



**EXECUTIVE ORDER NO. 022 – 2024**

**REORGANIZING THE MUNICIPAL NUTRITION COMMITTEE OF THE  
MUNICIPALITY OF SANTA MARIA, BULACAN”**

**WHEREAS**, pursuant to the provision of the Local Government Code of 1991, all Municipalities shall create the Municipal Nutrition Committee;

**WHEREAS**, the Municipal Government recognizes its noble mandate to protect and promote the right to health of the Santa Maria constituents and is duty bound to instill health consciousness among them as enshrined in Section 15, Article II of the 1987 Constitution;

**WHEREAS**, the Municipal Nutrition Committee performs a vital role on emergency and disaster preparedness. Based on National Nutrition Council Governing Board Resolution No. 1, series of 2022, nutrition management in emergencies and disasters shall be an integral part of the overall disaster management system of the local government units (LGUs) within the structure of the disaster risk reduction and management plan and implemented by the Local Disaster Risk Reduction and Management Council;

**WHEREAS**, Ordinance No. 651, also known as the Santa Maria, Bulacan Comprehensive Nutrition Program Ordinance, establishes crucial guidelines for the composition and functions of the Municipal Nutrition Committee as outlined in Article 7, Section 4, and delineates the roles of Municipal Nutrition Committee (MNC) member agencies as specified in Article 8, Section 8, thereby aiming to enhance the overall nutritional well-being of the community;

**WHEREAS**, the recent appointment of Liga ng mga Barangay President Leovigildo A. Ramos, the recent change in the composition of the Sanggunian Bayan Committee on Health, Sanitation, and Nutrition and Social Services, and the appointment of the new Municipal Budget Officer Lorena F. Gonzales necessitate an adjustment to Executive Order No. 044 - 2022 to ensure alignment with the current leadership, specifically for the Municipal Nutrition Committee;

**NOW THEREFORE, I BARTOLOME R. RAMOS**, Municipal Mayor of Santa Maria, Bulacan, by virtue of the powers vested in me by law, do hereby order the Reorganization of the Municipal Nutrition Committee, with the following provisions:

**SECTION I. COMPOSITION.** The Municipal Nutrition Committee of this Municipality shall be composed of the following:

Chairperson : **BARTOLOME R. RAMOS**  
Municipal Mayor





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Vice Chairperson : **ELMER B. CLEMENTE**  
Municipal Administrator

Action Officer : **ROSALINDA D. POLICARPIO**  
Designated Municipal Nutrition Officer

Secretariat : **MA. MONIQUE DJ. OWERA**  
Municipal Nutrition Office Staff

Members : **ESPERANZA G. RAMOS**  
Sangguniang Bayan Chairperson,  
Committee on Health, Sanitation, and Nutrition  
and Social Services

**RODELIO A. BERNARDO**  
Municipal Planning and Development  
Coordinator

**LORENA F. GONZALES**  
Municipal Budget Officer

**ALELIE B. RAMOS**  
Municipal Treasurer

**ELIZABETH B. MENDOZA**  
Municipal Accountant

**MA. CONSUELO G. FELICIANO**  
Municipal Health Officer

**ARNEL M. GARCIA**  
Municipal Agriculture Officer

**SANDRA E. FABI**  
Municipal Social Welfare and Development  
Officer

**ZENAIDA S. MANINGAS**  
Designated Municipal Population Officer

**ELVIE N. CRUZ**  
Designated Public Employment Services Office  
Manager

**JONATHAN RICHEL C. HALILI**  
Local Disaster Risk Reduction and Management Officer





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**ROMMEL Z. ENRIQUEZ**

Municipal Environment and Natural Resources  
Officer

**JAYFIE P. NASARRO**

Local Government Operations Officer

**LEOVIGILDO A. RAMOS**

Liga ng mga Barangay President

**MARILOU V. CRUZ**

DepEd Central District School Supervisor

**LEONORA V. BERGADO**

DepEd East District School Supervisor

**CECILIA P. BUENAVENTURA**

DepEd West District School Supervisor

**RUEL C. DEL ROSARIO**

CSO – Santa Maria Municipal Government  
Employees Association President

**JOSEFINA E. DELA TORRE**

NGO – Daughters of Mary Immaculate  
International Representative

**SECTION II. DUTIES AND RESPONSIBILITIES.** As per guidance provided by the National Nutrition Council, the Municipal Nutrition Committee shall have the following functions and responsibilities:

- a. Review, enhance and provide directional and technical inputs to the Local Nutrition Action Plan that shall be complementary and integrated to the development plan of the LGU and higher-level plans.
- b. Serves as advocates and champions to help mobilize support and resources to finance the plan.
- c. Keep track of the progress and status of the implementation of the plan and participate in the periodic program implementation and other monitoring and evaluation efforts.
- d. Review proposed local ordinances and recommend policies and interventions for scaled up implementation of programs.
- e. Review reports on enforcements of nutrition laws and policies and recommend measures to support and strengthen assigned offices.
- f. Incorporate nutrition measures/actions in their own agency/organization plans.
- g. Participate in training/orientation on technical updates on nutrition program management and endeavor to develop capability of their own organization's





personnel on nutrition Serve as the Municipal Nutrition Cluster to manage nutrition services during disaster and emergency situations.

- h. Closely coordinate with Municipal Health Board for technical and financial support, augmentation of nutrition personnel and facility enhancement for nutrition as needed.

**SECTION III. THE ROLE OF MNC MEMBER AGENCIES.** – The management and implementation of the Child Nutrition Program requires the participation and involvement of all concerned local government offices and other stakeholders. The following are their roles and responsibilities as they contribute to addressing the malnutrition problem in the Municipality:

**Municipal Health Office**

- a. Delivers package of quality health and nutrition services across the life stages which include but not limited to: interventions for the first 1000 days. Philippines Integrated Management of Acute Malnutrition (PIMAM) services, provision of nutrition commodities, provision of counselling and IEC messages according to DOH protocols and standards.
- b. Become a member of the health care provider network to be established in the whole municipality; and adhere to the referral protocol to ensure continuum of care.
- c. Comply with PhilHealth requirements for reimbursement/financing of health care services.
- d. Ensure that health and nutrition services are incorporated into the Local Investment Plan for Health (LIPH).
- e. Participate in health and nutrition training programs and train other local health staff and Barangay Health Workers (BHWs).
- f. Promote health and nutrition care and services to various groups of clients and audiences.
- g. Design alternative service delivery mechanisms to reach Geographically Isolated and Disadvantaged Areas (GIDA)s and other marginalized population groups.
- h. Maintain and operate health and nutrition information systems such as Field Health Service Information System (FHSIS), PIMAM monitoring and commodity allocation and utilization tracking.
- i. Ensure that members of the local health board are updated with the progress as well as nutrition-related issues.

**Municipal Agriculture Office**

- a. Spearhead implementation of sustainable community and household food production programs to ensure food security in every household.
- b. Ensure the availability and adequacy of food supply in normal and emergency situations.
- c. Promote the movement on vegetable gardening.
- d. Tweak/redesign and implement nutrition-sensitive programs in agriculture.





**Municipal Social Welfare and Development Office**

- a. Implement the dietary supplementation program for children in the Child Development Centers (CDC) and Supervised Neighborhood Plays (SNP).
- b. Integrate nutrition in the design of the Parent Effectiveness Seminars (PES) and Family Development Sessions (FDS) of the *Pantawid Pamilyang Pilipino Program* (4Ps).
- c. Participate in the nutrition cluster during disaster and emergency situations.
- d. Tweak/redesign and implement nutrition-sensitive programs in the areas of livelihood, women empowerment, and non-formal training programs for disadvantage groups such as out-of-school youth, differently-abled persons, and older persons.

**School District and Schools**

- a. Undertake nutritional assessment of elementary school at the start of the school year and monitor changes in their nutritional status.
- b. Provide dietary supplementation feeding for school children.
- c. Integrate in the school curriculum/lesson plan key nutrition messages in relevant subjects.
- d. Administer health services such as deworming and immunization.

**Municipal Environment and Natural Resources Office**

- a. Secure environmental sanitation and conduct campaigns on proper solid waste management.
- b. Recommend measures relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to environment and natural resources considering impact on families at risk to malnutrition.

**Municipal Planning and Development Office**

- a. Lead the integration of nutrition in the local development plans.
- b. Advocate for the participation of the sectors in the implementation of the nutrition program.
- c. Review and incorporate the Local Nutrition Action Plan (LNAP) into Comprehensive Development Plan.
- d. Recommend budget allocation for nutrition programs and projects.

**Civil Society Organizations and Private Sector**

- a. Align their nutrition programs and projects to the LNAP.
- b. Provide support to the CNP in terms of augmentation in staffing, capacity building, evidence-building, and financing for the implementation of the program.
- c. Assist in the development and implementation of new approaches and strategies to improve program implementation.

**SECTION IV. SECRETARIAT.** The functions and responsibilities of Municipal Nutrition Office as Secretariat to the MNC are as follows:





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- a. Prepare the agenda for the regular and special meetings of the MNC including necessary materials, technical documents, reports, presentations to be used as references.
- b. Document minutes of meetings and furnish copies to all members.
- c. Follow-up actions of members of the MNC given or assigned with tasks during the meeting and ensure that agreements and resolutions reached are followed and acted upon accordingly by those concerned.
- d. Update the Chair/Vice-Chair and other concerned members of the MNC of any development or progress on key issues concerning them.
- e. Undertake desk review or researches on certain nutrition-related matters as needed by the MNC.
- f. Schedule MNC meetings and issue notice of meetings signed by the Chair to all members.
- g. Draft letters to resources persons or guests invited to the MNC meetings, and signed by the Chair.
- h. Arrange logistics for the meeting (venue, equipment, food/meals) including reproduction of materials/documents.
- i. Maintain communication and other files.

**SECTION V. MEETINGS.** The meetings of the Municipal Nutrition Committee shall be held once every third month of every quarter on dates and place to be determined by the body. The Chairperson may convene special meetings as may be necessary.

**SECTION VI. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this 3<sup>rd</sup> day of April, 2024 at the Municipality of Santa Maria, Province of Bulacan.

  
**BARTOLOME R. RAMOS**  
Municipal Mayor

