



City Health Office - Nutrition External Services



1. Provision of Nutrition Related Data

The City Health Office – Nutrition is responsible in providing nutrition related data to walk-in clients like NGOs and student for their education use. Government agencies may also avail of this service.

Office or Division:	City Health Office – Nutrition Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	Walk-in clients or individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Photocopy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the visitors/client logbook and submit the request to CHO-Nutrition Office	1. Receive Request Letter	None	1 minute	<i>Nutrition Staff</i> CHO-Nutrition
	1.1 Validate the request	None	2 minutes	<i>Nutrition Staff</i> CHO-Nutrition
	1.2 Forward request to City Nutrition Action Officer for approval	None	3 minutes	<i>Nutrition Staff</i> CHO-Nutrition
	1.3 The City Nutrition Action Officer evaluate & approved the client request and provide data needed	None	3 minutes	<i>City Nutrition Action Officer</i> CHO-Nutrition
2. Receive the nutrition related data and signed the acceptance logbook	2. Assist clients in signing the acceptance logbook	None	1 minute	<i>Nutrition Staff</i> CHO-Nutrition
TOTAL:		None	10 Minutes	



2. Conduct Nutrition Education, Diet Counseling and Diet Plan to Clients

The City Nutrition Office is responsible in providing diet counseling to clients and assists them in their dietary problems.

Office or Division:	City Health Office – Nutrition Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 Original Copy)		CHO-Nutrition Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the visitors/client logbook and fill-up the request form	1. Review the request form and endorse to City Nutrition Action Officer	None	5 minutes	<i>Nutrition Staff</i> CHO-Nutrition
2. Present self/requestor to City Nutrition Action Officer	2. Conduct diet counseling, prepare and issue diet plan to the requesting party and advise for follow-up/home visits (if needed endorse to Barangay Nutrition Scholars)	None	10 minutes	<i>City Nutrition Action Officer</i> CHO-Nutrition
TOTAL:		None	15 Minutes	



3. Provision of Information, Education and Communication (IEC) Materials for Proper Nutrition

The City Health Office – Nutrition is responsible in providing nutrition information by providing Information Education Communication (IEC) materials to target clients. It aims to educate and share awareness about the importance of nutrition.

Office or Division:	City Health Office – Nutrition			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Photocopy)		Requestor		
2. Request form (1 Original Copy)		CHO-Nutrition		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the visitors/client logbook, submit request letter to CHO-Nutrition Office and fill-up request form	1. Receive request letter and request form and verify the availability of the requested IEC materials.	None	3 minutes	<i>Nutrition Staff</i> CHO-Nutrition
	1.1 Forward request to City Nutrition Action Officer for approval	None	2 minutes	<i>Nutrition Staff</i> CHO-Nutrition
2. Receive IEC materials and sign in the acceptance logbook	2. Evaluate the request and inform requesting party the availability of IEC materials	None	3 minutes	<i>City Nutrition Action Officer</i> CHO-Nutrition
	2.1 Prepare and issue IEC materials to the requesting clients	None	2 minutes	<i>Nutrition Staff</i> CHO-Nutrition
TOTAL:		None	10 Minutes	