



Republic of the Philippines  
MUNICIPALITY OF QUEZON  
Province of Quezon

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**OFFICE OF THE MAYOR**



**ADMINISTRATIVE ORDER NO. 10**

**Series 2021**

TO : DR. JEREMIAH CARLO V. ALEJO  
Municipal health Officer  
Quezon, Quezon

You are hereby designated as Municipal Nutrition and Action Officer of the Local Government of Quezon.

As MNAO-Designate shall primarily serve as the focal person for the implementation of municipal nutrition plans and programs.

You shall perform the following functions:

1. Organize 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-Oagencies 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 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. Submits semestral Work Plan based on the Municipal Nutrition Action Plan to the Chairperson of Municipal Nutrition Council and her direct supervisor;
10. Keeps minutes of meetings of the Municipal Nutrition Council and keeps records of all nutrition-related programs, projects and activities; and
11. Undertakes other nutrition-related activities as deemed necessary by her direct supervisor.

This Order takes effect immediately and shall remain in force throughout the year unless revoked or amended.

SIGNED AND ISSUED this 4th day of January 2021 at Quezon, Quezon.

CONFORME:

JEREMIAH CARLO V. ALEJO

MA. CARIDAD P. CLACIO  
Municipal Mayor