

Strengthening of the LGU Nutrition Program: Creation of LGU Nutrition Offices



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LIST OF ACRONYMS

AIP	Annual Investment Program
BNAP	Barangay Nutrition Action Plan
BNC	Barangay Nutrition Committee
BNS	Barangay Nutrition Scholar
CDP	Comprehensive Development Plan
C/MLGUs	City/Municipal Local Government Units
CNAP	City Nutrition Action Plan
CNC	City Nutrition Committee
CS	Civil Service
CSC	Civil Service Commission
CY	Calendar Year
DBM	Department of Budget and Management
EO	Executive Order
GIDA	Geographically Isolated and Disadvantaged Area
HUCs	Highly Urbanized Cities
IEC	Information, Education and Communication
IRA	Internal Revenue Allotment
LCE	Local Chief Executive
LDIP	Local Development Investment Program
LGOO	Local Government Operations Officer
LGU	Local Government Unit
LNC	Local Nutrition Committee
LNAP	Local Nutrition Action Plan
MAM	Moderate Acute Malnutrition
MFO	Major Final Output
MHO	Municipal Health Office/r
MELLPI	Monitoring and Evaluation Local Level Plan Implementation
MNAP	Municipal Nutrition Action Plan
MNC	Municipal Nutrition Committee
NAO	Nutrition Action Officer
NNC	National Nutrition Council
ND	Nutritionist-Dietitian
OPT Plus	Operation <i>Timbang</i> Plus
PHO	Provincial Health Office/r
PNAP	Provincial Nutrition Action Plan
PNC	Provincial Nutrition Committee
PPA	Project/Program/Activity
PPAN	Philippine Plan of Action for Nutrition
PDPFP	Provincial Development and Physical Framework Plan
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

Executive Order (EO) 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 local government units (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 national government’s commitment to decentralization is an opportunity for LGUs to strengthen their nutrition program and other priority programs, which could not be implemented because of the lack of funds and personal services (PS) cap limitations. 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 LGUs shall be given more powers, authority, responsibilities, and resources.”

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 (RA) 11148 – *Kalusugan at Nutrisyon ng Mag-Nanay Act* or the First 1000 Days Law, RA 11210 – Expanded Maternity Leave Law, RA 11037 – *Masustansyang Pagkain Para sa Batang Pilipino Act*, RA 10410 – Early Years Act, and RA 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.

The creation of a Nutrition Office with adequate staff is key to improved nutrition performance as it 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 contributing to reduced malnutrition and improved human capital development.

Based on data collected from the NNC Regional Offices, there are only 48% of provinces and cities have Nutrition Offices and only 24% have full time Nutrition Action Officers (NAOs) and 35% have full time Nutrition Program Coordinators. On the other hand, only 19% component cities/municipalities LGUs (C/MLGUs) are with Nutrition Offices; only 8% have full time nutrition action officers and 4% with support staff for nutrition.

This document aims to aid provinces, cities and municipalities by providing LGU proposals for the creation of nutrition offices.

II. RECOMMENDED ORGANIZATION OF NUTRITION OFFICE IN LGUs

A. Proposed Staffing for Provincial, City and Municipal Nutrition Offices

The following table shows the proposed minimum staffing for provincial, city and municipal nutrition offices.

Table 1. Proposed Staffing for Provincial, City and Municipal Nutrition Offices

Functions	Position Titles		
	Provinces	Cities	Municipalities
Nutrition Action Officer	(1) Nutrition Officer V (SG 24)	(1) Nutrition Officer V (SG 24)	(1) Nutrition Officer V (SG 24)
Nutrition Coordinator	(1) Nutrition Officer III (SG 18)	(1) Nutrition Officer III (SG 18)	(1) Nutrition Officer III (SG 18)
Technical Staff Support	(1) Nutritionist-Dietitian II (SG 15)	(1) Nutritionist-Dietitian II (SG 15)	(1) Nutritionist-Dietitian I (SG 11)
	(1) Nutrition Officer II (SG 14)	(1) Nutrition Officer II (SG 14)	(1) Nutrition Officer I (SG 10)
Administrative Staff Support	(1) Administrative Assistant II (SG 8)	(1) Administrative Assistant II (SG 8)	(1) Administrative Aide VI (SG 6)
	(1) Administrative Aide III (SG 3)	(1) Administrative Aide III (SG 3)	

The qualification standards for the above positions are in Annex B.

The number of technical staff and administrative staff support can be increased based on the population, land area and presence of geographically isolated and disadvantaged areas (GIDA). The salary grades can also be adjusted based on the financial capacity of the LGUs, availability of qualified personnel, LGU income class and other factors. The establishment of nutrition offices can be incremental based on the capacities of the LGUs.

The nutrition office should be a separate office under the office of the local chief executive (LCE) and should have a separate budget.

The following figures illustrate the organizational structures of the proposed provincial, city and municipal nutrition offices.

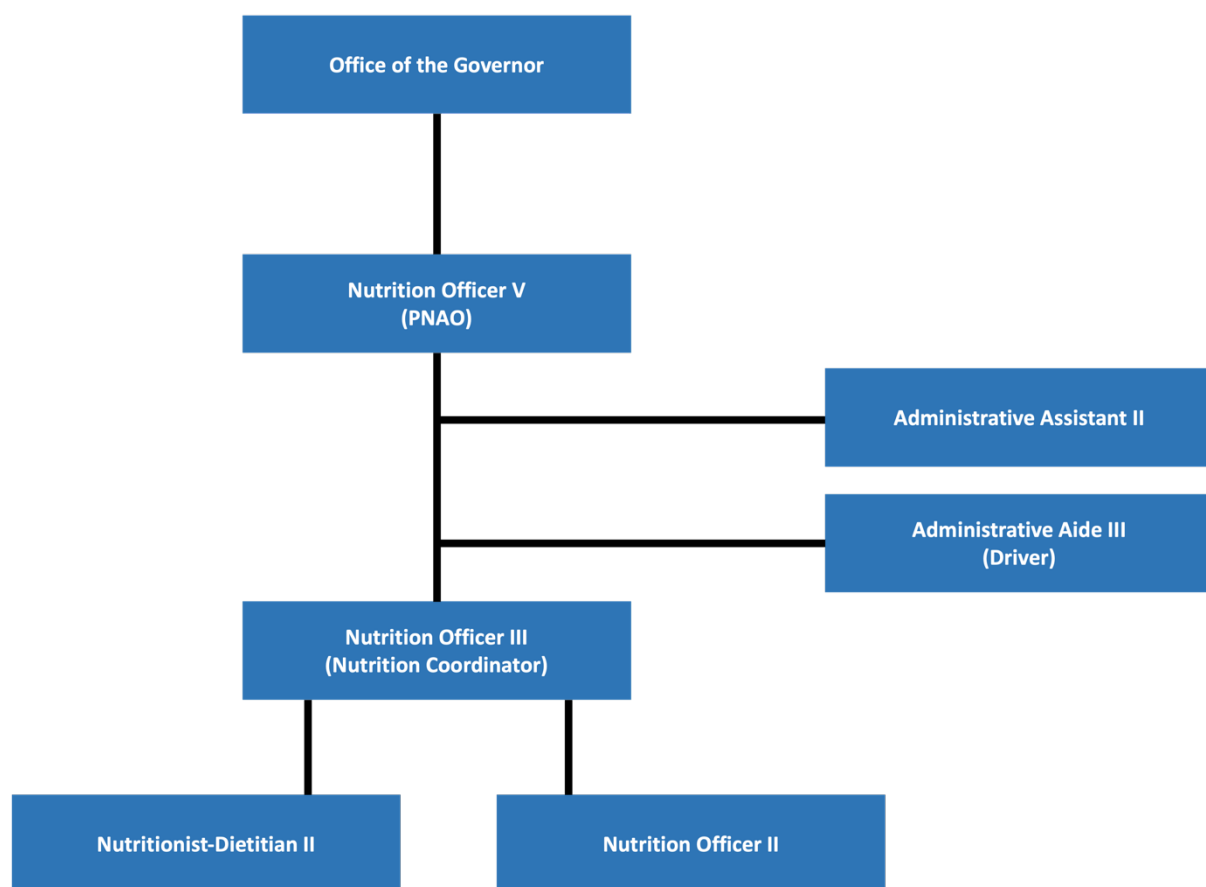


Figure 1. Proposed Organizational Structure for a Provincial Nutrition Office

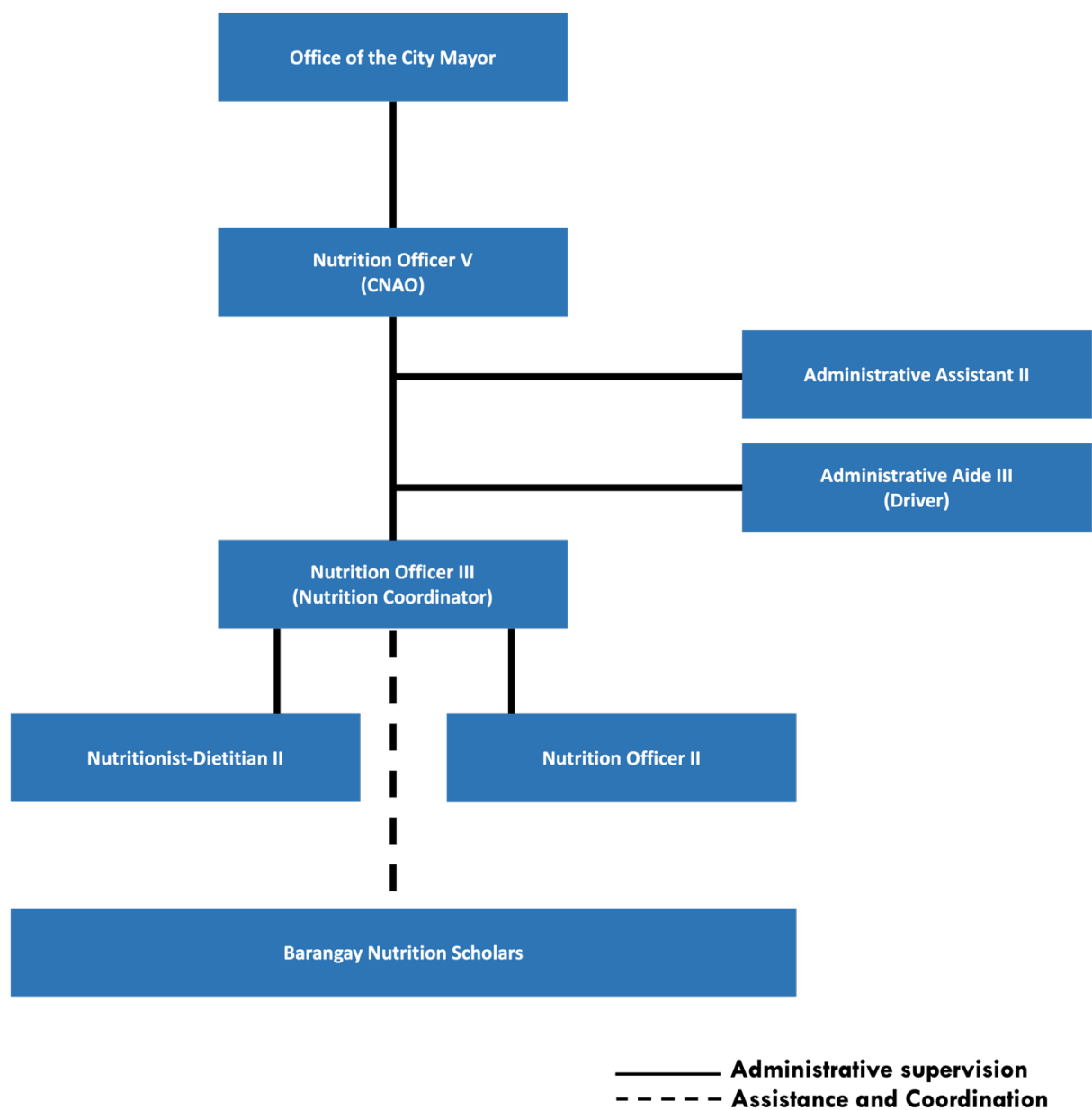


Figure 2. Proposed Organizational Structure for a City Nutrition Office

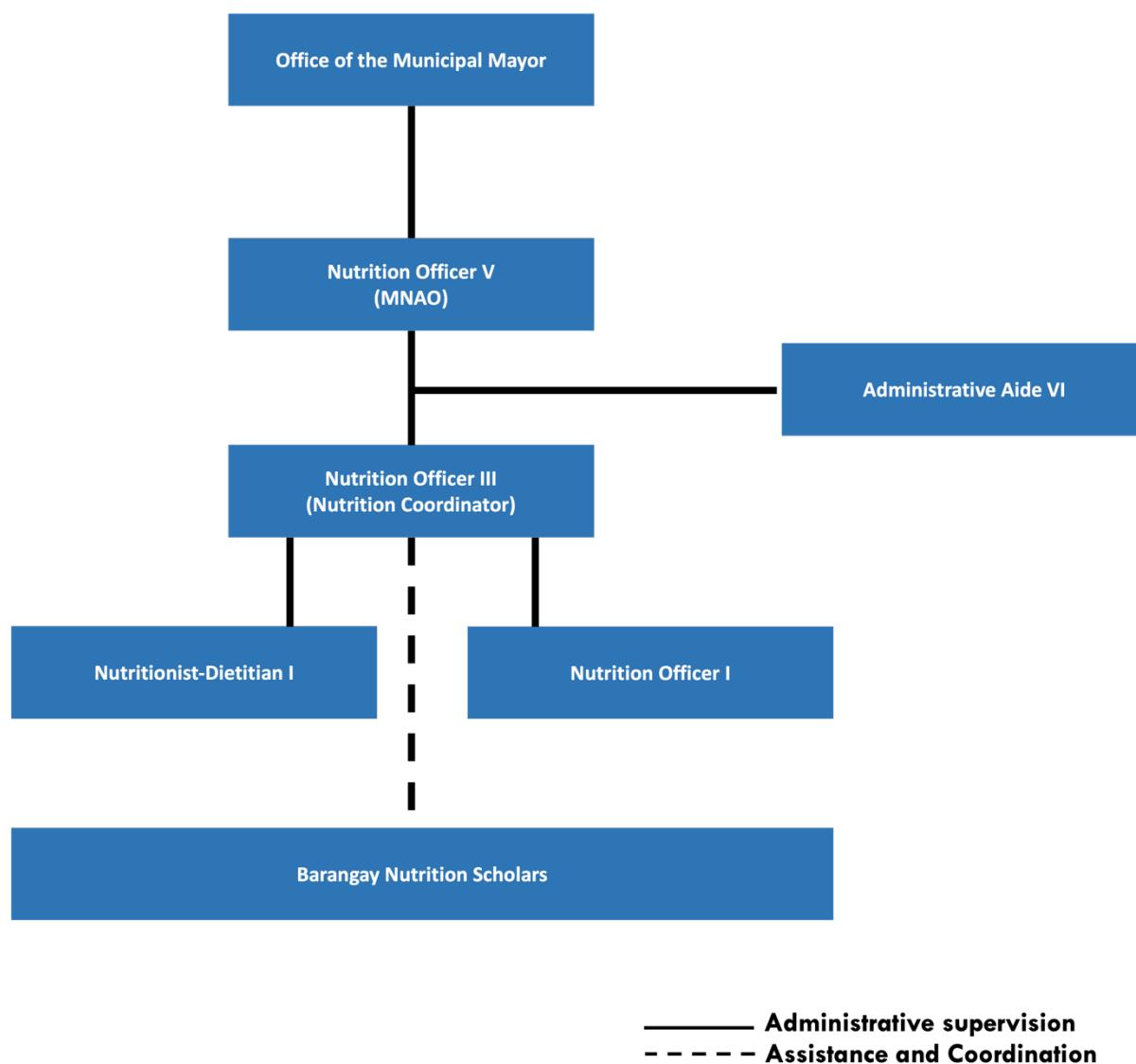


Figure 3. Proposed Organizational Structure for a Municipal Nutrition Office

B. Roles and Functions of Nutrition Offices

Provincial Nutrition Office

The roles and functions of the proposed provincial nutrition office are the following:

1. provision of secretariat services to the provincial nutrition committee (PNC);
2. multi-sectoral preparation of the provincial nutrition action plan (PNAP) aligned with the PPAN and integration of nutrition in the Provincial Development and Physical Framework Plan (PDPFP) 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. safeguarding nutritional well-being of constituents especially of high-risk groups during calamities and disasters;
6. provision of technical assistance to municipalities on local nutrition action plan (LNAP) preparation, and designing/implementation of local innovations to address malnutrition;
7. assessment of nutrition program implementation vis a vis PNAP targets through review of reports and conduct of field visits;
8. monitoring and evaluation of nutrition program of municipalities and functionality of municipal nutrition committees (MNC) through the established tools such as Monitoring and Evaluation of Local Level Plan Implementation (MELLPI) Pro and functionality assessment checklist;
9. technical assistance to municipalities based on results of monitoring and evaluation activities;
10. nutrition promotion/advocacy activities through different platforms; and
11. resource mobilization for nutrition promotion.

City/Municipal Nutrition Office

Meanwhile, the roles and functions of the proposed city/municipal nutrition office are the following:

1. provision of secretariate to the City/Municipal Nutrition Committee (C/MNC);
2. multi-sectoral/inter-agency preparation of City/Municipal Nutrition Action Plans (C/MNAP) aligned to PPAN and integration of nutrition in the Comprehensive Development Plan (CDP), Local Development Investment Program (LDIP), and Annual Investment Program (AIP) of the city or municipality;
3. planning and implementation of local innovations or initiatives to address malnutrition based on the analysis of local nutrition situation;
4. enhancement/strengthening of existing programs of C/MNC members by linking the programs to desired nutrition outcomes or making the programs more nutrition sensitive;
5. safeguarding nutrition well-being of constituents especially high-risk groups during calamities and disasters;

6. provision of technical assistance to barangay on LNAP and implementation of capacity building for barangay nutrition scholars (BNS) and other nutrition workers;
7. assessment of nutrition program implementation vis a vis C/MNAP targets through review of reports and conduct of field visits;
8. monitoring and evaluation of nutrition program of barangays and functionality of barangay nutrition committees (BNC) through the established tools such as MELLPI Pro and functionality assessment checklists;
9. technical assistance to barangays based on results of monitoring and evaluation activities and ensures functional BNCs;
10. nutrition promotion/advocacy activities; and
11. resource mobilization activities.

C. Proposed Positions Functions of Nutrition Offices Staff

The tables below show the proposed functions of staff of provincial, city and municipal nutrition offices.

Table 3. Proposed positions functions of staff for a Provincial and City Nutrition Office

Positions	Functions
Nutrition Officer V (Provincial/City Nutrition Action Officer)	<ol style="list-style-type: none"> 1. Schedules quarterly meetings of the local nutrition committee (LNC) with corresponding communications/ letters and agenda; 2. Provides overall management of the of the provincial/city nutrition program and supervises and the day-to-day operations of the provincial/city nutrition office; 3. Ensures orientation/updating of the LNC members on the PPAN and nutrition-related laws, policies and programs and facilitates passage and monitoring of policies on nutrition; 4. Initiates the organization of the nutrition planning team and ensures the conduct of multi-sectoral preparation of the P/CNAP, ensures integration of P/CNAP in the PDPFP (if province), CDP, LDIP and AIP (if city); 5. Coordinates the planning and implementation of local initiatives to address malnutrition based on the analysis of the local nutrition situation;

Positions	Functions
	<ol style="list-style-type: none"> 6. Coordinates with other agencies/departments in the planning of nutrition-related PPAs and link to existing PPAs to desired nutrition outcomes by making programs nutrition sensitive; 7. Ensures the periodic assessment of the LNAP implementation through paper evaluation and field visits and prepares quarterly and annual reports and presents the report to the LNC and facilitates its submission to the Department of Interior and Local Government (DILG) and facilitates the recognition and awarding mechanism for deserving municipalities (if province) or barangays (if city); 8. Provides technical assistance to municipalities (if province) or barangays (if city) as requested and based on results of monitoring activities; 9. Mobilizes nutrition cluster during disasters and emergencies; 10. Reviews and approves the consolidated Operation <i>Timbang</i> (OPT) Plus results of the LGU and present to the LNC and facilitates its submission to higher level and providing copy to the rural health unit (RHU); 11. Conducts nutrition promotion/advocacy activities; and 12. Conducts resource generation activities for nutrition.
Nutrition Officer III (City/Provincial Nutrition Coordinator)	<p>Assists the Nutrition Officer V (P/CNAO) on the following:</p> <ol style="list-style-type: none"> 1. Conduct and documentation of P/CNC meetings; 2. Multi-sectoral preparation of the P/CNAP, assistance to municipalities (if province) or barangays (if city) in the preparation of M/BNAPs and integration of nutrition activities in the PDPFP (if province), CDP, LDIP and AIP (if city); 3. Provision of technical assistance/capacity building for municipal nutrition office staff including BNSs (if province) or BNS and other nutrition workers (if city); 4. Preparation of periodic accomplishment reports and documentation of nutrition PPAs;

Positions	Functions
	<ol style="list-style-type: none"> 5. Enhancement/strengthening of existing nutrition PPAs of P/CNC members to become more nutrition sensitive; 6. Planning and implementation of local initiatives/innovations to address malnutrition; 7. Consolidation of OPT results and other reports from MLGUs (if province) or barangays (if city); 8. Monitoring of nutrition situation through the OPT Plus results and dissemination/utilization of data for policy, planning, and program formulation; 9. Information Management during emergencies and disasters; 10. Nutrition promotion/advocacy activities; and 11. Resource generation activities.
Nutritionist-Dietitian II (Technical Staff)	<p>Assist the Nutrition Coordinator by providing technical support on the following:</p> <ol style="list-style-type: none"> 1. Design and conduct of capacity building activities for municipal nutrition offices and MNCs (if province) or BNCs (if city); 2. Implementation, monitoring and evaluation of province/city-initiated nutrition-related PPAs including dietary supplementation program; 3. Monitoring and evaluation of the nutrition programs of municipalities (if province) or barangays (if city) and functionality of MNCs (if province) and BNCs (if city) through the MELLPI Pro and functionality checklist; 4. Review and preparation of LGU accomplishment reports vis plan targets in coordination with P/CNC members; 5. Management of interventions for nutrition in emergencies; 6. Conduct of nutrition promotion/advocacy activities; 7. Implementation and monitoring of locally-initiated nutrition interventions;

Positions	Functions
	<ol style="list-style-type: none"> 8. Documentation of nutrition program implementation activities; 9. Information management for nutrition in emergencies (collection and submission of reports); and 10. Implementation of resource mobilization activities.
Nutrition Officer II (Technical Support)	<p>Assist the Nutrition Coordinator by providing technical support on the following:</p> <ol style="list-style-type: none"> 1. Provision of secretariat support during meeting of the LNC and local nutrition cluster, as needed; 2. Multi-sectoral preparation of P/CNAPs, assistance to MNCs (if province) or BNCs (if city) in the preparation of M/BNAPs and integration of nutrition in the PDPFP (if province), CDP, LDIP and AIP (if city); 3. Development and implementation of locally-initiated nutrition interventions; 4. Management the BNS Program (if city) including facilitating provision of benefits, and capacity building; 5. Technical assistance to municipalities (if province) and barangays (if city) to ensure functionality of M/BNCs in coordination with Local Government Operations Officer (LGOO); 6. Conduct of periodic monitoring and evaluation of LNAPs; 7. Linking of existing development programs to nutrition outcomes by making them nutrition sensitive; 8. Review/validation, consolidation and analysis of OPT Plus results; 9. Documentation and records management for the nutrition program; and 10. Implementation of resource generation activities.
Administrative Assistant II	<ol style="list-style-type: none"> 1. Provides staff support during conduct of meetings and activities of the P/CNC including documentation;

Positions	Functions
	<ol style="list-style-type: none"> 2. Assist in the following up and consolidation of reports from P/CNC 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; and 6. Assists in the record keeping and management.
Administrative Aide III (Driver)	<ol style="list-style-type: none"> 1. Provides transportation support to the P/CNAO and staff of the nutrition office; 2. Provides messenger related services for the nutrition office; and 3. Provides transportation of good/supplies.

Some position functions may be adjusted/revised by the LGUs as needed.

Table 4. Proposed positions functions of staff for a Municipal Nutrition Office

Position	Functions
Nutrition Officer V (Municipal Nutrition Action Officer)	<ol style="list-style-type: none"> 1. Schedules regular quarterly meetings of the MNC with corresponding communications/letters and agenda; 2. Provides overall management of the of the municipal nutrition program provide supervision and the day-to-day operations of the municipal nutrition office; 3. Ensures orientation/updating of the LNC members on the PPAN and nutrition-related laws, policies and programs and facilitates passage and monitoring of policies on nutrition; 4. Initiates the organization of the nutrition planning team and ensures the conduct of multi-sectoral preparation of the MNAP, ensures integration of MNAP in the CDP, LDIP and AIP of the municipality;

	<ol style="list-style-type: none"> 5. Coordinates planning and implementation of LGU local innovative programs to address malnutrition based on the analysis of the local nutrition situation; 6. Coordinates with other agencies/departments in the planning of nutrition-related PPAs and link to existing PPAs to desired nutrition outcomes by making programs nutrition sensitive; 7. Ensures the periodic assessment of the LNAP implementation through paper evaluation and field visits and prepares quarterly and annual reports and presents the report to the LNC and facilitates its submission to the DILG; 8. Provides technical assistance to barangays as requested and based on results of monitoring activities; 9. Reviews and approves the consolidated OPT Plus results of the LGU and present to the LNC and facilitates its submission to higher level and providing copy to the RHU; 10. Mobilizes nutrition cluster during disasters and emergencies; 11. Conducts nutrition promotion/advocacy activities; and 12. Facilitates resource mobilization activities to generate support for nutrition.
Nutrition Officer III (Municipal Nutrition Coordinator)	<p>Assists the Nutrition Officer V (MNAO) on the following:</p> <ol style="list-style-type: none"> 1. Conduct and documentation of MNC meetings; 2. Multi-sectoral preparation of the MNAP, assistance to barangays in the preparation of BNAPs and integration of nutrition in the CDP, LDIP and AIP of municipality; 3. Provision of technical assistance/capacity building for BNC members and BNSs; 4. Periodic assessment of nutrition accomplishments and documentation of nutrition programs/activities; 5. Enhancement/strengthening of existing nutrition programs to become more nutrition sensitive; 6. Planning and implementation of local initiatives/innovations to address malnutrition;

	<ol style="list-style-type: none"> 7. Validation and consolidation of OPT results and other reports from barangays; 8. Monitoring of nutrition situation through the OPT Plus results and dissemination/utilization of data for policy, planning, and program formulation; 9. Information Management during emergencies and disasters; 10. Nutrition promotion/advocacy activities; and 11. Resource generation activities.
Nutritionist-Dietitian I (Technical staff)	<p>Assist the Municipal Nutrition Coordinator by providing technical support on the following:</p> <ol style="list-style-type: none"> 1. Design and conduct of capacity building activities for BNCs and BNSs; 2. Implementation, monitoring and evaluation of province-initiated nutrition programs including dietary supplementation program; 3. Monitoring and evaluation of the nutrition programs of barangays and functionality of BNCs through the MELLPI Pro and functionality checklist; 4. Management of interventions for nutrition in emergencies; 5. Conduct of nutrition education/promotion/advocacy activities; 6. Development of nutrition education materials; 7. Implementation and monitoring of locally-initiated nutrition interventions; 8. Documentation of nutrition program implementation activities; 9. Information management for nutrition in emergencies (collection and submission of reports); and 10. Implementation of resource mobilization activities.
Nutrition Officer I (Technical Staff)	Assist the Municipal Nutrition Coordinator on the following:

	<ol style="list-style-type: none"> 1. Conduct and documentation of MNC meetings; 2. Multi-sectoral preparation of the MNAP and integration of nutrition in the CDP, LDIP and AIP of the municipality; 3. Review and preparation of LGU accomplishment reports vis plan targets in coordination with MNC members; 4. Enhancement/strengthening of existing nutrition programs of MNC members to become more nutrition sensitive; 5. Planning and implementation of local initiatives/innovations to address malnutrition; 6. Technical assistance to barangays to ensure preparation and implementation of BNAPs; 7. Conduct of periodic monitoring and evaluation of LNAPs through review of reports and field visits; 8. Resource generation activities; 9. Nutrition promotion/advocacy activities; and 10. Documentation of nutrition programs/activities.
Administrative Aide VI	<ol style="list-style-type: none"> 1. Provides staff support during conduct of meetings and activities of the MNC including documentation; 2. Assists in the follow up and consolidation of reports from MNC members and barangays; 3. Coordinates procurement of goods and services for the nutrition; 4. Ensures proper documentation of financial transactions related to the implementation of nutrition activities; and 5. Does encoding services and provide other administrative support to the staff of the nutrition office.

D. Roles and Functions of Barangay Nutrition Scholars

The BNSs are administratively under the Punong Barangay but will be under the technical supervision of the C/MNAO. The following are the functions of the BNS.

1. Assists in organizing and revitalizing the BNC and keeps, assist barangay secretary in preparing minutes of meetings;

2. Assists in formulating the BNAP and monitoring its progress;
3. Identifies and locates the nutrition vulnerable population through
 - a. Conduct of OPT plus for under-five children; and
 - b. Weighing and measuring height of pregnant women;
4. Prepares and updates the master list of beneficiaries to various nutrition programs, projects, activities/interventions;
5. Facilitates/assists in the delivery of nutrition and related services especially those related to the first 1000 days of life;
6. Refers families with malnourished under-five children, pregnant and lactating women to program implementers or service partners;
7. Advocates for increased investment in nutrition PPAs and conduct resource mobilization activities;
8. Prepares and submits BNS reports and assists in the preparation of documents and reports related to BNAP and accomplishments of the BNC; and
9. Attends trainings to upgrade one's knowledge, skills and values

III. FINANCING

The World Bank report (2021) revealed that in the Philippines, every USD 1.00 (estimated PHP 50.00) invested in nutrition had a potential to yield USD 44.00 (estimated PHP 2,200.00). However, this is only for the programs, interventions and services to be catered to target population. Much needed at the local government units is also a nutrition office with adequate staff complement as a center for multisectoral coordination and management of the nutrition programs in the communities. Since the implementation of the RA 7160 the devolved nutrition services were used as the rationale to create nutrition office in some LGUs.

In section 76 of RA 7160 (Local Government Code of 1991), every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC).

Note further in section 305 of the LGC as reiterated in section 2.2.6.1 of Local Budget Memorandum Circular 82 of DBM the realization of having a nutrition office and the desired staffing can be facilitated if these are specifically reflected in the approved local development plans such as the AIP for the budget year which comes from the Local Development Investment Program (LDIP); Comprehensive Development Plan in the case of cities and municipalities, and Provincial Development and Physical Framework Plan in the case of provinces. The LBM 82 reiterated the DILG Memorandum Circular (MC) No. 2018-42 that all LGUs are enjoined to prioritize in the allocation of local funds the PPAs included in their

respective local nutrition action plans, which shall be formulated in accordance with the Philippine Plan of Action for Nutrition 2017-2022, one of which is the mandatory position for the Nutrition Action Officer.

Aside from the increased national tax allocation resulting from the Supreme Court Ruling on the Mandanas-Garcia Petitions which is expected to be the main source for the strengthening of the LGU Nutrition Programs, LGUs can also use income from local revenues and Universal Health Care Act Special Fund. Other external fund sources from NGOs and proceeds from resource mobilization activities can also be used for strengthening nutrition program implementation.

Rule V -Organization of Local Health Systems particularly, Section 20.2 of the Universal Health Care Act provides that the Special Fund can be tapped through the Provincial and City health Boards for capital investments, equipment, remuneration, and incentives for health workers including BNS and health workers involved in the implementation of RA 11148. Other relevant provisions of the UHC Law that justifies the use of a special health fund for strengthening the nutrition program can be found in Rule VI. Section 24-National Health Workplace Support System. This can also serve as basis for the hiring of nutrition workers to man the nutrition office.

Establishment of the Nutrition Office with the complete staffing can be done by phases depending on the fiscal situation of the LGU. Likewise, there should be annual increases in budgets for programs and services as indicated in the local plans of action (provincial/city and municipal action plans) .

The estimate budgetary requirements for establishing a nutrition office particularly personnel cost is in Annex D.

IV. LIST OF REFERENCES

The following are list of pertinent references with links.

Table 5. List of Pertinent References with Links

Policy/Issuance	Link
Civil Service Issuances	
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
Department of Budget and Management Issuances	
Budget Manual for LGUs	https://www.dbm.gov.ph/wp-content/uploads/Issuances/2016/Local%20Budget%20Circular/LBC-112-

Policy/Issuance	Link
	BOM-inside%20pages-correct%20paging-FINAL.pdf
Local Budget Circular No. 53	https://storage.googleapis.com/request-attachments/zEpyJaqdLZNEQ85tThSWiM8jLoflxMazuheJ8T9gew3UD0e7r5yJfWhld3yFKCnc5jJRbNnB2XUqAthu0DAHePHYZzqxfU0j45H3/LBC%20NO%2053%20DATED%20SEPTEMBER%201%201993.pdf
Compensation and Position Classification System	https://www.officialgazette.gov.ph/1989/08/21/republic-act-no-6758/
Documentary Requirements for Budgetary Requests	https://www.dbm.gov.ph/wp-content/uploads/OPCCB/brochures/doc_organization.htm
FY 2022 Budget Forum Presentations	https://www.dbm.gov.ph/index.php/news-update/budget-forum-presentations/fy-2022-budget-forum-presentations
Index of Occupational Services, Position Titles, and Salary Grades (IOS) in the Local Government (Local Budget Circular no 61 dated March 18, 1996) Local budget Circular 137, 2021	https://www.dbm.gov.ph/wp-content/uploads/OPCCB/LBC/LBC%20No.%2061.pdf https://www.dbm.gov.ph/wp-content/uploads/Issuances/2021/Local-Budget-Circular/LOCAL-BUDGET-CIRCULAR-NO-137.pdf
Index of Occupational Services, Position Titles, and Salary Grades CY 2018 Edition	https://www.dbm.gov.ph/wp-content/uploads/Issuances/2018/Budget%20Circular/BUDGET-CIRCULAR-NO-2018-4.pdf
National Budget Memorandum No. 138, Jan 06, 2021	https://www.dbm.gov.ph/index.php/270-latest-issuances/national-budget-memorandum/national-budget-memorandum-2021/1792-national-budget-memorandum-no-138

Policy/Issuance	Link
Local Budget Memorandum No. 82	https://www.dbm.gov.ph/wp-content/uploads/Issuances/2021/Local-Budget-Memorandum/LOCAL-BUDGET-MEMORANDUM-NO-82.pdf
Department of Interior and Local Government Issuances	
Local Government Code, 1991	https://dilg.gov.ph/PDF_File/reports_resources/dilg-reports-resources-2016120_fce005a61a.pdf
Adoption and Implementation of the Philippine Plan of Action for Nutrition (DILG Memo Circular 2018-42)	https://dilg.gov.ph/issuances/mc/Adoption-and-Implementation-of-the-Philippine-Plan-of-Action-for-Nutrition-PPAN2017-2022/2678
Issuances related to Devolution of LGUs	
Executive Order 138 dated June 2, 2021: “Full Devolution of the Certain functions of the Executive Committee Brach to Local Government Units, Creation of a Committee on Devolution and for other Purposes”	https://www.officialgazette.gov.ph/downloads/2021/06jun/20210601-EO-138-RRD.pdf
Nutrition-related Policies	
Presidential Decree 1286– Nutrition and Dietetics Decree s.1978: Regulating the Practice of Nutrition and Dietetics in the Philippines and for other Purposes	https://lawphil.net/statutes/presdec/pd1978/pd_1286_1978.html?fbclid=IwAR3SkAZvu1J2GUbAjVryPUSLTpWvPXyIXeOVjbi1K9C88ytGo1U0fhDy-lk
Republic Act 10862 – Nutrition and Dietetics Law of 2016	http://legacy.senate.gov.ph/republic_acts/ra%2010862.pdf?fbclid=IwAR0Q9jJYHqtoDRaq_xtWYycZJdVQL3lZwu07xQKdA2z7ju05yYZ1akJVjXE
Republic Act 11148 – <i>Kalusugan at Nutrisyon ng Mag-Nanay</i> Act or the First 1000 Days Law	https://www.congress.gov.ph/legisdocs/ra_17/RA11148.pdf
Republic Act 11210 – Expanded Maternity Leave Law	https://www.officialgazette.gov.ph/downloads/2019/02feb/20190220-RA-11210-RRD.pdf
Republic Act 11037 – <i>Masustansyang Pagkain Para sa Batang Pilipino</i> Act	https://www.officialgazette.gov.ph/downloads/2018/06jun/20180620-RA-11037-RRD.pdf

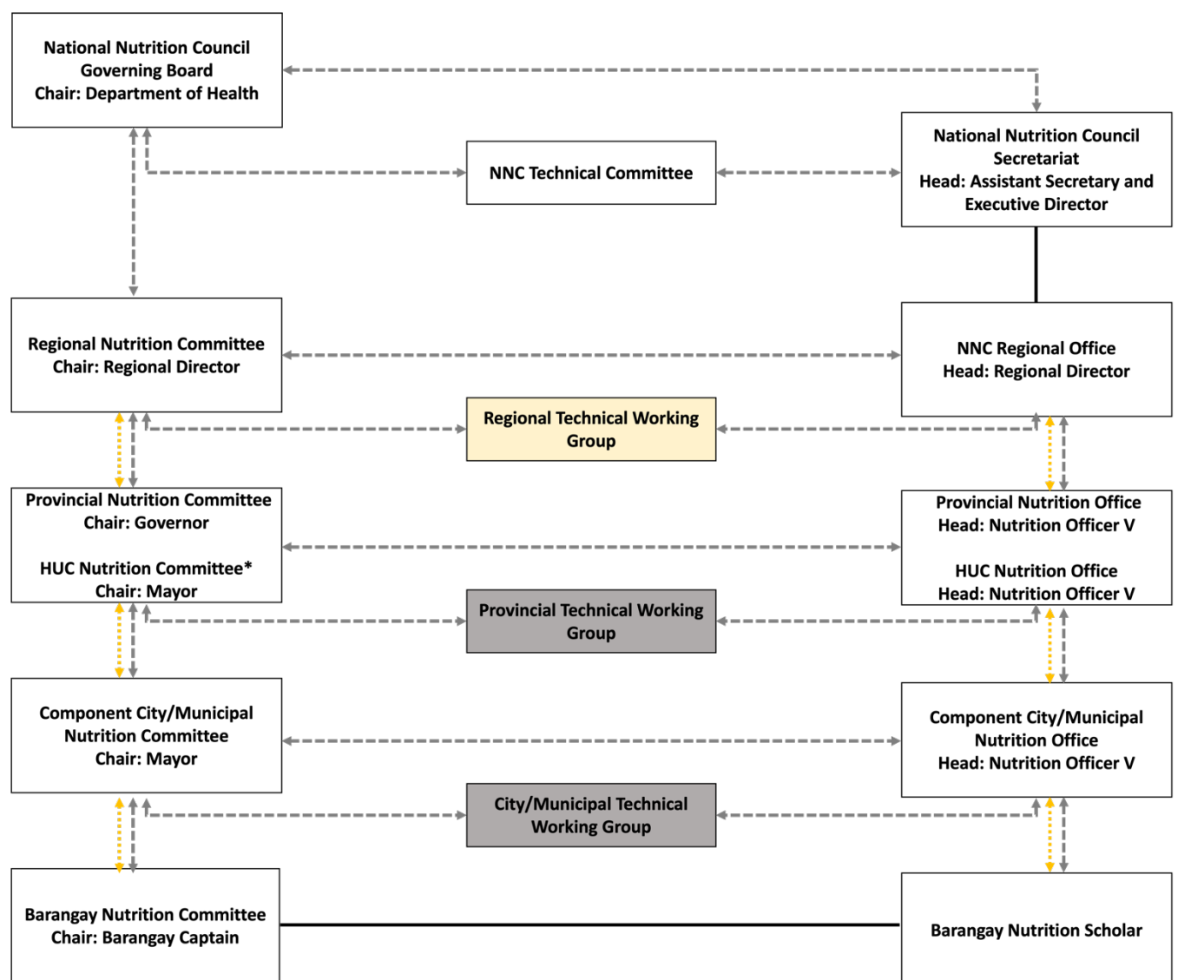
Policy/Issuance	Link
Republic Act 10410 – Early Years Act	https://www.officialgazette.gov.ph/2013/03/26/republic-act-no-10410/
Republic Act 10028 – Expanded Breastfeeding Promotion Act of 2009	https://www.officialgazette.gov.ph/2010/03/16/republic-act-no-10028/
Other Issuances	
Salary Standardization Law of 2019	https://www.officialgazette.gov.ph/downloads/2019/12dec/20200108-RA-11466-RRD.pdf
Universal Health Care Act (RA 11223)	https://doh.gov.ph/RA11223

Approved by:



AZUCENA M. DAYANGHIRANG, MD, MCH, CESO III
Assistant Secretary and Executive Director

ANNEX A: National Nutrition Council Coordinating Structure



Note: Unlike provinces, HUCs do not have jurisdiction over municipalities.

— Administrative supervision
 - - - Coordination
 Technical assistance
 May use different terms for TWG
 Only selected cities/municipalities have TWG

Figure 4. National Nutrition Council and BNS Coordinating Structure

Composition Local Nutrition Committees

Table 6. Composition of Local Nutrition Committees

Provincial Nutrition Committee Members	City/Municipal Nutrition Committee Members	Barangay Nutrition Committee Members
<ul style="list-style-type: none">• Provincial Governor's Office• Provincial Health Office• Provincial Planning & Development Coordinator's Office• Provincial Social Welfare & Development Office• Provincial Agriculture Office• ABC President• NGAs (e.g. DepEd, DILG, DAR, DOST, DTI, TESDA, DPWH, DOLE)• NGOs	<ul style="list-style-type: none">• City/Municipal Mayor's Office• City/Municipal Health Office• City/Municipal Planning & Development Coordinator's Office• City/Municipal Social Welfare & Development Office• City/Municipal Agriculture Office• ABC President• NGAs (e.g. DepEd, DILG, DAR, DOST, DTI, TESDA, DPWH, DOLE)• NGOs	<ul style="list-style-type: none">• Barangay Captain• Rural Health Center - Midwife• Elementary School – Principal/ Teacher Coordinator• Child Development Worker• Barangay Kagawad – Chairperson on Health• Barangay Kagawad – Budget Appropriation Chair• Barangay Treasurer• Barangay Population Worker• Barangay Health Workers• Barangay Nutrition Scholar

The LGUs can revise the list as needed.

Functions of the Local Nutrition Committees

Regional, provincial, city, municipal and barangay nutrition committees are organized to manage and coordinate the planning, implementation, monitoring and evaluation of local hunger-mitigation and nutrition action plan as a component of the local development plan. The following are the specific functions of the local nutrition committees:

1. Formulate and implement local food and nutrition policies, plans and interventions for nutrition improvement.
2. Monitor and evaluate the efficiency and effectiveness of the plan for nutrition improvement.
3. Identify and mobilize local resources for nutrition interventions.
4. Advocate for local support for the nutrition plan to sustain nutrition improvement.

ANNEX B. Qualification Standards for Proposed Positions

Below are the qualification standards approved by Civil Service Commission (CSC) for the selected positions.

Table 7. Qualification Standards for Proposed 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/manage ment learning and development intervention	4 years of supervisory/ managemen t 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 I	10	Bachelor's degree relevant to the job	4 hours of relevant training	None required	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/ managemen t 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

Position Title (Parenthetical Title, if applicable)	Salary/ Job/ Pay Grade	Qualification Standards			
		Education	Training	Experience	Eligibility
Administrative 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
Administrative Aide VI	SG 6	Completion of two (2) years studies in college	None required	None required	Career Service Subprofessional / First Level Eligibility
Administrative Aide III (to serve as driver)	SG 3	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)

ANNEX C: Sample Vision/Mission and Sample PPAs, Major Final Outputs (MFOs) and Performance/Output Indicators

A. Provincial Nutrition Office

1. 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 well-being 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 for the effective implementation of nutrition services in all areas of the province towards the reduction of malnutrition.

2. Sample PPAs, MFOs and Performance/Output Indicators

The table below shows sample PPAs and corresponding major final output (MFOs) and performance/output indicators for provincial nutrition offices.

Table 8. Sample programs/projects/activities, major final outcome and performance indicators

Program/Project/Activity	Major Final Output	Performance/Output Indicator
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

Program/Project/ Activity	Major Final Output	Performance/ Output Indicator
		programs relative to their mandates
2. Nutrition Promotion/ Advocacy and Information Education Communication	<p>Conduct of IEC activities for mothers/individuals (counseling) and groups using various media platforms</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 that have conducted nutrition month celebration and other nutrition promotion activities</p>
3. Dietary Supplementation Program (in collaboration with the PHO and municipalities)	Secured good nutrition among for children within the first 1000 days	Number of 6-23 months old children and high-risk mothers provided with dietary supplementation
4. Capacity Building for Local Nutrition Committees	High performing municipal nutrition offices/nutrition workers	<p>Trained LGU nutrition office staff</p> <p>MNCs oriented/ trained/updated</p>
5. BNS Program	<p>BNSs trained on nutrition programs (capacity building through regular feedback, meetings, refresher course, trainings, and seminar)</p> <p>BNSs provided with honorarium</p> <p>Percent of BNSs receiving benefits provided benefits</p>	<p>Number of BNSs trained/ updated</p> <p>Number of BNSs provided with kits</p> <p>Number of BNSs with honoraria from the province</p> <p>100% of eligible BNSs or their dependents receiving benefits from the NNC (travelling allowance, medical and survivorship assistance) and the LGU</p>

Program/Project/ Activity	Major Final Output	Performance/ Output Indicator
6. 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 workers including BNSs assessed and provided technical assistance through the MELLPI Pro Number of provincial departments/organizations involved in the conduct of MELLPI Pro
7. 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 or provided technical assistance
8. 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
9. LGU Innovative Programs on Nutrition	Implementation of provincial innovative programs on nutrition	Number of malnourished children/families/target groups reached by LGU initiated programs
10. Resource Generation Activities for Nutrition	Implementation of resource generation activities Additional resources for nutrition generated	Resources generated for nutrition Number of resource generation activities implemented
11. Local Nutrition Implementation Reviews	Accomplishment Report Updated plans targets	Number of MNC members participating in the review
12. Nutrition Surveillance and Monitoring	Nutritional status of the municipalities monitored	Annual OPT results

Program/Project/ Activity	Major Final Output	Performance/ Output Indicator
		consolidated and used for planning and program formulation
13. Monitoring of LNC Functionality in Coordination with LGOO	Functional nutrition committees	Number of municipalities monitored in terms of the functionality their LNCs

B. City/Municipal Nutrition Office

1. 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: Municipal/City Nutrition Office is mandated to oversee nutrition program implementation in the city/municipality to include the conduct of inter-sectoral planning and implementation of city/municipal and nutrition action plans (C/MNAP) 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 well-being 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

2. Sample PPAs, MFOs, 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 PPAs, MFOs, and performance/output indicators

Programs/Projects/ Activities	Major Final Output	Performance/ Output Indicator
1. Inter-sectoral Preparation of C/MNAP and Annual Budget Preparation	Three-year C/MNAP (with annual updating) Nutrition Budget	Number of C/MNC members participating in the C/MNAP preparation Number of C/MNC members with programs/projects in the C/MNAP Nutrition integrated in the CDP, LDIP and AIP
2. Planning and Implementation of Local Initiatives for Nutrition	Implementation of local initiatives for nutrition	Clients/target groups covered by local initiatives Number of local initiatives for nutrition
3. Dietary Supplementation Program (in collaboration with the RHU)	Provision of dietary supplementation to high-risk pregnant mothers Provision of dietary supplementation to children aged 6-23 months Provision of fortified foods to selected target groups	Number of high-risk mothers provided with dietary supplementation Number of children aged 6-23 months provided with dietary supplementation Number of beneficiaries provided with fortified foods
4. Strengthening/ Enhancement of C/MNC Existing Programs to make them Nutrition Sensitive	Implementation of nutrition sensitive programs	Clients/targets groups reached by nutrition sensitive programs Concept papers/activity designs for linking existing programs to nutrition goals (integrating nutrition existing non-nutrition programs)

Programs/Projects/ Activities	Major Final Output	Performance/ Output Indicator
5. Nutrition Promotion/Advocacy, IEC In coordination with RHU, C/MSWDO and other departments	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 <i>Pabasa sa Nutrisyon</i> or other IEC activities Number of promotional/IEC activities conducted Number of barangays that conducted nutrition month celebration
6. Capacity Building for C/MNC and BNCs	C/M/BNC members updated capacitated	Number of orientation/updating conducted Number of C/M/BNC members updated/oriented
7. BNS Program (Capability Building through regular feedback, meetings, refresher course, trainings, and seminars)	Training/updating of BNSs Provision of honorarium to BNSs Processing of BNS benefits from the NNC	Number of training/refresher/updating sessions conducted for BNSs Number of BNSs trained Number of BNSs provided with BNS kits Number of BNSs provided with load allowance Number of BNSs provided with incentives for the LGU 100% of eligible BNSs or their dependents receiving benefits from NNC (travelling allowance, medical, survivorship and CS Eligibility)

Programs/Projects/ Activities	Major Final Output	Performance/ Output Indicator
8. Review/Validation and Consolidation of OPT Results	Updated nutritional status of the city, municipality and barangay	Validated and consolidated OPT results from BNCs
9. Monitoring and Evaluation	Monitoring of barangay nutrition programs Conduct of MELLPI Pro	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
10. Monitoring of C/MNAP Implementation (in coordination with DILG)	C/MNAP accomplishment reports vs targets (quarterly and annual)	Number of quarterly and annual report submitted on time Number of MNC members submitting reports on time
11. Technical Assistance to Barangays	Functional BNCs	Number of functional BNCs Number of Barangays with BNAP

ANNEX D: Budgetary Estimates for PS Cost of LGU Nutrition Offices

A. Budgetary Estimates for PS Cost of Provincial/City Nutrition Offices

Staff Salary and benefits	Nutrition Officer V (SG 24)	Nutritionist Officer III (SG 18)	Nutritionist-Dietitian II (SG 15)	Nutrition Officer II (SG 14)	Administrative Assistant II (SG 8)	Administrative Aide III (SG 3)	Total
Salary per month	88,410	45,203	35,097	32,321	18,998	14,125	
Salary per year	1,060,920	542,436	421,164	387,852	227,976	169,500	2,809,848
PERA	24,000	24,000	24,000	24,000	24,000	24,000	144,000
Laundry Allowance	1,800	1,800	1,800	1,800	1,800	1,800	10,800
Daily Subsistence Allowance	13,200	13,200	13,200	13,200	13,200	13,200	79,200
Hazard Pay	106,092	135,609	105,291	96,963	56,994	42,375	543,324
Longevity Pay	NA	NA	NA	NA	NA	NA	-
Representation Allowance	60,000	NA	NA	NA	NA	NA	60,000
Transportation Allowance	60,000	NA	NA	NA	NA	NA	60,000
Communication (Cellphone) Allowance	42,000	42,000	12,000	12,000	3,600	3,600	115,200
Mid Year Bonus	88,410	45,203	35,097	32,321	18,998	14,125	234,154
Year End Bonus	88,410	45,203	35,097	32,321	18,998	14,125	234,154
Cash Gift	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Productivity Enhancement Incentive	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Uniform Allowance	6,000	6,000	6,000	6,000	6,000	6,000	36,000
Pag-ibig Contribution	1,200	1,200	1,200	1,200	1,200	1,200	7,200
Employees Compensation Insurance	1,200	1,200	1,200	1,200	1,200	1,200	7,200
Retirement and Life Insurance Premiums	127,310	65,092	50,540	46,542	27,357	20,340	337,182
Philhealth	21,218	10,849	8,423	7,757	4,560	3,390	56,197
Total	1,711,761	943,792	725,012	673,156	415,883	324,855	4,794,459

B. Budgetary Estimates for PS Cost of Municipal Nutrition Offices

Staff Salary and benefits	Nutrition Officer V (SG 24)	Nutrition Officer III (SG 18)	Nutritionist- Dietitian I (SG 10)	Nutrition Officer I (SG 10)	Administrative Aide VI (SG 6)	Total
Salary per month	88,410	45,203	22,190	22,190	16,877	
Salary per year	1,060,920	542,436	266,280	266,280	202,524	2,338,440
PERA	24,000	24,000	24,000	24,000	24,000	120,000
Laundry Allowance	1,800	1,800	1,800	1,800	1,800	9,000
Daily Subsistence Allowance	13,200	13,200	13,200	13,200	13,200	66,000
Hazard Pay	106,092	135,609	66,570	66,570	50,631	425,472
Longevity Pay	NA	NA	NA	NA	NA	-
Representation Allowance	60,000	NA	NA	NA	NA	60,000
Transportation Allowance	60,000	NA	NA	NA	NA	60,000
Communication (Cellphone) Allowance	42,000	42,000	12,000	12,000	3,600	111,600
Mid Year Bonus	88,410	45,203	22,190	22,190	16,877	194,870
Year End Bonus	88,410	45,203	22,190	22,190	16,877	194,870
Cash Gift	5,000	5,000	5,000	5,000	5,000	25,000
Productivity Enhancement Incentive	5,000	5,000	5,000	5,000	5,000	25,000
Uniform Allowance	6,000	6,000	6,000	6,000	6,000	30,000
Pag-ibig Contribution	1,200	1,200	1,200	1,200	1,200	6,000
Employees Compensation Insurance	1,200	1,200	1,200	1,200	1,200	6,000
Retirement and Life Insurance Premiums	127,310	65,092	31,954	31,954	24,303	280,613
Philhealth	21,218	10,849	5,326	5,326	4,050	46,769
Total	1,711,761	943,792	483,909	483,909	376,262	3,999,634