



3. Provision of Multi-Vitamins and Supplemental Feeding

Supplemental Feeding is given to underweight malnourished children by providing multivitamins supplementation and nutritious local food commodities to improve their health status. This service is done in the barangay where the children reside.

Office/Division:		Nutrition Office		
Classification:		Complex		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All 2-6 years old underweight and severely underweight children of the Municipality of Tanza		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 Original)		Family or Barangay Chairman		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request service for multi-vitamin supplementation and supplemental feeding (Pre-school children)	1. Accept the request then 1.1. Re-Weight of pre-school children 1.2. Assess nutritional status 1.3. Register clients	None	3 Minutes	<i>Nutrition Officer Staff & BNS</i>
2. Bring the children to Barangay hall to undergo multi-vitamins supplementation and supplemental feeding	2. Provide multi-vitamins and supplemental feeding to children	None	10 Minutes	<i>Nutrition Officer and Staff</i>
3. Parent and child attend or undergo orientation and briefing.	3. Conduct orientation and briefing	None	2 Hours	<i>Nutrition Officer and Staff</i>
4. Get advice and schedule on check-up and monitoring	4. Give advice and schedule for check-up and monitoring	None	2 Minutes	<i>Nutrition Officer and Staff</i>
5. Come back regularly as scheduled for multi vitamins supplementation and supplemental feeding	5. Provide multi-vitamins supplementation and supplemental feeding on scheduled date and time	None	15 Minutes	<i>Nutrition Officer and Staff</i>
TOTAL:		None	22 Minutes	

(Provision of Multi-vitamins and Supplemental Feeding) is qualified for multi-stage processing.