

PRESIDENT's Report



Ms. RAQUEL B. BUERE
DCNPCAP President

Significant Accomplishments :

- SEC registration completed
- Acquired TIN from the BIR
- Total fund of association – P27,465.50 from the payment for the annual dues and membership and raffle tickets sold in Davao
- Accomplishments by Regional Presidents
- Action Plan for each region formulated



Significant Accomplishments:

- Opened Bank Account for the DCNPCAP Asso. at LBP Taguig
- Official receipts printed
- New set of officers were elected through secret balloting
- Conducted 3 meetings for DCNPCAP

Significant Accomplishments:

- **All regions are represented during the national meeting**
- **Renewal of BIR registration**
- **Distribution of Raffle tickets as a way of fund raising**
- **Reviewed and revised DCNCAPs Constitution and By Laws**

1st meeting for 2014 - February 26-27



2nd meeting – Nov.26-27,2014



February 24-26, 2015



November 2, 2015



Highlights during the meeting:

- ✓ Regional Presidents Updates on their respective association
- ✓ Organization of DCNPCs elected officers in each region as one association
- ✓ Membership fee is P100 and annual dues of 200 for DCNPCAP member
- ✓ General assembly to be done every 2 years
- ✓ Visited Bgy. Carangay as the best performing barangay in Ozamis City

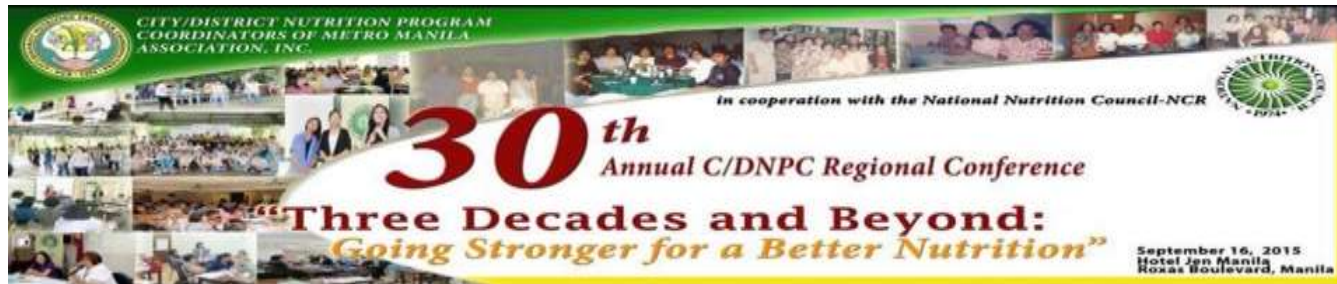
Committees and their respective chairpersons and members:

- **MEMBERSHIP COMMITTEE:** Chairperson: Emma Coronado
Members: Angelita T. Sabado, Analiza Miranda,
Ana Lualhati Fernandez
- **GRIEVANCE COMMITTEE:** Chairperson: Rodrigo Selada
Members: Crescini Roxas, Florence dela Cruz
- **PLANS/PROGRAM COMMITTEE:** Chairperson: Eileen Guevara
Members: Angelita Sabado, Rowina Pagotaisidro
- **EDUCATION COMMITTEE:** Chairperson: Analiza Miranda
Members: Evelyn Gamurot, Felicita Borata
- **ELECTION COMMITTEE:** Chairperson: Nanette Cabidog
Members: Crescini Roxas, Nelia Rodillas
- **AMENDMENTS COMMITTEE:** Chairperson: Julita Manliquez
Members: Evelyn Gamurot, Rodrigo Selada

- **Presentation of technical update and viewing of the 10 Kumainments**
- **DCNPCAP action plan was formulated from the workshops conducted by the regional presidents.**
- **Ms. Didi Vega gave an updates on the Scaling Up Nutrition (SUN)Movement with the vision of A world without Hunger and Malnutrition**

- the group drafted the IRR of our Constitution and by Laws. Included in this draft is the suggested benefits for the members

NCR



Region X - Northern Mindanao Oath Taking for new set of officers



CAR - 5th Nutrition Summit-Convention Program for Basic Implementers



Region VII

3RD National Congress of Nutrition Coordinators



Region V – 2ND Regional Nutrition Conference



Region II –Organizing a training for IYCF Implementers and oath taking of new set of officers



- Learning visit at Barangay Patuto, Malaki South Tagaytay City, a presentation was made by the National Outstanding BNS on how she made it to the top
- Ms. Areane Tulay, member of the Brahma Kumaris an optometrist by profession discussed Stress Free Life Management
- Mr. Julze Alejande of the National Nutrition Council gave updates on the Salt Iodization Program

DCNPCAP logo was again review including the symbol and explanation of each picture





The name, District/City Nutrition Program Coordinators Association of the Phils.Inc. (DCNPCAP Inc.) was officially adopted in 2010: the color green hands forming a circle that symbolizes unending service being performed by collaborating agencies and stakeholders, working together and sharing resources, manpower and technical assistance. The Philippine map connotes that our mandated task covers the 17 regions of the country. The three images of persons stand for family, to which we are committed to serve. The colored green Philippine map also means that we are aiming for a healthy nutritional status.

CONSTITUTION AND BY LAWS

○ Article I. NAME

Section 1. This organization shall be known as the District/City Nutrition Program Coordinators, Association of the Philippines, Incorporated (DCNPCAP, Inc.)

Section 2. Domicile. The official address of the association shall be at the:

National Nutrition Council

Nutrition Building

2332 Chino Roces Avenue Extension

Taguig City 1630

Article II. MISSION

Section 1. To develop highly-recognized, competent and committed D/CNPCs to ensure a sustained quality nutrition program and other related services.

Article III. Objectives

Section I. The objectives of the Association are as follows:

- 1. To enhance professional growth and development of D/CNPCs;**
- 2. To uphold and defend the rights and responsibilities of D/CNPCs;**
- 3. To promote harmonious relationship between and among members of the association;**
- 4. To generate funds for the implementation of programs and projects of the association;**
- 5. To strengthen linkages and collaboration among D/CNPCs, partners and stakeholders;**
- 6. To develop sense of integrity and leadership among members.**

Article IV. MEMBERSHIP POLICIES AND CLASSIFICATIONS

Section 1. Qualifications – The members of the association should be the current district/city nutrition program coordinators (D/CNPCs) designated/appointed by the local chief executive.

Section 2. Rights and Benefits of Members – Unless otherwise provided, a member shall have the following rights:



To exercise the right to vote on all matters relating to the affairs of the association;

- 1. To be eligible to any elective or appointive office of the association;**
- 2. To participate in all deliberations/meetings of the association;**
- 3. To avail of all the facilities and services of the association;**
- 4. To examine all the records or books of the association during business hours;**
- 5. To receive entitlements and benefits.**

**Section 3. Duties and Responsibilities of the members –
A member shall have the following DUTIES and RESPONSIBILITIES :**

- 1. To abide by the Constitution and By-Laws ,rules and regulations that may be promulgated by the association from time to time;**
- 2. To attend meetings of the association;**
- 3. To pay the annual dues of P200.00 and one time membership fee of P100.00**
- 4. To participate in undertakings that maybe required by the association.**



ARTICLE V. SUSPENSION AND TERMINATION OF MEMBERSHIP



Section 1. Failure of members to pay annual dues for two (2) consecutive years.

Section 2. Any inimical acts of members against the association or gross violation of the Constitution and By-Laws.

Section 3. The suspension and termination of membership shall be recommended by the Membership Committee and the Board will decide in finality for the decision of the same.

ARTICLE VI. ORGANIZATION

Section 1. The association is a non-profit, non-stock association governed by the elected officers in the General Assembly with fifty percent plus one attendance.

ARTICLE VII. COMMITTEE STRUCTURE

Section 1. STANDING COMMITTEES.

The standing committees of the association shall be the:

- Membership
- Grievance
- Plans/Programs
- Education, Election
- Amendment Committee.

The President shall be an ex-officio member of all the committees. Until the successors have been duly elected and qualified, the composition of such committees shall expire at the close of the General Assembly and regular election. The membership of all standing committees shall be established within thirty (30) days after the said General Assembly.

Section 2. Functions of the Standing Committees

- **MEMBERSHIP COMMITTEE.** This committee shall coordinate all membership activities with the D/CNPC office. It shall maintain a roster of all members, provide mailings to the membership and keep all membership records of the association. It shall also decide on matters of membership as well as to the penalty to be imposed against an erring member.

- **GRIEVANCE COMMITTEE.** This committee shall be responsible for resolving problems, issues and complaints within and among the members of the association.
- **PLANS/PROGRAM COMMITTEE.** This committee shall be responsible for planning programs and projects making all necessary arrangements for all the activities of the association.

- **EDUCATION COMMITTEE.** This committee shall be responsible for the continuing education and professional growth and development of the members.
- **ELECTION COMMITTEE.** The committee is responsible in the conduct of all elections of the association. They shall be outside of the board and shall serve the same tenure of office of the board of directors of the association. Policy on election is through secret balloting and shall be formulated by this body and approved by the Board.

- **AMENDMENTS COMMITTEE.** This committee is responsible for the revision and amendment of By-Laws upon endorsement of the Board and approval by the General Assembly.

ARTICLE VIII. FISCAL OPERATIONS

- Section 1. The fiscal administration and management shall be in accordance to the policies and guidelines formulated by the board of directors.**
- Section 2. The association shall be responsible for any financial obligations incurred with the prior approval of the officers and the Board of Directors. Any officer or member who shall be guilty of misappropriation and malversation of whatever nature of the funds of the association shall be liable therefor, without prejudice to the right of the association to prosecute him/her before any courts of justice.**

- **Section 3. The fiscal year shall begin on January 1 and end on December 31.**
- **Section 4. The Association should seek the assistance of an external auditor to ensure the safety of all funds acquired by the association.**

ARTICLE IX. DUES AND OTHER REVENUE

Section 1. Funds – The funds of the association shall be derived from annual dues , membership fees and special assessments of members,gifts, donations and fund raising activities.

Section 2. Contributions of 5% to the national association through fund raising of the local chapter shall be remitted to enhance solidarity of the association.

- **Section 3. Disbursements – Disbursements of funds from the association, whether by check or cash or any other instrument shall be signed by the President and Treasurer.**

ARTICLE X. ANNUAL GENERAL ASSEMBLY

Section 1. Annual General Assembly and meeting – The annual General Assembly of the Association shall be held every September as approved by the Officers and the Board of Directors, unless a notice to the contrary is given.

ARTICLE XI. MEETINGS AND PROGRAMS

- **Section 1. In addition to the annual General Assembly of the association, the meeting of officers shall be held twice a year. Special meetings can be convened as need arises with prior notice given to the members. For every meeting, the presence of the fifty percent plus one is needed to constitute a quorum.**

Section 2. Order of Business

The following is the order of business:

- Call to Order**
- Determination of Quorum**
- Reading and Approval of the Previous Minutes**
- Unfinished Business**
- President's Report**
- Treasurer's Report**
- Auditor's Report**
- Committee Reports**
- Other Matters**
- Adjournment**



Section 2. The Board of Directors shall be composed of the Presidents of the different regional association . There shall be 17 members of the Board of Directors.

Section 3. Election of Officers – The set of officers shall be elected from among the Board of Directors.

Section 4. The conduct of election of officers shall be done by the election committee through secret balloting


Section 5. The policy guidelines in the conduct of elections shall be formulated by the election committee and it shall be approved by the Board of Directors.

ARTICLE XIII. FUNCTIONS AND POWERS

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Section 1. Functions and Powers of Officers – The following shall be the functions and powers of the elected officers of the association.

President – The President shall be the Chief Executive Officer of the association and shall :

- a. Preside in all meetings of the members of the association and the Board of Directors;**
- b. Execute all resolutions of the Board of Directors;**
- c. Direct and oversee the activities of the association;**

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- d. Appoint the Assistant Secretary;**
 - e. Represent the association on official business and functions whenever possible;**
 - f. Submit to the Board as soon as possible after the close of each fiscal year, and to the members of each annual meeting, a complete report of the activities and operations of the association under his term.**
 - g. To oversee the recruitment and membership selection process of new members.**



Vice-President – Each VP shall oversee the activities of the association in their respective areas.

In the absence or temporary incapacity of the President, the President of each island group shall choose from among themselves who shall exercise the powers of the former.

To assist the President with his/her duties whenever possible.

Secretary – The Secretary shall :

- a. Give all notices required by these by-laws and keep the minutes of all meetings of the members and of the Board of Directors in a book kept for the purpose;**
- b. Keep the seal of the association and affix such seal to any paper or instrument requiring the same;**
- c. Have custody of the Registry of Members and the correspondence files of the association;**
- d. Perform all such other duties and work as the Board of Directors may assign to him.**

Treasurer – The Treasurer shall;

- Take charge of the funds , receipts and disbursements of the associations;**
- Keep all funds and other valuables of the association in such banks as the Board of Directors may designate;**
- Update the book of accounts and shall notify delinquency of members in the payment of dues and other charges;**

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- **Post a bond in such amount as may be fixed by the Board of Directors;**
 - **Prepare financial statements and report status in every meeting;**
 - **Perform such other duties and functions as may be assigned by the Board of Directors.**

PRO – The PRO shall;

- a. Be responsible for the release to the public all information relative to the activities of the association;**
- b. Act as liaison officer between the association and the public as well as other professional and government/non-government agencies/establishments;**
- c. Perform such other duties as may be prescribed by the Board of Directors.**

Auditor - The Auditor shall:

- a. Examine financial records and audit funds of the association;**
- b. Perform such other duties as may be prescribed by the Board of Directors.**

Board of Directors – The Board of Directors shall :

- a. Be the policy making body of the association**
- b. Approved the annual budget and annual operation of the association;**
- c. Formulate policies,rules and regulations for the association;**
- d. Create other committees that support the operations of the association;**
- e. Initiates revenues collections and or fund raising project for the welfare of all members;**

ARTICLE XIV. TERM OF OFFICE

Section 1. Term of Office – All officers of the association shall hold office for three (3) years until their successors are duly elected and qualified.

The officers shall be elected only for 2 consecutive terms of the same position.

ARTICLE XV. VACANCIES

In case of vacancy within the term of office , the Board of Directors will convene to elect or appoint a successor to the unserved vacant position.

Notice shall be given to all members of the Board including regional areas affected by the vacancies.


ARTICLE XVI. AMENDMENTS

Section 1. Any member may propose amendment/s to these by-laws by submitting the ;proposed amendment/s to the President of the association thirty (30) days before the Annual General Assembly of the association.

Section 2. The proposed amemdment/s and the recommendation of the officers shall be read and discussed at the Annual General Assembly of the association.

Section 3. Within thirty (days) following the reading and discussion of the proposed amendment/s shall ne mailed to all members together with a ballot.

Section 4. The proposed amendment/s shall be adopted by the majority (fifty percent plus one) of the current members as evidenced by the returned accomplished ballots received by the Secretary of the association within thirty (30) days following the date of mailing.



Section 5. The association shall send the DCNPCAP, Inc. office a copy of all amendments, revisions and modifications to these association by-laws within thirty (30) days after the same have been approved by the members of the association.

ARTICLE XVII. EFFECTIVITY

These by-laws ,or any provision thereof ,shall take effect upon approval by the majority.

Adopted this

**PROPOSED : *IMPLEMENTING RULES & REGULATIONS (IRR)*
*(D/CNPCAP CONSTITUTION & BY LAWS)***

1. Number 3, Sec. 2, Article IV.

Awards those who rendered 15 years & above continuous service as D/CNPCs c/o National Nutrition Council.

2. Number 6, Sec. 2, Article IV.

Hospital assistance of P 2,000.00 to be given to completed 5 yrs active member who may undergo major surgery/operation.

Supporting documents:

- 1. Hospital bill (certified true copy)**
- 2. Medical records/ certificate (certified true copy)**
- 3. D/CNPCAP ID**
- 4. Special power of attorney if claimed by representative.**

Mortuary assistance of *P5,000.00* to be given to 3 yrs active member in case of natural death.

Supporting documents:

- 1. Death certificate (certified true copy)**
- 2. D/CNPCAP ID**
- 3. To be claimed by beneficiary.**

Separation incentive of *P1,500.00* to be given to 5 years active member who may be separated from service as D/CNPC due to political intervention, promotion, demotion & disability.

Supporting documents:

- 1. Memo Order / EO from LCE.**
- 2. D/CNPCAP ID**

Retirement benefit of *P3,000.00* to be given to 5 yrs active member who may retire from service.

Supporting documents:

- 1. NNC/ service record (certified true copy)**
- 2. D/CNPCAP ID**

NEXT STEPS

- To request NNC to give service award/incentives to 15 years DCNPCs
- Recognize long serving nutrition implementers who had shown dedication to the nutrition program and its cause
- To conduct training for D/CNPCs

- Search for Outstanding District/City Nutrition Program Coordinators Association Of the Philippines
- Make a handbook for DCNPCAP association
- Conduct NUTRI-QUIZ contest
- Encourage more members to join the DCNPCs FB account



Thank you!