



URBAN BASIC SERVICES DIVISION
Bacolod City

ABOUT THE SERVICES

The Urban Basic Services Division (UBSD), a division under the Office of the City Mayor is tasked to implement the City’s Nutrition Program where its main objective is to improve the nutritional status of preschoolers, pregnant and lactating mothers in their respective barangay community through supplementary feeding, nutrition counselling and other programs under the Philippine Plan of Action for Nutrition.

I. Availment of INSUMIX for Supplementary Feeding

Intervention provided is Indigenous Supplementary Mixture (INSUMIX) which is a mixture of *rice, mongo and sesame*, locally produced to provide high protein supplementary food to malnourished children. All 6 – 59 months or preschoolers below 5 years old who are Underweight and Severely Underweight status are given the INSUMIX Supplement by our Barangay Nutrition Scholars deployed in their barangays.

Division	Urban Basic Services Division			
Classification	√ Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail	Barangay Nutrition Scholars			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▪ Uw and SUw 0-59 Monthly Reports of BNS ▪ INSUMIX Monitoring Form 		UBSD NGC/ INSUMIX Production Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Barangay Nutrition Scholars get forms from the UBSD NGC	1. UBSD release monthly forms to BNSes	None	1 day	Elizabeth D. Del Castillo/ Roel T. Del Castillo Utility Worker
2. Barangay Nutrition Scholars submit Uw/ SUw 0-59 Monthly Report and Monitoring Form and request for INSUMIX Supplementary Feeding	2. UBSD accepts reports and submits the listing for INSUMIX Supplementary Feeding release at the INSUMIX Production Area.	None	1 day	Lora Maria Teresa E. Clarin OIC, PDO II
TOTAL		None	2 days	

II. Public Assistance, Nutrition Counselling and Data Banking

The public may request data on nutrition and request for nutrition counselling.

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Type of Transaction	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▪ Letter Request 		UBSD NGC		
SCHEDULE OF AVAILABILITY OF SERVICE				
Monday to Friday – 8:00 AM to 5:00 PM (NO NOON BREAK)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit letter request at the UBSD NGC Office for nutrition counseling or other nutrition service need	1. UBSD receives and evaluates request.	None	1 day	Lora Maria Teresa E. Clarin OIC, PDO II
2. Requesting party receives the nutrition data or service queried	2. UBSD conducts nutrition counselling or provide nutrition data or service	None	1 day (or may depend on nutrition document/ service requested)	
TOTAL		None	2 days	

III. Supervision of Barangay Nutrition Scholars

Barangay Nutrition Scholar Program or BNSP is a strategy under the Philippine Plan of Action for Nutrition which involves the training and development and supervision of volunteer workers or Barangay Nutrition Scholars or most commonly known as BNSes in the community. They are tasked to assist in the delivery and implementation of the city's nutrition intervention services and other related activities such as community health, backyard food production, environmental sanitation, family planning and reproductive health amongst others to its people in the grass root level. The UBSD, serves as the supervisor for all the BNSes deployed in the barangays.

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Type of Transaction	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government	
Who may avail	Barangay Nutrition Scholars	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> ▪ Barangay Nutrition Scholars' Forms 		UBSD NGC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay Nutrition Scholars get forms from the UBSD NGC	1. UBSD release monthly forms to BNSes	None	2 days	Elizabeth D. Del Castillo/ Roel T. Del Castillo Utility Worker
2. Barangay Nutrition Scholars submit reports to UBSD	2.1 UBSD accepts, evaluates, consolidates and checks reports.	None	3 days (may depend on M&E needed)	Lora Maria Teresa E. Clarin OIC, PDO II
	2.2 UBSD conducts monitoring and evaluation of all BNSes			
TOTAL		None	5 Days	