

ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: NUTRITION & DIETETICS SERVICE / VALENZUELA MEDICAL CENTER

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

| GOVERNMENT SERVICE | LEGAL BASIS | | OFFICE/AGENCY REGULATIONS | | |
|---------------------|---|--|--|---------------------|---|
| | Governing Law(s) (Number and Short Title) ¹ | Specific Provision in the Governing Law(s) as Basis ² | Issuance/Policy Title | Date of Effectivity | Other Issuances/Policies it Effectively Repeals/Amends |
| DIET COUNSELLING | NONE | NONE | Controlled Copy of Operational Manual Nutrition & Dietetics Service Procedure | May 28, 2019 | Revision 2 |

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

| GOVERNMENT SERVICE: <u>DIET COUNSELLING</u> | | | | | |
|---|---|--|---|-----------------------|-----------------------|
| SERVICE INFORMATION | | | | | |
| LIST OF REQUIREMENTS | | LIST OF STEPS AND PROCEDURES | | Total Processing Time | Total Fees to be Paid |
| Requirement | Legal Basis | Client Steps/Procedures as indicated in the Citizen's Charter | Legal Basis | | |
| INTERDEPARTMENTAL REFERRAL FORM | Controlled Copy of Operational Manual Nutrition & Dietetics Service Procedure | 1. Present the interdepartmental referral form for counselling | Controlled Copy of Operational Manual Nutrition & Dietetics Service Procedure | 1 minute | none |
| | | 2. Return to NDS area for interview | | 5 minutes | none |
| | | 3. Wait for the computation and explanation | | 5 minutes | none |
| | | 4. Listen to the nutritional information and counselling | | 15 minutes | none |
| TOTAL | | | | 26 minutes | None |