



ADMINISTRATIVE ORDER NO.: 13-21-N
Series of 2013

ADMINISTRATIVE ORDER DESIGNATING MS. VICTORIA G. TODYOG AS THE MUNICIPAL NUTRITION ACTION OFFICER (MNAO) OF THE MUNICIPALITY OF ITOGON, BENGUET.

WHEREAS, there is a need to monitor and administer nutrition activities and enforce nutrition programs for the benefit of our constituents;

WHEREAS, formulation, continuous implementation, and supervision of health and nutrition programs is vastly essential to address the malnutrition problem in our municipality;

NOW THEREFORE, I, VICTORIO T. PALANGDAN, Municipal Mayor of Itogon, Benguet by virtue of the powers vested in me by law, do hereby designate **MS. VICTORIA G. TODYOG** as the **MUNICIPAL NUTRITION ACTION OFFICER (MNAO)** of the Municipality of Itogon, Benguet.

Section 1: Duties and Functions of the Municipal Nutrition Action Officer (MNAO).
The MNAO shall have the following functions:

1. Organizes and leads a planning core group within the Municipality;
2. Coordinates the implementation of Municipal Nutrition Action Plan (MNAP);
3. Conducts regular visits to barangay and assesses progress of program implementation and provide technical assistance;
4. Supervises the nutrition committees of all barangays;
5. Supervises the Barangay Nutrition Scholars regular meetings;
6. Initiates regular quarterly meetings of Municipal Nutrition Council as well as Barangay Nutrition Scholars (BNS);
7. Acts as a resource person to barangay in nutrition planning activities;
8. Prepares, keeps the record and submit quarterly reports and;
9. Other related functions.

This Administrative Order shall effect immediately upon approval.

Issued this 2nd day of September 2013 at the Municipality of Itogon, Benguet, Philippines.

egk.

ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Received: MNAO 9/4/13
MWD 9/5/13

Cf:

- + Ms. Victoria G. Todyog
- + HRMO
- + PHO - PNC
- + All other concern

