



Republic of the Philippines
Province of Albay
MUNICIPALITY OF MALILIPOT
Office of the Municipal Mayor

EXECUTIVE ORDER NO. 3 S. 2022

AN EXECUTIVE ORDER DESIGNATING DRA. ALMA B.BO AS THE MUNICIPAL NUTRITION ACTION OFFICER OF THIS MUNICIPALITY

In the exigency of service and in addition to your actual duties and functions as Dentist II, you are hereby designated as the Municipal Nutrition Action Officer effective July 1, 2022.

You are expected to perform the following duties and responsibilities:

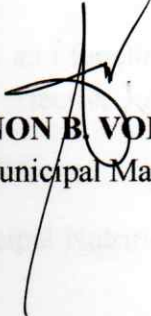
1. Organizes and leads a planning core group within the Municipal Nutrition Council to formulate the Municipal Nutrition Plan;
2. Ensures the implementation of the nutrition plans, programs and projects which are attuned to the Municipal Development Plan (MDP) and the targets of the Millennium Development Goals (MDGs);
3. Coordinates and supervises the implementation and monitoring of the nutrition program in the municipality;
4. Prepares the necessary requirements needed for the regular meetings, assessments and presentations of nutrition concerns;
5. Coordinates and supervises the convergence of direct nutrition services or other nutrition-related interventions of inter-agencies such as the Municipal Agriculture Office, Municipal Health Office, Municipal Social Welfare and Development Office, Department of Education and others;
6. Conducts periodic field visits to barangays (which should be prioritized) to assess implementation process of their nutrition plans and provide technical assistance;
7. Supervises the Barangay Nutrition Coordinator/Scholar and acts as resource person in barangay level planning and formulation; Executive Order No. 10, s.2013 3
8. Trains and supervises the BNC/S in the implementation of barangay nutrition program;
9. Submits semestral Work Plan based on the Municipal Nutrition Action Plan to the Chairperson of the Municipal Nutrition Council and her direct supervisor;
10. Prepares the semestral accomplishment report of the Municipal Nutrition Council and submits monthly work accomplishment to the Chairperson/direct supervisor;
11. Keeps minutes of the meetings of the Municipal Nutrition Council and keeps the records of all nutrition-related programs, projects and activities; and



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12. Undertakes other nutrition-related activities as deemed necessary by her direct supervisor

DONE this 1st day of July 2022 at Malilipot, Albay, Philippines.


CENON B. VOLANTE
Municipal Mayor

AW
7/26/22

RECEIVED:
Jum. 07/26/22