



**BARANGAY NUTRITION
SCHOLARS PROGRAM
IMPLEMENTING
GUIDELINES**

25 October 2019



CONTENTS

1	Introduction	3
2	Objectives of the Guidelines.....	4
3	Objectives of the BNS Program.....	4
4	General	4
5	Specific.....	4
6	Definition of a BNS	4
7	Qualifications of a BNS	4
8	Core Values.....	5
9	Roles of the BNS.....	6
10	Benefits and Incentives	8
11	Mechanics of Program Implementation.....	9
12	Recruitment, selection, engagement and renewal of services.....	9
13	Training and continuing education	11
14	Implementation of BNS actions	12
15	Supervision and mentoring.....	12
16	Monitoring and evaluation	13
17	Organizational Linkages of the BNS Program	15
18	Roles and Responsibilities of Key Players.....	16
19	National Nutrition Council	16
20	Local Chief Executives	17
21	Nutrition Action Officer	18
22	DNPC/CNPC.....	18
23	Others	19
24	Effectivity.....	19

Philippine Plan of Action for Nutrition 2017-2022 Implementing Guidelines No. ____

**The Barangay Nutrition Scholars (BNS) Program
Implementing Guidelines**

25 **Introduction**

26 Presidential Decree (PD) 1569 (June 1978), “Strengthening the Barangay Nutrition
27 Program by Providing for a Barangay Nutrition Scholar (BNS) in Every Barangay,
28 Providing Funds Therefore, and for Other Purposes”, among others, mandated “a
29 project under the administration of the National Nutrition Council, which shall
30 provide for one (1) barangay nutrition scholar in every barangay”.

31 PD 1569 defines the BNS as “a barangay-based volunteer worker responsible for
32 delivering nutrition services and other related activities such as community health,
33 backyard food production, environmental sanitation, culture, mental feeding, and
34 responsible parenthood to the barangay”.

35 Consistent with Section 13 of PD 1569, the NNC formulated related rules and
36 regulations as embodied in a set of implementing guidelines the latest of which was
37 developed in 1981.

38 Since then, many changes have happened in the Philippine landscape. These
39 changes include the passage of the Republic Act No. 7160, also known as the Local
40 Government Code that devolved the delivery of basic services, including those
41 related to nutrition, to local governments. Many processes related to deploying
42 BNSs have likewise been institutionalized, e.g. annual performance evaluation of
43 BNSs, provision of traveling allowance support from the NNC, the conferment of civil
44 service eligibility to a number of BNSs. The BNS has been federated since 2010.
45 Officially called the LuzViMin BNS Federation its elected officers are holding the
46 position for three years and is registered with the Securities and Exchange
47 Commission (SEC).

48 In addition, RA 9418 or the National Volunteer Act of 2007, calls on national
49 government agencies to “to establish volunteer programs in their respective offices
50 to promote and encourage volunteering in government programs and projects”, and
51 to develop and provide volunteers recognition and incentive package which may
52 include but not limited to allowance, insurance, and training”.

53 Thus, there is a need to update the implementing guidelines to be attuned to the
54 changing environment.

55 The revision of the 1981 implementing guidelines was based on the results of a
56 review commissioned by the National Nutrition Council to the UP Los Baños BIDANI
57 Network Program in 2014. It was also based on the collective wisdom of those who
58 have worked and interacted closely with BNSs, and the BNSs themselves.

59 **Objectives of the Guidelines**

60 This set of guidelines aims to provide guideposts relative to the recruitment,
61 selection, training and continuing education, supervision and mentoring, provision of
62 incentives and other concerns related to the deployment of BNSs. It also aims to
63 clarify the roles and responsibilities of personalities who support BNSs.

64 **Objectives of the BNS Program**

65 ***General***

66 To contribute to improving the nutrition situation of a locality by facilitating the
67 delivery of integrated nutrition and nutrition-related services in the barangay
68 through the Barangay Nutrition Scholar (BNS)

69 ***Specific***

- 70 1. To deploy at least one BNS per barangay
- 71 2. To develop and nurture the competencies of the BNS along with their
72 functions in the context of nutrition program management
- 73 3. To establish and maintain support systems to enable the BNS to carry out his
74 or her roles and functions in the community

75 **Definition of a BNS**

76 A BNS is a barangay-based volunteer worker responsible for delivering or *facilitating*
77 *the* delivery of nutrition services and other related *services*. *The use of “scholar”*
78 *emphasizes the continuing learning of a BNS as he or she pursues this volunteer*
79 *work.*

80 **Qualifications of a BNS**

81 The BNS should have the following qualifications:

- 82 1. Must be a bona fide resident of the barangay for at least four years and can
83 speak the language and/or the dialect.
- 84 2. Must have leadership potentials as evidenced by experiences such as
85 leadership in community organizations.
- 86 3. Must be willing to learn, practice, and share what he/she has learned to
87 households and residents of the barangay.
- 88 4. Willing to serve the barangay for at least three years.
- 89 5. Completed at least Grade 10.
- 90 6. Physically and mentally fit.
- 91 7. At least 18 years old but younger than 60 years old at the time of recruitment.

92 **Core Values**

93 The BNS should uphold the following values:

- 94 1. **Integrity** or *karangalan* or being truthful in performing roles and functions.
- 95 2. **Transparency** or *katuwiranan* or making decisions based on rules and
96 regulations; making information available and accessible to those who will be
97 affected by programmatic decisions.
- 98 3. **Efficiency** or *kagalingan* or implementing nutrition programs or projects with
99 minimum use of resources within reasonable time and with the least
100 negative impact on the environment; and being able to use logically and
101 sensibly the investments in nutrition programs and opportunities provided.
- 102 4. **Equity** or *pagkapantay-pantay* or being fair to everyone regardless of their
103 socio-economic status, ethnicity, gender, religious affiliation, physical
104 attributes, geographical locations or providing equal opportunities to reduce
105 disparities.
- 106 5. **Excellence** or *kahusayan* in work, or delivering nutrition services that are of
107 good quality, appropriate and timely; includes continuous updating of one's
108 knowledge and skills related to the performance of one's job and working
109 beyond the call of duty.
- 110 6. **Respect for human rights** or *makatao* or recognizing that access to safe,
111 nutritious, and adequate food ensures good nutrition and that freedom from
112 hunger is a basic human right; and showing the ability to preserve the dignity
113 of the people served.

114 7. **Accountability** or *may pananagutan* or being responsible in the performance
 115 of duties and implementation of activities, and the use of resources; also
 116 proper fund disbursement, reporting and documentation.

117 **Roles of the BNS**

118 The roles and tasks of the BNS as outlined in PD 1569 can also be viewed in the
 119 context of nutrition program management. In this way, the activities of the BNS will
 120 be better woven into the overall nutrition action in the barangay. These roles and
 121 tasks are as shown in Table 1.

122 **Table 1.** Roles of BNSs by Phase of the Nutrition Program Management Cycle

PHASES OF THE NPM CYCLE	ROLES OF BNS
<p>Phase 1. Plan Preparation and Adoption</p>	<ol style="list-style-type: none"> 1. Organizing the Barangay Nutrition Committee (BNC) <ol style="list-style-type: none"> a. Assists the punong barangay in organizing or reactivating the BNC or the Barangay Planning Core Group through the technical assistance of DILG. b. Serve as the barangay nutrition action officer (BNAO). c. Assists the BNC Chair and Co-Chair in coordinating the activities of the BNC. d. Assist the BNC in the preparation of work and financial plan including targets, interventions, duration, resources needed and responsible person. 2. Formulating the Barangay Nutrition Action Plan (BNAP) <ol style="list-style-type: none"> a. Assists the BNC in assessing the nutrition situation by: <ol style="list-style-type: none"> 1) Providing information on what forms of malnutrition exist in the barangay, who and how many are malnourished, where are they located and why they are malnourished. 2) Preparing tools/information for analysis such as spot map, trends in malnutrition and reasons for observed trends.

PHASES OF THE NPM CYCLE	ROLES OF BNS
	<ul style="list-style-type: none"> 3) Identifying lessons learned from past efforts to address malnutrition, resources, and constraints. 4) Writing the situational analysis for the barangay nutrition action plan.
	<ul style="list-style-type: none"> b. Participates in setting the SMART objectives of the BNAP c. Assists the BNC in selecting and deciding programs by answering the following questions on nutrition programs of the barangay: <ul style="list-style-type: none"> 1) What nutrition programs should be included in the plan? 2) Who will be the target clients? 3) Where will the program be implemented? 4) Who will implement the program? 5) When will the program be implemented along with the complementary activities? 6) How often will the program be done? d. Assists the BNC in estimating budgetary requirements for projects and activities; identifies potential sources of resources needed; and conducts fund raising activities
<p>Phase 2. Action, Activation, Adjustment</p>	<ul style="list-style-type: none"> 3. Identifies and locates target 4. Prepares and updates the master list of beneficiaries 5. Monitors weight and height of under-five children 6. Facilitates/assists in the delivery of nutrition and related services especially those related to the first 1000 days of life. <ul style="list-style-type: none"> a. Organizes nutrition education classes for mothers or child caregivers and fathers or other male members of the family especially on behaviors related to the first 1000 days of life b. Conducts home visits to households with pregnant women or children under 5

PHASES OF THE NPM CYCLE	ROLES OF BNS
	<p>years old, especially those with 0-23 mos. old.</p> <p>c. Assists in the delivery of nutrition and related services, e.g. vitamin A supplementation, management of acute malnutrition, dietary supplementation, nutrition in emergencies, overweight and obesity management and prevention, nutrition promotion, home and community gardening, and others</p> <p>7. Refers families with malnourished under-five children, pregnant and lactating women to service partners</p> <p>8. Advocates for increased investment in nutrition projects and related activities</p> <p>9. Attends trainings to upgrade one's knowledge, skills and values</p> <p>10. Coordinates with District/City Nutrition Program Coordinators (D/CNPC) and City/Municipal Nutrition Action Officer (C/MNAO) and other workers</p>
<p>Phase 3. Monitoring and Evaluation</p>	<p>11. Assists the barangay secretary in preparing the minutes of BNC meetings</p> <p>12. Documents and reports accomplishments to the BNC, and to the Sangguniang Barangay, when so requested</p> <p>13. Prepares and submits BNS reports</p> <p>14. Prepares BNAP quarterly accomplishment report</p>
<p>Phase 4. Re-planning</p>	<p>15. Assists in convening the BNC when re-planning or re-targeting is needed</p>

123 **Benefits and Incentives**

124 1. From the NNC

125 a. Traveling allowance upon submission of required documents, monthly
126 rates of which are based on the Annual NNC Operational Plan. This
127 traveling allowance has been envisioned to allow mobility within the
128 barangay, and from the barangay to the municipal center for
129 submission of reports and/or regular meetings.

130 b. BNS Kit, the contents of which will be decided on annually.

- 131 c. Traveling expenses, including accommodations for the participation of
 132 officers of organized associations of BNSs in meetings of the regional
 133 and national associations and in other activities convened by the NNC.
- 134 d. Other forms of support as will be included in NNC’s annual budget
 135 proposal. This can include but is not limited to survivorship assistance
 136 in the case of death and medical assistance to complement PhilHealth
 137 coverage and other related forms of assistance of the Department of
 138 Health, and an incentive upon voluntary resignation as BNS provided
 139 the BNS has served the barangay for at least 15 years. In the initial 5
 140 years of implementation of this set of guidelines, the incentive will be
 141 Php 10,000. After five years, the amount of the incentives may be
 142 adjusted on approval of the NNC Governing Board.
- 143 2. From L GUs
- 144 a. Traveling allowance or other forms of monetary support from the
 145 local government unit, i.e. barangay, city or municipality, province; as
 146 indicated in the agreement with the BNS and as integrated in the LGU
 147 Annual Investment Program.
- 148 b. Support for traveling expenses (transportation and meal allowance as
 149 appropriate) when participating in activities outside of the barangay
 150 duty station.
- 151 c. Training stipend for BNSs at rates to be determined by the LGU.
- 152 d. Registration fee for participating in conferences and conventions
- 153 e. Incentive at separation from service as BNS provided 15 years of
 154 service have been completed. The amount to be given will be
 155 determined by the LGU.
- 156 3. From the Civil Service Commission
- 157 Civil Service Eligibility equivalent to second grade eligibility after complying
 158 with the requirements of the Civil Service Commission.
- 159 4. From Philippine Health Insurance Corporation (PhilHealth)
- 160 Health insurance coverage under the sponsored program of the Philippine
 161 Health Insurance Corporation (PhilHealth) and consistent with RA 10606.

162 **Mechanics of Program Implementation**

163 ***Recruitment, selection, engagement and renewal of services***

164 A BNS will be recruited in two general instances, i.e. as a first-time deployment in a
165 barangay that has never had a BNS or to replace a BNS who has
166 resigned/died/transferred residence . The procedures as outlined in the succeeding
167 paragraphs will apply to both cases.

168 A screening committee will be organized for the recruitment and selection. The
169 screening committee could be at two levels, i.e. barangay and city/municipal.
170 However, a screening committee composed of representatives from the barangay
171 and city or municipality could also be organized for better efficiency.

172 The BNS screening committee will be organized as a standing committee that will
173 convene whenever there is a need to recruit BNS replacements.

174 The organization of the screening committee should be covered by a barangay
175 council resolution or a joint issuance of the punong barangay and the city or
176 municipal mayor. The resolution should indicate the composition of the screening
177 committee, its functions, and general work procedures. In indicating the
178 composition, the position not names of person should be indicated. This is to
179 prevent the need to re-issue a resolution should there be changes in deployment.
180 **Attachment 1** shows a sample resolution.

181 The screening committee should be composed of at least three members. More
182 members may be added provided that the number of members is always odd.
183 However, the screening committee should always include the punong barangay and
184 a representative of the local association of BNSs. When there is no local association
185 of BNSs, the longest-serving BNS in the city or municipality or province could be the
186 BNS representative.

187 The screening committee may use various methods of screening that can include
188 face-to-face interview of potential BNSs and validation with local organizations and
189 local leaders.

190 The screening committee shall conduct a background information review of the
191 candidate person for the BNS Program.

192 The screening committee recommends to the “appointing” official as appropriate.

193 The appointing official could be the governor, mayor or the punong barangay. The
194 formal deployment of BNS should be covered by either an appointment paper (see
195 **Attachment 2** for a sample), or a Memorandum of Agreement among the BNS-
196 recruit, the punong barangay, and the city or municipal mayor (see **Attachment 3** for
197 a sample).

198 Selection should be guided by the basic qualifications of the BNS (See page 4).

199 The “appointment” paper or MoA on the deployment of a BNS may be renewed
200 after one year. However, a certification of the D/CNPC or MNAO should be required
201 that the BNS up for renewal has participated in continuing education activities and
202 has shown satisfactory performance in the preceding year.

203 Terminating the services of a BNS may be done only on the grounds of unsatisfactory
204 performance. Should a BNS be terminated for reasons other than unsatisfactory
205 performance, the appropriate local government unit (e.g. either provincial level,
206 city/municipal or barangay) deciding on the termination of services must shoulder
207 the cost of training the replacement BNS.

208 A BNS shall have a satisfactory performance if the total score gathered using the BNS
209 evaluation tools (**Attachment 4a-4d**) is at least 80%.

210 ***Training and continuing education***

211 All BNSs should undergo the basic training for BNSs once the appointment or
212 agreement has been signed by all parties. The basic training should be based on the
213 NNC-prescribed training module. It should be conducted only by those who
214 completed the Training of Trainors on the BNS Basic Course.

215 To facilitate the efficient conduct of BNS trainings, a city/municipal BNS training
216 team may be organized to be composed of at least three members with the D/CNPC
217 as a must-member. The other members may be the C/MNAO, or a staff of the local
218 health, agriculture, or social welfare office. The BNS training committee
219 recommends to the local chief executive the local policies for the training and
220 continuing education of BNSs. It should also ensure the LGU’s compliance to the
221 guidelines on BNS training as contained in this section. The training team also plans
222 and conducts BNS trainings and continuing education sessions.

223 While the training module was developed on the assumption of a group activity, it
224 can be modified and adapted for an on-the-job-training (OJT) scheme. However, the
225 on-the-job scheme should be structured and completed within the first three
226 months of service of the newly-deployed BNS. **Attachment 5** shows a sample OJT
227 plan.

228 A training report should be prepared after completion of the training. Attachment 6
229 shows a sample training report for group trainings and for OJTs.

230 Continuing education covers activities that aim to continually improve the
231 competencies of the BNS. This can come in various forms, e.g. participation in
232 conferences and conventions, sessions in regular meetings with the MNAO or
233 D/CNPC but purposely and labeled as continuing education, and other activities like
234 learning visits.

235 The training team should, at the start of the year, prepare the continuing education
236 plan for the year. This can be based on the results of supervisory visits, review of
237 reports submitted and the annual performance assessment of BNSs.

238 A certification of participation in continuing education activities signed by the
239 D/CNPC or MNAO should be done every year to support renewal of services.

240 ***Implementation of BNS actions***

241 In undertaking the roles of the BNS the BNS should ensure the following:

- 242 1. The Annual BNS Action Plan should be a guide for day-to-day activities.
- 243 2. Those most at risk or affected by under- and overnutrition are prioritized for
244 services and for monitoring if they received the range of services needed.
245 Pregnant and lactating women, infants and children below 5 years old as well
246 as the elderly shall be given priority in the most challenging times.
- 247 3. Delivery of nutrition and related services should follow policies and
248 guidelines.
- 249 4. To the extent possible, all services delivered by the BNS are documented,
250 e.g., entered in a diary that gives a view of the activities of the BNS per day
251 and the highlights of these activities. Attachment 7 shows a sample diary
252 that could be considered.
- 253 4. In the face of an emergency or disaster, the BNS should be among the
254 responders to look into the conditions of pregnant women, infants, and
255 young children.

256 ***Supervision and mentoring***

257 The D/CNPC and the C/MNAO are the primary supervisors-mentors of BNSs.
258 However, the D/CNPC and C/MNAO may also request the Rural Health Midwife to
259 assist in the supervision and mentoring of BNSs.

260 Mentoring is purposely attached to the supervisory process to highlight that
261 supervision should be linked with continuing learning and upgrading of the
262 competencies of the BNS.

263 Supervision will be done in various ways, as follows:

- 264 1. Regular conduct of field visit by the D/CNPC and MNAO together with other
265 members of the local nutrition committee to the extent possible. Are we
266 going to provide funds to allow these committee field visits? Unless this

267 activity is funded directly or NPC-initiated project, this will not be done
268 because these personnel themselves do not have monitoring funds.

269 The target should be to visit all BNSs at least once in a year, with more
270 frequent visits to BNSs whose performance needs improvement.
271 The visit should be an opportunity to look into the implementation of the
272 BNS Action Plan, review the records of the BNS in terms of completeness,
273 updatedness, and correctness, observe the BNS in action, and interact with
274 the community and its members to better understand their needs and
275 concerns as well as how the BNS relates with the community and its
276 leadership.

277 LGUs may develop their respective checklist for field visits. **Attachment 4a**
278 shows a sample checklist that can be used in the field visit of BNSs.

279 Observations of good points should be shared with the BNS, together with
280 areas of improvement. These observations should be documented in a
281 report or record and should be the take-off point for succeeding visits.

282 2. Conduct of monthly meetings which can be opportunities for continuing
283 education, and for discussions on common observations on BNS performance
284 as well as on concerns related to nutrition services.

285 Findings of supervision-mentoring activities should result to interventions to address
286 observed challenges. The interventions can be direct to the BNS or through actions
287 that will create an environment that will help the BNS undertake his or her role
288 effectively.

289 **Monitoring and evaluation**

290 Monitoring and evaluation will involve the generation, processing, analysis and use
291 of various information at various levels as shown in Table 2.

292 **Table 2.** Information to be generated by the BNS program monitoring and
293 evaluation system

Information	Level	Frequency / Remarks
1. Masterlist of active BNSs	National, regional, provincial, city, municipal	Update regularly as needed; important as supporting document for many benefits
2. Status report on requests (to NNC) for funding assistance for BNSs	National and regional	Quarterly

Information	Level	Frequency / Remarks
3. Status report on the provision of medical and survivorship assistance to BNSs	National and regional	Monthly
4. Masterlist of BNSs conferred with civil service eligibility	National, regional, provincial, city, municipal	Update regularly as needed
5. BNS Monthly Accomplishments	Barangay	Prepared by the BNS and submitted to the punong barangay and the MNAO cc: the D/CNPC
6. Family profile	Barangay	Prepared by the BNS and summarized into the barangay profile once a year to be the basis of the BNS Action Plan
7. Nutritional status, feeding, and micronutrient supplementation record of preschool children	Barangay	Prepared by the BNS and used as reference for reporting and for validating reports Reports on feeding beneficiaries of day care centers should be integrated in the BNS report.
8. Monthly record of weight and height/length status of children 0-23 months old	Barangay	Prepared by the BNS and used as reference for action based on weighing and height/length results
9. Monthly record of weight and weight status of underweight and severely underweight cases	Barangay	Prepared by the BNS and used as reference for action based on weighing results
10. List of preschoolers with weight and height measurements and identified nutritional status	Barangay	Prepared in connection with OPT Plus
11. Barangay tally and summary sheet of preschoolers with weight	Barangay	Prepared annually as part of the full weighing

Information	Level	Frequency / Remarks
and height measurement by age group		
12. List of affected/at-risk preschoolers 0-59 months old	Barangay	Used as reference for determining who should be covered by follow-up weighing

294 The performance of all BNSs should be evaluated every year based on guidelines to
 295 be issued by the National Nutrition Council Secretariat. The evaluation should assess
 296 the extent to which the BNS Action Plan was implemented. It should also look into
 297 the knowledge and skills of BNSs. It should also look into the participation of the BNS
 298 in the planning and implementation of the Barangay Nutrition Action Plan.

299 While this annual evaluation is linked with a recognition system, its results should
 300 guide actions that will help improve the performance of BNSs as well as the overall
 301 performance of the BNS Program in facilitating the achievement of the nutrition
 302 targets.

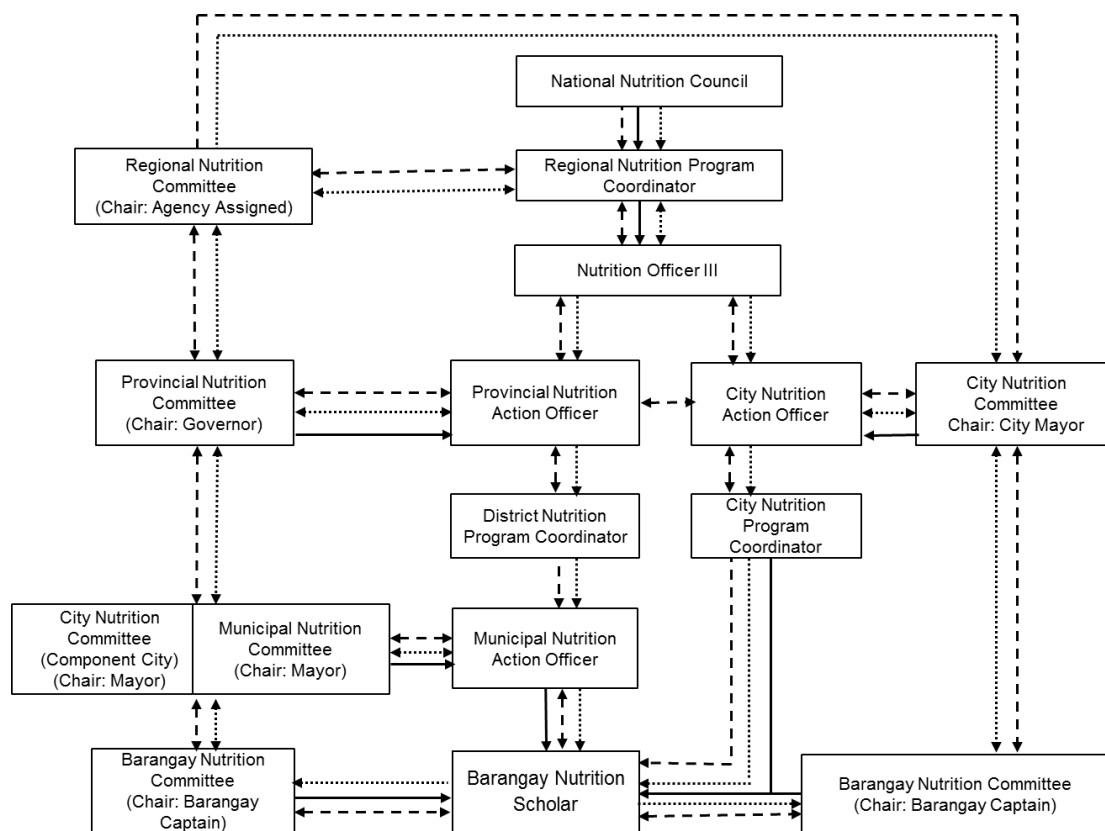
303 **Organizational Linkages of the BNS Program**

304 The administrative, coordinating and technical linkages of the BNS Program are
 305 presented in Figure 1.

306 Most of the linkages are coordinative (related to nutrition program management
 307 (planning, implementation, monitoring and evaluation) for effective delivery of basic
 308 nutrition and related services, and technical (capacity building, monitoring and
 309 mentoring) in nature, both vertically and horizontally. The direct administrative link
 310 is between the city/municipal nutrition action officer and the BNS, the mayor and
 311 the nutrition action officer, and the NNC central office with its regional offices.

312 Furthermore, for efficiency, the “higher” geo-administrative level works more
 313 directly with the immediately next level.

314 **Figure 1. Organizational Linkages of the BNS Program**



315 **Roles and Responsibilities of Key Players**

316 **National Nutrition Council (NNC)**

317 The NNC administers the Barangay Nutrition Scholars Program together with local
318 government units. More specifically, the NNC:

- 319 1. Provide overall policy directions and guidelines for the program.
- 320 2. Provide travelling allowance, BNS kit, medical and survivorship assistance,
321 and other forms for financial and logistics support.
- 322 3. Develop training modules and guidelines for continuing education of BNS.
- 323 4. Build and strengthen capacities of the supervisors and mentors of BNSs.
- 324 5. Establish a system for monitoring and evaluation of BNS performance that
325 includes a scheme for recognizing outstanding performers.
- 326 6. Advocate for support to the BNS and the program, the support being
327 expressed through relevant national and local legislations, the provision of
328 financial, technical, logistics and other forms of support.

- 329 7. Facilitate the organization of municipal, city, provincial and regional
330 federations or associations of BNSs to provide a formal system to air their
331 voices and concerns and promote unity and linkages among its members.
- 332 8. Assist these federations or associations by convening regular meetings of the
333 officers of the national and regional associations and conducting annual
334 conferences.
- 335 9. Maintain the database of BNS nationwide;
- 336 10. Issue certification for BNS as required for Civil Service eligibility under PD
337 1569; and
- 338 11. Provide technical assistance to local government units on nutrition program
339 management.

340 ***Department of the Interior and Local Government (DILG)***

341 The DILG must ensure the tenure of the BNS by mandating the local chief executives
342 in the provincial, municipal, city, and barangay government to maintain their BNS/s
343 even in the face of political crisis.

344 ***Department of Education (DepEd)***

345 The DepEd must coordinate with the BNC regarding their related nutrition program
346 in the barangay.

347 ***Department of Social Welfare and Development (DSWD)***

348 The DSWD must work closely with the BNC regarding their programs and plans
349 execution that relates to the under five years old children to prevent redundancy of
350 resources.

351

352 ***Local chief executives***

353 ***Provincial Government***

- 354 1. Provide overall leadership in nutrition action in the provincial government
355 unit, including the BNS Program
- 356 2. Appoint or designates the D/CNPC of the province/city upon
357 recommendation of the P/CNAO.

358 ***Municipal and City Government***

- 359 1. Provide overall leadership in nutrition action in the municipal or city
360 government unit, including the BNS Program

361 2. Appoint or designates the Municipal or City Nutrition Action Officer of the
362 Municipality or city upon recommendation of the P/CNAO and D/CNPC, if
363 present.

364 Both the provincial and the municipal/city government shall ensure the provision of
365 various forms of support to the BNS as described in the section on benefits and
366 incentives indicated in page 6. Provincial governors, Municipal and city mayors are
367 also responsible for the endorsement of BNS in their locality to avail of the BNS
368 travel allowance provided by the National Nutrition Council on annual basis.

369

370 ***Nutrition Action Officer***

371 1. Orient members of the Provincial Nutrition Committee/Municipal/City
372 Nutrition Committee (PNC/MNC/CNC) on the BNS Program and its relation to
373 the Philippine Plan of Action on Nutrition (PPAN).

374 2. Assist the governor/city mayor in the recruitment of D/CNPCs

375 3. Assist the governor/city/municipal mayor in the conduct of periodic local
376 nutrition committee meetings to assess progress in implementation of the
377 nutrition programs.

378 4. Lead in the formulation of the local nutrition action plan and ensures its
379 integration in the local development plan and the annual investment
380 program.

381 5. Consolidate and submits reports on the local nutrition program as prescribed
382 by the DILG.

383 6. Lead in the annual assessment of the performance of BNSs.

384 7. Advocate for support for the BNS and the program, the support being
385 expressed through relevant national and local legislations, the provision of
386 financial, technical, logistics and other forms of support.

387 8. Serve as resource person in BNS trainings.

388

389 9. Assist in organizing and conducting BNS conferences and seminars

390 10. Lead in the recruitment, screening, and selection of BNSs (municipal nutrition
391 action officer)

392 11. Serve as mentor - supervisor of the BNS (municipal nutrition action officer)

393 ***DNPC/CNPC***

- 394 1. Assist the P/CNAO in the formulation, coordination, monitoring and
395 evaluation of the local nutrition action plan
- 396 2. Build and strengthen the capacity of BNSs through trainings, seminars,
397 regular meetings, mentoring sessions, and other related activities.
- 398 3. Assist in the recruitment, screening, and selection of BNSs
- 399 4. Conduct periodic visits/assessments of BNS activities and strengthens the
400 identified weak points.
- 401 5. Assist in the annual assessment of BNS performance.
- 402 6. Assist the P/CNAO in consolidating the nutrition and related reports.
- 403 7. Serve as resource person in the training of the BNS

404 ***Others***

405 National government agencies, non-government organizations, development
406 partners, the academic community, other LGU functionaries shall provide technical
407 and material support to BNS.

408 ***Effectivity***

409 This set of guidelines shall take effect immediately. It shall remain in force up to the
410 end of the current development planning cycle. It shall be reviewed and revised as
411 needed.

412

413 Add Role of NNC Secretariat

414

415

416

417

418 Attested:

FRANCISCO T. DUQUE III, MD, MSc
Secretary of Health and Chairperson
National Nutrition Council Governing Board

419 **Assistant Secretary of Health Maria-Bernardita T. Flores, CESO II**

420 Council Secretary and Executive Director IV

421 National Nutrition Council

CONFORME:

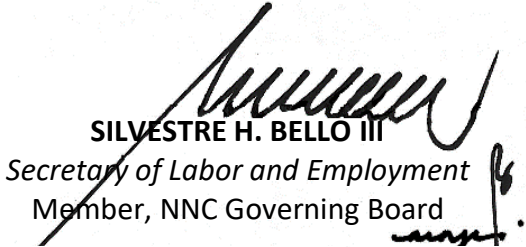


EMMANUEL E. PIÑOL
Secretary of Agriculture
Vice-Chairperson, NNC Governing Board

EDUARDO M. AÑO
*Secretary of the Interior and Local
Government*
Vice-Chairperson, NNC Governing Board

WENDEL E. AVISADO
Acting Secretary of Budget and Management
Member, NNC Governing Board

LEONOR M. BRIONES
Secretary of Education
Member, NNC Governing Board

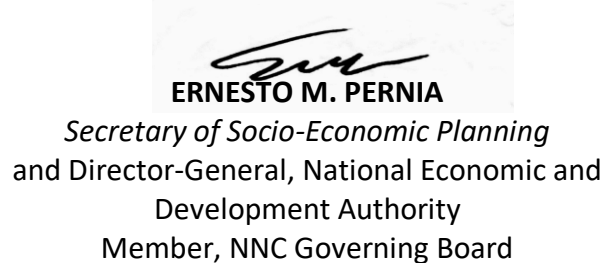


SILVESTRE H. BELLO III
Secretary of Labor and Employment
Member, NNC Governing Board

FORTUNATO T. DELA PEÑA
Secretary of Science and Technology
Member, NNC Governing Board



ROLANDO JOSELITO D. BAUTISTA
Secretary of Social Welfare and Development
Member, NNC Governing Board



ERNESTO M. PERNIA
*Secretary of Socio-Economic Planning
and Director-General, National Economic and
Development Authority*
Member, NNC Governing Board

RAMON M. LOPEZ
Secretary of Trade and Industry
Member, NNC Governing Board

ROMEO C. DONGETO
*Executive Director of Philippine Legislators'
Committee on Population and Development
Foundation, Inc. (PLCPD)*
Private Sector Representative to the
NNC Governing Board

AMADO R. PARAWAN
*Health and Nutrition Advisor of Save the
Children and Representative of the Philippine
Coalition of Advocates for Nutrition Security
(PhilCAN)*
Private Sector Representative to the
NNC Governing Board

List of Attachments

Attachment 1 – Sample barangay resolution for adopting the BNS Program

Attachment 2 – Sample BNS Appointment paper

Attachment 3 –Memorandum of Agreement

Attachment 4 - BNS Evaluation Tool *(for GB approval as of 5 Dec 2018)*

4a – MELLPI Pro Form 5d Barangay Nutrition Scholars Monitoring

4b – MELLPI Pro Form 6d Spider Web Assessment Diagram for The
Barangay Nutrition Scholar

4c – MELLPI Pro Form 7d Discussion Question for Learning

4d – MELLPI Pro Form 8d Action Sheet to Improve Performance

Attachment 5 – Sample OJT plan

Attachment 6 – Sample training report for group trainings

Attachment 7 – Sample diary

Attachment 1

Republic of the Philippines
Department of Health
NATIONAL NUTRITION COUNCIL
Nutrition Building, 2332 Chino Roces Avenue Extension
Taguig City

MEMORANDUM OF AGREEMENT BNS TRAVELLING ALLOWANCE

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The NATIONAL NUTRITION COUNCIL, a government agency, with office address at the Nutrition Building, 2332 Chino Roces Avenue Extension, Taguig City, Philippines, herein represented by its Assistant Secretary of Health and Executive Director IV, Maria-Bernardita T. Flores, hereinafter referred to as the COUNCIL,

-and-

The _____, an instrumentality organized under
(local nutrition committee)
the Philippine Food and Nutrition Program as provided for under PD 491 with office address at _____ herein represented by its Chairperson
_____ hereinafter referred to as the PROJECT
PROPONENT.

WITNESSETH

WHEREAS, the COUNCIL under Presidential Decree No. 491 and Executive Order No. 234 is vested with the function, authority and power to formulate, supervise, coordinate and evaluate all integrated nutrition policies, programs and projects in the Philippines;

WHEREAS, Presidential Decree No. 1569 has specifically mandated the COUNCIL to administer the Barangay Nutrition Scholars Program aimed at providing human resources to enhance delivery of basic nutrition and health services in the barangay, the ultimate purpose of which is to achieve the objectives of the Philippine Plan of Action for Nutrition 2017-2022;

WHEREAS, in pursuance of the above, the COUNCIL is extending financial support to the Barangay Nutrition Scholars Program implemented by the local government of provinces, cities, municipalities and barangays which appropriately respond to the objectives of the PPAN 2017-2022;

WHEREAS, for this purpose, the PROJECT PROPONENT has submitted a project proposal entitled "Barangay Nutrition Scholar Travelling Allowance for _____" the primary purpose of which is to provide at least one Barangay Nutrition Scholar for every depressed barangay;

WHEREAS, upon appraisal of the said project proposal, the COUNCIL has decided to provide the PROJECT PROPONENT a grant as counterpart support to fund the proposed project;

NOW, THEREFORE, in consideration of the above premises and mutual covenants and stipulations herein set forth, the herein parties have agreed, as they hereby agree as follows:

1. That the COUNCIL shall remit to the PROJECT PROPONENT the amount of _____ (P _____)

2. That the PROJECT PROPONENT shall a) assure the appropriate use of the funds released under this Agreement; b) maintain a complete and accurate financial record and submit such to the COUNCIL, **together with the progress report of accomplishments**, indicating fund releases, expenditures and status of unexpended balances; c) make available to authorized agents/representatives of the COUNCIL any/all records, facilities, things pertinent to the project for inspection, examination and/or evaluation, and d) that no funds shall be transferred from one item to another item without previous written approval of the COUNCIL;

3. That the PROJECT PROPONENT shall immediately return the amount(s) remitted by the COUNCIL in case of:

- a. Non-appropriate use of funds released under this Agreement
- b. Non-compliance of the requirements herein provided
- c. Non-implementation of the project as per approved project proposal
- d. Violation of any of the conditions herein
- e. Any unexpended balance at the end of the year, and shall further be liable to the COUNCIL for incidental fees, charge damages, and/or expenses;

4. That this Agreement shall be for a period of one year from the day of signing thereof subject, however, to extension by mutual agreement of the parties hereto.

IN WITNESS WHEREOF, the parties have hereto affixed their signatures this _____ day of _____, 20__, in Taguig City, Philippines.

NATIONAL NUTRITION COUNCIL

(Nutrition Committee)

By:

By:

MARIA-BERNARDITA T. FLORES, CESO II
Assistant Secretary of Health and
Executive Director IV, NNC

(Project Proponent)

Signed in the Presence of:

Attachment 2

Republic of the Philippines
Province of _____
City/Municipality of _____
Barangay _____

OFFICE OF THE PUNONG BARANGAY

(Date)

APPOINTMENT

TO: _____
(Name)

(Address)

Pursuant to Section 2 of Presidential Decree 1569 otherwise known as STRENGTHENING THE BARANGAY NUTRITION SCHOLAR PROGRAM BY PROVIDING FOR A BARANGAY NUTRITION SCHOLAR IN EVERY BARANGAY, PROVIDING FUNDS THEREFOR, and for other purposes of 1978, and by virtue of power vested upon me pursuant to Chapter III Section 389 Article (5) of the Local Government Code of 1991, you are hereby appointed as the Barangay Nutrition Scholar (BNS) of Barangay _____ effective upon taking your oath of office and to serve in such capacity with all the rights, privileges and responsibilities appropriate thereto, indefinitely unless obtaining a non-satisfactory rating of below 80% on the annual BNS evaluation rating.

Punong Barangay

Attachment 3

Republic of the Philippines
Province of _____
City/Municipality of _____
Barangay _____

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The Sangguniang Barangay/Bayan/Panglungsod of _____, with
office address at _____, herein
represented by its Punong Barangay/Municipal/City Mayor
_____, hereinafter referred to as the local chief
executive (LCE),

-and-

Mr./Mrs./Ms. _____,
with residing at _____ herein referred to as the barangay nutrition
scholar (BNS).

WHEREAS, the grassroots constituents of Barangay _____ of the
city/municipality are the direct beneficiaries of the assistance extended by Barangay
Nutrition Scholar assigned to Barangay _____;

WHEREAS, there is a need to renew/replace/appoint a Barangay Nutrition Scholar from
today onwards to begin/continue the provision of nutrition and related services to the
barangay residents;

NOW, THEREFORE, in consideration of the above premises and mutual covenants and
stipulations herein set forth, the herein parties have agreed, as they hereby agree as
follows:

The Local Chief Executive to:

1. Provides overall leadership in nutrition action in the local government unit, including the BNS Program
2. Appoints or designates the D/CNPC of the province/city upon recommendation of the P/CNAO.
3. Ensures the provision of various forms of support to the BNS as described in the section on benefits and incentives of the BNS Implementing Guidelines of 2018:
 - a. Traveling allowance or other forms of monetary support from the local government unit, i.e. barangay, city or municipality, province; as indicated in the agreement with the BNS and as integrated in the LGU Annual Investment Program.
 - b. Support for traveling expenses (transportation and meal allowance as appropriate) when participating in activities outside of the barangay duty station
 - c. Training stipend for BNSs at rates to be determined by the LGU.
 - d. Registration fee for participating in conferences and conventions
 - e. Incentive at separation from service as BNS provided 15 years of service has been completed. The amount to be given will be determined by the LGU.

The BNS to perform the following as stipulated in the phases of Nutrition Program Management Cycle:

Phase 1: Plan Preparation and Adoption

1. Organizing the Barangay Nutrition Committee (BNC)
 - a. Assists the punong barangay in organizing or reactivating the BNC or the Barangay Planning Core Group through the technical assistance of DILG.
 - b. May serve as the barangay nutrition action officer (BNAO).
 - c. Assists the BNC Chair and Co-Chair in coordinating the activities of the BNC.
2. Formulating the Barangay Nutrition Action Plan (BNAP)
 - a. Assists the BNC in assessing the nutrition situation by:
 - 1) Providing information on what forms of malnutrition exist in the barangay, who and how many are malnourished, where are they located and why are they are malnourished.
 - 2) Preparing tools/information for analysis such as spot map, trends in malnutrition and reasons for observed trends.

- 3) Identifying lessons learned from past efforts to address malnutrition, resources, and constraints.
- 4) Writing the situational analysis for the barangay nutrition action plan.
- b. Participate in setting the SMART objectives of the BNAP
- c. Assist the BNC in selecting and deciding programs by answering the following questions on nutrition programs of the barangay:
 - 1) What nutrition programs should be included in the plan?
 - 2) Who will be the target clients?
 - 3) Where will the program be implemented?
 - 4) Who will implement the program?
 - 5) When will the program be implemented along with the complementary activities?
 - 6) How often will the program be done?
- d. Assist the BNC in estimating budgetary requirements for projects and activities; identifies potential sources of resources needed; and conducts fund raising activities
- e. Assist in the BNC in the preparation of work and financial plan including targets, interventions, duration, resources needed and who are the responsible persons

Phase 2: Action, Activation, Adjustment

3. Identify and locate target
4. Prepare and update the master list of beneficiaries
5. Monitor weight and height of under-five children
6. Facilitate/assist in the delivery of nutrition and related services especially those related to the first 1000 days of life.
 - a. Organize nutrition education classes for mothers or child caregivers and fathers or other male members of the family especially on behaviors related to the first 1000 days of life
 - b. Conduct home visits to households with pregnant women or children under 5 years old, especially those with 0-23 mos. old.
 - a. Assist in the delivery of nutrition and related services, e.g. vitamin A supplementation, management of acute malnutrition, dietary supplementation, nutrition in emergencies, overweight and obesity management and prevention, nutrition promotion, home and community food gardening, and others
7. Refer families with malnourished under-five children, pregnant and lactating women to service partners
8. Advocate for increased investment in nutrition projects and related activities
9. Attend trainings to upgrade one's knowledge, skills and values
10. Coordinate with District/City Nutrition Program Coordinators (D/CNPC) and City/Municipal Nutrition Action Officer (C/MNAO) and other workers

Phase 3: Monitoring and Evaluation

11. Assist the barangay secretary in preparing the minutes of BNC meetings
12. Document and report accomplishments to the BNC, and to the Sangguniang Barangay, when so requested
13. Prepare and submit BNS reports
14. Prepare BNAP quarterly accomplishment report

Phase 4: Re-planning

15. Assist in convening the BNC when re-planning or re-targeting is needed

The SANGGUNIANG BARANGAY/BAYAN/PANLUNGSOD RESOLVED to authorize the Punong Barangay/Municipal/City Mayor to sign, for and in behalf of the Barangay/Municipality/City of _____, the contract of services with BNS _____ starting (date) until indefinitely unless the BNS obtains a non-satisfactory rating of below 80% on the annual BNS evaluation rating;

RESOLVED FURTHER, to furnish copies of this memorandum of agreement to the Punong Barangay/Municipal/City Mayor, Barangay /Municipal/City Legal Officer, Barangay /Municipal/City Action Officer, District/City Nutrition Program Coordinator, all of this local government unit, for their information.

IN WITNESS WHEREOF, the parties have hereto affixed their signatures this _____ day of _____, 20 __, in Barangay/Municipality/City _____.

Sangguniang Barangay /Bayan/ Panglungsod of _____	Barangay Nutrition Scholar (BNS) of Barangay _____
By:	By:
_____ Punong Barangay/Municipal/City Mayor	_____ (Name and Signature)

Signed in the Presence of:

Barangay/Municipal/City Councilor

Barangay/Municipal/City Councilor

Attachment 4a

(for GB approval as of 5 Dec 2018)

pls fix or ensure margins are correct, see items in red; fix also size of space allotted for items e.g. address should have at least 2 lines; birthday, sex (not gender), # years as BNS should have shorter spaces

MELLPI Pro Form 5d

BARANGAY NUTRITION SCHOLARS MONITORING

For the period _____

Name of BNS: _____ Home Address _____

Birthday : _____ Gender _____

No. of years as BNS: _____ **Barangay and
City/Municipality c
Deployment:**

Date of appointment: _____

Educational Attainment: _____

Yes	No	
_____	_____	Graduated from a 5-day training on nutritional ?? and nutrition related topics before barangay service
_____	_____	Completed 5 or more training or seminars on nutrition and nutrition related activities in the last 2 years.
_____	_____	Completed a 20-day nutrition practicum in the barangay assigned

ELEMENTS		DOCUMENT SOURCE	PERFORMANCE LEVEL (ENCIRCLE RATING)	REMARKS ON THE RATING (EVIDENCE)
NUTRITION WORKER MANAGEMENT FUNCTION				
A.	Planning	Barangay Nutrition Action Plan	The BNS formulates the Barangay Nutrition Action Plan (BNAP) alone.	1
			The BNS consolidates sectoral plans or reports to formulate the BNAP.	2
		Minutes of Meetings	The BNS mobilizes some members of the Barangay Nutrition Committee (BNC) to formulate the BNAP.	3
			The BNS mobilizes all members of the Barangay Nutrition Committee (BNC) to formulate the BNAP.	4
			The BNS mobilizes all members of the Barangay Nutrition Committee (BNC) and external partners to formulate the BNAP.	5
B. Organizing				
B.1.	Ensures Organization of the BNC	Barangay Nutrition Action Plan	The BNS identifies the different sectors as members of BNC based on the Punong Barangay's recommendation.	1
			The BNS communicates and coordinates with different sectors that are members of the BNC.	2
		Minutes of Meetings	The BNS ensures the BNC consists of at least the following members: <ol style="list-style-type: none"> 1. Punong Barangay (as chair) 2. Kagawad on Health 3. Rural Health Midwife (RHM) 4. Agricultural Technician (AT) 5. School Principal 6. Day Care Worker (DCW) 7. Barangay Secretary 	3
			The BNS ensures the organization of the BNC consists of the recommended members with	4

ELEMENTS		DOCUMENT SOURCE	PERFORMANCE LEVEL (ENCIRCLE RATING)	REMARKS ON THE RATING (EVIDENCE)	
NUTRITION WORKER MANAGEMENT FUNCTION					
			additional members from the Barangay Council		
			The BNS ensures the organization of the BNC consists of the recommended members with additional members from the Barangay Council and external partners	5	
B.2.	Ensures Functions of the BNC Members are Performed	Barangay Nutrition Action Plan	The BNS maintains a copy of the roles and responsibilities of the BNC members at the nutrition office	1	
			Minutes of Meetings	The BNS provides a copy to each member of the BNC of their roles and responsibilities	
		The BNS meets and presents the roles and responsibilities to all BNC members		3	
		The BNS coordinates the performance of the functions of the BNC members		4	
		The BNS conducts follow through on the performance of the functions of the BNC members	5		
B.3.	Initiates Regular (quarterly) Meetings	Barangay Nutrition Action Plan	The BNS prepares the schedule of the BNC meeting in consultation with the Punong Barangay	1	
			Minutes of Meetings	The BNS coordinates with the BNC members regarding the schedule of meetings prepared in consultation with the Punong Barangay	
		The BNS initiates the BNC meetings as per schedule and keeps record of the minutes of the meetings		3	

ELEMENTS	DOCUMENT SOURCE	PERFORMANCE LEVEL (ENCIRCLE RATING)	REMARKS ON THE RATING (EVIDENCE)	
NUTRITION WORKER MANAGEMENT FUNCTION				
		The BNS provides the BNC members a copy of the minutes of the meetings	4	
		The BNS follows through the agreements and action lines in the BNC meeting	5	
C.	Advocacy for Nutrition Program	Barangay Nutrition Action Plan	The BNS identifies issues or concerns that need support from among BNC members	1
		Minutes of Meetings	The BNS identifies and raises issues/ concerns in the BNC meetings	2
			The BNS informs the BNC of the household with malnourished children/ pregnant and their situation	3
			The BNS advocates for the support needed by the household with malnourished children/ pregnant	4
			The BNS advocates for the implementation of new or innovative nutrition programs/ projects/activities as needed	5
D.	Coordination	Barangay Nutrition Action Plan	The BNS coordinates nutrition and nutrition-related activities as the need arises	1
		Minutes of Meetings	The BNS coordinates nutrition and nutrition-related activities regularly	2
			The BNS coordinates nutrition and nutrition-related activities and provides technical assistance to other workers activities regularly	3
			The BNS together with the BNC members coordinate the nutrition and nutrition-related activities in the barangay and provide technical assistance to fellow workers regularly	4

ELEMENTS	DOCUMENT SOURCE	PERFORMANCE LEVEL (ENCIRCLE RATING)	REMARKS ON THE RATING (EVIDENCE)
NUTRITION WORKER MANAGEMENT FUNCTION			
		The BNS together with the BNC members coordinate the nutrition and nutrition-related activities in the barangay, provide technical assistance to fellow workers and follow through actions regularly	5
E.	Resource Generation	Barangay Nutrition Action Plan	1
		Minutes of Meetings	2
		The BNS together with the BNC members conduct resource generation activities for nutrition programs/ project/activities	3
		The BNS together with the BNC members conduct resource generation activities for nutrition programs/projects/ activities and taps barangay-based organizations for resource generation	4
		The BNS together with the BNC members conduct resource generation activities for nutrition programs/projects/ activities and taps barangay-based organizations and external partners for resource generation	5
F.	Documentation and Record Keeping	Barangay Nutrition Action Plan	1
		Minutes of Meetings	2
		The BNS consistently prepares keeps the highlights of meeting and maintains masterlist of beneficiaries of nutrition programs/projects/ activities	

ELEMENTS	DOCUMENT SOURCE	PERFORMANCE LEVEL (ENCIRCLE RATING)	REMARKS ON THE RATING (EVIDENCE)
NUTRITION WORKER MANAGEMENT FUNCTION			
		<p>The BNS maintains a nutrition database by purok/sitio which includes:</p> <ul style="list-style-type: none"> • Consolidated reports on nutritional status of pre-schoolers for the year • Quarterly weighing Reports of 24 - 59 months old preschoolers plus height? • Monthly weighing reports of 0-to-23-month-old (infants) plus length? • Updated family profile • Masterlists of beneficiaries • Graphical presentation of nutrition situation (spot map) 	3
		The BNS maintains a nutrition database by purok/sitio which includes the above-mentioned data and utilizes these documents as basis in updating of the Barangay Nutrition Action Plan.	4
		The BNS maintains a nutrition database by purok/sitio in print and electronic format	5
G.	Monitoring and Evaluation	<p>Barangay Nutrition Action Plan</p> <p>Minutes of Meetings</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>
		The BNS conducts intermittent – use simpler term monitoring of the implementation of nutrition and nutrition-related interventions as the need arises.	1
		The BNS conducts regular (specify what is ‘regular’ monitoring of the implementation of nutrition and nutrition-related interventions.	2
		The BNS together with the BNC members conduct regular monitoring of the implementation of nutrition and nutrition-related interventions.	3
		The BNS together with the BNC members conduct regular (-ditto-)	4

ELEMENTS	DOCUMENT SOURCE	PERFORMANCE LEVEL (ENCIRCLE RATING)	REMARKS ON THE RATING (EVIDENCE)
NUTRITION WORKER MANAGEMENT FUNCTION			
		monitoring of the implementation of nutrition and nutrition-related interventions and provide technical assistance to fellow workers.	
		The BNS together with the BNC members conduct regular (-ditto-) monitoring of the implementation of nutrition and nutrition-related interventions and provide technical assistance to fellow workers and follow through actions.	

Attachment 4b

MELLPI Pro Form 6d

SPIDER WEB ASSESSMENT DIAGRAM FOR THE BARANGAY NUTRITION SCHOLAR

Since this is entirely new, this would need a set of clear instructions on how to use it.

Name of BNS: _____

Area of assignment _____

Date of Monitoring: _____ Period Covered: _____

NUTRITION WORKER MANAGEMENT FUNCTIONS	
A.	Planning
B.1	Ensures Organization of BNC
B.2	Ensures Functions of the BNC Members are Performed
B.3	Initiates Regular (quarterly) Meetings
C.	Advocacy for Community
D.	Coordination
E.	Resource Generation
F.	Documentation and Record Keeping
G.	Monitoring and Evaluation

Attachment 4c

MELLPI Pro Form 7d

DISCUSSION QUESTION FOR LEARNING

Name of BNS: _____

Area of assignment _____

Date of Monitoring _____ Period Covered _____

Parameters	What was achieved by the nutrition worker?	What is going well and why?	What are the problems and issues? Why do these problems and issues persist?	How did the nutrition worker contribute to the change in the nutritional status of the LGU?
A. Eligibility/Qualification (competencies)				
B. Performance of Nutrition Worker Management Functions				

Attachment 4d

MELLPI Pro Form 8d

ACTION SHEET TO IMPROVE PERFORMANCE

Name of BNS: _____

Area of assignment _____

Date of Monitoring: _____ Period Covered: _____

Parameters	Recommendation for the Nutrition Worker	Recommendation for the LNC	Recommendation for the NNC
C. Eligibility/Qualification – competency			
D. Performance of BNS along Management Functions			

Members of the validating team:

Name and Signature of Monitor	
Designation and office	
Date	

Name and Signature of Monitor	
Designation and office	
Date	

Name and Signature of Monitor	
Designation and office	

Date	
------	--

Attachment 5

Republic of the Philippines
Province of _____
City/Municipality of _____
Barangay _____

Barangay Nutrition Scholar (BNS) Training Design

Module 1: The Barangay Nutrition Scholar Program

Session 1: Legal mandate and rationale of the BNS Program

Session 2: Selection, recruitment and benefits, and incentives of the BNS

Module 2: Basic Concepts on Food and Nutrition

Session 1: Basic Concepts in Good and Nutrition

Session 2: Malnutrition definition, causes and consequences

Module 3: Developing Skills of the BNS

Session 1: Communication skills

Session 2: Presentation skills

Session 3: Advocacy skills

Session 4: Documentation, report writing and record keeping

Session 5: Time management

Session 6: Organizing skills

Session 7: Coordinating skills

Module 4: Situating the Barangay Nutrition Program in the Local Development System

Session 1: Nutrition Program Management – Definition, principles, characteristics and uses

Session 2: The Barangay Nutrition Program in the Local Development System

Session 3: The Barangay Nutrition Committee (BNC), mobilization or reactivation

Module 5: The BNS in Action

Session 1: The Role of BSN in Barangay Nutrition Program Management

Session 2: The BNS in Assessing the Barangay Nutrition Situation

Activity 1: Preparing for the Assessment Activity

Activity 2: Preparing for the Family Profile

Activity 3: Weighing a child

Activity 4: Measuring length/height, mid-upper arm circumference (MUAC) measurement

Activity 5: Computing age in months and classifying nutritional status of

Children

Activity 6: Conducting operation (OPT) Timbang Plus

Activity 7: Presenting the Barangay Situational Analysis

Activity 8: Preparing a spot map

Activity 9: Identifying the nutrition problem and its causes

Activity 10: Constructing a modified problem tree

Activity 11: Writing the Barangay Nutrition Assessment Report

Session 3: The BNS in Planning

Activity: Setting Objectives

Activity 2: Identifying nutrition interventions

Activity 3: Planning the details of implementation of nutrition
Interventions

Activity 4: Planning how to monitor and evaluate nutrition interventions

Activity 5: Preparing the budget for the barangay nutrition action plan
(BNAP)

Activity 6: Packaging the barangay nutrition action plan

Session 4: The BNS in Implementation

Session 5: The BNS in Monitoring and Evaluation

Module 6: Basic Course for Barangay Nutrition Scholars – A Synthesis

Session 1: Synthesis of the Basic Course for BNS Training Orientation on Nutrition
in Emergencies

Attachment 6

Sample BNS Training Report



Republic of the Philippines
Province of Lanao del Norte
Municipality of Tubod
Poblacion, Tubod, Lanao del Norte
-ooOoo-



MUNICIPAL NUTRITION COMMITTEE

Training Report

Title: THREE- DAY TRAINING ON BASIC COURSE FOR BARANGAY NUTRITION SCHOLARS

Rationale:

The Barangay Nutrition Scholar (BNS) Program is a human resource development strategy of the Philippine Plan of Action for Nutrition, which involves the recruitment, training, deployment and supervision of volunteer workers or Barangay Nutrition Scholars (BNS). Presidential Decree No. 1569, mandated the deployment of One BNS in every barangay in the country to monitor the nutritional status of children and/or link communities with nutrition and related service providers. The Barangay Nutrition Scholars (BNS) locates and identifies malnourish children through a community survey, moves the community to organize into networks or community-based organizations working for the improvement of the nutrition situation, serve as linkage-builder, keeps record of the result of the regular weighing as well as records on the nutrition and health profile of families in the barangay.

Hereby, the BNS must undergo a three- day didactic training, that facilitates the acquisition of knowledge, attitudes, and skills needed for effective performance of the tasks.

Objectives:

At the end of the training course, the participants, should be able to:

1. Explain the legal Mandate and rationale of the BNS program;
2. Selection, Recruitment and Benefits/ Incentives of BNSs;
3. Discuss the basic concepts of food and nutrition;
4. Demonstrate the skills needed in performing the roles and tasks of BNSs;
5. Describe the nutrition program management at the barangay level and in the context of local development system; and
6. Illustrate the numerous roles and responsibilities of BNSs in the context of the nutrition program at the barangay level.
7. The BNS in Action

Methodology:

Lectures
Group Discussion
Role Play
Written Exercises
Demonstrative Practicum

Operational Details:

Venue: Rianas Function Hall MCC, Tubod, Lanao del Norte
Date: September 10-12, 2018
Sponsoring Agency: Provincial Government
Participants: 35
Duration: 3 days


Training Course Description:

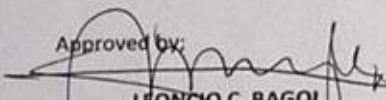
The training process is designed to equip the Barangay Nutrition Scholars appropriate skills and knowledge in the conduct and in implementation of nutrition program in their respective barangay assignments.

Budgetary Requirements and source:

Day	Particular	Amount
Day 1	2 meals and 2 snacks 35 persons x P300.00/pax	P10,500.00
Day 2	2 meals and 2 snacks 35 persons x P300.00/pax	P10,500.00
Day 3	2 meals and 2 snacks 35 persons x P300.00/pax	P10,500.00
BNS Training Kit (supplies, certificates)	26 BNSs	P5,000.00
Total		P36,500.00

Prepared and submitted by:


CHOLIE MAE J. CHANG
PHN/BNS Coordinator

Approved by:

LEONCIO C. BAGOL
Municipal Mayor, Chairman
Municipal Nutrition Committee

BNS Diary



<i>Date/ Location</i>	<i>Activity/ Persons involved/ Outreach number</i>	<i>Remarks</i>

