



OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Telephone No. 043-2843146 Email: mayorsoffice@pinamalayan.gov.ph

EXECUTIVE ORDER NO. 01-2018

AN ORDER DESIGNATING DRA. NIÑA KRISTINNE L. PUNZALAN AS MUNICIPAL NUTRITION ACTION OFFICER OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS; the Municipal Nutrition Council of Pinamalayan, Oriental Mindoro was created by virtue of Executive Order No. 042-2016 dated September 23, 2016 designating the Rural Health Physician as Municipal Nutrition Action Officer;

WHEREAS, the former Rural Health Physician was promoted as Municipal Health Officer on June 1, 2017 and Dra. Niña Kristinne L. Punzalan was appointed as the Rural Health Physician on November 1, 2017.

NOW, THEREFORE, I, ARISTEO A. BALDOS, JR, Local Chief Executive of the Municipality of Pinamalayan, by virtue of the powers vested in me by law do hereby order the designation of Dra. Niña Kristinne L. Punzalan as Municipal Nutrition Action Officer of Pinamalayan, Oriental Mindoro as follows:

Section 1. Duties and Functions. The Municipal Nutrition Action Officer shall perform the following duties and functions:

1. Organizes and leads a planning core group within the Municipal Nutrition Council to formulate the Municipal Nutrition Plan;
2. Ensure 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. Prepare the necessary requirements needed for the regular meetings, assessments and presentation 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 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 act as resource person in barangay level planning and formulation;
8. Trains and supervises the BNC/S in the implementation of barangay nutrition program;
9. Submit Semestral Work Plan base on the Municipal Nutrition Action Plan to the Chairperson of the Municipal Nutrition Council and his direct supervision;




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10. Prepare the semestral accomplishment report of the Municipal Nutrition Council and submit the monthly work accomplishment to the chairperson/direct supervisor;
11. Keep minutes of the meetings of the Municipal Nutrition Council and keeps the records of all nutrition-related programs, projects and activities; and
12. Undertakes other nutrition-related activities as deemed necessary for his direct supervision.

Section 2. EFFECTIVITY. This Executive Order shall take effect immediately.

Done in the Municipality of Pinamalayan, Oriental Mindoro this 9th day of January 2018.


ARISTEO A. BALDOS, JR.
Municipal Mayor