (IRA).

Executive Order No. 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.”

## **A. LGU Role in Achieving Goals for Human Capital Development**

LGUs play a very important role in the war against malnutrition and in ensuring good nutrition and health for all their citizenry, a condition for human capital development. The Local Government Code gave LGUs the primary responsibility and accountability in the provision of basic services and the leadership of the local chief executive is vital.

In addition to the Philippine Plan of Action for Nutrition (PPAN) that provides the framework for nutrition improvement, there are various laws/issuances that provide guidance to LGUs in the implementation of nutrition programs. These include the Republic Act 11148 – *Kalusugan at Nutrisyon ng Mag-Nanay* Act or the First 1000 Days Law, Republic Act 11210 – Expanded Maternity Leave Law, Republic Act 11037 – *Masustansyang Pagkain Para sa Batang Pilipino* Act, Republic Act 10410 – Early Years Act, and Republic Act 10028 – Expanded Breastfeeding Promotion Act to name a few.

Ensuring that constituents especially the target groups get the full benefits from these laws/issuances for good nutrition and health rests mainly on the LGUs who have the main responsibility to carry these out. All governors, city mayors, municipal mayors, and barangay chairpersons need to pursue their context-specific responses to their prevailing nutrition problems along the identified PPAN 2017-2022 programs and guided by the different laws and guidelines.

## **B. Creation of Nutrition Office Key to LGU Nutrition Implementation**

The creation of a Nutrition Office with adequate staff will ensure that there are personnel who will enable the LGUs to implement these laws and target beneficiaries especially the vulnerable and high-risk groups are benefitted. It will make sure that various nutrition specific and nutrition-related/sensitive programs are planned and carried out in an integrated manner with the participation of all sectors for the wellbeing of all constituents especially the target groups.

The Nutrition Office, therefore, ensures that there is a unit at the LGU that will 1) coordinate nutrition actions or manage/oversee nutrition program implementation with multisectoral involvement from relevant LGU stakeholders, and 2) see to it that the LGU will be able to carry out its critical role of ensuring human capital development through nutrition.

Having functional nutrition committees from province to barangays for intersectoral collaboration are among the key factors of successful nutrition program implementation, and one of the roles of the Nutrition Offices is ensuring functionality of these committees.

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 Department of Budget and Management (DBM) and Civil Service Commission (CSC) 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 ([https://www.dbm.gov.ph/wp-content/uploads/OPCCB/brochures/doc\\_organization.htm](https://www.dbm.gov.ph/wp-content/uploads/OPCCB/brochures/doc_organization.htm)) are among the guidelines available to LGUs.

There are various models for a Nutrition Office based on the experiences of a number of LGUs that have established Nutrition Offices. Limited laws calling on the establishment of a Nutrition Office is one policy gap but despite this, LGUs who have seen the importance of nutrition in better serving their constituents especially high-risk groups have established Nutrition Offices/hired staff for nutrition. How these Nutrition Offices are structured and their staffing are based on what LGUs see most feasible in their own context.

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. These are meant to guide the LGUs as they decide how to best carry out their mandated tasks of providing basic services including nutrition.

Further, this document provides the proposed functions of the Nutrition Offices and staff functions including the proposed staffing. It also includes sample vision, mission, programs /projects and major final outputs and indicators. Estimate budgets for the different options are also included for reference. Links of useful references in terms of the related laws/policies useful in the creation of a Nutrition Office including nutrition-related policies are also included.

## **II. PROPOSED OPTIONS FOR PROVINCIAL NUTRITION OFFICES**

### **A. Proposed Organization of Provincial Nutrition Offices**

Every province should have a Nutrition Office headed by a Provincial Nutrition Action Officer (PNAO). Under the PNAO is a Provincial Nutrition Coordinator (PNC), the key technical person, who shall 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 secretariat services to the provincial nutrition committee (PNC) 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 (MNAP) 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 program (AIP) 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 barangay nutrition scholars (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; and
10. Resource mobilization for nutrition promotion.

#### **B. 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. PNAOs should have the ability to deal with other department heads and stir up inter-sectoral collaboration. It is recommended that the LGU should hire at least one Nutritionist-Dietitian (ND) as part of the Nutrition Office in support of the ND Law.

LGUs should consider population size, accessibility and other factors and hire more staff as needed to ensure better nutrition program implementation. Below are three proposed options for provincial LGUs:

- Option 1: Nutrition Office under the Office of the Governor with a full-time PNAO or with a designated PNAO from any of the Department Heads
- Option 2: Nutrition Office as part of the Provincial Health Office (PHO) with Provincial Health Officer II (PHO II) as PNAO
- Option 3: Nutrition Office as part of PHO with full-time PNAO under PHO II supervision

Table 1 shows the proposed minimum number of staff for a Nutrition Office of a province. The LGU should go beyond the minimum to ensure better nutrition program implementation. The province should consider the actual/projected population of their LGU and increase the number of staff to be hired as needed such that those with bigger populations should have more staff to ensure all the basic services are met.

**Table 1. Proposed minimum number of staff for a Nutrition Office of a province or highly urbanized city**

<b>Option 1</b> <b>Nutrition Office under the</b> <b>Office of the Governor with</b> <b>full-time PNAO or Designated</b> <b>PNAO from any of the</b> <b>Department Heads</b>	<b>Option 2</b> <b>Nutrition Office as part</b> <b>of the PHO with the PHO</b> <b>II designated as PNAO</b>	<b>Option 3</b> <b>Nutrition Office as part of</b> <b>the PHO with a full-time</b> <b>PNAO under the</b> <b>supervision of the PHO II</b>
Full-time PNAO: Nutrition Officer (NUTO) V-SG 24 or ND VI-SG 24  Note: PNAO can also be designated from any Department Head	PHO II as PNAO designate	Full-time PNAO: NUTO V-SG 24 or ND IV-SG 24
Staff  <ul style="list-style-type: none"> <li>Provincial Nutrition Coordinator: NUTO IV or ND V-SG 22</li> <li>In case the PNAO is not full-time but designated, there should be another technical staff NUTO II-SG 14 or ND II-SG 15 to assist the Coordinator.</li> </ul>	Staff  <ul style="list-style-type: none"> <li>Provincial Nutrition Coordinator: NUTO IV or ND IV-SG 22</li> <li>Two (2) NUTO II- SG 14 / ND II -SG 15/Nurse II-SG 15</li> <li>Administrative Assistant-SG 8</li> </ul>	Staff  <ul style="list-style-type: none"> <li>Provincial Nutrition Coordinator: NUTO IV or ND V-SG 22</li> <li>Administrative Assistant-SG 8</li> </ul>

Option 1 Nutrition Office under the Office of the Governor with full-time PNAO or Designated PNAO from any of the Department Heads	Option 2 Nutrition Office as part of the PHO with the PHO II designated as PNAO	Option 3 Nutrition Office as part of the PHO with a full-time PNAO under the supervision of the PHO II
<ul style="list-style-type: none"> <li>• Administrative Assistant-SG 8</li> <li>• Driver-SG 4</li> </ul>		
Separate budget appropriation for support to Nutrition Programs		

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

### C. Proposed Position Functions

The table below shows the proposed functions of staff for a Nutrition Office of a province or highly urbanized city.

**Table 2. Proposed positions functions of staff for a Nutrition Office of a province or highly urbanized city**

Positions	Functions
PNAO	<ol style="list-style-type: none"> <li>1. Schedules regular quarterly meetings of the PNC with corresponding communications/letters and agenda;</li> <li>2. Provides overall direction and oversees implementation of the PNAP;</li> <li>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 AIP of the province;</li> <li>4. Leads the planning and implementation of local initiatives for nutrition;</li> <li>5. Coordinates with other agencies/departments in the planning of nutrition related programs/projects and linking of existing programs/projects to desired nutrition outcomes by making these programs nutrition sensitive;</li> </ol>

Positions	Functions
	<ol style="list-style-type: none"> <li>6. Ensures the periodic assessment of local nutrition plan implementation through paper evaluation and field visits;</li> <li>7. Supervises nutrition and related training/continuing education activities of the LGU and acts as resource person to the municipalities;</li> <li>8. Mobilizes nutrition cluster during disasters and emergencies;</li> <li>9. Conducts nutrition promotion/advocacy activities; and</li> <li>10. Conducts resource generation activities for nutrition.</li> </ol>
Provincial Coordinator	<p>Assists the PNAO on the following:</p> <ol style="list-style-type: none"> <li>1. Conduct and documentation of PNC meetings;</li> <li>2. Multi-sectoral preparation of the PNAP, assistance to municipalities in the preparation of MNAPs and integration of nutrition activities in the AIP of the province;</li> <li>3. Training/continuing education for nutrition workers;</li> <li>4. Periodic assessment of nutrition targets, progress monitoring and technical assistance through field visits;</li> <li>5. Enhancement/strengthening of existing nutrition programs of PNC members to become more nutrition sensitive;</li> <li>6. Planning and implementation of local initiatives/innovations to fight malnutrition;</li> <li>7. Documentation of nutrition programs/activities;</li> <li>8. Resource generation activities;</li> <li>9. Nutrition promotion/advocacy activities; and</li> </ol>

Positions	Functions
	<p>10. Coordination with the with other departments for the planning, implementation and monitoring of nutrition programs.</p>
<p>Technical staff 1 (nutrition office under the PHO)</p>	<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"> <li>1. Technical training/coaching/mentoring/continuing education and other capacity building activities for nutrition workers;</li> <li>2. Supervision and monitoring of PHO support for the mandated nutrition support service such as counseling/Information, Education and Communication (IEC), nutrition assessment, micronutrient supplementation, management of severe acute malnutrition (SAM) and moderate acute malnutrition (MAM), dietary supplementation program, etc.;</li> <li>3. Consolidation/validation of Operation Timbang (OPT) Plus;</li> <li>4. Management of interventions for nutrition in emergencies; and</li> <li>5. Conduct of nutrition promotion/advocacy activities.</li> </ol>
<p>Technical staff 2</p>	<p>Assist the nutrition coordinator by providing support on the following:</p> <ol style="list-style-type: none"> <li>1. Secretariat services for the PNC ;</li> <li>2. Multi-sectoral Preparation of MNAPs, assistance to BNCs in the preparation of BNAPs and integration of nutrition activities in the AIP;</li> <li>3. Planning and implementation of local initiative for nutrition;</li> <li>4. Linking of PNC programs to nutrition outcomes by making them nutrition sensitive;</li> <li>5. Documentation and records management for the nutrition program to include preparation of reports and safekeeping of the following: consolidated OPT Plus</li> </ol>

Positions	Functions
	<p>reports, BNS reports, local nutrition action plans (LNAPs), accomplishment reports, monitoring reports and documentation reports;</p> <p>6. Management of the BNS program;</p> <p>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; and</p> <p>8. Implementation of resource generation activities.</p>
Administrative Assistant	<p>1. Provides staff support during conduct of meetings and activities of the PNC including documentation;</p> <p>2. Assist in the following up and consolidation of reports from PNC members and municipalities;</p> <p>3. Coordinates procurement of goods and services for the nutrition;</p> <p>4. Ensures proper documentation of financial transactions related to the implementation of nutrition activities; and</p> <p>5. Does encoding services and provide other administrative support to the staff of the Nutrition Office.</p>
Driver	<p>1. Provides transportation support to the PNAO and staff of the Nutrition Office;</p> <p>2. Provides messenger-related services for the Nutrition Office; and</p> <p>3. Provides transportation of goods/supplies.</p>

Some position functions may be adjusted as LGUs see fit.

#### D. Sample Mandate, Vision and Mission

Below are sample mandate, vision and mission, which can be modified by each province based on their PNAP.

**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 with 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

#### E. Sample Programs/Projects/Activities, Major Final Output and Performance/Output Indicators

The table below shows sample programs/projects/activities and corresponding major final output and performance/output indicators for Provincial Nutrition Offices.

**Table 3. Sample programs/projects/activities, major final outcome and performance indicators**

<b>Program/Project/Activity</b>	<b>Major Final Output</b>	<b>Performance/Output Indicator</b>
1. Inter-sectoral coordination for nutrition	Active Provincial Nutrition Committee (PNC)	Regular PNC meetings conducted  PNAP prepared with inter-sectoral participation  Provincial departments/offices implementing nutrition programs

<b>Program/Project/ Activity</b>	<b>Major Final Output</b>	<b>Performance/ Output Indicator</b>
2. Nutrition Promotion/ Advocacy and Information Education Communication	<p>Conduct of IEC activities for mothers/individuals (counseling) and groups</p> <p>Conduct of mothers/parent classes on nutrition</p> <p>Conduct of nutrition month activities</p>	<p>Number of target clients reached by nutrition promotion/IEC activities</p> <p>Number of promotional/IEC activities conducted</p> <p>Number of municipalities/barangays that have conducted nutrition month celebration</p>
3. Micronutrient Supplementation	<p>Micronutrients and Vitamins provided to target groups:</p> <ul style="list-style-type: none"> <li>• Provision of vitamin A to children 1-59 months with vitamin A Deficiency (VAD)</li> <li>• Provision of vitamin A to children 12-59 months</li> <li>• Provision of vitamin A to lactating mothers</li> <li>• Provision of Micronutrient Powder (MNP) to children 6-59 months</li> <li>• Provision of iron-folic acid to female teenagers, pregnant women, etc.</li> <li>• Provision of zinc supplements</li> </ul>	<p>Number of children 1-59 months with VAD provided with vitamin A</p> <p>Number of children 12-59 months provided with vitamin A</p> <p>Number of lactating mothers provided with vitamin A</p> <p>Number of children 6-59 months provided with MNP</p> <p>Number of female teenagers and pregnant mothers provided with iron-folic acid</p> <p>Number of beneficiaries provided with zinc supplements</p>

<b>Program/Project/ Activity</b>	<b>Major Final Output</b>	<b>Performance/ Output Indicator</b>
	<ul style="list-style-type: none"> <li>• Provision of iodized oil capsules in endemic areas/iodized salt</li> <li>• Provision of calcium supplements to pregnant women</li> </ul>	<p>Number of mothers provided with iodized oil capsules /iodized salt</p> <p>Number of pregnant mothers provided with calcium supplements</p>
4. Dietary Supplementation Program	<p>Provision of dietary supplementation to children and high-risk mothers</p> <p>Provision of fortified foods to target beneficiaries</p>	<p>Number of children and high-risk mothers provided with dietary supplementation</p> <p>Number of beneficiaries provided with fortified foods</p>
5. Management of Acute Malnutrition Program	Provision of ready-to-use supplementary or therapeutic foods (RUSF or RUTF) to SAM and MAM 0-59 month-old children	Number of malnourished children (SAM and MAM) provided with RUSF/RUTF
6. Operation Timbang and Growth Monitoring	<p>Conduct of OPT Plus and growth monitoring</p> <p>Provision of weighing scales and height boards to health facilities</p> <p>Calibration and verification of weighing scales</p>	<p>Number of municipalities and barangays with OPT Plus and growth monitoring reports</p> <p>Percent of health facilities with adequate height and weight measuring tools</p> <p>Percent of weighing scales verified/calibrated</p>
7. 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;	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;

<b>Program/Project/ Activity</b>	<b>Major Final Output</b>	<b>Performance/ Output Indicator</b>
	Feeding the Sick Child; management of SAM and MAM; Nutrition in emergencies etc.	Complementary Feeding; Feeding the Sick Child; management of SAM and MAM, Nutrition in emergencies, etc.)  MNCs oriented/ trained/updated
8. Barangay Nutrition Scholars Program	BNSs trained on nutrition programs (capacity building through regular feedback, meetings, refresher course, trainings, and seminar)  BNSs provided with honorarium  Percent of BNSs receiving benefits provided by the National Nutrition Council (NNC)	Number of BNSs trained/ updated    Number of BNSs with honoraria from the province  100% of eligible BNSs or their dependents receiving benefits from the NNC (travelling allowance)
9. 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
10. Conduct of field monitoring and provision of technical assistance to MNCs	Field visits conducted and technical assistance provided	Number of municipalities and nutrition workers benefitted by field monitoring/ provided technical assistance

<b>Program/Project/ Activity</b>	<b>Major Final Output</b>	<b>Performance/ Output Indicator</b>
11. 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
12. LGU innovative programs on nutrition	Implementation of provincial innovative programs on nutrition	Number of malnourished children/families/target groups reached by LGU initiated programs
13. Resource generation activities for nutrition	Implementation of resource generation activities	Resources generated for nutrition

#### F. Sample PS Budget Estimates for the Different Options (can be modified by LGUs)

The following tables show sample budget estimates for options 1, 2 and 3, which can be modified by each province based on their PNAP.

**Table 4. Sample Budget Estimates for Option 1**

<b>OPTION 1: Nutrition office staffing</b>					
	<b>Full-time PNAO: ( NUTO V-SG 24)</b>	<b>Coordinator: (NUTRO IV-SG 22)</b>	<b>Administrative Assistant (SG 8)</b>	<b>Driver (Administrative Aide IV-SG4)</b>	<b>Total</b>
<b>Staff Salary and benefits</b>					
Salary per month	<b>88,410</b>	<b>69,963</b>	<b>18,998</b>	<b>14,993</b>	
Salary per year	1,060,920	839,556	227,976	179,916	<b>2,308,368</b>
PERA	24,000	24,000	24,000	24,000	<b>96,000</b>
Laundry Allowance	1,800	1,800	1,800	1,800	<b>7,200</b>
Daily Subsistence Allowance	12,600	12,600	12,600	12,600	<b>50,400</b>
Hazard Pay	106,092	83,956	56,994	44,979	<b>292,021</b>
Longevity Pay					-
Representation Allowance	60,000	NA	NA	NA	<b>60,000</b>
Transportation Allowance	60,000	NA	NA	NA	<b>60,000</b>
Communication (Cellphone) Allowance	42,000	24,000	3,600	3,600	<b>73,200</b>
Mid Year Bonus	88,410	69,963	18,998	14,993	<b>192,364</b>
Year End Bonus	88,410	69,963	18,998	14,993	<b>192,364</b>
Cash Gift	5,000	5,000	5,000	5,000	<b>20,000</b>
Productivity Enhancement Incentive	5,000	5,000	5,000	5,000	<b>20,000</b>
Uniform Allowance	6,000	6,000	6,000	6,000	<b>24,000</b>
Pag-ibig Contribution	2,400	2,400	2,400	2,400	<b>9,600</b>
Employees Compensation Insurance	1,200	1,200	1,200	1,200	<b>4,800</b>
Retirement and Life Insurance Premiums	127,310	100,747	27,357	21,590	<b>277,004</b>
Philhealth	21,218	16,791	4,560	3,598	<b>46,167</b>
<b>Total</b>	<b>1,712,361</b>	<b>1,262,975</b>	<b>416,483</b>	<b>341,669</b>	<b>3,733,488</b>

**Table 5. Sample Budget Estimates for Option 2**

Option 2: Nutrition Office Staffing						
Staff Salary and benefits	PHO II designated as PNAO	Nutrition Coordinator: (NUTO IV-SG 22)	Technical Staff 1: ND II or Nurse II (SG 15)	Technical Staff 2: ND II or Nurse II (SG 15)	Administrative Assistant (SG 8)	Total
	NA	69,963	35,097	35,097	18,998	
Salary	NA	839,556	421,164	421,164	227,976	1,909,860
PERA	NA	24,000	24,000	24,000	24,000	96,000
Laundry Allowance	NA	1,800	1,800	1,800	1,800	7,200
Daily Subsistence Allowance	NA	12,600	12,600	12,600	12,600	50,400
Hazard Pay	NA	83,956	105,291	105,291	56,994	351,532
Longevity Pay	NA	-	-	-	-	-
Representation Allowance	NA	NA	NA	NA	NA	-
Transportation Allowance	NA	NA	NA	NA	NA	-
Communication (Cellphone) Allowance	NA	24,000	12,000	12,000	3,600	51,600
Mid Year Bonus	NA	69,963	35,097	35,097	18,998	159,155
Year End Bonus	NA	69,963	35,097	35,097	18,998	159,155
Cash Gift	NA	5,000	5,000	5,000	5,000	20,000
Productivity Enhancement Incentive	NA	5,000	5,000	5,000	5,000	20,000
Uniform Allowance	NA	6,000	6,000	6,000	6,000	24,000
Pag-ibig Contribution	NA	2,400	2,400	2,400	2,400	9,600
Employees Compensation Insurance	NA	1,200	1,200	1,200	1,200	4,800
Retirement and Life Insurance Premiums	NA	100,747	50,540	50,540	27,357	229,183
-	NA	16,791	8,423	8,423	4,560	38,197
<b>Total</b>	NA	<b>1,262,975</b>	<b>725,612</b>	<b>725,612</b>	<b>416,483</b>	<b>3,130,682</b>

**Table 6. Sample Budget Estimates for Option 3**

Option 3: Nutrition Office Staffing				
Staff Salary and benefits	Full-time PNAO: (NUTO V- SG 24)	Nutrition Coordinator: (NUTO IV-SG 22)	Administrative Assistant (SG 8)	Total
	88,410	69,963	18,998	
Salary	1,060,920	839,556	227,976	2,128,452
PERA	24,000	24,000	24,000	72,000
Laundry Allowance	1,800	1,800	1,800	5,400
Daily Subsistence Allowance	12,600	12,600	12,600	37,800
Hazard Pay	106,092	83,956	56,994	247,042
Longevity Pay	-	-	-	-
Representation Allowance	60,000	NA	NA	60,000
Transportation Allowance	60,000	NA	NA	60,000
Communication (Cellphone) Allowance	42,000	24,000	12,000	78,000
Mid Year Bonus	88,410	69,963	18,998	177,371
Year End Bonus	88,410	69,963	18,998	177,371
Cash Gift	5,000	5,000	5,000	15,000
Productivity Enhancement Incentive	5,000	5,000	5,000	15,000
Uniform Allowance	6,000	6,000	6,000	18,000
Pag-ibig Contribution	2,400	2,400	2,400	7,200
Employees Compensation Insurance	1,200	1,200	1,200	3,600
Retirement and Life Insurance Premiums	127,310	100,747	27,357	255,414
-	21,218	16,791	4,560	42,569
<b>Total</b>	<b>1,712,361</b>	<b>1,262,975</b>	<b>424,883</b>	<b>3,400,219</b>

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

### **III. PROPOSED OPTIONS FOR CITY/MUNICIPAL NUTRITION OFFICES**

#### **A. Proposed Options for the Organization of City/Municipal Nutrition Office**

Every municipality/component city should have a Nutrition Office headed by a City/Municipal Nutrition Action Officer (C/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 secretariat to the C/MNC by ensuring functionality of the C/MNC and BNCs and proper documentation of local nutrition committee (LNC) activities;
2. Multi-sectoral/inter-agency preparation of C/MNAP aligned to PPAN and assistance to barangays in the preparation of BNAPs and integration of nutrition activities in the AIP;
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 C/MNC members by linking of the 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 BNSs and other nutrition workers;
7. Periodic evaluation of nutrition programs vis a vis C/MNAP and BNAP targets and monitoring progress of nutrition programs through field visits and provision of technical assistance; and
8. Nutrition promotion/advocacy activities.

#### **B. 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 City/Municipal Nutrition Office. C/MNAOs should have the ability to deal with other department heads and stir up inter-sectoral collaboration. It is also recommended that cities/municipalities employ at least one nutritionist-dietitian to be part of the nutrition office.

LGUs are encouraged to hire more than the proposed numbers considering population size, accessibility and other factors to ensure better nutrition program implementation. Below are three proposed options for city/municipal LGUs:

- Option 1: Nutrition Office under the Office of the Mayor with a full-time MNAO or with designated MNAO from any of the Department Heads
- Option 2: Nutrition Office as part of C/MHO with full-time C/MNAO under MHO supervision
- Option 3: Nutrition Office as part of the C/MHO with C/MHOfficer as C/MNAO

The following are the proposed staffing for the above options that the LGUs may consider. LGUs with already established Nutrition Offices with more staff than what is proposed should continue with their existing staffing and are encouraged to further strengthen these to ensure improvement in accessibility and quality of nutrition services.

**Table 7. Proposed minimum number of staff for the City/Municipal Nutrition Office**

<b>OPTION 1</b> Nutrition Office is a separate Office under the office of the Mayor with a full-time C/MNAO with two (2) staff	<b>OPTION 2</b> Nutrition Office is part of the Municipal Health Office C/MNAO is under the C/MHO and with two (2) staff	<b>OPTION 3</b> Nutrition Office is part of the C/MHO and C/MHOfficer serves as C/MNAO with two technical staff dedicated for nutrition
C/MNAO can also be a designated from any other Department Head		
Full-time MNAO/CNAO under the office of the Mayor: NUTO III/ NUTO IV or ND III/IV - SG 24  C/MNAO could also be designated from any Department Heads	Full-time MNAO/CNAO under the MHO: NUTO IV or ND IV - SG 22	Municipal Health Officer (MHO)/City Health Officer (CHO) is designated as MNAO /CNAO

OPTION 1 Nutrition Office is a separate Office under the office of the Mayor with a full-time C/MNAO with two (2) staff	OPTION 2 Nutrition Office is part of the Municipal Health Office C/MNAO is under the C/MHO and with two (2) staff	OPTION 3 Nutrition Office is part of the C/MHO and C/MHO officer serves as C/MNAO with two technical staff dedicated for nutrition
<i>Staff (2)</i> <ul style="list-style-type: none"> <li>Technical staff: NUTO I-SG 10/ ND I-SG 11</li> <li>If C/MNAO is designated, another technical staff should be hired</li> <li>Administrative Aide – SG 6</li> </ul>	<i>Staff (2)</i> <ul style="list-style-type: none"> <li>Technical Staff: NUTO I-SG 10/ ND I-SG 11</li> <li>Administrative Aide VI-SG 6</li> </ul>	<i>Staff (2)</i> <ul style="list-style-type: none"> <li>Technical Staff: NUTO III/ ND III-/Nurse III-SG18</li> <li>Technical Staff: NUTO III/ ND III-/Nurse III-SG18</li> </ul>
Separate budget appropriation for support to Nutrition programs		

Salary grades may be adjusted based on LGU class as provided in DBM Local Budget Circular No. 53. The qualification standards of the proposed positions are found in Annex 1.

### C. Proposed Position Functions

Here are the proposed position functions of staff for a City/Municipal Nutrition Office.

**Table 8. Proposed position functions of staff for a Nutrition Office of a city/municipality**

Position	Functions
MNAO	<ol style="list-style-type: none"> <li>1. Schedules regular quarterly meetings of the C/MNC with corresponding communications/letters and agenda;</li> <li>2. Facilitates planning activities for the multi-sectoral preparation of C/MNAP and assist the barangays in the preparation of BNAPs and ensures integration of LNAP activities in the AIP of the LGU;</li> <li>3. Conducts orientation of the LNC members on the PPAN and nutrition-related national laws and policies including relevant updates;</li> </ol>

Position	Functions
	<ol style="list-style-type: none"> <li>4. Coordinates with other agencies/departments in the planning of nutrition-related programs/projects and link existing programs/projects to desired nutrition outcomes by making programs nutrition sensitive;</li> <li>5. Coordinates planning and implementation of LGU local innovative programs to address malnutrition based on the analysis of local nutrition situation;</li> <li>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;</li> <li>7. Coordinates closely with the MHO regarding the implementation of Rural Health Unit (RHU) mandated nutrition programs including the BNS program;</li> <li>8. Supervises nutrition and related training/continuing education activities of the LGU and acts as resource person to the barangays;</li> <li>9. Conducts nutrition promotion/advocacy activities;</li> <li>10. Facilitates resource mobilization activities to generate support for nutrition; and</li> <li>11. Ensures close coordination with all departments for the planning, implementation and monitoring of nutrition programs.</li> </ol>
Technical Staff	<p>Assists the C/MNAO on the following:</p> <ol style="list-style-type: none"> <li>1. Conduct and documentation of PNC meetings;</li> <li>2. Multi-sectoral preparation of the C/MNAP, assistance to barangays in the preparation of BNAPs and integration of nutrition activities in the AIP of the province;</li> <li>3. Training/continuing activities for nutrition workers;</li> </ol>

Position	Functions
	<ol style="list-style-type: none"> <li>4. Periodic assessment of nutrition targets and progress monitoring and technical assistance through field visits;</li> <li>5. Enhancement/strengthening of existing nutrition programs of C/MNC members to become more nutrition sensitive;</li> <li>6. Planning and implementation of local initiatives/innovations to fight malnutrition;</li> <li>7. Resource generation activities;</li> <li>8. Nutrition promotion/advocacy activities;</li> <li>9. Coordination with other departments for planning, implementation and monitoring of nutrition programs; and</li> <li>10. Documentation of nutrition programs/activities.</li> </ol>
Administrative Aide	<ol style="list-style-type: none"> <li>1. Provides staff support during conduct of meetings and activities of the PNC including documentation;</li> <li>2. Assists in the follow up and consolidation of reports from C/MNC members and municipalities;</li> <li>3. Coordinates procurement of goods and services for the Nutrition Office;</li> <li>4. Ensures proper documentation of financial transactions related to the implementation of nutrition activities; and</li> <li>5. Does encoding services and provide other administrative support to the staff of the nutrition office.</li> </ol>

#### **D. Suggested Functions of Technical Staff if the Nutrition Office is part of the C/MHO**

The following are suggested functions of staff if the Nutrition Office is part of the C/MHO:

**Table 8. Suggested functions of technical staff**

<b>Position</b>	<b>Functions</b>
Technical Staff 1	<p>Assist C/MNAO on the following:</p> <ol style="list-style-type: none"> <li>1. Technical training/coaching/mentoring and other capacity building activities for barangay-based nutrition workers;</li> <li>2. Supervision and monitoring of mandated RHU nutrition services such as counseling/IEC, nutrition assessment, micronutrient supplementation, management of SAM and MAM, Dietary Supplementation Program, etc.;</li> <li>3. Supervision of the OPT Plus and regular growth monitoring activities;</li> <li>4. Management of interventions for nutrition in emergencies;</li> <li>5. Conduct of nutrition promotion/advocacy activities; and</li> <li>6. Acts as nutrition service provider.</li> </ol>
Technical staff 2	<p>Assists the C/MNAO on the following</p> <ol style="list-style-type: none"> <li>1. Performance of administrative functions related to nutrition such as but not limited to: <ol style="list-style-type: none"> <li>a) Management of health information functions including e-OPT database management and nutrition in emergencies information system; and</li> <li>b) Provide secretariat services to C/MNC and other health/nutrition special bodies such as municipal council for the protection of children, municipal health board, etc.</li> </ol> </li> <li>2. Multi-sectoral preparation of C/MNAPs, assistance to BNCs in the preparation of BNAPs and integration of nutrition activities in the AIP;</li> <li>3. Documentation and records management for the nutrition program to include preparation of reports and safekeeping of the following: consolidated OPT Plus reports, BNS reports, LNAPs, accomplishment reports, monitoring reports and documentation reports;</li> <li>4. Management of the BNS program;</li> </ol>

Position	Functions
	5. Coordination of the conduct of MELLPI PRO and other evaluation activities such as the evaluation of BNC functionality;  6. Implementation of resource generation activities ; and  7. Acts as nutrition service provider.

#### E. Sample Mandate, Vision and Mission

Below are sample mandate, vision and mission, which can be modified by each LGU based on their C/MNAP.

- Mandate:** The City/Municipal Nutrition Office is mandated to oversee nutrition program implementation in the municipality to include the conduct of inter-sectoral planning and implementation of municipal and nutrition action plans aligned with 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 city/municipal nutrition program and ensure implementation of programs/services for the reduction of malnutrition in the city/municipality

#### F. Sample Programs/Projects/Activities, Major Final Output, and Performance/Output Indicators

Table 9 shows some sample programs/projects/activities and corresponding major final output and performance indicators, which can be modified depending on the C/MNAP.

**Table 9. Sample programs/projects/activities, major final output, and performance/output indicators**

Programs/Projects/ Activities	Major Final Output	Performance/ Output Indicator
1. Inter-sectoral coordination for nutrition	Functional C/MNC	Regular C/MNC meetings conducted

Programs/Projects/ Activities	Major Final Output	Performance/ Output Indicator
		C/MNAP prepared with inter-sectoral participation  Inter-agency collaboration in the implementation of nutrition programs
2. Nutrition Promotion/Advocacy, IEC	<p>Conduct of IEC activities for mothers/individuals (counseling) and groups</p> <p>Conduct of mothers/parent classes on nutrition</p> <p>Conduct of nutrition month activities</p>	<p>Number of mothers covered with <i>Pabasa sa Nutrisyon</i> or other IEC activities</p> <p>Number of promotional/IEC activities conducted</p> <p>Number of barangays that conducted nutrition month celebration</p>
3. Coordination/ monitoring of the Micronutrient Supplementation Program	<p>Micronutrients and vitamins provided to target groups</p> <ul style="list-style-type: none"> <li>Provision of vitamin A to children 1-59 months with VAD</li> <li>Provision of vitamin A to children 12-59 months</li> <li>Provision of vitamin A to lactating mothers</li> <li>Provision of MNP to children 6-59 months</li> </ul>	<p>Number of children 1-59 months with VAD provided with vitamin A</p> <p>Number of children 12-59 months provided vitamin A</p> <p>Number of lactating mothers provided with vitamin A</p> <p>Number of children 6-59 months provided with MNP</p>

<b>Programs/Projects/ Activities</b>	<b>Major Final Output</b>	<b>Performance/ Output Indicator</b>
	<ul style="list-style-type: none"> <li>• Provision of iron-folic acid to female teenagers, pregnant women, etc.</li> <li>• Provision of zinc supplements</li> <li>• Provision of iodized oil capsules in endemic areas/iodized salt</li> <li>• Provision of calcium supplements to pregnant women</li> </ul>	<p>Number of female teenagers and pregnant mothers provided with iron-folic acid</p> <p>Number of beneficiaries provided with zinc supplements</p> <p>Number of mothers provided with iodized oil capsules/iodized salt</p> <p>Pregnant mothers provided with calcium supplements</p>
4. Dietary Supplementation Program	<p>Provision of dietary supplementation to high-risk pregnant mothers</p> <p>Provision of dietary supplementation to children 6-23 months</p> <p>Provision of fortified foods to selected target groups</p>	<p>Number of high-risk mothers provided with dietary supplementation</p> <p>Number of children provided with dietary supplementation</p> <p>Number of beneficiaries provided with fortified foods</p>
5. Coordination/monitoring of Management of Acute Malnutrition Program	Provision of RUSF/RUTF to malnourished (SAM/MAM) children 0-59 months	Number of malnourished children (SAM and MAM) provided with RUSF/RUTF
	Capacity building of Health Workers on Lactation Management, Nutrition in the first 1000 days of life, Exclusive Breastfeeding;	Number of health and nutrition workers trained on various training courses (e.g., Lactation Management,

<b>Programs/Projects/ Activities</b>	<b>Major Final Output</b>	<b>Performance/ Output Indicator</b>
	Complementary Feeding; Feeding the Sick Child; management of SAM and MAM, Nutrition in emergencies etc.  Training/orientation building for barangay nutrition committees	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.)  BNCs oriented/trained
6. Barangay Nutrition Scholars Program (Capability Building through regular feedback, meetings, refresher course, trainings, and seminar)	Training/updating of BNSs  Provision of honorarium to BNSs  Processing of BNS benefits from the NNC	Number of BNSs 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 Civil Service (CS) Eligibility)
7. Coordination of Conduct of OPT Plus and Growth Monitoring	Provision of weighing scales and height boards	Number of barangay health stations 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 months	OPT Plus coverage

<b>Programs/Projects/ Activities</b>	<b>Major Final Output</b>	<b>Performance/ Output Indicator</b>
		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 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 BNC	Number of functional BNC  Number of Barangays with LNAP

#### **G. Sample PS Budget Estimates for the Different Options**

The following tables show sample budget estimates for options 1, 2 and 3, which can be modified by each LGU based on their C/MNAP.

**Table 10. Sample budget estimates for Option 1**

OPTION 1: Nutrition Office staffing				
	MNAO (NUTO V-SG 24)	Technical staff (NUTO I- SG 10)	Administrative Aide VI - SG 6	Total
<b>Staff Salary and benefits</b>				
<b>Salary per Month</b>	<b>88,410</b>	<b>22,190</b>	<b>16,877</b>	
Salary per Year	1,060,920	266,280	202,524	<b>1,529,724</b>
PERA	24,000	24,000	24,000	<b>72,000</b>
Laundry Allowance	1,800	1,800	1,800	<b>5,400</b>
Daily Subsistence Allowance	12,600	12,600	12,600	<b>37,800</b>
Hazard Pay	106,092	66,570	50,631	<b>223,293</b>
Longevity Pay	-			-
Representation Allowance	60,000	NA	NA	<b>60,000</b>
Transportation Allowance	60,000			<b>60,000</b>
Communication (Cellphone) Allowance	42,000	12,000	3,600	<b>57,600</b>
Mid Year Bonus	88,410	22,190	16,877	<b>127,477</b>
Year End Bonus	88,410	22,190	16,877	<b>127,477</b>
Cash Gift	5,000	5,000	5,000	<b>15,000</b>
Productivity Enhancement Incentive	5,000	5,000	5,000	<b>15,000</b>
Uniform Allowance	6,000	6,000	6,000	<b>18,000</b>
Pag-ibig Contribution	2,400	2,400	2,400	<b>7,200</b>
Employees Compensation Insurance	1,200	1,200	1,200	<b>3,600</b>
Retirement and Life Insurance Premiums	127,310	31,954	24,303	<b>183,567</b>
Philhealth	21,218	5,326	4,050	<b>30,594</b>
<b>Total</b>	<b>1,712,361</b>	<b>484,509</b>	<b>376,862</b>	<b>2,573,732</b>

**Table 11. Sample budget estimates for Option 2**

Option 2: Nutrition Office Staffing				
	MNAO (NUTO IV-SG22)	Technical Staff (ND I-SG 11)	Administrative Aide VI (SG 6)	Total
<b>Staff Salary and benefits</b>				
<b>Salary per Month</b>	<b>69,963</b>	<b>25,439</b>	<b>16,877</b>	
Salary per Year	839,556	305,268	202,524	1,347,348
PERA	24,000	24,000	24,000	72,000
Laundry Allowance	1,800	1,800	1,800	5,400
Daily Subsistence Allowance	12,600	12,600	12,600	37,800
Hazard Pay	83,956	76,317	50,631	210,904
Longevity Pay	-			-
Representation Allowance	60,000	NA	NA	60,000
Transportation Allowance	60,000	NA	NA	60,000
Communication (Cellphone) Allowance	24,000	12,000	12,000	48,000
Mid Year Bonus	69,963	25,439	16,877	112,279
Year End Bonus	69,963	25,439	16,877	112,279
Cash Gift	5,000	5,000	5,000	15,000
Productivity Enhancement Incentive	5,000	5,000	5,000	15,000
Uniform Allowance	6,000	6,000	6,000	18,000
Pag-ibig Contribution	2,400	2,400	2,400	7,200
Employees Compensation Insurance	1,200	1,200	1,200	3,600
Retirement and Life Insurance Premiums	100,747	36,632	24,303	161,682
Philhealth	16,791	6,105	4,050	26,947
<b>Total</b>	<b>1,382,975</b>	<b>545,201</b>	<b>385,262</b>	<b>2,313,438</b>

**Table 12. Sample budget estimates for Option 3**

<b>Option 3: Nutrition Office Staffing</b>				
	<b>MNAO (MHO serves as MNAO)</b>	<b>Technical Staff 1 (NUTO III- SG 18)</b>	<b>Technical Staff 2 (NUTO III- SG 18)</b>	<b>Total</b>
<b>Staff Salary and benefits</b>				
<b>Salary per Month</b>	<b>NA</b>	<b>45,203</b>	<b>45,203</b>	
Salary per Year	NA	542,436	542,436	<b>1,084,872</b>
PERA	NA	24,000	24,000	<b>48,000</b>
Laundry Allowance	NA	1,800	1,800	<b>3,600</b>
Daily Subsistence Allowance	NA	12,600	12,600	<b>25,200</b>
Hazard Pay	NA	135,609	135,609	<b>271,218</b>
Longevity Pay	NA	NA	NA	-
Representation Allowance	NA	NA	NA	-
Transportation Allowance	NA	NA	NA	-
Communication (Cellphone) Allowance	NA	12,000	12,000	<b>24,000</b>
Mid Year Bonus	NA	45,203	45,203	<b>90,406</b>
Year End Bonus	NA	45,203	45,203	<b>90,406</b>
Cash Gift	NA	5,000	5,000	<b>10,000</b>
Productivity Enhancement Incentive	NA	5,000	5,000	<b>10,000</b>
Uniform Allowance	NA	6,000	6,000	<b>12,000</b>
Pag-ibig Contribution	NA	2,400	2,400	<b>4,800</b>
Employees Compensation Insurance	NA	1,200	1,200	<b>2,400</b>
Retirement and Life Insurance Premiums	NA	65,092	65,092	<b>130,185</b>
Philhealth	NA	10,849	10,849	<b>21,697</b>
<b>Total</b>	<b>-</b>	<b>914,392</b>	<b>914,392</b>	<b>1,828,784</b>

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

## ANNEX 1: Qualification Standards for Proposed Positions

Below are the qualification standards approved by Civil Service Commission for the 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.

## ANNEX 2: Links to Pertinent Issuances/Polices

The following are pertinent issuances/policies relevant to this document as well as corresponding links where you can download the documents.

Policy/Issuance	Link
<b>Civil Service Issuances</b>	
Civil Service Memo Circular No. 19 s. 1992: Guidelines and Standards in the Establishment of Organizational Structure and staffing patterns in Local Government Units	<a href="https://www.csguide.org/items/show/125">https://www.csguide.org/items/show/125</a>
<b>Department of Budget and Management Issuances</b>	
Budget Manual for LGUs	<a href="https://www.dbm.gov.ph/wp-content/uploads/Issuances/2016/Local%20Budget%20Circular/LBC-112-BOM-inside%20pages-correct%20paging-FINAL.pdf">https://www.dbm.gov.ph/wp-content/uploads/Issuances/2016/Local%20Budget%20Circular/LBC-112-BOM-inside%20pages-correct%20paging-FINAL.pdf</a>
Local Budget Circular No. 53	<a href="https://storage.googleapis.com/request-attachments/zEpyJagdLZNEQ85tThSWiM8jLoflxMazuheJ8T9qew3UD0e7r5yJfWhld3yFKCnc5jJRbNnB2XUqAthu0DAHePHYZzqxfU0j45H3/LBC%20NO%2053%20DATED%20SEPTEMBER%201%201993.pdf">https://storage.googleapis.com/request-attachments/zEpyJagdLZNEQ85tThSWiM8jLoflxMazuheJ8T9qew3UD0e7r5yJfWhld3yFKCnc5jJRbNnB2XUqAthu0DAHePHYZzqxfU0j45H3/LBC%20NO%2053%20DATED%20SEPTEMBER%201%201993.pdf</a>
Compensation and Position Classification System	<a href="https://sites.google.com/view/e-codal/political/administrative-code/ra-no-6758-compensation-and-position-classification-act-of-1989">https://sites.google.com/view/e-codal/political/administrative-code/ra-no-6758-compensation-and-position-classification-act-of-1989</a>
Documentary Requirements for Budgetary Requests	<a href="https://www.dbm.gov.ph/wp-content/uploads/OPCCB/brochures/doc_organization.htm">https://www.dbm.gov.ph/wp-content/uploads/OPCCB/brochures/doc_organization.htm</a>
FY 2022 Budget Forum Presentations	<a href="https://www.dbm.gov.ph/index.php/news-update/budget-forum-presentations/fy-2022-budget-forum-presentations">https://www.dbm.gov.ph/index.php/news-update/budget-forum-presentations/fy-2022-budget-forum-presentations</a>
Index of Occupational Services, Position Titles, and Salary Grades (IOS) in the Local Government (Local Budget Circular no 61 dated March 18, 1996)	<a href="https://www.dbm.gov.ph/wp-content/uploads/OPCCB/LBC/LBC%20No.%2061.pdf">https://www.dbm.gov.ph/wp-content/uploads/OPCCB/LBC/LBC%20No.%2061.pdf</a>

<b>Policy/Issuance</b>	<b>Link</b>
Index of Occupational Services, Position Titles, and Salary Grades CY 2018 Edition	<a href="https://www.dbm.gov.ph/wp-content/uploads/Issuances/2018/Budget%20Circular/BUDGET-CIRCULAR-NO-2018-4.pdf">https://www.dbm.gov.ph/wp-content/uploads/Issuances/2018/Budget%20Circular/BUDGET-CIRCULAR-NO-2018-4.pdf</a>
National Budget Memorandum No. 138, Jan 06, 2021	<a href="https://www.dbm.gov.ph/index.php/270-latest-issuances/national-budget-memorandum/national-budget-memorandum-2021/1792-national-budget-memorandum-no-138">https://www.dbm.gov.ph/index.php/270-latest-issuances/national-budget-memorandum/national-budget-memorandum-2021/1792-national-budget-memorandum-no-138</a>
Local Budget Memorandum No. 82	<a href="https://www.dbm.gov.ph/wp-content/uploads/Issuances/2021/Local-Budget-Memorandum/LOCAL-BUDGET-MEMORANDUM-NO-82.pdf">https://www.dbm.gov.ph/wp-content/uploads/Issuances/2021/Local-Budget-Memorandum/LOCAL-BUDGET-MEMORANDUM-NO-82.pdf</a>
<b>Department of Interior and Local Government Issuances</b>	
Local Government Code, 1991	<a href="https://dilg.gov.ph/PDF_File/reports_resources/dilg-reports-resources-2016120_fce005a61a.pdf">https://dilg.gov.ph/PDF_File/reports_resources/dilg-reports-resources-2016120_fce005a61a.pdf</a>
<b>Issuances related to Devolution of LGUs</b>	
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”	<a href="https://www.officialgazette.gov.ph/downloads/2021/06jun/20210601-EO-138-RRD.pdf">https://www.officialgazette.gov.ph/downloads/2021/06jun/20210601-EO-138-RRD.pdf</a>
<b>Nutrition-related Policies</b>	
Presidential Decree 1286– Nutrition and Dietetics Decree s.1978: Regulating the Practice of Nutrition and Dietetics in the Philippines and for other Purposes	<a href="https://lawphil.net/statutes/presdecs/pd1978/pd_1286_1978.html?fbclid=IwAR3SkAZvu1J2GUbAjVryPUslTpWvPXyIXeOVjbi1K9C88ytGo1U0fhDy-lk">https://lawphil.net/statutes/presdecs/pd1978/pd_1286_1978.html?fbclid=IwAR3SkAZvu1J2GUbAjVryPUslTpWvPXyIXeOVjbi1K9C88ytGo1U0fhDy-lk</a>
Republic Act 10862 – Nutrition and Dietetics Law of 2016	<a href="http://legacy.senate.gov.ph/republic_acts/ra%2010862.pdf?fbclid=IwAR0Q9jJYHqtoDRaq_xtWYycZJdVQL3lZwuo7xQKdA2z7ju05yYZ1akJVjXE">http://legacy.senate.gov.ph/republic_acts/ra%2010862.pdf?fbclid=IwAR0Q9jJYHqtoDRaq_xtWYycZJdVQL3lZwuo7xQKdA2z7ju05yYZ1akJVjXE</a>
Republic Act 11148 – <i>Kalusugan at Nutrisyon ng Mag-Nanay</i> Act or the First 1000 Days Law	<a href="https://www.congress.gov.ph/legisdocs/ra_17/RA11148.pdf">https://www.congress.gov.ph/legisdocs/ra_17/RA11148.pdf</a>
Republic Act 11210 – Expanded Maternity Leave Law	<a href="https://www.officialgazette.gov.ph/downloads/2019/02feb/20190220-RA-11210-RRD.pdf">https://www.officialgazette.gov.ph/downloads/2019/02feb/20190220-RA-11210-RRD.pdf</a>
Republic Act 11037 – <i>Masustansyang Pagkain Para sa Batang Pilipino</i> Act	<a href="https://www.officialgazette.gov.ph/downloads/2018/06jun/20180620-RA-11037-RRD.pdf">https://www.officialgazette.gov.ph/downloads/2018/06jun/20180620-RA-11037-RRD.pdf</a>
Republic Act 10410 – Early Years Act	<a href="https://www.officialgazette.gov.ph/2013/03/26/republic-act-no-10410/">https://www.officialgazette.gov.ph/2013/03/26/republic-act-no-10410/</a>

<b>Policy/Issuance</b>	<b>Link</b>
Republic Act 10028 – Expanded Breastfeeding Promotion Act of 2009	<a href="https://www.officialgazette.gov.ph/2010/03/16/republic-act-no-10028/">https://www.officialgazette.gov.ph/2010/03/16/republic-act-no-10028/</a>
<b>Other Issuances</b>	
Salary Standardization Law of 2019	<a href="https://www.officialgazette.gov.ph/downloads/2019/12dec/20200108-RA-11466-RRD.pdf">https://www.officialgazette.gov.ph/downloads/2019/12dec/20200108-RA-11466-RRD.pdf</a>