



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





# **MUNICIPAL HEALTH OFFICE**

ADMINISTRATIVE SERVICES



## 9. AVAILING OF COUNSELING ON NUTRITION

**About the Service:** To Nutrition Office are committed to provide the highest possible service performance and pledge to achieve well nourished individuals.

**Schedule of Availability of Service:** Monday-Friday 8:00 a.m. – 5:00 p.m. without noon break  
**HOW TO AVAIL OF THE SERVICE:**

Office or Division:			MUNICIPAL HEALTH OFFICE		
Classification:			SIMPLE		
Type of Transaction:			<b>G2C</b> – for Government Services whose client is the transacting public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1 Individual Treatment Record 2. ECCD Card (0-5 years old)			Municipal Health Office		
Step	Client	Agency Action	Fees To be Paid	It will take you	Person Responsible
1	Approach Health staff on duty for your medical record and nutrition Assessment	Health Staff on Duty will take weight and height and records in the individual Treatment Record Form (ITR). Then, he/she refers the patient to the nutritionist-dietitian	(None)	7 mins.	Health Staff on Duty
2	Approach the Nutritionist-Dietitian for nutrition Counseling	The Nutritionist-Dietitian will do counseling to malnourished individuals	(None)	30-45 mins.	JOANNA FAYE OBDULIA B. RESERVA (Nutritionist-Dietitian)
3	Wait for schedule and follow-up of nutrition assessment for rehabilitation	The Nutritionist-Dietitian will schedule the next follow-up visit for nutrition assessment and receives diet plan (adult client), Treatment Card (SAM and MAM client)	(None)	5mins.	JOANNA FAYE OBDULIA B. RESERVA (Nutritionist-Dietitian)

Note: PPRF forms are available at the PACD table free of charge.  
The 45 minutes to 1 hour processing time is for one client being served at one time. The time is extended when there are two or more clients.