

Republic of the Philippines  
Department of Health  
NATIONAL NUTRITION COUNCIL  
2332 Chino Roces Avenue extension, Taguig City  
Tel./Fax No. 816-4239  
Website: [www.nnc.gov.ph](http://www.nnc.gov.ph)

### Request for Quotation

The National Nutrition Council is requesting quotation for the hiring of consultancy group for the development, printing and distribution of the Nutrition Action Officers Handbook (please see attached terms of reference for details of the project).

Prospective bidders must submit the following eligibility documents:

1. Mayor's Permit
2. Philgeps Certificate of Registration

Contract Duration: 4 months from receipt of NTP

Total Approved Budget for the Contract (ABC) – P 990,000.00

The NNC reserves the right to reject any or all bids, to declare the bidding a failure or waive any or all information or to award such bids to the supplier whose bid is considered most advantageous to government. For more details, please call the BAC Secretariat at telephone number 8816-4239.



CHONA M. FERNANDEZ  
Chair, Bids and Awards Committee

Republic of the Philippines  
Department of Health  
NATIONAL NUTRITION COUNCIL

**HIRING OF CONSULTANCY GROUP FOR THE DEVELOPMENT, PRINTING  
AND DISTRIBUTION OF THE NUTRITION ACTION OFFICERS HANDBOOK  
TERMS OF REFERENCE**

**I. Background**

The functions and multisectoral composition of the NNC are replicated at sub-national levels through the provincial, city, municipal and barangay nutrition committees. These local nutrition committees (LNC) are organized to manage and coordinate the planning, implementation, monitoring and evaluation of local nutrition action plans (LNAP) as component of the local development plan. Local chief executives serve as chairpersons of LNCs and they are supported by nutrition action officers (NAOs). The NAOs are designated or appointed personnel who are expected to coordinate the management of their LNAP.

For the NAOs to carry out their assigned roles and tasks more effectively and efficiently, particularly newly hired or designated NAOs, a reference material containing their roles and functions is needed. Lack of adequate knowledge about the role and responsibilities of NAOs has been identified as one of the reasons for poor nutrition program management, non-functionality of LNCs and consequently resulting to limited or slow improvements in the nutrition situation. A handbook can provide such reference for NAOs. The handbook will complement other capacity building activities for NAOs.

Given the magnitude and range of work necessary to implement the project and the limited technical personnel of the NNC to carry out the project, the NNC shall tap the services of a consultancy group with the capacity to undertake the project within the specified time frame.

**II. Objective**

To hire the services of a consultancy group to develop, pre-test, print and distribute the Nutrition Action Officers Handbook.

**III. Duration**

The project shall be implemented for a period of 4 months, which shall commence upon NNC's issuance of the Notice to Proceed to the contractor.

**IV. Expected Outputs**

1. Workplan for the development of the handbook including methodology.

2. Final prototype of the NAOs Handbook in hard and soft copy and with specifications for printing.
3. Printed copies and proof of delivery to NNC regional offices.
4. Project completion report and audited financial report.

#### V. Mechanics

1. The handbook for NAOs shall contain information on the following:
  - a. Why nutrition? (Importance of nutrition to individuals and development)
  - b. Overview of roles and responsibilities expected of Provincial, City and Municipal NAOs
  - c. Basic information that the NAO should know (including legal mandates, PPAN, Nutrition program management)
  - d. How NAOs relate to the local nutrition committee, barangay nutrition scholar, Regional Nutrition Committee and the National Nutrition Council
  - e. Initial actions once designated or appointed as NAO
  - f. Managing a nutrition office (with recommendations for establishing a nutrition action office from LGUs with separate nutrition offices)
  - g. Perks of being a NAO
  - h. Juggling the work of a NAO-designate
  - i. Mentoring and supervision
  - j. How to look and feel great (personality development)
  - k. Maneuvering nutrition documents and reports
  - l. Common mistakes and how to correct them
  - m. How to survive different local chief executives
  - n. Good practices from fellow NAOs
  - o. Membership in NAO organizations
  - p. Tips on using online platforms
  - q. Available technical resources for the NAOs
  - r. Other information based on consultation with NAOs
  - s. Standard content such as foreword, message from the NNC Executive Director, NAOPA Inc. President, DILG and ULAP, acknowledgements.

Although there are Barangay Nutrition Action Officers as well, the scope of the handbook will only be for the Provincial, City and Municipal NAOs. It will include information for the City and Municipal NAOs to work for the designation or appointment of BNAOs and their expected roles and functions.

2. The Handbook shall be in English and the language shall be conversational. It shall use simple creative writing techniques to make the content interesting. It shall also contain photos and illustrations, as needed. The lay-out should be interesting and easy-to-read. It can be in a magazine-style format and consist of about 120-140 pages.



3. Content of the handbook shall be developed in consultation with existing NAOs which shall include NAOs who hold plantilla position and those with designation only. It shall include practical information and examples based on actual experiences of NAOs.
4. The draft handbook shall undergo pre-testing among selected nutrition action officers at various levels (provincial, city and municipal). It shall be reviewed by a language editor.
5. The handbook shall be revised based on the results of pre-testing and comments from the NNC with a maximum of four revisions.
6. Options for the title shall be recommended by the contractor. The title shall be short and simple and encouraging.
7. It shall mention about Barangay Nutrition Action Officers and their role but will focus mainly on the P/C/MNAOs.
8. The handbook shall be printed using the following specifications:

Size: 5.5 inches x 8.5 inches

Total no. of copies: 2,000 pcs

Total no. of pages: 120 pages excluding cover (final number of pages will depend on final prototype but not to exceed 140 pages)

Orientation: Portrait

Color: Full color

Bind: Perfect bind

Process: Offset

Material: Cover: CS2 180lbs with plastic lamination on one side; Inside: CS2 80lbs

Alternative specifications can be proposed by the contractor based on the results of consultation with NAOs on preferred specifications to enhance ease of reading.

9. The NAOs Handbook shall be printed and distributed to all provinces, cities and municipalities through the NNC Regional Offices based on the distribution list from NNC and list of consignees (Attachments 1 and 2).

## VI. Scope of Work

1. Contractor
  - a. Prepare a workplan that details the methodology for developing, pretesting and finalizing the handbook;
  - b. Conduct consultations with selected NAOs representing the three administrative levels (province, city and municipality) to generate



information on the content including photos; and submit documentation of the activity;

- c. Submit the topic outline for approval by NNC;
- d. Submit at least five options for the proposed lay-out, cover and title
- e. Develop and revise the handbook based on comments of the NNC and the NAOs. This should involve creative writers and language editors. The contractor shall also ensure the quality of the drafts being submitted.
- f. Coordinate closely with the NNC focal person in the development of the handbook and provide documentation of meetings held with NNC;
- g. Conduct pre-testing of the handbook among selected NAOs. The results of the pre-test shall be submitted to NNC together with recommendations.
- h. Revise the handbook based on results of pretesting in consultation with the NNC and subject the near-final draft to a language editor; and
- i. Submit the final ready-to-print material in hard copy (3 copies) and soft copy (in hard drive) and specifications for printing. The contractor shall also submit at least three quotations from prospective printers.
- j. Print 2,000 copies of the NAOs Handbook and distribute to NNC regional offices. Once delivered, the contractor shall submit to NNC the delivery and confirmation receipts from recipients as proof of delivery.

## 2. National Nutrition Council

- a. Review deliverables submitted by the contractor and approval of which shall be based on compliance to requirements including quality of outputs;
- b. Assign a focal person to coordinate the requirements of the contractor;
- c. Provide the contractor with reference materials and other technical information needed for the development of the handbook;
- d. Request NAOs for photos of them in action as well as sample works;
- e. Assist in identifying NAOs for the consultation and pre-testing;
- f. Provide list of consignees for the contractor; and,
- g. Process payment to the contractor upon submission of deliverables.

## VII. Timetable of Activities

The project will be conducted in four months. The project is guided by the following timeline. The contractor may submit alternative timeline provided that the project is completed within the project timeframe.

Activity	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1. Inception meeting	x															
2. Preparation and submission of workplan and outline		x														

Activity	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
3. Online consultations with NAOs			x				x									
4. Development of first draft			x	x	x											
5. First revision of the draft handbook based on comments of NNC						x										
6. Second revision based on comments from NNC and selected NAOs								x								
7. Pre-testing and revision									x							
8. 3 <sup>rd</sup> revision based on results of pre-test										x						
9. Finalization of the handbook and submission to NNC												x				
10. Printing of the handbook													x	x		
11. Delivery of the handbook to regions															x	x
12. Submission of final report, audited financial report and other deliverables																x

#### VIII. Project Cost

The project cost is Php990,000 inclusive of applicable taxes chargeable against 310100100003000 funds of NNC, subject to the usual government accounting and auditing rules and regulations.

Expense Item	Amount (Php)
Professional fees	
Technical consultant and pool of creative writers	250,000
Lay-out artist/graphics design	45,000
Technical reviewers, language editor	30,000
Administrative staff	40,000



Expense Item	Amount (PhP)
Operational expenses (supplies, communication, data allowance, pre-testing including token for pre-test participants)	60,000
Management fees	165,000
Printing cost	330,000
Delivery cost	70,000
<b>TOTAL</b>	<b>990,000</b>

IX. Terms of Payment

The contractor shall be paid in four tranches, as follows:

Schedule of Payment	Amount (Php)
<b>First Payment (15%)</b> – upon submission of billing statement, workplan and outline within two weeks from issuance of Notice to Proceed	148,500
<b>Second payment (55%)</b> – upon submission of billing statement, report of consultation with NAOs, proposed lay-out, title, and cover and first draft	544,500
<b>Third payment (20%)</b> – upon submission of billing statement, second draft and pre-testing result	198,000
<b>Fourth payment (10%)</b> – upon submission of billing statement, final prototype of handbook in hard and soft copies, delivery and confirmation receipts as proof of delivery of the handbooks, project completion report and audited financial report.	99,000
<b>TOTAL</b>	<b>990,000</b>


X. Ownership

The NNC shall be the sole owner of the handbook and shall acknowledge the contributions of the contractor in the development of the material. The contractor may not use the material in any way without written permission from the NNC.

XI. Penalty

Failure on the part of the contractor to comply with the requirements and conditions stated herein shall be cause for imposition of penalty of 1/10 of 1% of the total project cost that will be deducted from the final payment for each day of delay after the end of the project duration or the contract's termination as provided by existing government accounting and auditing rules and regulations.

Prepared by:

  
**Mikaela Khiara A. Romias**  
 Nutrition Officer II  
 Nutrition Information and Education Division



Reviewed by:



**Jovita B. Raval**

Nutrition Officer V

Nutrition Information and Education Division

Approved:



**AZUCENA M. DAYANGHIRANG, MD, MCH, CESE**

Executive Director

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8. 3 <sup>rd</sup> revision based on results of pre-test										x						
9. Finalization of the handbook and submission to NNC												x				
10. Printing of the handbook													x	x		
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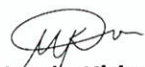
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Prepared by:

  
**Mikaela Khiara A. Romias**  
 Nutrition Officer II  
 Nutrition Information and Education Division

Reviewed by:

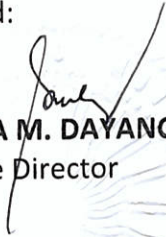


**Jovita B. Raval**

Nutrition Officer V

Nutrition Information and Education Division

Approved:



**AZUCENA M. DAYANGHIRANG, MD, MCH, CESE**

Executive Director

Republic of the Philippines  
Department of Health  
**NATIONAL NUTRITION COUNCIL**

**DISTRIBUTION LIST OF NUTRITION ACTION OFFICERS HANDBOOK**

(Quantity: 2,000 pieces)

Recipient	Region	PNAO	CNAO	MNAO	Quantity for delivery
<b>Region I</b>	15				
Ilocos Norte		1		21	
Batac City			1		
Laoag City			1		
Ilocos Sur		1		32	
Candon City			1		
Vigan City			1		
La Union		1		19	
San Fernando City			1		
Pangasinan		1		44	
Alaminos City			1		
Dagupan City			1		
San Carlos City			1		
Urdaneta City			1		
<b>Subtotal</b>	<b>15</b>	<b>4</b>	<b>9</b>	<b>116</b>	<b>144</b>
<b>Region II</b>	15				
Cagayan		1		28	
Tuguegarao City			1		
Quirino		1		6	
Batanes		1		6	
Isabela		1		34	
Cauayan City			1		
Isabela City			1		
Santiago City			1		
Nueva Vizcaya		1		15	
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>4</b>	<b>89</b>	<b>113</b>
<b>CAR</b>	15				
Abra		1		27	
Apayao		1		7	
Benguet		1		13	
Baguio City			1		
Ifugao		1		11	
Kalinga		1		7	
Tabuk City			1		
Mountain Province		1		10	
<b>Subtotal</b>	<b>15</b>	<b>6</b>	<b>2</b>	<b>75</b>	<b>98</b>



Recipient	Region	PNAO	CNAO	MNAO	Quantity for delivery
<b>NCR</b>	15	0	16	1	
<b>Subtotal</b>	<b>15</b>	<b>0</b>	<b>16</b>	<b>1</b>	<b>32</b>
<b>Region III</b>	15				
Aurora		1		8	
Bataan		1		11	
Balanga City			1		
Bulacan		1		21	
Malolos City			1		
Meycauayan City			1		
San Jose del Monte City			1		
Nueva Ecija		1		27	
Cabanatuan City			1		
Gapan City			1		
Munoz City			1		
Palayan City			1		
San Jose City			1		
Pampanga		1		19	
Angeles City			1		
Mabalacat City			1		
San Fernando City			1		
Tarlac		1		17	
Tarlac City			1		
Zambales		1		13	
Olongapo City			1		
<b>Subtotal</b>	<b>15</b>	<b>7</b>	<b>13</b>	<b>116</b>	<b>151</b>
<b>CaLaBaRZon</b>	15				
Batangas		1		30	
Batangas City			1		
City of Sto. Tomas			1		
Lipa City			1		
Tanauan City			1		
Cavite		1		16	
Bacoor City			1		
Cavite City			1		
Dasmarinas City			1		
Gen. Trias City			1		
Imus City			1		
Tagaytay City			1		
Trece Martirez City			1		
Laguna		1		24	
Binan City			1		
Cabuyao City			1		
Calamba City			1		
San Pablo City			1		
San Pedro City			1		

Recipient					Quantity for delivery
	Region	PNAO	CNAO	MNAO	
Sta. Rosa City			1		
Quezon		1		39	
Lucena City			1		
Tayabas City			1		
Rizal		1		13	
Antipolo City			1		
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>20</b>	<b>122</b>	<b>162</b>
<b>MiMaRoPa</b>	<b>15</b>				
Oriental Mindoro		1		14	
Calapan City			1		
Marinduque		1		6	
Palawan		1		23	
Puerto Princesa City			1		
Romblon		1		17	
Occidental Mindoro		1		11	
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>2</b>	<b>71</b>	<b>93</b>
<b>Region V</b>	<b>15</b>				
Albay		1		15	
Legaspi City			1		
Ligao City			1		
Tabaco City			1		
Camarines Norte		1		12	
Camarines Sur		1		35	
Iriga City			1		
Naga City			1		
Catanduanes		1		11	
Masbate		1		20	
Masbate City			1		
Sorsogon		1		14	
Sorsogon City			1		
<b>Subtotal</b>	<b>15</b>	<b>6</b>	<b>7</b>	<b>107</b>	<b>135</b>
<b>Region VI</b>	<b>15</b>				
Antique		1		18	
Negros Occidental		1		19	
Bacolod City			1		
Bago City			1		
Cadiz City			1		
Escalante City			1		
Himamaylan City			1		
Kabankalan City			1		
La Carlota City			1		
Sagay City			1		
San Carlos City			1		
Silay City			1		
Sipalay City			1		

Recipient	Region				Quantity for delivery
		PNAO	CNAO	MNAO	
Talisay City			1		
Victorias City			1		
Aklan		1		17	
Iloilo		1		42	
Iloilo City			1		
Passi City			1		
Capiz		1		16	
Roxas City			1		
Guimaras		1		5	
<b>Subtotal</b>	<b>15</b>	<b>6</b>	<b>16</b>	<b>117</b>	<b>154</b>
<b>Region VII</b>	<b>15</b>				
Bohol		1	1	47	
Cebu		1	9	44	
Negros Oriental		1	6	19	
Siquijor		1	0	6	
<b>Subtotal</b>	<b>15</b>	<b>4</b>	<b>16</b>	<b>116</b>	<b>151</b>
<b>Region VIII</b>	<b>15</b>				
Biliran		1		8	
Eastern Samar		1		22	
Borongan City			1		
Leyte		1		40	
Baybay City			1		
Ormoc City			1		
Tacloban City			1		
Northern Samar		1		24	
Samar		1		24	
Calbayog City			1		
Catbalogan City			1		
Southern Leyte		1		18	
Maasin City			1		
<b>Subtotal</b>	<b>15</b>	<b>6</b>	<b>7</b>	<b>136</b>	<b>164</b>
<b>Region IX</b>	<b>15</b>				
Zamboanga del Norte		1		25	
Dapitan City			1		
Dipolog City			1		
Zamboanga del Sur		1		26	
Pagadian City			1		
Zamboanga City			1		
Zamboanga Sibugay		1		16	
Isabela City (in Basilan)			1		
<b>Subtotal</b>	<b>15</b>	<b>3</b>	<b>5</b>	<b>67</b>	<b>90</b>
<b>Region X</b>	<b>15</b>				
Bukidnon		1		20	
Malaybalay City			1		
Valencia City			1		



Recipient					Quantity for delivery
	Region	PNAO	CNAO	MNAO	
Camiguin		1		5	
Lanao del Norte		1		22	
Iligan City			1		
Misamis Occidental		1		14	
Oroquieta City			1		
Ozamiz City			1		
Tangub City			1		
Misamis Oriental		1		23	
Cagayan de Oro City			1		
El Salvador City			1		
Gingoog City			1		
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>9</b>	<b>84</b>	<b>113</b>
<b>Region XI</b>	<b>15</b>				
Davao de Oro		1		11	
Davao del Norte		1		8	
Island Garden City of Samal			1		
Panabo City			1		
Tagum City			1		
Davao del Sur		1		9	
Davao City			1		
Digos City			1		
Davao Occidental		1		5	
Davao Oriental		1		10	
Mati City			1		
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>6</b>	<b>43</b>	<b>69</b>
<b>Region XII</b>	<b>15</b>				
North Cotabato		1		17	
Kidapawan City			1		
Sarangani		1		7	
South Cotabato		1		10	
General Santos City			1		
Koronadal City			1		
Sultan Kudarat		1		11	
Tacurong City			1		
<b>Subtotal</b>	<b>15</b>	<b>4</b>	<b>4</b>	<b>45</b>	<b>68</b>
<b>Caraga</b>	<b>15</b>				
Dinagat Islands		1		7	
Agusan del Norte		1		10	
Butuan City			1		
Cabadbaran City			1		
Agusan del Sur		1		13	
Bayugan City			1		
Surigao del Norte		1		20	
Surigao City			1		
Surigao del Sur		1		17	

Recipient				Quantity for delivery
	Region	PNAO	CNAO	MNAO
Bislig City			1	
Tandag City			1	
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>6</b>	<b>67</b>
<b>BARMM</b>	<b>15</b>			
Maguindanao		1		36
Cotabato City			1	
Sulu		1		19
Lanao del Sur		1		39
Marawi City			1	
Tawi-Tawi		1		11
Basilan		1		11
Lamitan City			1	
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>3</b>	<b>116</b>
<b>TOTAL FOR DELIVERY</b>	<b>255</b>	<b>81</b>	<b>145</b>	<b>1,488</b>
NNC Central Office				<b>31</b>
<b>TOTAL</b>				<b>2,000</b>

1. Based on Philippine Statistics Authority number of provinces, cities and municipalities assuming all LGUs with NAOs.
2. NNC Regional Offices with 15 copies each to be kept and distributed to new NAOs.
3. Copy for central office for Information Resource Center, and for request from organizations.

Republic of the Philippines  
Department of Health  
**NATIONAL NUTRITION COUNCIL**

**DISTRIBUTION LIST OF NUTRITION ACTION OFFICERS HANDBOOK**

(Quantity: 2,000 pieces)

Recipient	Region	PNAO	CNAO	MNAO	Quantity for delivery
<b>Region I</b>	15				
Ilocos Norte		1		21	
Batac City			1		
Laoag City			1		
Ilocos Sur		1		32	
Candon City			1		
Vigan City			1		
La Union		1		19	
San Fernando City			1		
Pangasinan		1		44	
Alaminos City			1		
Dagupan City			1		
San Carlos City			1		
Urdaneta City			1		
<b>Subtotal</b>	<b>15</b>	<b>4</b>	<b>9</b>	<b>116</b>	<b>144</b>
<b>Region II</b>	15				
Cagayan		1		28	
Tuguegarao City			1		
Quirino		1		6	
Batanes		1		6	
Isabela		1		34	
Cauayan City			1		
Isabela City			1		
Santiago City			1		
Nueva Vizcaya		1		15	
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>4</b>	<b>89</b>	<b>113</b>
<b>CAR</b>	15				
Abra		1		27	
Apayao		1		7	
Benguet		1		13	
Baguio City			1		
Ifugao		1		11	
Kalinga		1		7	
Tabuk City			1		
Mountain Province		1		10	
<b>Subtotal</b>	<b>15</b>	<b>6</b>	<b>2</b>	<b>75</b>	<b>98</b>



Recipient	Region	PNAO	CNAO	MNAO	Quantity for delivery
<b>NCR</b>	15	0	16	1	
<b>Subtotal</b>	<b>15</b>	<b>0</b>	<b>16</b>	<b>1</b>	<b>32</b>
<b>Region III</b>	15				
Aurora		1		8	
Bataan		1		11	
Balanga City			1		
Bulacan		1		21	
Malolos City			1		
Meycauayan City			1		
San Jose del Monte City			1		
Nueva Ecija		1		27	
Cabanatuan City			1		
Gapan City			1		
Munoz City			1		
Palayan City			1		
San Jose City			1		
Pampanga		1		19	
Angeles City			1		
Mabalacat City			1		
San Fernando City			1		
Tarlac		1		17	
Tarlac City			1		
Zambales		1		13	
Olongapo City			1		
<b>Subtotal</b>	<b>15</b>	<b>7</b>	<b>13</b>	<b>116</b>	<b>151</b>
<b>CaLaBaRZon</b>	15				
Batangas		1		30	
Batangas City			1		
City of Sto. Tomas			1		
Lipa City			1		
Tanauan City			1		
Cavite		1		16	
Bacoor City			1		
Cavite City			1		
Dasmarinas City			1		
Gen. Trias City			1		
Imus City			1		
Tagaytay City			1		
Trece Martirez City			1		
Laguna		1		24	
Binan City			1		
Cabuyao City			1		
Calamba City			1		
San Pablo City			1		
San Pedro City			1		

Recipient					Quantity for delivery
	Region	PNAO	CNAO	MNAO	
Sta. Rosa City			1		
Quezon		1		39	
Lucena City			1		
Tayabas City			1		
Rizal		1		13	
Antipolo City			1		
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>20</b>	<b>122</b>	<b>162</b>
<b>MiMaRoPa</b>	<b>15</b>				
Oriental Mindoro		1		14	
Calapan City			1		
Marinduque		1		6	
Palawan		1		23	
Puerto Princesa City			1		
Romblon		1		17	
Occidental Mindoro		1		11	
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>2</b>	<b>71</b>	<b>93</b>
<b>Region V</b>	<b>15</b>				
Albay		1		15	
Legaspi City			1		
Ligao City			1		
Tabaco City			1		
Camarines Norte		1		12	
Camarines Sur		1		35	
Iriga City			1		
Naga City			1		
Catanduanes		1		11	
Masbate		1		20	
Masbate City			1		
Sorsogon		1		14	
Sorsogon City			1		
<b>Subtotal</b>	<b>15</b>	<b>6</b>	<b>7</b>	<b>107</b>	<b>135</b>
<b>Region VI</b>	<b>15</b>				
Antique		1		18	
Negros Occidental		1		19	
Bacolod City			1		
Bago City			1		
Cadiz City			1		
Escalante City			1		
Himamaylan City			1		
Kabankalan City			1		
La Carlota City			1		
Sagay City			1		
San Carlos City			1		
Silay City			1		
Sipalay City			1		



Recipient	Quantity for delivery			
	Region	PNAO	CNAO	MNAO
Talisay City			1	
Victorias City			1	
Aklan		1		17
Iloilo		1		42
Iloilo City			1	
Passi City			1	
Capiz		1		16
Roxas City			1	
Guimaras		1		5
<b>Subtotal</b>	<b>15</b>	<b>6</b>	<b>16</b>	<b>117</b>
<b>Region VII</b>	<b>15</b>			
Bohol		1	1	47
Cebu		1	9	44
Negros Oriental		1	6	19
Siquijor		1	0	6
<b>Subtotal</b>	<b>15</b>	<b>4</b>	<b>16</b>	<b>116</b>
<b>Region VIII</b>	<b>15</b>			
Biliran		1		8
Eastern Samar		1		22
Borongan City			1	
Leyte		1		40
Baybay City			1	
Ormoc City			1	
Tacloban City			1	
Northern Samar		1		24
Samar		1		24
Calbayog City			1	
Catbalogan City			1	
Southern Leyte		1		18
Maasin City			1	
<b>Subtotal</b>	<b>15</b>	<b>6</b>	<b>7</b>	<b>136</b>
<b>Region IX</b>	<b>15</b>			
Zamboanga del Norte		1		25
Dapitan City			1	
Dipolog City			1	
Zamboanga del Sur		1		26
Pagadian City			1	
Zamboanga City			1	
Zamboanga Sibugay		1		16
Isabela City (in Basilan)			1	
<b>Subtotal</b>	<b>15</b>	<b>3</b>	<b>5</b>	<b>67</b>
<b>Region X</b>	<b>15</b>			
Bukidnon		1		20
Malaybalay City			1	
Valencia City			1	



Recipient	Region				Quantity for delivery
		PNAO	CNAO	MNAO	
Camiguin		1		5	
Lanao del Norte		1		22	
Iligan City			1		
Misamis Occidental		1		14	
Oroquieta City			1		
Ozamiz City			1		
Tangub City			1		
Misamis Oriental		1		23	
Cagayan de Oro City			1		
El Salvador City			1		
Gingoog City			1		
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>9</b>	<b>84</b>	<b>113</b>
<b>Region XI</b>	<b>15</b>				
Davao de Oro		1		11	
Davao del Norte		1		8	
Island Garden City of Samal			1		
Panabo City			1		
Tagum City			1		
Davao del Sur		1		9	
Davao City			1		
Digos City			1		
Davao Occidental		1		5	
Davao Oriental		1		10	
Mati City			1		
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>6</b>	<b>43</b>	<b>69</b>
<b>Region XII</b>	<b>15</b>				
North Cotabato		1		17	
Kidapawan City			1		
Sarangani		1		7	
South Cotabato		1		10	
General Santos City			1		
Koronadal City			1		
Sultan Kudarat		1		11	
Tacurong City			1		
<b>Subtotal</b>	<b>15</b>	<b>4</b>	<b>4</b>	<b>45</b>	<b>68</b>
<b>Caraga</b>	<b>15</b>				
Dinagat Islands		1		7	
Agusan del Norte		1		10	
Butuan City			1		
Cabadbaran City			1		
Agusan del Sur		1		13	
Bayugan City			1		
Surigao del Norte		1		20	
Surigao City			1		
Surigao del Sur		1		17	

Recipient					Quantity for delivery
	Region	PNAO	CNAO	MNAO	
Bislig City			1		
Tandag City			1		
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>6</b>	<b>67</b>	<b>93</b>
<b>BARMM</b>	15				
Maguindanao		1		36	
Cotabato City			1		
Sulu		1		19	
Lanao del Sur		1		39	
Marawi City			1		
Tawi-Tawi		1		11	
Basilan		1		11	
Lamitan City			1		
<b>Subtotal</b>	<b>15</b>	<b>5</b>	<b>3</b>	<b>116</b>	<b>139</b>
<b>TOTAL FOR DELIVERY</b>	<b>255</b>	<b>81</b>	<b>145</b>	<b>1,488</b>	<b>1,969</b>
NNC Central Office				31	31
<b>TOTAL</b>					<b>2,000</b>

1. Based on Philippine Statistics Authority number of provinces, cities and municipalities assuming all LGUs with NAOs.
2. NNC Regional Offices with 15 copies each to be kept and distributed to new NAOs.
3. Copy for central office for Information Resource Center, and for request from organizations.

Republic of the Philippines  
Department of Health  
NATIONAL NUTRITION COUNCIL

**Directory of Consignees and Alternate Consignees for the  
Delivery of the Nutrition Action Officers Handbook**

Region	Name and Address	
	Consignee	Alternate Consignee
I	<b>MR. KENDALL PILGRIM A. GATAN</b> OIC –Nutrition Program Coordinator, National Nutrition Council - Region I Department of Health, Center for Health Development, Parian, San Fernando City, La Union Telefax no: (072) 607.6594/607.6294 Mobile no: (+639)985785766	<b>MS. JOVY MAE T. PEÑERA</b> Nutrition Officer II National Nutrition Council - Region I Department of Health, Center for Health Development, Parian, San Fernando City, La Union Telefax no: (072) 607.6594/607.6294 Mobile no: (+639)480164082/ (+639)162813198
II	<b>MS. MA. GISELA M. LONZAGA</b> Nutrition Program Coordinator National Nutrition Council - Region II 2nd Floor, PopCom Building Bagay Road, San Gabriel Village Tuguegarao City, Cagayan Telefax: (078) 846.1353 Mobile No. (+639) 176.349.026	<b>MR. EDZELL M. ARCINUE</b> Nutrition Officer III National Nutrition Council – Region II 2nd Floor, PopCom Building Bagay Road, San Gabriel Village Tuguegarao City, Cagayan Telefax: (078) 846.1353 Mobile No. (+639) 164.544.606
CAR	<b>MS. RITA D. PAPEY</b> Nutrition Program Coordinator, National Nutrition Council – Cordillera Administrative Region #301 Lyman Ogilby Centrum, Room #103, Magsaysay Ave., Baguio City Telephone no: (074) 661.2958 Mobile no: (+639)175075202	<b>MS. BELLA BASALONG</b> Nutrition Officer III National Nutrition Council – Cordillera Administrative Region Lyman Ogilby Centrum, Room #103, Magsaysay Ave., Baguio City Telephone no: (074) 661.2958 Mobile no: (+639)217700785
III	<b>MS. ANA MARIA B. ROSALDO</b> Nutrition Program Coordinator National Nutrition Council -Region III	<b>MS. ANGELITA M. PASOS</b> Nutrition Officer III, National Nutrition Council – Region III DOH-CHD 3, Regional Government Center, Brgy. Maimpis, City of San Fernando, Pampanga



Region	Name and Address	
	Consignee	Alternate Consignee
	DOH-CHD 3, Regional Government Center, Brgy. Maimpis, City of San Fernando, Pampanga Telephone no: (045) 861.3112 Mobile no: (+639)178116415	Telephone no: (045) 861.3112 Mobile no: (+639)196768422/ (+639)151238581
IV-A	<b>MS. CARINA Z. SANTIAGO</b> Nutrition Program Coordinator National Nutrition Council - CaLaBaRZon Fernando Generics Bldg., Quirino Memorial Medical Center Compound, Project 4, Quezon City Telephone no: 439.2228 Mobile no: (+639)176336578	<b>MS. ZARAH CLARICE T. MEGINO</b> Nutrition Officer III National Nutrition Council - CaLaBaRZon Fernando Generics Bldg., Quirino Memorial Medical Center Compound, Project 4, Quezon City Telephone no: 439.2228 Mobile no: 09178440793
IV-B	<b>MS. MA. EILEEN B BLANCO</b> OIC-Nutrition Program Coordinator National Nutrition Council – MiMaRoPa Unit 304, M28 Building, Barangay Pinyahan Kamias, Quezon City Telephone No: 8252.0069 Mobile No. (+639) 399.348.41	<b>MS. MARIA CAMILLE LOUISE C. CHEN</b> Nutrition Officer III National Nutrition Council – MiMaRoPa Unit 304, M28 Building, Barangay Pinyahan Kamias, Quezon City Telephone No: 8252.0069 Mobile No. (+639) 17.798.6252
NCR	<b>MS. MILAGROS ELISA V. FEDERIZO</b> Nutrition Program Coordinator National Nutrition Council – National Capital Region Room 201, Bldg. No. 2., DOH – NCR, Welfareville Compound, Mandaluyong City Telefax: 8531.1800 / 8533.2713 Mobile No. (+639) 209.565.457	<b>MS. EMERENCIANA L. FRANCIA</b> Nutrition Officer III National Nutrition Council – National Capital Region Room 201, Bldg. No. 2., DOH – NCR, Welfareville Compound, Mandaluyong City Telefax: 8531.1800 / 8533.2713 Mobile No. (+639) 397.689.762
V	<b>MS. ARLENE R. REARIO</b> Nutrition Program Coordinator National Nutrition Council – Region V DOH Compound, Regional Office V, Legazpi City Telephone no: (052) 483.4358 Mobile no: (+639)399380403	<b>MS. MARILYN VALEZA</b> Nutrition Officer III National Nutrition Council – Region V DOH Compound, Regional Office V, Legazpi City Telephone no: (052) 483.4358 Mobile no: (+639)988652162 / (639)753053200

Region	Name and Address	
	Consignee	Alternate Consignee
VI	<b>MS. SHERYL SEDANTES</b> Nutrition Officer III and OIC, Nutrition Program Coordinator National Nutrition Council – Region VI Iloilo Provincial Library, Luna St., La Paz, Iloilo City Telephone no: (033) 320.0260 Mobile no: (+639)176502187	<b>MS. ROMELA DEE B. CANDOLIZA</b> Nutrition Officer I 09219491691 National Nutrition Council – Region VI Iloilo Provincial Library, Luna St., La Paz, Iloilo City Telephone no: (033) 320.0260 Mobile no: 09219491691
VII	<b>DR. PAROLITA A. MISSION</b> Nutrition Program Coordinator National Nutrition Council – Region VII Center for Health Development, Osmena Blvd., Cebu City Telefax: (032)254.3263 / 418.7182 (TN) Mobile no: (+639)399303014/ (+639)552152034	<b>MS. NASUDI SALUTA</b> Nutrition Officer III National Nutrition Council – Region VII Center for Health Development, Osmena Blvd., Cebu City Telefax: (032) 254.3263 / 418.7182 (TN) Mobile no: (+639)399303014
VIII	<b>DR. CATALINO P. DOTOLLO</b> Nutrition Program Coordinator National Nutrition Council – Region VIII POPCOM Compound, Candahug, Palo, Leyte Telephone no: (053) 888.2811 Mobile no: (+639)973663804	<b>MR. NINO ARCHIE LABORDO</b> Nutrition Officer III National Nutrition Council – Region VIII POPCOM Compound, Candahug, Palo, Leyte Telephone no: (053) 888.2811 Mobile no: (+639)177210793
IX	<b>MS. NIMFA EKONG</b> OIC - Nutrition Program Coordinator National Nutrition Council – Region IX 2/F 737 Building, Governor Ramos Avenue, Sta. Maria, Zamboanga City Telefax: (062) 982.0579 Mobile no: (+639)189130563	<b>MS. ANNIE ROSE G. MAGNO</b> Administrative Aide VI National Nutrition Council – Region IX 2/F 737 Building, Governor Ramos Avenue, Sta. Maria, Zamboanga City Telefax: (062) 982.0579 Mobile no: (+639)559915287
X	<b>MS. GLADYS MAE S. FERNANDEZ</b> Nutrition Program Coordinator National Nutrition Council – Region X DOH-RO X Compd., J.V. Serina St., Carmen, Cagayan de Oro City Telefax: (088) 856.8700 Mobile no: (+639)999975895	<b>MS. SHEENA MARIE G. TALLE</b> Nutrition Officer II National Nutrition Council – Region X DOH-RO X Compd., J.V. Serina St., Carmen, Cagayan de Oro City Telefax: (088) 856.8700 Mobile no: (+639)179803388/ (+639)9475297341



Region	Name and Address	
	Consignee	Alternate Consignee
XI	<b>DR. MARIA TERESA L. UNGSON</b> Nutrition Program Coordinator National Nutrition Council – Region XI Door No. 304, 3 <sup>rd</sup> Floor, ALYVEA Building, Sta. Ana Ave. cor. L. Ma. Guerrero St., Brgy. 30-C, Davao City Telefax: (082) 300.7269 Mobile no: (+639)088892577	<b>MS. ALONA E. TEO</b> Nutrition Officer II National Nutrition Council – Region XI Door No. 304, 3 <sup>rd</sup> Floor, ALYVEA Building, Sta. Ana Ave. cor. L. Ma. Guerrero St., Brgy. 30-C, Davao City Telefax: (082) 300.7269 Mobile no: (+639)983088068
XII	<b>MS. ARCELI M. LATONIO</b> Nutrition Program Coordinator National Nutrition Council – Region XII 1st Door, 2nd Floor Bldg., corner Aquino Osmeña St., Brgy. Zone 2, Koronadal City Telefax: (083) 228.1715 Mobile no: (+639)088940757	<b>MS. ANNALITA MAE V. FLORES</b> Nutrition Officer III National Nutrition Council – Region XII 1st Door, 2nd Floor Bldg., corner Aquino Osmeña St., Brgy. Zone 2, Koronadal City Telefax: (083) 228.1715 Mobile no: (+639)171855578
Caraga	<b>MS. RETSEBETH M. LAQUIHON</b> OIC – Nutrition Program Coordinator National Nutrition Council – Caraga 2nd floor, DOH Building, Doongan, Butuan City Telefax: (085) 815.5502 Mobile no: (+639)103400429	<b>MS. LEAH VINA P. VARGAS</b> Nutrition Officer II National Nutrition Council – Caraga 2nd floor, DOH Building, Doongan, Butuan City Telefax no: (085) 815.5502 Mobile no: (+639)171250790
BARMM	<b>MS. HANNAH FARINAH M. LIDASAN</b> Nutrition Officer III National Nutrition Council – BARMM 2/F CNX Bldg., Block 20, Guadalupe Father Buldoc Street, Notre Dame Village, RH-IX, Cotabato City Telefax: (064) 552.2109 (NNC TN) / (064) 421.6842 Mobile no: (+639)177193763	<b>MS. NOR-AIN P. HASHIM</b> Administrative Aide VI National Nutrition Council – BARMM 2/F CNX Bldg., Block 20, Guadalupe Father Buldoc Street, Notre Dame Village, RH-IX, Cotabato City Telefax: (064) 552.2109 (NNC TN)/ (064) 421.6842 Mobile no: (+639)985502179



Republic of the Philippines  
Department of Health  
NATIONAL NUTRITION COUNCIL

**Directory of Consignees and Alternate Consignees for the  
Delivery of the Nutrition Action Officers Handbook**

Region	Name and Address	
	Consignee	Alternate Consignee
I	<b>MR. KENDALL PILGRIM A. GATAN</b> OIC –Nutrition Program Coordinator, National Nutrition Council - Region I Department of Health, Center for Health Development, Parian, San Fernando City, La Union Telefax no: (072) 607.6594/607.6294 Mobile no: (+639)985785766	<b>MS. JOVY MAE T. PEÑERA</b> Nutrition Officer II National Nutrition Council - Region I Department of Health, Center for Health Development, Parian, San Fernando City, La Union Telefax no: (072) 607.6594/607.6294 Mobile no: (+639)480164082/ (+639)162813198
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Region	Name and Address	
	Consignee	Alternate Consignee
VI	<b>MS. SHERYL SEDANTES</b> Nutrition Officer III and OIC, Nutrition Program Coordinator National Nutrition Council – Region VI Iloilo Provincial Library, Luna St., La Paz, Iloilo City Telephone no: (033) 320.0260 Mobile no: (+639)176502187	<b>MS. ROMELA DEE B. CANDOLIZA</b> Nutrition Officer I 09219491691 National Nutrition Council – Region VI Iloilo Provincial Library, Luna St., La Paz, Iloilo City Telephone no: (033) 320.0260 Mobile no: 09219491691
VII	<b>DR. PAROLITA A. MISSION</b> Nutrition Program Coordinator National Nutrition Council – Region VII Center for Health Development, Osmena Blvd., Cebu City Telefax: (032)254.3263 / 418.7182 (TN) Mobile no: (+639)399303014/ (+639)552152034	<b>MS. NASUDI SALUTA</b> Nutrition Officer III National Nutrition Council – Region VII Center for Health Development, Osmena Blvd., Cebu City Telefax: (032) 254.3263 / 418.7182 (TN) Mobile no: (+639)399303014
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