



Republika ng Pilipinas  
KAGAWARAN NG KALUSUGAN  
PAMBANSANG PANGASIWAAN SA NUTRISYON  
(NATIONAL NUTRITION COUNCIL)  
c/o National Nutrition Council-National Capital Region (NNC- NCR)  
NNC-NCP Building, South Superhighway, Western Bicutan,  
Taguig City



**CITY/DISTRICT NUTRITION PROGRAM COORDINATORS  
OF METRO MANILA ASSOCIATION, INC.  
SEC REG. NO. AN 93000297**

Excerpts from the Minutes of the City/District Nutrition Program Coordinators of Metro Manila Association Inc. Board of Directors Meeting held on 17 April 2018 at the 21<sup>st</sup> Floor, Sampiro Conference Room, Makati City Hall, Makati City.

**Board Resolution No. 01  
Series of 2018**

**A RESOLUTION FOR NON-ATTENDING OFFICERS AND BOARD MEMBERS TO  
ASSOCIATION MEETINGS**

**WHEREAS**, one of the C/DNPC of Metro Manila Association's responsibilities is to coordinate policies, guidelines and recommendations of the National Nutrition Council – NCR in every local government unit (LGU) to support the nutrition program in the region;

**WHEREAS**, it has been observed that some officers/board members failed to attend the meetings of the Association without prior notice of absence;

**WHEREAS**, to ensure quorum in meetings and that all seventeen (17) LGUs are represented at the meeting for proper dissemination of agreements and decisions of the Association, all officers/board members are expected to attend all meetings of the Association;

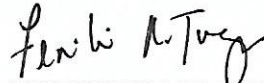
**NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** by the C/DNPC of Metro Manila Association in a meeting duly assembled, to follow these provisions:

1. If the Officer/Board Member cannot attend the meeting, he/she should send a representative.
2. If no representative is available, the Officer/Board Member should submit to the secretariat at least two (2) days prior to the meeting through fax or email a letter informing of his or her absence and the reason for such. The letter should be addressed to the president, signed by the Officer/Board Member and attested by the City/Municipal Health Officer or Nutrition Action Officer with supporting document/s such as programme of activity, notice of meeting or letter of invitation, memorandum, etc. if attending an official activity of the LGU.
3. If the reason for the absence is due to sickness, he/she should copy furnished the secretariat with the application for leave of absence or medical certificate.
4. A non-attending Officer/Board Member without a letter or representative will be fined Php500.00 for each absence.

**RESOLVED FURTHER**, that the Association secretariat shall furnish all officers and board members a copy of this resolution;

**APPROVED UNANIMOUSLY AND ADOPTED**, this 17<sup>th</sup> day of April 2018 during the meeting of the C/DNPC of Metro Manila Association held at Sampiro Conference Room, 21<sup>st</sup> floor, Makati City Hall, Makati City.

*Approved:*



**MS. FEMILINA R. TUAZON**

*President, C/DNPC of MM Association, Inc.*

*Noted:*



**MS. MILAGROS ELISA V. FEDERIZO**  
*Nutrition Program Coordinator, NNC-NCR  
Adviser, C/DNPC of MM Association, Inc.*