



EXECUTIVE ORDER NO. 96
Series of 2020

PROVIDING FOR THE CREATION OF PROVINCIAL TECHNICAL ASSISTANCE MONITORING AND EVALUATION TEAM (PTAME) OF OCCIDENTAL MINDORO, DEFINING ITS DUTIES AND FUNCTIONS, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

WHEREAS, malnutrition is a development issue and priority that should be addressed due to its consequences on the growth of the child, brain development, the child's potential to learn and maximize government investments in education, and to become economically productive and socially active adult able to contribute to development and enjoy its fruits;

WHEREAS, addressing malnutrition requires a focus on the small window of opportunity during which key health, nutrition, early education, and social services should be made available in the first 1000 days of life or the period of pregnancy to the first two years of life to ensure the holistic development of the child and as such the national government formulated the Early Childhood Care and Development in the First 1000 Days (FIK) Program;

WHEREAS, the FIK is consistent with the Early Years Act of 2013 (RA 10410) that calls for developmental programs for the full range of health, nutrition, early education and social services for the basic holistic needs of young children;

WHEREAS, the FIK involves the delivery of basic services in the continuum of care in the first 1000 days;

WHEREAS, by virtue of the Local Government Code the delivery of FIK services is the primary responsibility of local governments;

WHEREAS, the province has been selected as a focus area for the FIK Program;

WHEREAS, the provincial government likewise recognizes the importance of nutrition in development and the need to address nutrition problems through action in the first 1000 days;

WHEREAS, the provincial government, seeing the need to ensure the effective and efficient implementation of ECCD-FIK of its municipalities, shall establish supportive supervision team to conduct periodic visits and meetings, and provide technical assistance.

NOW THEREFORE, I, EDUARDO B. GADIANO, Governor of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. CREATION. Provincial Technical Assistance Monitoring and Evaluation Team is hereby created. It shall be composed of the members of the Provincial Nutrition Committee and the ECCD-FIK Provincial Nutrition Coordinator from the National Nutrition Council-MIMAROPA shall act as the team leader.

Team Leader: **FRANCIS ERIK F. BACENA**
ECCD-FIK Provincial Nutrition Coordinator
National Nutrition Council



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Members:

DR. MA. TERESA V. TAN

PHO I/Acting PHO II- Provincial Health Office

DR. ARCELI T. REBONG

PNAO-Provincial Health Office

MA. ANTONIA M. JAVIER

OIC-Provincial Social Welfare and Development Office

SOFRONIO V. BARANDA

Provincial Agriculture Officer-OPA

ANTHONY A. DANTIS

PPDC-PPDO

DR. KRISTOFFERSON B. GONZALES

Provincial Veterinarian

District Nutrition Program Coordinators

Section 2. ROLES AND RESPONSIBILITIES OF THE PTAME TEAM. In addition to the functions of the Provincial Nutrition Committee, the PTAME team shall perform the following roles and responsibilities:

1. Observe and assess how the barangay-based workers are conducting counselling sessions, mothers' or caregivers' classes, recipe trials, monitoring of growth and developmental milestones, and other ECCD-FIK related interventions and services;
2. Monitor and validate achievement of targets in all levels-on program targets, fund utilization, etc;
3. Assess effectivity of convergence of services among areas, as well as its positive outcomes;
4. Assist in troubleshooting implementation issues and concerns;
5. Provide technical assistance to the local community workers;
6. Give feedback to NNC through the regional office regarding program progress, problems encountered, and actions taken; and
7. Recommend policy and program adjustments to program managers, as needed.

Section 3. MECHANICS OF THE PROVINCIAL TAME.

1. **Schedule and Frequency.** Provincial TAME teams are expected to conduct monthly field monitoring visits. The number of organized teams shall be equivalent to the number of municipalities of the province to facilitate conduct of monitoring activities among all target municipalities of the program.
2. **Activities and Duration.** The proposed activities to be conducted by the different teams shall include, but not limited to the following:

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Schedule	Activity/ies
Day 1	
30 minutes	Meeting with City/Municipal Nutrition Committee members <ul style="list-style-type: none">- Provide brief orientation on the purpose of visit- Select at least 2-3 barangays to visit
90-120 minutes	Desk review <ul style="list-style-type: none">- Request for all ECCD-FIK-related documentations and reports- Validate data recorded on monthly reporting form and consolidate- Accomplish ECCD-FIK Program component checklist- Administer self-assessment of the barangay-based worker and incorporate brief technical assistance as needed
120-160 minutes	Home visits <ul style="list-style-type: none">- At least 2-3 households for every barangay- To prioritize visiting households with malnourished children or pregnant or lactating mothers (may refer to spot map)- Validate receipt of services- Accomplish observation checklist
Day 2	
120-160 minutes	Home visits (continuation)
<i>If time permits,</i> 30 minutes	Technical Assistance to barangay-based workers
30 minutes	Feedbacking <ul style="list-style-type: none">- Share observations, recommendations and suggestions

3. **Deliverables.** Forms to be used by the Provincial TAME teams are consolidated versions of the Municipal TAME teams. Validation of recorded information through home and site visits shall then be conducted. The forms to be used by the teams are the following:

- ECCD FIK Score Card. A consolidation form for the Checklist of Program Activities, this tool shall enable the team to easily identify the programs and interventions least accomplished. A set of criteria shall be the basis for scoring each item/component. (At least 80% of the barangays of a given city/municipality should have accomplished the given component for it to attain the highest grade of five (5).
- Monthly Accomplishment Report Form. Reflects the monthly accomplishment of the province, versus the targets.
- Self-Assessment Form. A mentoring tool intended for the workers at the municipal level, validated by the immediate supervisor from the province. Assessment process shall be administered by the TAME

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team members, and corresponding technical assistance shall be provided based on the result of the assessment.

- Feedback Form. Contains all the observations and findings per program component throughout the whole field monitoring duration, as well as recommendations from the visiting team. This shall be used as reference by the next visiting TAME team, and as means for follow up.

Accomplished monitoring forms shall be submitted to the Chair of the ECCD FIK Regional Technical Working Group within five (5) working days after the last day of the travel. The RTWG Chair is responsible for consolidating the forms as well as providing feedback letters to visited cities/municipalities and province.

Section 4. DONATIONS. The Provincial Nutrition Committee shall be authorized to receive donation, grants or gifts in whatever sources; provided that, said grants or donations shall be utilized in such a manner as the majority of the PNC, may, in its discretion determine.

Section 5. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

Section 6. REPEALING CLAUSE. All Executive Orders, Rules and Regulations issued by this province which are inconsistent with any of the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

Section 7. Effectivity. This order shall take effect immediately.

Done at the Provincial Capitol, Mamburao, Occidental Mindoro this 4th day of December, 2020.


EDUARDO B. GADIANO
Governor