



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

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www.dilg.gov.ph



February 26, 2015

**MEMORANDUM CIRCULAR No. 2015-19**

**FOR : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS, CLUSTER HEADS, CLGOOs, MLGOOs, DILG ARMM AND ALL OTHERS CONCERNED**

**SUBJECT : ACCOMPLISHMENT AND SUBMISSION OF THE CHECKLIST ON THE FUNCTIONALITY OF THE PROVINCIAL/CITY/MUNICIPAL NUTRITION COMMITTEES**

The National Nutrition Council (NNC), as the highest policy making and coordinating body on nutrition, is developing a database on the functionality of the Local Nutrition Council at the provincial/city and municipal levels. The local nutrition committee which is composed of local representatives from the NGAs and NGOs play a vital role in the effective and efficient implementation of nutrition programs in every Local Government Unit.

The proposed NNC's database will serve as a basis for provision of interventions to functional and non-functional local nutrition committees.

In view thereof, NNC is requesting the assistance of DILG to facilitate the LGUs' accomplishment of the attached survey form or checklist to determine the functionality of nutrition local committee. Results of the survey will be validated thru the NNC's regular conduct of their Monitoring and Evaluation of the Local Level Plan and Implementation (MELLPI). Submission of the accomplished checklist shall be by the end of June and end of December of every year.

All LGUs shall submit their respective accomplished form to Assistant Secretary Maria-Bernardita T. Flores, NNC Executive Director IV, National Nutrition Council, Nutrition Building, 2332 Chino Roces Avenue Extension, 1630 Taguig City thru its NNC Regional Offices.

Likewise, if there is any inquiry on this matter, all concerned LGUs are enjoined to contact Ms Jomarie L. Tongol, NNC MELLPI Focal Person at telephone/CP numbers 843-5824; 0918-933-7003 and 0933-278-9998 or Ms, Gemma R. Macatangay of BLGD-DILG at Telephone Nos. 927-78-52; 929-92-35 or email her at [blgd\\_ladd@yahoo.com](mailto:blgd_ladd@yahoo.com).

All Regional Directors are hereby directed to cause the widest dissemination of this circular and provide assistance to all LGUs in their area of responsibilities.

Attached for your reference is the NNC's Guidelines on Establishing a database on Functional Local Nutrition Committee including the Checklist Form to be accomplished by concerned LGUs.

For strict compliance.

  
**MAR ROXAS**  
Secretary



  
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Republic of the Philippines  
Department of Health  
NATIONAL NUTRITION COUNCIL

**Guidelines on Establishing a Database on Functional Local Nutrition Committees**

**A. Background**

Malnutrition is a multifaceted problem requiring a multi-sectoral mix of interventions towards its sustained reduction. The Philippine Plan of Action for Nutrition (PPAN) serves as the framework to guide stakeholders on how to contribute to improved nutrition of the country. The PPAN embodies priority actions and are carried out by interagency local nutrition committees (LNCs) through the conduct of various nutrition and nutrition-related activities in their respective local government units (LGUs). The local nutrition committee is composed of representatives from different local departments such as health, agriculture, and social welfare and development, development planning and budgeting as well as national government agencies such as DepEd and nongovernment organizations operating in the area. A nutrition action officer (NAO) coordinates the overall implementation and management of the local nutrition program.

It is critical that all LGUs have functional local nutrition committees to efficiently and effectively implement and manage the nutrition program. NNC as the highest policy-making and coordinating body on nutrition leads in developing and maintaining a system for monitoring functional local nutrition committees.

**B. Objectives**

1. Set the criteria in determining functionality of local nutrition committees.
2. Establish a system for monitoring and maintaining a database on functional local nutrition committees.
3. Serve as basis for identification and prioritization (for the following year) of LGUs that needs technical assistance from NNC for local nutrition committee reactivation.

**C. Mechanics**

1. A list of core indicators, representing key activities of local nutrition committees will serve as the basis for determining their functionality.
2. The number of functional local nutrition committees will be included in the quarterly accomplishment report of NNC-ROs to be submitted to the Central Office. The name of provinces and cities should be indicated while the number of functional municipal nutrition committees within a specific province should be indicated in the report. The list of functional Municipal Nutrition Committees, however, shall be maintained at the NNC regional office.

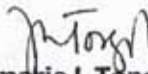


3. To generate the information, the NNC-ROs shall request local government units to submit the list of municipalities and number of barangays with functional local nutrition committees using the attached form. The validation of the functionality shall be made through the annual Monitoring and Evaluation of Local Level Plan and Implementation (MELLPI) and regular monitoring visits of the regional NNC staff or members of the regional nutrition evaluation team. Local government unit reports should be submitted to NNC-ROs, preferably twice a year, after the monitoring visits.
4. Depending on the number of indicators an area obtains based on the Checklist (attached), a local nutrition committee can be categorized as follows:
  - a. **Fully functional** – all indicators present
  - b. **Substantially functional** – lacks 1-2 indicators
  - c. **Partially functional** – lacks 3-4 indicators
  - d. **Non-functional** – more than 5 or half of the indicators are absent
5. The Nutrition Surveillance Division will be the repository of the database on functional local nutrition committees.


Key Activities	Indicators	PNC	C/MNC	BNC
Capacity Development	a. Members of local nutrition committee trained/completed training on Nutrition Program Management b. Barangay Nutrition Scholar completed training on Basic Course for Barangay Nutrition Scholar	X	X	X
Program Planning 1. Organization/Re-Organization/ Strengthening of local nutrition committees	a. Local nutrition committee meetings regularly held at least once every quarter presided by the local chief executive or designated representative b. Minutes of meetings documented and filed	X	X	X
2. Conduct of Nutritional Assessment	a. OPT Plus & school weighing report updated b. Nutrition situation report prepared	X	X	X
3. Formulation of nutrition action plan	a. NAP integrated into the local development plan with budget b. NAP is integrated in the Annual Investment Plan	X	X	X
4. Resource Generation and Mobilization	a. Funds allocated and expended for nutrition and related activities from annual budget	X	X	X

Key Activities	Indicators	PNC	C/MNC	BNC
Delivery of nutrition and related services (e.g. counselling on breastfeeding, organization of breastfeeding support groups, conduct of nutrition education activities, vitamin A and iron supplementation to preschool children and pregnant women; distribution of seeds, seedlings, fingerlings and small animals to families with underweight children; supplementary feeding)	a. Targeted groups provided with nutrition and related interventions	X	X	X
Monitoring and evaluation	a. Monitoring visits conducted and documented at least twice a year	X	X	X
	b. Quarterly monitoring report prepared and submitted to Provincial Nutrition Office/ NNC-Regional Office	X	X	
	c. Program Implementation Review conducted at least once a year with documentation and submitted to Provincial Nutrition Office /NNC-regional Office	X	X	

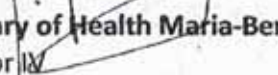
Prepared by:

  
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 Nutrition Officer II, NSD

Reviewed by:

  
**Hygeia Ceres Catalina B. Gawe**  
 Chief, NSD

Approved:

  
**Assistant Secretary of Health Maria-Bernardita T. Flores, CESO II**  
 Executive Director

Republic of the Philippines  
 Department of Health  
 NATIONAL NUTRITION COUNCIL

Checklist for Functional Barangay Nutrition Committees (BNCs)

As of \_\_\_\_\_

Province: \_\_\_\_\_  
 Total number of functional BNCs: \_\_\_\_\_

City/Municipality: \_\_\_\_\_  
 Total number of barangays: \_\_\_\_\_

Instructions: Please fill up column 3 with the names of all the barangays in the city/municipality. Check each appropriate indicator if present or being done by the LGU. To get the total number of functional BNCs, count the barangays with check on all indicators.

Key Activities (1)	Indicators (2)	Name of Barangays (3)
Capacity Development	a. Barangay Nutrition Scholar/s completed training on Basic Course for Barangay Nutrition Scholar	
Program Planning 1. Organization/Re-Organization/ Strengthening of BNC	a. Meetings regularly held at least once every quarter presided by the <i>Punong Barangay</i> or designated representative b. Minutes of meetings documented and filed	
2. Conduct of Nutritional Assessment	a. OPT Plus & school weighing report updated b. Nutrition situation report prepared	
3. Formulation of nutrition action plan	a. NAP integrated into the local development plan with budget b. NAP integrated into the Annual Investment Plan	
4. Resource Generation and Mobilization	a. Funds allocated and expended for nutrition and related activities from annual budget	

Key Activities (1)	Indicators (2)	Name of Barangays (3)
Delivery of nutrition and related services (e.g. counselling on breastfeeding, organization of breastfeeding support groups, conduct of nutrition education activities, vitamin A and iron supplementation to preschool children and pregnant women; distribution of seeds, seedlings, fingerlings and small animals to families with underweight children; supplementary feeding)	a. Targeted groups provided with nutrition and related interventions	
Monitoring and Evaluation	a. Monitoring visits conducted and documented at least twice a year	

Accomplished by: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Position/Designation: \_\_\_\_\_ Position/Designation: \_\_\_\_\_

*Note: This form should be filled-up by the Municipal/City Nutrition Action Officer to be reviewed by immediate supervisor before submitting to the Provincial Nutrition Action Officer.*



Key Activities (1)	Indicator (2)	Name of Municipality (3)						
Delivery of nutrition and related services (e.g. counselling on breastfeeding, organization of breastfeeding support groups, conduct of nutrition education activities, vitamin A and iron supplementation to preschool children and pregnant women; distribution of seeds, seedlings, fingerlings and small animals to families with underweight children; supplementary feeding)	a. Targeted groups provided with nutrition and related interventions							
Monitoring and Evaluation	a. Monitoring visits conducted and documented at least twice a year							
	b. Quarterly monitoring report prepared and submitted to Provincial Nutrition Office							
	c. Program Implementation Review conducted at least once a year with documentation and submitted to Provincial Nutrition Office							

**Summary of findings:**

Target Municipalities for Advocacy	Target Municipalities for Refresher Training on Nutrition Program Management
1. _____ 2. _____ 3. _____ 4. _____ 5. _____ (add more LGUs if needed)	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ (add more LGUs if needed)

Accomplished by: \_\_\_\_\_  
Position/Designation: \_\_\_\_\_

Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_  
Position/Designation: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This form should be filled-up by Provincial Nutrition Action Officer to be submitted to the NNC Regional Office.*



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Checklist for Functional Provincial/City Nutrition Committees (P/CNCs)

As of \_\_\_\_\_

Region: \_\_\_\_\_ Total number of Provinces \_\_\_\_\_ Cities \_\_\_\_\_ Total number of functional PNCs: \_\_\_\_\_ CNCs: \_\_\_\_\_

Instructions: Please fill up column 3 with the names of all the provinces/cities. Check each appropriate indicator if present or being done by the LGU. To get the total number of functional P/CNCs, count the provinces/cities with check on all indicators.

Key Activities (1)	Indicators (2)	Name of Province/City (3)					
Capacity Development	a. Members of local nutrition committee trained/completed training on Nutrition Program Management						
Program Planning	a. Meetings regularly held at least once every quarter presided by the Governor/ Mayor or designated representative						
	b. Minutes of meetings documented and filed						
2. Conduct of Nutritional Assessment	a. OPT Plus & school weighing report updated						
	b. Nutrition situation report prepared						
3. Formulation of nutrition action plan	a. NAP integrated into the local development plan with budget						
	b. NAP integrated into the Annual Investment Plan						
4. Resource Generation and Mobilization	a. Funds allocated and expended for nutrition and related activities from annual budget						

Key Activities (1)	Indicators (2)	Name of Province/City (3)						
Delivery of nutrition and related services (e.g. counselling on breastfeeding, organization of breastfeeding support groups, conduct of nutrition education activities, vitamin A and iron supplementation to preschool children and pregnant women; distribution of seeds, seedlings, fingerlings and small animals to families with underweight children; supplementary feeding)	a. Targeted groups provided with nutrition and related interventions (for cities only)							
Monitoring and Evaluation	a. Monitoring visits conducted and documented at least twice a year b. Quarterly monitoring report prepared and submitted to NNC regional office c. Program Implementation Review conducted at least once a year with documentation and submitted to NNC regional office							

**Summary of findings:**

Target LGUs for Advocacy		Target LGUs for Refresher Training on Nutrition Program Management	
Province	City	Province	City
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____
(add more LGUs if needed)	(add more LGUs if needed)	(add more LGUs if needed)	(add more LGUs if needed)

Accomplished by: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Position: \_\_\_\_\_

*Note: This form should be filled-up by Nutrition Officer III to be reviewed by the RNPC before submitting to NNC Central Office.*