



## Office of the Municipal Nutrition External Services

### 1. Issuance of Patient's Referral

Issuance of Patient's Referral needs to transfer from one health care facility to another health care facility, the MNO handles request for patient transfer outside Tago, Surigao del Sur.

<b>Office or Division:</b>	Municipal Nutrition Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Referral Letter with the following information: 1.1 Patient's Name and Address  1.2 Nature of Illness and Patient Status  1.3 Specific location where to transfer		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure referral Slip and present to the clients/ costumers desk	Receive Referral Slip and screen for qualification	None	5 Minutes	MNAO Designate (Shaira Espinoza) & Staff
2. Admitted sick and malnourished children	Advice watcher see the Nutrition staff/ Personnel	None	5-10 Minutes	MNAO Designate (Shaira Espinoza) & Staff

3. Barangay Health Station to RHU referrals conducted	Screen the slip and take patients profile refer to the corresponding Health and Nutrition Services	None	10-20 Minutes	MNAO Designate (Shaira Espinoza) & Staff
4. RHU screen the referral slip for the hospitalization	The staff/personnel will screen the referral slip if patient need hospitalization, issue referral slip for hospital.	None	5-10 Minutes	MNAO Designate (Shaira Espinoza) & Staff
5. If patient do not need hospitalization	Assist patient for medical check-up	None	10-30 Minutes	MNAO Designate (Shaira Espinoza) & Staff
	Transcribe patient's needs after medical check-up	None	5-10 Minutes	MNAO Designate (Shaira Espinoza) & Staff
	Counsel watchers with patient	None	10-20 Minutes	MNAO Designate (Shaira Espinoza) & Staff
	Provide needs of patient like Micronutrient supplements or any available stocks in the office	None	5 Minutes	MNAO Designate (Shaira Espinoza) & Staff
	TOTAL	None	55 Minutes	

2. Availment of Nutrition Pack and Micronutrient Supplement and advocacy/ counseling

Avail of Nutrition Pack and Micronutrient to identify Severe Acute Malnourished (SAM) and Moderate Acute Malnourished (MAM) and advocacy/counselling of breastfeeding for lactating mothers in order to maintain zero malnutrition.

<b>Office or Division:</b>	Municipal Nutrition Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Identified Malnourished in the OPT Plus Record Child Admitted in the Hospital and monitored and Lactating Pregnant Women.

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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1. BNS reported patient from hospital and main health center	Client
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present doctors order/ prescription slip	a. Receive doctors order/prescription slip with authorized signature b. Check the presented doctors order/ prescription slip c. Conduct advocacy or counselling and given instructions how to take food pack or micronutrients provided for children	None	1 second   1 minute   10-20 Minutes	MNAO Designate (Shaira Espinoza)   & Staff

FOR DISTRIBUTION OF MULTI-VITAMINS IN EVERY BARANGAY



**Office of the Municipal Nutrition  
Internal Services**

## 1. Issuance of Certificate grant of BNS Eligibility

Issuance of certificate grant needs to comply in order to have a certificate for sub-prof civil service eligibility

<b>Office or Division:</b>	Municipal Nutrition Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Barangay Nutrition Scholar Volunteer			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Accomplishment report authenticated by MNAO & Evaluation rating sheet of passing Score of 80 % and above.			BNS Volunteer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the following: a. Diploma, or authenticated evidence of completion of High School	1. Receive and screen the Municipal Nutrition Level Requirements 2. Issue additional Civil Service Eligibility requirements and see the DNPC AT Provincial Nutrition Office		30 Minutes  1 Minute 2-5 Days	MNAO Designate (Shaira Espinoza) & Staff
b. Certification of residency in the barangay for at least six (6) years and can speak the dialect	3. Review and check the certificate	None	2 minutes	MNAO Designate (Shaira Espinoza) & Staff
c. Certification of the completion of the prescribed 10 days training course and 20 days practicum in the Barangay	4. Review and check the certificates, evaluate and endorse to National and Provincial level	None	1-2 days	MNAO Designate (Shaira Espinoza) & Staff

where applicant is assigned				
TOTAL		7 days and 32 minutes		