



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

EXCERPT TAKEN FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON MARCH 15, 2013.

**PRESENT:** **HON. OSCAR A. BOLING, C.E.** - ACTING PRESIDING OFFICER  
Hon. Earl James C. Aquino - Majority Floor Leader  
Hon. Joselito O. Fontelera - Member  
Hon. Carolyn D. Sison - Member  
Hon. Constante R. Carasi, M.D. - Member  
Hon. Filemon R. Bacala, Jr. - Member  
Hon. Emerlina B. Ravarra, LBP - Ex-Officio Member

**ABSENT:** City Vice Mayor Cesar C. Manzano, Ret. Col.(PAF)- O.B. ACNHS  
Hon. Joseph T. Bacay - O.B. ACNHS  
Hon. Margielou Orange D. Humilde - on Forced Leave  
Hon. Rufina J. Gabriel - on Emergency Leave  
Hon. Rany S. De Leon - O.B. ACNHS  
Hon. Moriah Diorella V. Ranoy, SKFP - on Emergency Leave

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### ORDINANCE NO. 2013-05

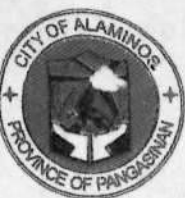
AN ORDINANCE AMENDING ORDINANCE NO.2013-01 OF THE CITY OF ALAMINOS, PANGASINAN, TO INCORPORATE NECESSARY AMENDMENTS TO CONFORM TO EXISTING APPLICABLE LAWS, RULES AND REGULATIONS"

### EXPLANATORY NOTE

THIS AUGUST BODY ENACTED ORDINANCE 2013-01, ENTITLED , "CREATING THE POSITIONS OF: CITY GOVERNMENT ASSISTANT DEPT. HEAD UNDER THE OFFICE OF THE CITY ENGINEER WITH A SALARY GRADE OF 23/1; MANAGEMENT AND AUDIT ANALYST III WITH A SALARY GRADE OF 18/1 UNDER THE OFFICE OF THE CITY ACCOUNTANT; CHIEF OF HOSPITAL I WITH A SALARY GRADE OF 24/1; MEDICAL SPECIALIST II WITH A SALARY GRADE OF 23/1; THREE (3) MEDICAL OFFICER III WITH A SALARY GRADE OF 21/1; ADMINISTRATIVE OFFICER IV WITH A SALARY GRADE OF 15/1; ACCOUNTANT I WITH A SALARY GRADE OF 12/1; ADMINISTRATIVE OFFICER I (CASHIER I) WITH A SALARY GRADE OF 10/1; ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I) WITH A SALARY GRADE OF 10/1; ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) WITH A SALARY GRADE OF 10/1; NUTRITIONIST-DIETITIAN I WITH A SALARY GRADE OF 10/1; SOCIAL WELFARE ASSISTANT WITH A SALARY GRADE OF 8/1; STOREKEEPER I(D) WITH A SALARY GRADE OF 4/1; ACCOUNTING CLERK I WITH A SALARY GRADE OF 4/1; ADMINISTRATIVE AIDE III (CLERK I) WITH A SALARY GRADE OF 3/1; TWO (2) COOK I WITH A SALARY GRADE OF 3/1; THREE (3) ADMINISTRATIVE AIDE III (DRIVER I) WITH A SALARY GRADE OF 3/1; SEAMSTRESS WITH A SALARY GRADE OF 2/1; LAUNDRY WORKER II WITH A SALARY GRADE OF 3/1; LAUNDRY WORKER I WITH A SALARY GRADE OF 2/1; TWO (2) SECURITY GUARD I WITH A SALARY GRADE OF 3/1; THREE (3) ADMINISTRATIVE AIDE I (UTILITY WORKER I (B) WITH A SALARY GRADE OF 1/1; NURSE IV WITH A SALARY GRADE OF 19/1; THREE (3) NURSE I WITH A SALARY GRADE OF 11/1; THREE (3) NURSING ATTENDANT I WITH A SALARY GRADE OF 4/1; DENTIST I WITH A SALARY GRADE OF 13/1; DENTAL AIDE WITH A SALARY GRADE OF 4/1; PHARMACIST I WITH A SALARY GRADE OF 11/1; MEDICAL TECHNOLOGIST I WITH A SALARY GRADE OF 11/1; RADIOLOGIC TECHNOLOGIST I WITH A SALARY GRADE OF 11/1; MEDICAL LABORATORY TECHNICIAN II WITH A SALARY GRADE OF 8/1 UNDER THE CITY HEALTH OFFICE-HUNDRED ISLANDS MEDICAL SERVICES COMPLEX-INFIRMARY SERVICES", IN RESPONSE TO THE NEEDS OF THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS IN PROVIDING BASIC SERVICES TO THE RESIDENTS OF THE LOCALITY PURSUANT TO ARTICLE 99(VIII) OF THE IRR OF REPUBLIC ACT 7160 OTHERWISE KNOWN AS THE LOCAL GOVERNMENT CODE OF 1991;

WHEREAS, Ordinance 2013-01 was submitted to the Sangguniang Panlalawigan for review;

WHEREAS, the Sangguniang Panlalawigan endorsed said ordinance to the Province Local Finance Committee for initial review;



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)

**WHEREAS**, initial review yields the following comments:

- a) The qualifications and duties and responsibilities of each new position must be included in the ordinance;
- b) The salary grade allocation of the following positions should be adjusted:

Position	From	To
1. Laundry Worker I	SG-2	SG-1
2. Pharmacist I	SG-11	SG-10
3. Radiologic Technologist I	SG-11	SG-8

**NOW, THEREFORE**, to conform to existing applicable laws, rules and regulations, be it ordained by the City Council of Alaminos in session assembled, that Ordinance 2013-01 duly enacted by this august body last January 4, 2013 be amended to incorporate necessary amendments :

### ARTICLE I - NEW POSITION UNDER THE OFFICE OF THE CITY ENGINEER:

**SECTION 1.** The position of **City Government Assistant Dept. Head** under the Office of the City Engineer with a Salary Grade of 23/1 is hereby created.

### ARTICLE II- NEW POSITION UNDER THE OFFICE OF THE CITY ACCOUNTANT:

**SECTION 1.** The position of **Management and Audit Analyst III** with a Salary Grade of 18/1 under the office of the City Accountant is hereby created.

### ARTICLE III - NEW POSITIONS UNDER THE CITY HEALTH OFFICE-Hundred Islands Medical Services Complex- Infirmary Services:

**SECTION 1.** The position of **Chief of Hospital I** with a Salary Grade of 24/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services is hereby created.

**SECTION 2.** The position of **Medical Specialist II** with a Salary Grade of 23/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services is hereby created.

**SECTION 3.** The positions of three (3) **Medical Officer III** with a Salary Grade of 21/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services are hereby created.

**SECTION 4.** The position of **Administrative Officer IV** with a Salary Grade of 15/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services is hereby created.

**SECTION 5.** The position of **Accountant I** with a Salary Grade of 12/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services is hereby created.

**SECTION 6.** The position of **Administrative Officer I (Cashier I)** under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services with a Salary Grade of 10/1 is hereby created.

**SECTION 7.** The position of **Administrative Officer I (Supply Officer I)** under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services with a Salary Grade of 10/1 is hereby created.

**SECTION 8.** The position of **Administrative Officer I (Records Officer I)** with a Salary Grade of 10/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services is hereby created.

**SECTION 9.** The position of **Nutritionist-Dietitian I** with a Salary Grade of 10/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services is hereby created.

**SECTION 10.** The position of **Social Welfare Assistant** with a Salary Grade of 8/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services is hereby created.

**SECTION 11.** The position of **Storekeeper I (D)** with a Salary Grade of 4/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmary Services is hereby created.



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

*(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)*

**SECTION 12.** The position of **Accounting Clerk I** with a Salary Grade of 4/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is hereby created.

**SECTION 13.** The position of **Administrative Aide III (Clerk I)** with a Salary Grade of 3/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is hereby created.

**SECTION 14.** The positions of two (2) **Cook I** with a Salary Grade of 3/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services are hereby created.

**SECTION 15.** The positions of three (3) **Administrative Aide III (Driver I)** with a Salary Grade of 3/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services are hereby created.

**SECTION 16.** The position of **Seamstress** with a Salary Grade of 2/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is hereby created.

**SECTION 17.** The position of **Laundry Worker II** with a Salary Grade of 3/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is hereby created.

**SECTION 18.** The position of **Laundry Worker I** with a Salary Grade of 2/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is hereby **adjusted to Salary Grade 1/1;**

**SECTION 19.** The positions of two (2) **Security Guard I** with a Salary Grade of 3/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services are hereby created.

**SECTION 20.** The positions of three (3) **Administrative Aide I (Utility Worker I (B))** with a Salary Grade of 1/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services are hereby created.

**SECTION 21.** The position of **Nurse IV** with a Salary Grade of 19/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is hereby created.

**SECTION 22.** The positions of three (3) **Nurse I** with a Salary Grade of 11/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services are hereby created.

**SECTION 23.** The positions of three (3) **Nursing Attendant I** with a Salary Grade of 4/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services are hereby created.

**SECTION 24.** The position of **Dentist I** with a Salary Grade of 13/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is hereby created.

**SECTION 25.** The position of **Dental Aide** with a Salary Grade of 4/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is hereby created.

**SECTION 26.** The position of **Pharmacist I** with a Salary Grade of 11/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is **NOT** adjusted pursuant to Local Budget Circular No. 2009-92, dated September 3, 2009, Annex (B) Reallocating Classes of Position.

**SECTION 27.** The position of **Medical Technologist I** with a Salary Grade of 11/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is hereby created.

**SECTION 28.** The position of **Radiologic Technologist I** with a Salary Grade of 11/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services is **NOT** adjusted pursuant to Local Budget Circular No. 2009-92, dated September 3, 2009, Annex (B) Reallocating Classes of Position.

**SECTION 29.** The position of **Medical Laboratory Technician II** with a Salary Grade of 8/1 under the City Health Office-Hundred Islands Medical Services Complex-Infirmiry Services under the City Health Office is hereby created.



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)

### ARTICLE IV – QUALIFICATIONS OF EACH NEW POSITION:

POSITION	QUALIFICATION				ELIGIBILITY
	EDUCATION	EXPERIENCE	TRAINING		
1 City Government Assistant Department Head (Assistant City Engineer)	Must be a citizen of the Philippines, a resident of the city, of good moral character and a licensed civil engineer or mechanical engineer. He must have acquired experience in the practice of his profession for at least three (3) years immediately preceding the date of his appointment.				
2 Management and Audit Analyst III	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Prof.	
3 Chief of Hospital	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080	
4 Medical Specialist II	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	
5 Medical Officer III	Doctor of Medicine	None required	None required	RA 1080	
6 Medical Officer III	Doctor of Medicine	None required	None required	RA 1080	
7 Medical Officer III	Doctor of Medicine	None required	None required	RA 1080	
8 Administrative Officer IV (HRMO II)	Bachelors degree	1 year of relevant experience	4 hours of relevant training	CS Prof.	
9 Accountant I	Bachelor degree in commerce/Business Administration major in Accounting	None required	None required	RA 1080	
10 Administrative Officer I (Cashier I)	Bachelors degree	None required	None required	CS Prof.	
11 Administrative Office I (Supply Officer I)	Bachelors degree	None required	None required	CS Prof.	
12 Administrative Officer I (Records Officer I)	Bachelors degree	None required	None required	CS Prof.	
13 Nutritionist-Dietitian I	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080	
14 Social Welfare Assistant	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Sub-prof.	



# OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)

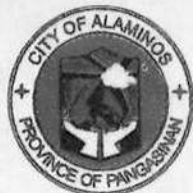
POSITION	QUALIFICATION				ELIGIBILITY
	EDUCATION	EXPERIENCE	TRAINING		
15 Storekeeper I (D)	Elementary school graduate	None required	None required	None required	None required
16 Accounting Clerk I	Completion of 2 years studies in college	None required	None required	None required	CS Sup-prof.
17 Administrative Aide III (Clerk I)	Completion of 2 years studies in college	None required	None required	None required	CS Sup-prof.
18 Cook I	Elementary school graduate	None required	None required	None required	None required
19 Cook I	Elementary school graduate	None required	None required	None required	None required
20 Administrative Aide III (Driver I)	Elementary school graduate	None required	None required	None required	Driver's License
21 Administrative Aide III (Driver I)	Elementary school graduate	None required	None required	None required	Driver's License
22 Administrative Aide III (Driver I)	Elementary school graduate	None required	None required	None required	Driver's License
23 Seamstress	Elementary school graduate	None required	None required	None required	None required
24 Laundry Worker II	Must be able to read and write	None required	None required	None required	None required
25 Laundry Worker I	Must be able to read and write	None required	None required	None required	None required
26 Security Guard I	High school graduate	None required	None required	None required	Security Guard License
27 Security Guard I	High school graduate	None required	None required	None required	Security Guard License
28 Administrative Aide I (Utility Worker I (B))	Must be able to read and write	None required	None required	None required	None required
29 Administrative Aide I (Utility Worker I (B))	Must be able to read and write	None required	None required	None required	None required



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)

POSITION	QUALIFICATION				ELIGIBILITY
	EDUCATION	EXPERIENCE	TRAINING		
30 Administrative Aide I (Utility Worker I (B))	Must be able to read and write	None required	None required	None required	None required
31 Nurse IV	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080	
32 Nurse I	Bachelor of Science in Nursing	None required	None required	RA 1080	
33 Nurse I	Bachelor of Science in Nursing	None required	None required	RA 1080	
34 Nurse I	Bachelor of Science in Nursing	None required	None required	RA 1080	
35 Nursing Attendant I	Elementary school graduate	None required	None required	None required	None required
36 Nursing Attendant I	Elementary school graduate	None required	None required	None required	None required
37 Nursing Attendant I	Elementary school graduate	None required	None required	None required	None required
38 Dentist 1 @	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080	
39 Dental Aide	High school graduate	None required	None required	None required	None required
40 Pharmacist I	Bachelor's degree in Pharmacy	None required	None required	RA 1080	
41 Medical Technologist I	Bachelor degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	
42 Radiologic Technologist I	Bachelor's degree in Radiologic Technology	None required	None required	RA 1080	
43 Medical Laboratory Technician II	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080 (Med Lab. Tech.)	



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)

### ARTICLE V - DUTIES AND RESPONSIBILITIES OF EACH NEW POSITION:

#### CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD

1. The City Government Assistant Department Head (Assistant City Engineer) shall assist the City engineer and perform such duties as the latter may assign;
2. Shall also assist the City Engineer in monitoring the operation and utilization of the heavy equipment and dump trucks owned by the city in infrastructure development and public works in general;
3. Shall also assist the City Engineer in the implementation of the provisions of the national building Code of the Philippines;
4. Perform other works that maybe assigned from time to time.

#### MANAGEMENT & AUDIT ANALYST III

1. Assist pre-audit all disbursements and expenditures including audit of trial balance, advise of allotments, supply, adjustments sheet and accountable forms;
2. Assist inspect and verify deliveries of all supplies, materials and equipments, inspects and monitor development projects of the city;
3. Assist in verification of receipts, court orders, paid payrolls, vouchers and other financial statements;
4. Perform other duties that maybe assigned from time to time.

#### CHIEF OF HOSPITAL I

##### General Functions:

Responsible for planning, organizing, operations and formulation of policies of the hospital; supervises the formulation of budget proposals; recommends appointments, promotions and dismissals of subordinates; enforces discipline and evaluates performances of subordinates; prepares annual hospital plan based on City Development Plan

##### SPECIFIC FUNCTIONS:

##### Administrative

1. Exercises administrative and technical supervision and control over the different departments of the hospital;
2. Assess the efficiency and effectiveness of operation of the different units of the hospital;
3. Directs installation of improved work methods and procedures to ensure achievement of the objectives and goals of the hospital;
4. Sets policies on standard operating procedures and methods;
5. Interprets and implements circulars, memoranda and other administrative and legal issuances;
6. Meets with the different department heads regularly to coordinate their activities in order to achieve a quality medical care;
7. Conducts monthly meeting with the staff and personnel to solve administrative problems;
8. Authorizes purchases of supplies, drugs and medicines, surgical and laboratory equipments according to the procurements program;
9. Provides for the maintenance and protection of building, equipments, instruments and fixtures to insure their continuous use and efficient operations;
10. Promotes goodwill, friendliness and cooperation of the community, local government officials and NGO's;
11. Acts as Head of the Inter Local Health Zone.

#### MEDICAL SPECIALIST II

1. Conducts a thorough examination of patients and prescribe treatment thereof;
2. Gives medical attention to patients in the hospital particularly important and difficult cases and directs treatment management and cure of patient;
3. Gives diagnosis of different and delicate ailment and conduct research and studies in cases of infection, mode of transmission, care and program of daily application;



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

*(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)*

4. Gives consultation and guidance service to difficult and complicated ailment or cases in anesthesiologist, pediatrics, internal medicine, OB and enteric disease;
5. Supervises and trains physicians undergoing training for specialty and response to emergency calls on special cases;
6. Coordinates the scientific and professional activities of the hospital department and participates in consultation conference of medical staff;
7. Perform other duties that may be assigned from time to time.

### **MEDICAL OFFICER III**

#### **GENERAL FUNCTIONS:**

Diagnosis, prescribes medicines and admits patients

#### **SPECIFIC FUNCTIONS:**

1. Examines patients and diagnose ailments;
2. Treats diseases by prescribing medicines and other therapeutic means
3. Prepares clinical records of patients upon admission and discharge;
4. Responsible for one or more wards and makes daily rounds to observe progress and conditions of patients;
5. Perform minor/surgical operations and administer anesthesia undergoing minor or major operation within his limitations as determined by the Chief of Hospital or Head of the Department;
6. Attends to and participates in clinical pathological conference;
7. Goes with ambulance on emergency calls, consults supervisor on difficult and complicated cases and assist in major surgical operations;
8. May teach medical subjects to student nurses and midwives and train medical students, externs and interns physicians on a particular field of medicine;
9. Performs other functions that may be assigned from time to time.

### **MEDICAL OFFICER III**

1. Examines patient and diagnose ailments;
2. Treats diseases by prescribing medicines and other therapeutic means;
3. Prepares clinical records of patients upon admission of discharge;
4. Responsible for one or more wards and makes daily rounds to observe progress of conditions of patients;
5. Performs surgical operation within limitation as determined by COH or head;
6. Performs other duties that may be assigned from time to time.

### **ADMINISTRATIVE OFFICER IV**

1. Formulates and develop policies, system and procedures for the efficient and effective operations of the medical record services;
2. Supervises medical record personnel, organizes and monitors work flow to ensure smooth operations;
3. Coordinates with all the department and sections of the hospital on matters pertaining to medical records and ensure prompt submission of reports and completion of medical records chart;
4. Assist hospital staff in research projects through data collection for medical records and selection of cases for discussion;
5. Sits in the medical records committee and provide information for the review and appraisal of medical records;
6. Formulates and execute training programs on the utilization, disposition, preservation and legalities of the medical records;
7. Answers hospital subpoena and medical records in court;
8. Performs other duties that may be assigned from time to time.



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)

### ACCOUNTANT I

1. Controls all letter on advises of allotment and cash disbursement release;
2. Checks obligations of requisition, etc. and if fund is in order, signs certificates of availability of funds;
3. Scrutinize, verify and certify payment of voucher if it meets the accounting and auditing requirement;
4. Review accuracy of books of account;
5. Check and verify financial status of project and other financial reports;
6. Acts on official advises of the city accountant
7. Perform other duties that may be assigned from time to time.

### ADMINISTRATIVE OFFICER I (CASHIER I)

#### GENERAL FUNCTIONS:

Consolidates daily collection reports and collects and submits cash funds to supervising receiving tellers, verifies cash balances of lowered grade cashiering and billing services

#### SPECIFIC FUNCTIONS:

1. Under supervision, directs and supervises the cashiering and billing section of the hospital;
2. Post and total in each box either by hand or machine all hospital receipts and transaction received according to classification of accounts;
3. Balances cash everyday against receipts and submits totals to bookkeeper or Accountant;
4. Makes reports of cash accountability
5. Review payrolls, pay salaries to employees;
6. Issues checks to various creditor covering approved disbursement vouchers;
7. Receives and checks collection;
8. Deposits collection from time to time;
9. Prepares various monthly reports;
10. Performs other functions that maybe assigned from time to time.

### ADMINISTRATIVE OFFICER I (Supply Officer I)

#### GENERAL FUNCTIONS:

Exercises supervision over a group of personnel engaged in property procurement, storekeeping and property control activities

#### SPECIFIC FUNCTIONS:

1. Exercises supervision over a group of personnel engaged in property procurement, storekeeping and property control activities;
2. Checks requisition and deliveries and is primarily accountable for supplies, materials and equipment and other properties;
3. Makes periodic inventories of all supplies/materials
4. Maintains semi-annual inventories of all properties of the agency
5. Maintains monthly consumption and delivery reports;
6. Coordinates with end-users in the preparation of annual procurement program;
7. Performs other functions that maybe assigned from time to time.

### ADMINISTRATIVE OFFICER I (Records Officer I)

1. Responsible for safekeeping and safeguarding confidential and restricted information and plans, and supervises the work activities of employees engaged in receiving, classifying, recording and filing reproduction and display of records;
2. Conducts periodic inventory and determine records to be disposed of at scheduled dates;
3. Issues certified copies of documents to authorized persons;
4. Performs other functions that maybe assigned from time to time.



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

*(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)*

### **NUTRITIONIST-DIETITIAN II**

#### **GENERAL FUNCTIONS:**

Under the direction of Chief of Hospital, directs and supervises the administrative therapeutic and educational aspects of food preparations and services in the hospital

#### **SPECIFIC FUNCTIONS:**

1. Estimates amount of food items, other supplies and equipments for use of the Dietetic Service and requisition of such supplies;
2. Directs the purchase of food supplies and inspects all perishable foods upon delivery for quality and quantity and proper care and handling of such items;
3. Plans nutritional care of patients and formulates in proven techniques and procedures in the preparation and servicing of regular and modified diet to patients;
4. Adopts and modifies measures in accordance to the needs of patients, verifies accuracy of diets served to patients;
5. Supervises the preparation of the special diet foods to ensure proper quantity, quality and accuracy of ingredients;
6. Consults physician concerning dietary prescription and implement the same as adapted to the needs of the patients;
7. Develops and establishes an efficient food delivery system to patients;
8. Maintains high standards of education in housekeeping in all areas involved in diet therapy;
9. Performs other functions as may be assigned from time to time

### **SOCIAL WELFARE ASSISTANT:**

1. conducts surveys, interviews people and determines their emergency needs;
2. Assists in relief distribution and in rendering necessary welfare services to clients;
3. Acts as liaison worker to bridge or narrow down communications between government and the rural families;
4. Performs other functions that maybe assigned from time to time.

### **STOREKEEPER I (D)**

1. Prepares inventories on existing supplies, materials and properties;
2. Keeps custody of all supplies, materials and properties in the office;
3. Checks on transfer of properties and equipments between departments or units;
4. Investigates damaged or missing properties and recommends proper action;
5. Performs other functions that maybe assigned from time to time.

### **ACCOUNTING CLERK I**

1. Prepares bills for collections of account receivables and object of payments and different credits;
2. Updates records and prepares necessary papers for voucher;
3. Posts, records, etc. as needed the course of transactions of the JAO, the registry of voucher ledger and the logbook of vouchers;
4. Performs other functions that maybe assigned from time to time.

### **ADMINISTRATIVE AIDE III (CLERK I)**

1. Types communications, Endorsements, Memorandum, Periodic reports and other documents;
2. Sorts and compiles office files;
3. Performs other functions as may be assigned from time to time

### **COOK I**

#### **GENERAL FUNCTIONS:**

Under general supervision, prepares and cooks menu items for hospital in -patients, especially those with modified diets and supervises food service workers/utility worker in the preparation and cooking of food in all hospital categories



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

*(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)*

### **SPECIFIC FUNCTIONS:**

1. Prepares and cooks meals according to planned menus for in-patients and for special functions in the hospital;
2. Coordinates work assignments of utility workers assigned as cook's helpers in maintaining quality standards in the preparation of meals;
3. Prepares daily storeroom requisitions needed for the preparation of meals;
4. Keep records of food/marketing supplies received and consumed for inventory purposes;
5. Reports to the Nutritionist-Dietitian II leftovers for proper usage and storage;
6. Maintains sanitary standards in the preparation, apportioning and storage of food
7. Performs other functions that maybe assigned from time to time.

### **ADMINISTRATIVE AIDE III (DRIVER I)**

1. Drives official car of the hospital;
2. Cleans the service car and ensure its readiness for official trips
3. Performs other functions that maybe assigned from time to time.

### **SEAMSTRESS**

#### **GENERAL FUNCTIONS:**

Undertakes repairs and/ or recycling of linens supplies and materials

#### **SPECIFIC FUNCTIONS:**

1. Collects, sorts, and counts linen and records number of sorted linens in the collection logbook
2. Places collected linens in bags and indorses to the laundry;
3. Segregates torn or damaged linen for repair/recycling or proper disposal;
4. See to it that bed sheets/linens are marked and numbered before issuance in the different wards/unit;
5. Sews curtains of wards and other offices of the hospital;
6. Maintains records of all issuances of bed sheets, pillow cases and patients hospital gown to the nursing service;
7. Repairs torn linens;
8. Performs other functions that maybe assigned from time to time.

### **LAUNDRY WORKER I**

#### **GENERAL FUNCTIONS:**

Collects, counts, tallies number of soiled linens and hospital gowns received and cleans soiled linens and returned clean linens to nursing service and to respective area/unit of the hospital

#### **SPECIFIC FUNCTIONS:**

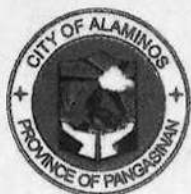
1. Receives, counts, and sorts dirty clothes, linens, uniforms and other articles from the nursing service;
2. Washes, dries, irons and fold laundered linens and clothes;
3. Returns washed linens to nursing service;
4. Keeps and maintains cleanliness and orderliness of the laundry area;
5. Performs other functions that maybe assigned from time to time.

### **SECURITY GUARD I**

1. Ensures the safety of the premises;
2. Secures the area against unlawful activities;
3. Performs other functions that maybe assigned from time to time.

### **ADMINISTRATIVE AIDE I (UTILITY WORKER I)**

1. Maintain cleanliness of assigned areas;
2. Performs other functions that maybe assigned from time to time.



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)

### NURSE IV

1. Functions as head of the nursing service;
2. Evaluates and maintains an equitable staffing at the different wards
3. Formulates and implements policies, procedures of the nursing service in accordance with DOH standard rules and regulations;
4. Supervises all nurses in the performance of their functions, duties and responsibilities;
5. Oversees the provision, distribution, maintenance and safety of nursing supplies and equipments;
6. Evaluates, formulates and recommends effective activities of the different nursing discipline to coincide with the RACTS guidelines and objectives in upgrading the quality education of the nursing students and similar discipline;
7. Coordinates the nursing activities with the other department of the hospital;
8. Other related functions
  - Attends and participates in different committees and implements the resolutions duly adopted and when needed:
  - a-Identifies problem areas in the nursing service and recommends possible solutions;
  - b- Conducts monthly and emergency staff meeting;
  - c- Do daily rounds to all the wards
9. Perform other duties that may be assigned from time to time.

### NURSE I

1. Receives emergency drugs, instruments and other equipment within the emergency room;
2. Assists and assess patients upon entering the emergency room and during admission;
3. Takes patient vital signs and baseline data;
4. Inserts intravenous fluid aseptically and give medication including skin test;
5. Fills up patient chart including laboratory results;
6. Endorses admitted patients in the ward properly;
7. Assists the doctors during suturing, excision and I&D including preparation of minor instrument and cleaning of instruments every after procedure;
8. Assists the doctor to examine patients and fix them after;
9. Records admitted patients within the shift including emergency, OPD and medico legal cases;
10. Endorses emergency drugs, instrument and other equipment at the end of the shift;
11. Performs other duties that may be assigned from time to time.

### NURSE I

1. Receives endorsement from the outgoing shift which includes instruments, supplies and patients scheduled for operation;
2. Prepares the operating room and delivery room unit for any procedures;
3. Checks pre-operative checklist prior to emergency ex. Consent and endorsement;
4. Assists the surgeon and anesthesiologist during operation procedures;
5. Assists the ob-gyne physician during ob-gyne procedures;
6. Coordinates with other department regarding patient care;
7. Monitors vital signs of surgical and ob-gyne patients;
8. Prepares supplies for utilization;
9. Performs other duties that may be assigned from time to time.

### NURSE I

1. Receives pedia/medical ward patients for endorsement;
2. Assists physician when examining patient, on special period and during rounds;
3. Carries out doctors' medical orders;
4. Observes charts, records and refer any untoward sign and symptoms of the patient;
5. Updating card X;  
Other:
  - Attends patients' needs
  - Endorses pedia/medical ward to incoming shift



## OFFICE OF THE SANGGUNIANG PANLUNGSOD

*(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)*

6. Perform other duties that may be assigned from time to time.

### **NURSING ATTENDANT**

1. Receives endorsement to outgoing duties such as the following
  - A. Linen
  - B. Articles
  - C. Equipments
2. Assists the doctors during rounds;
3. Attends to the patient to the patient's needs/complaints every now and then;
4. Assists patients from admission onwards and provides all the necessary needs;
5. Checks/monitors the vital signs of all the patients ;  
Others:
  - Nebulizes patients when needed
  - Collects all the specimens for laboratory tests like urinalysis, fecalysis and sputum test;
  - Makes the ward clean and organized
6. Perform other duties that may be assigned from time to time.

### **DENTIST I ©**

1. Performs unit procedures that are within the scope of the service in accordance with the standard requirements;
2. Initiates and participates in the development of dental health education programs;
3. Prepares and submits accurate and prompt report of service rendered as required by the Chief of Hospital;
4. Implements approved dental health program in their respective places of assignments and aide from the national dental health plan;
5. Files and maintains records of treatment and other required reports;
6. Performs other functions that maybe assigned from time to time.

### **DENTAL AIDE**

1. Admits patients for dental consultation and treatment;
2. Prepares the clinic and arrange dental instruments and supplies;
3. Sterilizes dental instruments and equipments and assists the dentist in the process of treating patients;
4. Actively participates in the instructional and demonstration activities under the guidance of the dentist;
5. Performs other functions that maybe assigned from time to time.

### **PHARMACIST I**

#### **GENERAL FUNCTIONS:**

Prepares and dispenses drugs and medicines.

#### **SPECIFIC FUNCTIONS:**

1. Plans, organizes and implements pharmacy policies and procedures in accordance with established policies of the hospital;
2. Works with pharmacy and therapeutic committee of requisitioning committee in the hospital and requests drugs, medicines, chemicals and additional supplies needed in the pharmacy;
3. Checks incoming drugs, medicines, chemicals and other medical supplies for quantity and quality;
4. Checks authenticity of the narcotics records, poison books and their safekeeping and prescription books;
5. Studies new pharmaceutical product especially those described entirely in chemical terms;
6. Records prescriptions requiring narcotics in the narcotic books and is accountable for stock of narcotics;
7. Supervises pharmacy aides and records the disposition of the poison in the poison book;
8. Records prescriptions in the prescription book and fills requisition, forwards and supervises the distribution of the same by the pharmacy aides;



# OFFICE OF THE SANGGUNIANG PANLUNGSOD

(Cont. of Ord. No. 2013-05, enacted on 15<sup>th</sup> of March, 2013)

- 9. Performs other functions that maybe assigned from time to time.

### Medical Care

- 1. Coordinates activities of Medical, Nursing and Administrative sections of the hospital to render quality medical care
- 2. Conducts grand rounds, mortality audit and conference to improve nursing and medical care;
- 3. Supervises medical care and treatment of patients.

### **MEDICAL TECHNOLOGIST I**

- 1. Performs different laboratory examinations such as pregnancy test, water analysis, complete blood count, urinalysis, fecalysis, blood chemistry and other laboratory examination;
- 2. Maintains orderliness and cleanliness in the laboratory, keeps proper recording, filling of reports, records, etc;
- 3. Perform sother works that maybe assigned from time to time

### **RADIOLOGIC TECHNOLOGIST I**

#### GENERAL FUNCTIONS:

Take radiography of patients

#### SPECIFIC FUNCTIONS:

- 1. Prepares and position patients for x-ray diagnosis or therapy as prescribed by the Radiologist or physician;
- 2. Controls machine, switches and regulator intensity of exposure;
- 3. Prepares and mixes developing solutions and to process x-ray radiograph for radiologist reading and interpretations;
- 4. Number and identify files for proper filing;
- 5. Maintains machines orderliness and cleanliness;
- 6. Performs other functions that maybe assigned from time to time.

### **MEDICAL LABORATORY TECHNICIAN II**

- 1. Case finding TB symptomatic and smearing;
- 2. Collects and smears sputum and leprosy slides;
- 3. Performs different laboratory examination such as pregnancy test, water analysis, complete blood count, urinalysis, fecalysis, blood chemistry and other laboratory examination;
- 4. Performs other functions that maybe assigned from time to time.

### **APPROVED.....**

Sponsor : Hon. Constante R. Carasi

Co-sponsors : Hon. Earl James C. Aquino and Hon. Oscar A. Boling

I **HEREBY CERTIFY** to the correctness of the foregoing resolution which consist some fourteen (14) pages including this page.

ATTESTED:

**OSCAR A. BOLING, C.E.**  
Acting Presiding Officer

**EARL JAMES C. AQUINO**  
Majority Floor Leader

**CONSTANTE R. CARASI, M.D.**  
Member

**JOSELITO O. FONTELERA**  
Member

**FILEMON R. BACALA, JR.**  
Member

**LUZ B. VALE**  
Secretary

**CAROLYN D. SISON**  
Member

**EMERLINA B. RAVARRA, LBP**  
Ex-Officio Member

CONCURRED:

**HERNANI A. BRAGANZA**  
City Mayor