



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
**22<sup>nd</sup> City Council**

PO22CC-265

55<sup>th</sup> Regular Session

ORDINANCE NO. SP- **3302**, S-2024

AN ORDINANCE ESTABLISHING A LEVEL 1 GENERAL HOSPITAL TO BE KNOWN AS THE TANDANG SORA GENERAL HOSPITAL, ESTABLISHING THE ORGANIZATION OF REGULAR PLANTILLA AND DELINEATING THEIR FUNCTIONS, ESTABLISHMENT AND MAINTENANCE OF A SEPARATE BOOKS OF ACCOUNTS AND OPENING OF A DEPOSITORY BANK, ALLOCATION OF THE COLLECTION OF FUNDS FROM PROCEEDS, AND DEFINING BUDGET APPROPRIATION FOR THE SAID HOSPITAL

---

*Introduced by Councilors EMMANUEL BANJO A. PILAR, ERIC Z. MEDINA, VICTOR "Vic" BERNARDO, VITO SOTTO GENEROSO, MARIA ELEANOR "Doc Ellie" R. JUAN, O.D., KRISTINE ALEXIA R. MATIAS and BERNARD R. HERRERA*

*Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Dorothy A. Delarmente, M.D., Joseph P. Juico, Nikki V. Crisologo, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Godofredo T. Liban II, Kate Galang-Coseteng, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, Imee A. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri*

---

WHEREAS, Section 15, Article II of the 1987 Philippine Constitution provides that:

*"The State shall protect and promote the right to health of the people and instill health consciousness among them";*

WHEREAS, Section 17 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, explicitly provides that:

g

a

~~XLX~~

9

6

*“Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate or incidental to efficient and effective provision of the basic services and facilities”;*

*WHEREAS, Section 17(b)(2)(iii) of the said Code also enumerates such basic services and facilities which include the following:*

*“Subject to the provision of Title Five, Book I of this Code, health services which include the implementation of programs and projects or primary health care, maternal and child care, and communicable disease and non-communicable disease, control services, access to secondary and tertiary health services, purchase of medicines, medical supplies, and equipment needed to carry-out the services herein enumerated”;*

*WHEREAS, the 6<sup>th</sup> Legislative District of Quezon City is the only Legislative District of Quezon City that has no public/government hospital considering its territory and population;*

*WHEREAS, there is a need to establish another hospital in a strategic location within the territorial jurisdiction of Quezon City in order to bring health services closer to or at least within the reach of the underprivileged constituents of this City;*

*WHEREAS, the local government of Quezon City has allocated a lot/space specifically reserved for the establishment of a public hospital located in Tandang Sora Avenue, Barangay Tandang Sora, District VI, Quezon City;*

*WHEREAS, the need for medical care and treatment of the residents of not just Barangay Tandang Sora, but also the residents of adjacent and nearby barangays, is indispensable, considering that the said area has no immediate public/government hospital;*

*WHEREAS, the Representative of the 6<sup>th</sup> District of Quezon City, Congresswoman Marivic Co-Pilar filed House Bill No. 8694 entitled “An Act Establishing the Tandang Sora Hospital and Medical Center and Appropriating Funds Therefor”;*

g

n

~~h~~

D

6



WHEREAS, the establishment of a new general hospital should be complemented with, among others, the hiring of highly-skilled medical and administrative personnel, a separate accounting, cashiering and procuring system, placement of the hospital fees in a government approved depository bank under a special account to be exclusively utilized for the Maintenance and Other Operating Expense (MOOE) and Property Plant and Equipment (PPE) of the hospital.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. ESTABLISHMENT OF A LEVEL 1 GENERAL HOSPITAL. – There is hereby established a Level 1 General Hospital which shall be known as “Tandang Sora General Hospital,” to be operated in Barangay Tandang Sora, District VI, Quezon City.

SECTION 2. MINIMUM SERVICES AND CAPACITY. – The Tandang Sora General Hospital shall have, as minimum, the following services and capacity:

- a. A staff of qualified medical, allied medical and administrative personnel headed by a physician duly licensed by the Professional Regulation Commission (PRC);
- b. Bed space for its authorized bed capacity in accordance with the Department of Health (DOH) Guidelines in the Planning and Design of Hospitals;
- c. An operating room with standard equipment and provision for sterilization of equipment and supplies in accordance with the:
  - (1) DOH Reference Plan in the Planning and Design of an Operating Room/Theater;
  - (2) DOH Guidelines on Cleaning, Disinfection and Sterilization of Reusable Medical Devices in Hospital Facilities in the Philippines;
- d. A post-operative recovery room;

g

k

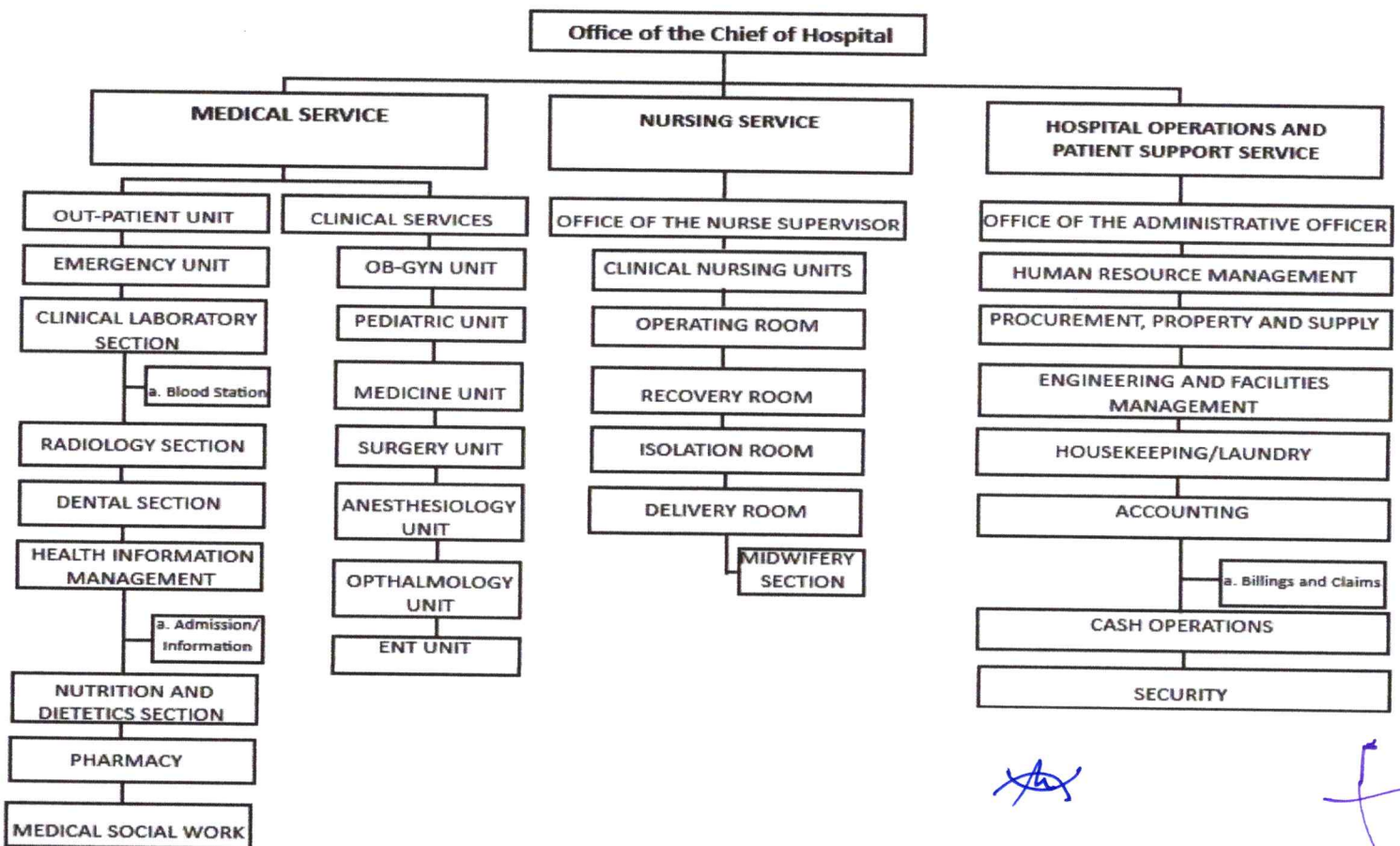
g

~~h~~

f

- e. Maternity facilities, consisting of ward(s), room(s), and a delivery room exclusively for maternity patients and newborns;
- f. Isolation facilities with proper procedures for the care and control of infectious and communicable diseases, as well as for the prevention of cross infections;
- g. A separate dental section/clinic;
- h. A blood station;
- i. A DOH-licensed secondary clinical laboratory with the services of consulting pathologist;
- j. A DOH-licensed Level 1 imaging facility with the services of a consulting radiologist; and
- k. A DOH-licensed pharmacy.

SECTION 3. ORGANIZATIONAL STRUCTURE OF TANDANG SORA GENERAL HOSPITAL. -



9

κ

↑

~~12~~

f



SECTION 4. STAFFING REQUIREMENTS. – To perform the functions of the Tandang Sora General Hospital, the following positions are hereby created:

<b>NO. OF POSITIONS</b>	<b>POSITION TITLE</b>	<b>SALARY GRADE</b>
<b>OFFICE OF THE CHIEF OF HOSPITAL</b>		
1	City Government Department Head III	27
1	Administrative Assistant II (Clerk IV)	8
1	Computer Maintenance Technologist I	11
<b>I. MEDICAL SERVICE</b>		
<b>OUT-PATIENT UNIT</b>		
1	Medical Officer IV (Full Time)	23
1	Health Education and Promotion Officer II	14
1	Psychologist I	11
1	Nurse I	15
1	Nursing Attendant I	4
<b>EMERGENCY UNIT</b>		
1	Medical Officer IV (Full Time)	23
8	Nurse II	16
3	Nursing Attendant I	4
<b>CLINICAL SERVICES UNIT</b>		
7	Medical Specialist II (Part Time)	23
2	Medical Officer IV (Full Time)	23
7	Medical Officer III (Full Time)	21
<b>CLINICAL LABORATORY SECTION</b>		
1	Medical Specialist II (Full Time)	23
1	Medical Technologist II	15
4	Medical Technologist I	11
1	Laboratory Technician I	6
<b>a. Blood Station</b>		
2	Medical Technologist I	11
1	Laboratory Technician I	6
<b>RADIOLOGY SECTION</b>		
1	Medical Specialist II (Part Time)	23
1	Radiologic Technologist II	15
3	Radiologic Technologist I	11
1	Administrative Aide IV (Clerk II)	4
<b>DENTAL SECTION</b>		
1	Dentist II	17
1	Dental Aide	4
<b>HEALTH INFORMATION MANAGEMENT</b>		
1	Administrative Officer III (Records Officer II)	14

a

k

9

XIX

b

1	Administrative Officer I (Records Officer I)	10
1	Administrative Aide VI (Data Controller I)	6
<b>a. Admission/Information</b>		
4	Administrative Assistant II (Clerk IV)	8
<b>NUTRITION AND DIETETICS SECTION</b>		
1	Nutritionist - Dietitian II	15
2	Cook II	5
3	Administrative Aide III (Utility Worker II)	3
<b>PHARMACY</b>		
1	Pharmacist II	15
4	Pharmacist I	11
1	Administrative Aide IV (Clerk II)	4
<b>MEDICAL SOCIAL WORK</b>		
1	Social Welfare Officer II	15
2	Social Welfare Officer I	11
1	Social Welfare Assistant	8
<b>II. NURSING SERVICE</b>		
<b>OFFICE OF THE NURSE SUPERVISOR</b>		
1	Nurse V	20
<b>CLINICAL NURSING UNITS</b>		
2	Nurse III	17
4	Nurse II	16
18	Nurse I	15
10	Nursing Attendant I	4
<b>OPERATING ROOM</b>		
4	Nurse II	16
2	Nursing Attendant II	6
<b>RECOVERY ROOM</b>		
4	Nurse II	16
2	Nursing Attendant II	6
<b>ISOLATION ROOM</b>		
4	Nurse II	16
<b>DELIVERY ROOM</b>		
4	Nurse II	16
4	Midwife I	9
2	Nursing Attendant II	6
<b>III. HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICE</b>		
<b>OFFICE OF THE ADMINISTRATIVE OFFICER</b>		
1	Chief Administrative Officer (Administrative Officer V)	24

g

L

g

As

f



1	Administrative Assistant I (Computer Operator I)	7
<b>HUMAN RESOURCE MANAGEMENT</b>		
1	Administrative Officer III (Records Officer II)	14
1	Administrative Assistant II (Clerk IV)	8
<b>PROCUREMENT, PROPERTY AND SUPPLY</b>		
1	Administrative Officer III (Supply Officer II)	14
1	Administrative Aide VI (Clerk III)	6
<b>ENGINEERING AND FACILITIES MANAGEMENT</b>		
1	Engineer II	16
2	Medical Equipment Technician III	11
5	Administrative Aide IV (Driver II)	4
3	Administrative Aide III (Utility Worker II)	3
<b>HOUSEKEEPING/LAUNDRY</b>		
2	Laundry Worker II	3
1	Seamstress	2
<b>ACCOUNTING</b>		
1	Accountant II	16
2	Administrative Assistant II (Accounting Clerk III)	8
<b>a. Billings and Claims</b>		
1	Administrative Officer II (Administrative Officer I)	11
1	Administrative Assistant II (Administrative Assistant)	8
<b>CASH OPERATIONS</b>		
1	Administrative Officer I (Cashier I)	10
3	Administrative Assistant II (Cash Clerk III)	8
<b>SECURITY (to be contracted out)</b>		
<b>TOTAL: 167</b>		

9

~~AS~~

6

1

9

SECTION 5. FUNCTIONAL STATEMENT. – The plantilla positions and personnel under this Ordinance shall have the following functions:

5.1 **OFFICE OF THE CHIEF OF HOSPITAL** – shall be responsible for the overall management and administration of the hospital, the formulation of policies, plans, programs and strategies to ensure implementation of health standards for the attainment of quality health care and high standards of clinical training for medical and allied medical personnel, and the day-to-day supervision and administration of the functional units.

5.1.1 **City Government Department Head III (Salary Grade 27)**

- Administer plans and programs of the Hospital;
- Direct, coordinate and control the different hospital departments and services;
- Evaluate and improve hospital care delivery including manpower development;
- Provide for continuous improvement of the hospital and its facilities and equipment for training purposes;
- Recommend to the City Council the annual budget necessary for the operation and maintenance of the hospital;
- Account for funds, property and other assets of the hospital;
- Promote cooperation and coordination with other hospitals and health centers;
- Recruit and manage physicians, nurses, paramedics and other medical and non-medical staff; and
- Assist with trainee continuing education, promotion and subordinate staff.

5.1.2 **Administrative Assistant II (Clerk IV) (Salary Grade 8)**

- Assist in the preparation of budget reports and other related financial statements;

1

9

9

~~10~~

6



- *In-charge of posting reminders or memoranda and other official documents;*
- *Submit, forward and follow-up communication letters to other offices; and*
- *Perform other duties that may be assigned by the immediate supervisor.*

**5.1.3 Computer Maintenance Technologist I (Salary Grade 11)**

- *Perform preventive maintenance on computer hardware and software peripherals;*
- *Provide technical support like installation and configuration of computer software;*
- *Ensure the smooth operation of computer systems, highly technical software applications and various IT-related components; and*
- *Maintain and repair computer software and hardware systems by diagnosing and troubleshooting computer issues.*

**5.2 MEDICAL SERVICE** – *shall be responsible for providing quality in-patient and out-patient care, high standard clinical training for medical and allied medical personnel and ancillary and allied health services to patients, promoting research activities, implementing clinical resource management system, and advising and assisting the chief of hospital in the formulation and implementation of policies, plans and programs of the hospital.*

**5.2.1 Out-Patient Units** – *where patients go for medical consultations, diagnostic tests, and minor procedures. This Unit is designed to provide medical care to patients who do not require admission to the hospital. The Out-Patient Unit is staffed by doctors, nurses and other healthcare professionals who provide medical consultations and other services to patients. It is equipped with examination rooms, diagnostic labs and other equipment necessary for medical care.*

9

~~15~~

↓

9

h

**5.2.1.1 Medical Officer IV (Full Time) (Salary Grade 23)**

- Supervise the daily functions of nurses in the Out-Patient Unit;
- Conduct thorough medical examination of patients and direct treatment to patients admitted in their corresponding specialty Units/ Sections;
- Ensure completeness of relevant medical documentation;
- Provide appropriate diagnosis, treatment management and cure for assigned and referred patients;
- Perform procedures under the supervision of a medical specialist/ supervisor;
- Conduct quality assurance activities for patient care; and
- Assist with managing physicians, nurses, paramedics, and other medical and non-medical staff.

**5.2.1.2 Health Education and Promotion Officer II (Salary Grade 14)**

- Develop and reproduce Information, Education and Communication (IEC) prototype materials and audiovisual documentation of various health activities for health campaigns, and allocate these to various health facilities in the region;
- Assist in the formulation of Health Promotion Plans and Communication Plans for DOH campaigns/programs/thrusts/national events;
- Monitor and evaluate the effectiveness of campaign activities;
- Provide technical assistance in the utilization of local indigenous materials for health education and promotional activities;

9

9

~~10~~

10

10



- Act as resource person in the conduct of health education and other advocacy-related activities;
- Assist in the development of strategies to sustain public/private participation in health programs; and
- Perform other related functions as may be assigned.

5.2.1.3 **Psychologist I (Salary Grade 11)**

- Administer psychometric tests (intelligence, aptitude and projective) to patients and evaluate and interpret results;
- Participate in the psychotherapeutic planning, diagnosis and clinical conference;
- Attend to court case patients and other referrals from other units;
- Conduct counselling and group therapy sessions with patients and/or their family;
- Conduct dorm activities, lecture and group dynamics with the social workers;
- Assist in psychological research;
- Conduct dialogues with clients and their parents/guardians regarding their performance and behavior inside the Center;
- Conduct regular psychological assessment to drug dependents to determine their progress while in the Center; and
- Perform other related functions as may be assigned.

5.2.1.4 **Nurse I (Salary Grade 15)**

- Apply simple treatment and first aid when necessary;

9

~~15~~

7

1

- Attend to sick patients;
- Assist the physician in the medical assessment and management of the patients;
- Refer or recommend patients needing medical check-up and evaluation;
- Handle training on nursing care;
- Assist in dietary, hygiene and environmental sanitation services of the Center;
- Prepare nursing notes and other reports;
- Coordinate with other services and/or hospital/s in relation to rehabilitation of patients;
- Recommend purchase of medicines and maintain adequate supply of drugs and equipment for patients; and
- Perform other tasks as assigned.

5.2.1.5 **Nursing Attendant I (Salary Grade 4)**

- Assist nurses and physicians in treatment by procedure;
- Do simple procedure delegated by nurses such as suctioning high rectal tubing and taking vital signs;
- Keep the nurse station clean and provide patients with clean supply and equipment;
- Store and update records of wards, articles, linen supply and equipment;
- Assist the nurse in admission and discharge of patients; and
- Help and moderate in the implementation of rules and regulations of the hospital.

g

g ~~h~~

h



5.2.2 **Emergency Unit** – is the first point of contact for any critically ill patient needing immediate medical attention. Modern emergency departments are managed by qualified emergency physicians and nurses, trained specifically for providing emergent care to save a life or limb.

5.2.2.1 **Medical Officer IV (Full Time) (Salary Grade 23)**

- Supervise the daily functions of the nurses in the Emergency Unit;
- Conduct thorough medical examination of patients, direct treatment to patients admitted in their corresponding specialty Units/ Sections;
- Ensure completeness of relevant medical documentation;
- Provide appropriate diagnosis, treatment management and cure for assigned and referred patients;
- Perform procedures under the supervision of a medical specialist/supervisor;
- Conduct quality assurance activities for patient care; and
- Assist with managing physicians, nurses, paramedics and other medical and non-medical staff.

5.2.2.2 **Nurse II (Salary Grade 16)**

- Perform direct nursing care procedure which includes bedside nursing hygiene, pre- and post-operative nursing care;
- Responsible in admission and discharge duties;
- Liaise among nurses, patient members of health team, and other units; and
- Assist physicians in providing quality health care.

✓

g

9

~~12~~

5.2.2.3 **Nursing Attendant I (Salary Grade 4)**

- Assist the nurses and physicians in treatment by procedure;
- Do simple procedure delegated by nurses;
- Keep the nurse station clean and provide patients with clean supply and equipment;
- Keep and count records of wards, articles, linen supply and equipment;
- Keep the nurses informed for any loose apparatus;
- Assist the nurses in admission and discharge of patients; and
- Help and moderate in the implementation of rules and regulations of the hospital.

5.2.3 **Clinical Services Units** – As a part of the overall function of a hospital, the Clinical Services Units undertake the specific work related to medical treatment, teaching and scientific research. They directly face the patients and serve the population.

5.2.3.1 **Medical Specialist II (OB-GYN) (Part Time) (Salary Grade 23)**

- Supervise the daily functions of the medical officers and nurses of the OB-GYN Unit;
- Perform initial diagnoses, prescribe the best treatments possible and explain complex conditions in simple terms;
- Diagnose and treat conditions that affect women, such as certain types of cancer and conditions like menopause;
- Work with expecting mothers to explain the childbirth process;
- Perform routine checkups with patients;
- Provide childbirth and postpartum care for new mothers;

R

g

z

~~TA~~

6



- Conduct thorough medical examination of patients and direct treatment to patients admitted in their corresponding specialty departments;
- Ensure completeness of relevant medical documentation; and
- Conduct quality assurance activities for patients.

**5.2.3.2 Medical Specialist II (Pediatrician) (Part Time) (Salary Grade 23)**

- Supervise the daily activities of the medical officers and nurses in the Pediatric Unit;
- Specialize in the healthcare needs of infants, children, adolescents and young adults;
- Diagnose and treat common childhood ailments and minor injuries;
- Recommend patients for further treatments to specialists when needed;
- Provide preventative care, including the recommendation of vaccines;
- Record and maintain the health and development information of their patients;
- Effectively communicate their patients' health, nutritional and fitness needs to their guardians;
- Assess the growth and development of a child;
- Monitor age-appropriate cancer screening and identify emerging medical conditions;
- Provide recommendations and referrals to a specialist doctor;
- Offer and explain the use of birth contraceptive aides;
- Provide prenatal care to pregnant women; and
- Provide postnatal care to mothers and infants.

K

g

g

~~AD~~

**5.2.3.3 Medical Specialist II (Internist) (Part Time)  
(Salary Grade 23)**

- Supervise the daily activities of Medical Officers IV and III of the Medicine Unit;
- Diagnose and treat a variety of medical conditions and diseases in adult patients, conduct thorough physical examinations, review medical histories, and order and interpret diagnostic tests to identify health issues accurately;
- Manage chronic diseases such as diabetes, hypertension, heart disease, asthma and arthritis, create personalized treatment plans, prescribe medications, and monitor patients' progress to help manage these conditions effectively;
- Emphasize preventive healthcare measures, provide immunizations, screenings and counseling to help prevent diseases and promote overall health, and advise patients on lifestyle modifications, including diet, exercise and stress management, to maintain a healthy lifestyle;
- Acute Illness Management Internist: diagnose and treat acute illnesses and infections, such as respiratory infections, urinary tract infections and gastrointestinal disorders, prescribe medications, recommend rest or, if necessary, refer patients to specialists for further evaluation and treatment;
- Refer patients who require specialized care to appropriate specialists, coordinate consultations, ensure seamless communication between different healthcare providers, manage the overall healthcare of patients with multiple medical conditions, and coordinate treatments from various specialists;
- Engage in medical research and education, stay updated on the latest advancements in internal medicine, incorporate evidence-based practices into their patient care, and teach medical students, residents and fellows;

*h*

*g*

*g*

*h*



- Provide care for hospitalized patients, known as hospitalists, manage patients' medical conditions during their hospital stay, collaborate with other healthcare professionals, and coordinate the transition of care upon discharge;
- Explain medical conditions, treatment options and potential outcomes in a clear and understandable manner, address patients' concerns, answer questions, and ensure that patients are actively involved in their healthcare decisions; and
- Adhere to ethical standards and legal regulations related to patient care, confidentiality and informed consent, maintain accurate medical records, ensure patient privacy, and follow guidelines and protocols established by medical governing bodies.

5.2.3.4 **Medical Specialist II (Surgeon) (Part Time) (Salary Grade 23)**

- Supervise the daily functions of Medical Officers IV and III in the Surgery Unit;
- Conduct pre-operative assessments before performing any surgery, evaluate the patients' medical history and current condition, order diagnostic tests and consult with other healthcare professionals to determine the best course of treatment;
- Plan and perform surgeries, use knowledge of anatomy, physiology and medical techniques to perform surgical procedures, and work alone or with a team of other medical professionals, including anesthesiologists, nurses and surgical technicians;
- Responsible for post-operative care, monitor the patients' recovery and ensure that they are receiving appropriate care, order follow-up tests or treatments, and adjust the patients' medications as needed;

h

g

g

~~h~~

h

- *Communicate effectively with patients and families before, during and after surgery, explain the risks and benefits of the procedure, answer questions, and provide emotional support; and*
- *Stay up-to-date with the latest developments in their field, attend conferences, participate in research, or pursue additional training to enhance their skills.*

**5.2.3.5 Medical Specialist II (Anesthesiologist) (Part Time) (Salary Grade 23)**

- *Supervise the daily functions of Medical Officers IV and III in the Anesthesiology Unit;*
- *Manage pain and patient sedation before, during and after medical procedures;*
- *Run chronic pain services and lead Intensive Care Units;*
- *Evaluate patients' vital signs, medical histories, allergies, current medication use, and other risk factors;*
- *Work with a medical team to design a patient's treatment plan;*
- *Supervise nurses when they administer anesthesia to patients before procedures;*
- *Monitor vital signs of the patient during surgery and adjust anesthetics as needed;*
- *Maintain detailed notes on patient treatment, dosing and vital signs;*
- *Continue care after surgery to control the level of pain relief and consciousness; and*
- *Communicate continuing care instructions to specialists and nurses.*

g

~~AX~~

g

k

**5.2.3.6 Medical Specialist II (Ophthalmologist) (Part Time) (Salary Grade 23)**

- Supervise the Ophthalmology Unit;
- Diagnose and treat all eye diseases, perform eye surgery, and prescribe eyeglasses and contact lenses to correct vision problems;
- Conduct and perform scientific research on the causes and cures for eye diseases and vision disorders;
- Prescribe medications to treat ailments, such as eye diseases, implement laser therapy, and perform surgery when needed;
- Provide both primary and specialty eye care medical and surgical; and
- Participate in academic research on eye diseases at some point in their training and include research as part of their career.

**5.2.3.7 Medical Specialist II (Otolaryngologist ENT) / Salary Grade 23**

- Supervise the ENT Unit; and
- Treat disorders of the ears, including hearing loss, balance disorders, ringing in the ears and congenital disorders of the inner and outer ear, treat disorders in the sinuses and nasal cavities, such as snoring, nasal blockage caused by a deviated septum, allergies, polyps, and smell and taste disorders, and treat cosmetic and functional problems caused by the shape or appearance of the nose.

**5.2.3.8 Medical Officer IV (Full Time) (Salary Grade 23)**

- Conduct thorough medical examination of patients and direct treatment to patients admitted in their corresponding specialty departments;

g

g

~~h~~

k



- Ensure completeness of relevant medical documentation;
- Provide appropriate diagnosis, treatment management and cure for assigned and referred patients;
- Perform procedures under the supervision of a medical specialist/ supervisor;
- Conduct quality assurance activities for patients' cases; and
- Assist with managing physicians, nurses, paramedics and other medical and non-medical staff.

5.2.3.9 **Medical Officer III (Salary Grade 21)**

- Man the 7 major departments responsible in diagnosing health conditions and administer treatment to patients;
- Attend to emergency cases under the direct supervision of Medical Officer IV and Medical Specialists;
- Develop medical program and procedure for the hospital;
- Participate in scientific and professional activities in the hospital; and
- Perform other related functions as may be required by the immediate supervisor.

5.2.4 **Clinical Laboratory Section** – is part of the hospital where diagnostic tests are performed on patient samples, such as blood and urine. This Section is designed to provide medical laboratory services to patients. The Clinical Laboratory Section is staffed by medical laboratory technologists and other healthcare professionals who perform diagnostic tests, such as blood tests, urine tests and microbiological tests. It is equipped with specialized laboratory equipment, such as microscopes, centrifuges and automated analyzers.

h

g

g

~~AB~~

**5.2.4.1 Medical Specialist II (Pathologist) (Part Time) (Salary Grade 23)**

- Supervise the daily functions of the Pathology Section;
- Look at blood, urine and other body fluid samples under a microscope or with other diagnostic tools, and watch levels of certain chemicals or other substances in the body, based on the test results and taken samples for examination;
- Suggest potential treatment options based on research and tests;
- Write pathology reports detailing specimens tested, results of tests and the final diagnosis;
- Undertake research to improve identification and testing methods and finding innovative ways to treat diseases;
- Conduct thorough medical examination of patients and direct treatment to patients admitted in their corresponding specialty departments;
- Ensure completeness of relevant medical documentation; and
- Conduct quality assurance activities for laboratory procedures and results.

**5.2.4.2 Medical Technologist II (Salary Grade 15)**

- Supervise the daily functions and direct the work of Medical Technologist, Technicians and Laboratory aids;
- Perform the microscopic, chemical and physical examinations of the different body fluids (such as blood, urine and exudates) and stool and other specimens referred for general examinations for patients;
- Perform laboratory work in field clinics;

*[Handwritten mark]*

*[Handwritten mark]*

*[Handwritten mark]*

*[Handwritten mark]*

*[Handwritten mark]*

- Create laboratory reports;
- Prepare the schedule of duties of Medical Technologist staff;
- Oversee all records and releases, and sign out laboratory result;
- Perform quality control procedures;
- Maintain an inventory of equipment and supplies;
- Refer problems or difficult cases/situation to Head of Laboratory as the need arises;
- Assist in preparation of laboratory monthly report;
- Assist in evaluation of reagents, supplies and equipment;
- Directly supervise the laboratory work and the conduct of all medical technologist and support staff; and
- Perform other related functions as may be required by the immediate supervisor.

5.2.4.3 **Medical Technologist I (Salary Grade 11)**

- Perform the microscopic, chemical and physical examinations of the different body fluids (such as blood, urine and exudates) and stool and other specimens referred for general examinations for patients' diagnosis;
- Perform laboratory work in field clinics;
- Create laboratory reports;
- Collect and prepare specimens for analysis;
- Record and release signed laboratory results;
- Perform quality control procedure;
- Responsible for maintaining general cleanliness of work area;

*h*

*g*

*g*

~~*g*~~

*g*



- Refer problems or difficult cases/situations to head of Laboratory as the need arises;
- Assist in the preparation of laboratory monthly report;
- Assist in evaluation of reagent, supplies and equipment; and
- Perform other related functions as may be required by the immediate supervisor.

5.2.4.4 **Laboratory Technician I (Salary Grade 6)**

- Assist the immediate supervisor in the preventive maintenance of equipment and machinery;
- Perform bench fitting work such as assembling machine parts, bearings and other minor parts; and
- Help and moderate in the implementation of rules and regulations of the hospital.

5.2.4.a **Blood Station** – is where the provision of white blood and packed red cells storage, issuance of whole blood and packed red cells, and compatibility testing of red cell units, if hospital-based are being conducted.

5.2.4.a.1 **Medical Technologist I (Salary Grade 11)**

- Perform the microscopic, chemical and physical examinations of the different body fluids (such as blood, urine and exudates), stool and other specimens referred for general examinations for patients' diagnosis;
- Perform laboratory work in field clinics;
- Create laboratory reports; and
- Perform other related functions as may be required by the immediate supervisor.

h

g

g

~~h~~

h

5.2.4.a.2 **Laboratory Technician I (Salary Grade 6)**

- Assist the immediate supervisor in the preventive maintenance of equipment and machinery;
- Perform bench fitting work such as assembling machine parts, bearings and other minor parts;
- Help and moderate in the implementation of rules and regulations of the hospital; and
- Perform other related functions as may be required by the immediate supervisor.

5.2.5 **Radiology Section** – is part of the hospital where diagnostic imaging tests are performed. This Section is designed to provide medical imaging services to patients. The Radiology Section is staffed by radiologists, radiologic technologists, and other healthcare professionals who perform diagnostic imaging tests, such as X-rays, CT scans, and MRI scans. It is equipped with specialized imaging equipment, such as X-ray machines, CT scanners, and MRI machines.

5.2.5.1 **Medical Specialist II (Radiologist) (Part Time) (Salary Grade 23)**

- Supervise the daily functions of the Radiology Section;
- Implement clinical decisions for specialized quality in-patient and out-patient care that includes provision of promotive, preventive, diagnostic, curative and rehabilitative services;
- Implement hospital programs within their respective specialties;
- Champion continuous quality healthcare standards and patient safety guidelines;

✓

9

9

~~9~~

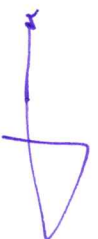
6

- Assist in mentoring and coaching of staff in the respective specialties;
- Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities;
- Implement radiological clinical review protocols, procedures and work instructions for the practice of specialized care;
- Coordinate and manage referral care within the framework of the hospital and national referral policies;
- Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital;
- Undertake research activities in the specialty and implement the research findings to improve quality of service delivery;
- Perform emergency radiological procedures;
- Collaborate, write and respond to request for consultation from other specialists throughout the hospital in the diagnosis and management of patients not directly under his/her care;
- Provide high standards of specialized radiological services to patients in the wards and specialized clinics;
- Perform regular rounds with the registrars and other officers to assist in-patient management;
- Communicate to all patients under their care about the nature of their illness and the outlook in the treatment of their well-being so that they understand the full extent of their recovery or disability as the case may be;

g

g

~~g~~



h



- Carry out specialized diagnostic, therapeutic medical or surgical procedures;
- Accept responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- Execute Medico-legal duties, including court attendance and forensic duties, participate in community diagnosis, preventive and promotive care and treatment, utilize patient data to benefit the customer and service provider; and
- Undertake medical research and clinical audits, and implement the findings.

5.2.5.2 **Radiologic Technologist II (Salary Grade 15)**

- Receive and record X-ray requests;
- Prepare charge slips;
- Perform routine X-ray examinations;
- Prepare chemical for film processing;
- Assist the radiologist in performing special procedures;
- Develop exposed films; and
- Prepare reports of the procedures done within the month.

5.2.5.3 **Radiologic Technologist I (Salary Grade 11)**

- Receive and record X-ray requests;
- Prepare charge slips;
- Perform routine X-ray examinations;
- Prepare chemical for film processing;
- Develop exposed films; and
- Prepare X-ray reports.

7

n

q

~~A~~

5.2.5.4 **Administrative Aide IV (Clerk II) (Salary Grade 4)**

- Receive incoming documents for the division/section/unit;
- Sort, classify and distribute documents to concerned staff/division/office for appropriate action;
- Disseminate copies of documents and office communications to different division/section/unit offices for their information and appropriate action;
- File, store and retrieve copies of memorandum, guidelines and other centralized documents of the division;
- Answer phone calls, assist visitors/clients of the division/section/unit and refer their queries to concerned staff/division/section/unit;
- Attend to all administrative requirements of the division/section/unit (request for venues, meals, invitations, photocopying and packaging of materials/documents/equipment to be used) for the conduct of activities/meetings of the division/section/unit, as needed; and
- Perform other tasks as may be delegated.

5.2.6 **Dental Section** – focuses on patient education to prevent disease and provide treatment options for the same procedures offered in general and (some) specialty practices. This Section houses all dental equipment and tools in one place and is staffed by dentists, dental specialists, dental assistants and dental hygienists.

5.2.6.1 **Dentist II (Salary Grade 17)**

- Diagnose, plan, treat, perform dental cases and supervise Dentists' major operation in the absence of higher Dental Surgeon, do minor and major operations such as new growth, fixation of sensible find auxiliary fracture secondary to accidents and pathological cases, and manage and evaluate disease with oral cavity manifestation;

5

2

9

~~17~~

6

- Conduct/offer prevention services, such as promotion of oral health specific prevention and curative services;
- Request and receive dental equipment, supplies and materials, and maintain procedural cleanliness of dental clinic;
- Prepare schedule of duties of dental personnel and rate performance record of personnel; and
- Submit monthly, semi-annual and annual reports to Records Section.

5.2.6.2 **Dental Aide/Salary Grade 4**

- Maintain cleanliness and orderliness of the dental clinic;
- Prepare and sterilize dental hand instruments and equipment; and
- Perform other tasks as may be delegated.

5.2.7 **Health Information Management** – The general functions of the Health Information Management is to provide an organized system of measuring quality patient care, ensure that sufficient data on the sequence of events is documented to justify the diagnosis, and warrant the treatment, and outcomes.

5.2.7.1 **Administrative Officer III (Records Officer II) (Salary Grade 14)**

- Supervise the daily functions of the Record Section;
- Establish and maintain an active continuing program for management preservation and disposition of records using database;
- Assume full responsibility in the custody and safekeeping of voluminous official records and documents of the hospital;

↑  
N

g

~~AB~~

↑



- Check and classify signed correspondence before they are released for mailing;
- Authenticate copies of documents in the possession of the Unit;
- Prepare annual and other required reports; and
- Perform other duties that the Administrative Financial Management Division (AFMD) Chief may assign.

5.2.7.2 **Administrative Officer I (Records Officer I) (Salary Grade 10)**

- Facilitate expeditious procurement of hospital supplies, materials and settlement of claims, including preparation of related documents;
- Assist in the conduct of bidding/canvassing preparatory to purchase;
- Maintain semi-annual physical inventory of the different hospital departments and offices, and systematize records of all acquired equipment;
- Recommend measures to improve the system and procedures of procurement in the hospital, and device or formulate plans and programs for approval and implementation by hospital authorities; and
- Recommend to the Chief of Hospital in the disposal or appraisal of unserviceable equipment.

5.2.7.3 **Administrative Aide VI (Data Controller I) (Salary Grade 6)**

- Receive incoming documents for the division/section/unit;
- Sort, classify and distribute documents to concerned staff/division/office for appropriate action;
- Disseminate copies of documents and office communications to different division/section/unit offices for their information and appropriate action;

5

2

9

~~10~~



- File, store and retrieve copies of memorandum, guidelines and other centralized documents of the division/section/unit;
- Answer phone calls, assist visitors/clients of the division/section/unit and refer their queries to concerned staff/division/section/unit; and
- Attend to all administrative requirements of the division/section/unit (request for venues, meals, invitations, photocopying and packaging of materials/documents/equipment to be used) for the conduct of activities/meetings of the division/section/unit, as needed.

5.2.7.a **Admission/Information** – The Admission/Information is responsible for the flow of patients and the processing of admissions, discharges, transfers and also most procedures to be carried out in the event of a patient's death.

5.2.7.a.1 **Administrative Assistant II (Clerk IV) (Salary Grade 8)**

- See that routine work requirement of subordinates are prepared, organized and properly provided for;
- Implement operating policies, plans, programs, rules and regulations relative to data gathering, recording, safekeeping and processing, and make the necessary recommendations for improvements of clerical services as may be deemed necessary;
- Review and screen communications and statistical data done by subordinate clerks before passing them on to superiors;
- Perform clerical services/activities, such as in the keeping and maintenance of centralized filing system for all reports and records, communications, receiving and disseminations, etc.;

S

n

q

~~SA~~

f

- Sort and classify correspondence, reports, memorandum, and other materials for the attention of superiors; and
- Perform other related tasks.

5.2.8 **Nutrition and Dietetics Section** – plays an integral role in healthcare service delivery in hospitals, as nutrition is critical in supporting the overall health of patients.

5.2.8.1 **Nutritionist-Dietitian II (Salary Grade 15)**

- Oversee the daily functions of the Cook and Administrative III (Utility Worker II);
- Conduct nutritional screening, assessment and direct counselling to in-patients and out-patients;
- Supervise the tray line distribution of therapeutic and regular diets including the tube feeding preparation;
- Conduct daily inventory of all dietary equipment, utensils and food supplies, including the inspection and acceptance of all delivered foodstuff and ensure the quantity and quality of goods in accordance with the specification set by the service;
- Ensure compliance of supervised personnel to the safety and sanitation practices in food preparation, storage and distribution;
- Plan and conduct training and educational programs to nutrition and dietetics personnel;
- Prepare and record daily meal census, diet cards and marketing reports;
- Maintain and file related documents accordingly;
- Assist in the formulation and improvement of policies and other research activities of the nutrition and dietetics service;

5

K

9

h





- Perform other related duties as assigned by the supervisor;
- Liaise among nurses, patients, members of the health team and other units; and
- Assist physicians in providing quality health care.

**5.2.8.2 Cook II (Salary Grade 5)**

- Cook the daily meals of patients as prescribed by the Nutritionist-dietician;
- Peel, wash, trim and cut fruits, vegetables, meat, fish and poultry for daily use;
- Apportion and dish out food distribution;
- Deliver conveyors to ward and distribute tray to patients; and
- Collect and return used trays and plates from patients.

**5.2.8.3 Administrative Aide III (Utility Worker II) (Salary Grade 3)**

- Under the supervision of nutritionist-dietician, lift, carry, transport, assist and restrain hospital patient, and accompany patient for ambulance transport;
- Deliver medical gases in the ward and bring down empty cylinders;
- Assist in the central supply room by bringing down soiled linen;
- Get supply from the property and supply section and help in the preparation, packing and sterilization of linen and instruments; and
- Maintain cleanliness of the hospital and its premises.

9

K

9

~~A~~

↑

5.2.9 **Pharmacy** – is part of the hospital where medications are prepared and dispensed to patients. It is designed to provide safe and effective medications to patients. It is staffed by pharmacists and pharmacy technicians who prepare and dispense medications to patients. It is equipped with specialized pharmacy equipment, such as compounding equipment, medication dispensing systems, and medication storage facilities.

5.2.9.1 **Pharmacist II (Salary Grade 15)**

- Supervise the daily functions of the Pharmacist 1 and the Administrative Aide IV in the Pharmacy; and
- Prepare medications by reviewing and interpreting physician orders, detecting therapeutic incompatibilities, dispensing medications by compounding, packing, and labeling pharmaceuticals, and control medications by monitoring drug therapies and advising interventions.

5.2.9.2 **Pharmacist I (Salary Grade 11)**

- Assist in the preparation of medications by reviewing and interpreting physician orders, detect therapeutic incompatibilities, dispense medications by compounding, packing, and labeling pharmaceuticals, and control medications by monitoring drug therapies and advising interventions; and
- Recommend purchase of medicines and maintain adequate supply of drugs and equipment for the patient.

5.2.9.3 **Administrative Aide IV (Clerk II) (Salary Grade 4)**

- Receive incoming documents for the division/section/unit;
- Sort, classify and distribute documents to concerned staff/division/office for appropriate action;

5

h

g

~~A~~

f

- Disseminate copies of documents and office communications to different division/section/unit offices for information and appropriate action;
- File, store and retrieve copies of memorandum, guidelines and other centralized documents of the division;
- Answer phone calls, assist visitors/clients of the division/section/unit and refer their queries to concerned staff/division/section/unit;
- Attend to all administrative requirements of the division/section/unit (request for venues, meals, invitations/equipment to be used), photocopying and packaging of materials/documents for the conduct of activities/meetings of the division/section/unit, as needed; and
- Perform other tasks as may be delegated.

5.2.10 **Medical Social Work** – as an integral part of the Health Facility, it aims to provide comprehensive professional social work services responsive to the psychological needs of the patients and their families, and make them participate in the realization of their optimal well-being.

5.2.10.1 **Social Welfare Officer II (Salary Grade 15)**

- Supervise Social Welfare Officer I and other staff;
- Conduct case management to special and complicated cases;
- Assist the Chief of the Medical Social Work Unit (MSWU) in planning and administering the programs, projects, services, policies and procedures of the Medical Social Service (MSS) in relation to the hospital organizations;
- Assist the Chief of the MSWU in evaluating staff performance and the efficiency of the service as a whole;

9

9

~~9~~

9

9



- Conduct coaching and mentoring to MSS staff by conducting interviews and psychosocial interventions with patients and their families;
- Perform social case management to patients referred with special and complicated cases;
- Consult, coordinate and collaborate with other disciplines to provide holistic care to patients and their families;
- Prepare communications necessary for networking and linkages coordination with other agencies to navigate resources in meeting the medical needs of patients;
- Prepare and submit documents and monthly reports;
- Prepare and maintain records for documentation, reporting and filing of the MSS activities;
- Participate in social action and continuous quality improvement; and
- Perform other functions as may be assigned.

**5.2.10.2 Social Welfare Officer I (Salary Grade 11)**

- Perform casework, group work, etc. services to patients referred with emotional and/or environmental problems that affect or as affected by their medical situation through purposeful interview with patients and members of the families;
- Coordinate with other disciplines the setting concerned with patient's problems;
- Participate in motivating, educating and counseling patients' families with problem regarding family planning and proper nutrition;
- Participate in the eligibility study of patients' situation in the hospital or in the out-patient department by classifying them according to their ability to pay; and

B

r

g

~~h~~

f

- Prepare reports on Social Service rendered and maintain a confident record for proper safekeeping.

5.2.10.3 **Social Welfare Assistant (Salary Grade 8)**

- Conduct interviews to clientele;
- Handle limited caseload;
- Provide psychosocial interventions, such as counseling, family therapy, critical incidence, stress debriefing and family conferences;
- Prepare project proposals, social case study reports and assessment reports of cases;
- Refer clients to concerned specialty department and conduct further interventions and assistance;
- Assist social workers in their work load and management of cases;
- Coordinate with Local Government Units (LGUs), Non-governmental Organizations (NGOs) and People's Organizations (POs);
- Act as records custodian; and
- Perform clerical functions.

5.3 **NURSING SERVICE** – shall be responsible for implementing nursing programs for total quality healthcare, providing nursing care to medical cases, and developing, coordinating and implementing relevant training programs for nursing personnel.

5.3.1 **Office of the Nurse Supervisor** – Nursing supervisors provide a critical link between hospital management and clinical care, oversee patient-care operations, assign and monitor staff nurses, identify and implement quality improvements, and supervise the nursing stations.

5.3.1.1 **Nurse V (Salary Grade 20)**

- Conduct daily clinical rounds of the nursing areas;
- Monitor and evaluate staff performance;

9

9

✓

↓

- Prepare required nursing service reports;
- Collaborate with other departments of the hospital;
- Screen qualifications of all applicants for the nursing service; and
- Perform other duties as may be assigned.

5.3.2 **Clinical Nursing Units** – Clinical Nursing Units or Wards are areas of the hospital where in-patient care services are provided. In each ward, there is a nursing unit to take care of patients for 24 hours.

5.3.2.1 **Nurse III (Salary Grade 17)**

- Serve as a resource person and provide orientation and training to new staff;
- Serve as charge nurse when necessary or applicable;
- Provide overall patient care appropriate to the nursing care plan;
- Notify resident physician in charge of negative changes in the patient's status;
- Provide teaching and support to the patient and family;
- Understand, communicate and apply pharmacokinetics and safe administration of common medicines;
- Safely administer routine medications;
- Develop written plan of care;
- Assist physician with patients;
- Complete accurate documentation of patient care; and
- Demonstrate ability to follow chain of command.

S

g

n

~~A~~



**5.3.2.2 Nurse II (Salary Grade 16)**

- Perform direct nursing care procedure which includes bedside nursing hygiene, pre- and post-operative nursing care;
- Responsible in admission and discharge duties;
- Liaise among nurses, patients, members of health team and other units; and
- Assist physicians in providing quality health care.

**5.3.2.3 Nurse I (Salary Grade 15)**

- Apply simple treatment and first aid when necessary;
- Attend to sick patients;
- Assist the physician in the medical assessment and management of the patients;
- Refer or recommend patients needing medical check-up and evaluation;
- Handle training on nursing care;
- Assist in dietary, hygiene and environmental sanitation services of the center;
- Prepare nursing notes and other reports;
- Coordinate with other services and hospital in relation to rehabilitation of patients;
- Recommend purchase of medicines and maintain adequate supply of drugs and equipment for the patient; and
- Perform other tasks as assigned.

**5.3.2.4 Nursing Attendant I (Salary Grade 4)**

- Assist the nurse and physician in treatment by procedure;

h

g

g

~~AB~~

- Do simple procedure delegated by nurses, such as suctioning high rectal tubing and taking vital signs;
- Keep the nurse station clean and provide patients with clean supplies and equipment;
- Keep and count records of wards, articles, linen supplies and equipment, and keep the nurse informed of any loosen apparatus;
- Assist the nurse in admission and discharge of patient; and
- Help and cooperate in the implementation of rules and regulations of the hospital.

5.3.3 **Operating Room** – The Operating Room (OR) is the location where surgical procedures are performed. It is a sterile environment intended to prevent infection during the surgical procedure. ORs are also brightly lit to ensure surgeons can see what they are doing and air-conditioned to further prevent infection.

5.3.3.1 **Nurse II (Salary Grade 16)**

- Perform direct nursing care procedure which includes bedside nursing hygiene, pre- and post-operative nursing care;
- Responsible in admission and discharge duties;
- Liaise among nurses, patient, members of health team and other units; and
- Assist physicians in providing quality health care.

5.3.3.2 **Nursing Attendant II (Salary Grade 6)**

- Assist the nurse and the physicians in treatment by procedure;
- Do simple procedure delegated by nurses, such as suctioning high rectal tubing and taking vital signs;

9

K

9

~~A~~

9

- *Keep the nurse station clean and provide patients with clean supplies and equipment;*
- *Keep and count records of wards, articles, linen supply and equipment, and keep the nurse informed of any loose apparatus;*
- *Assist the nurse in the admission and discharge of patients; and*
- *Help and cooperate in the implementation of rules and regulations of the hospital.*

5.3.4 **Recovery Room** – *After the operation is over, patient will be moved to a recovery room. This is an area near the operating theater where there is monitoring equipment and specially trained staff. In some hospitals, it may be called a recovery ward or post-anesthesia care unit.*

5.3.4.1 **Nurse II (Salary Grade 16)**

- *Perform direct nursing care procedure which includes bedside nursing hygiene, pre- and post-operative nursing care;*
- *Responsible in admission and discharge duties;*
- *Liaise among nurses, patient, members of health team and other units; and*
- *Assist physicians in providing quality health care.*

5.3.4.2 **Nursing Attendant II (Salary Grade 6)**

- *Assist the nurse and the physicians in treatment by procedure;*
- *Do simple procedure delegated by nurses, such as suctioning high rectal tubing and taking vital signs;*
- *Keep the nurse station clean and provide patients with clean supplies and equipment;*
- *Keep and count records of wards, articles, linen supplies and equipment, and keep the nurse informed of any loose apparatus;*

S

K

9

~~A~~

6



- Assist the nurse in admission and discharge of patients; and
- Help and cooperate in the implementation of rules and regulations of the hospital.

5.3.5 **Isolation Room** – is a special hospital room that keeps patients separate from other people while they receive medical care. It is needed for patients who have certain medical conditions or infections, often in the skin, the lungs or airways, or the intestines.

5.3.5.1 **Nurse II (Salary Grade 16)**

- Perform direct nursing care procedure which includes bedside nursing hygiene, pre- and post-operative nursing care;
- Assist in admission and discharge duties;
- Liaise among nurses, patient, members of health team and other units; and
- Assist physicians in providing quality health care.

5.3.6 **Delivery Room** – is a special unit in the hospital where pregnant women give birth to babies. Prior to the transfer of the patient to the Delivery Room, the patient may need to stay inside the Labor Room where the patient-mother is being assessed and monitored.

5.3.6.1 **Nurse II (Salary Grade 16)**

- Perform direct nursing care procedure which includes bedside nursing hygiene, pre- and post-operative nursing care;
- Responsible in admission and discharge duties;
- Liaise among nurses, patient, members of health team and other units; and
- Assist physicians in providing quality health care.

9

K

9

~~AX~~

↑  
↓

5.3.6.2 **Midwife I (Salary Grade 9)**

- Assist women in all stages of pregnancy, childbirth and post-delivery; and
- Work closely with obstetricians and gynecologists in diagnosing and treating women with acute and chronic illnesses.

5.3.6.3 **Nursing Attendant II (Salary Grade 6)**

- Assist the nurse and the physicians in treatment by procedure;
- Do simple procedure delegated by nurses, such as suctioning high rectal tubing and taking vital signs;
- Keep the nurse station clean and provide patients with clean supply and equipment;
- Keep and count records of wards, articles, linen supplies and equipment, and keep the nurse informed of any loose apparatus;
- Assist the nurse in admission and discharge of patients;
- Help and cooperate in the implementation of rules and regulations of the hospital;

5.4 **HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICE** – shall be responsible for the provision of administrative services relating to personnel management, administrative records management, property and supply management, general services, engineering, and security.

5.4.1 **Office of the Administrative Officer** – shall coordinate, consolidate and implement the hospital plans and programs, determine requirements, placements and development of staff, implement and monitor compliance to policies, systems and procedures, and provide accurate and timely reports.

g  
K

g

~~g~~

g

5.4.1.1 **Chief Administrative Officer (Administrative Officer V) (Salary Grade 24)**

- Manage, coordinate and direct the planning and management of activities of cashiering, records management, medical records, supply and property control, and control communication services in order to extend adequate logistic support towards patient care in the most economical and effective way consistent with the resources of the hospital;
- Assist the Director of Hospital in the planning and formulation of policies and regulations pertaining to the hospital operations;
- Implement policies and regulations of the hospital and other governing instrumentalities; and
- Introduce innovations, work simplification and improvement methods for better performance.

5.4.1.2 **Administrative Assistant I (Computer Operator I) (Salary Grade 7)**

- Handle payroll system operation, data processing and computer administration, as well as preventive maintenance and basic troubleshooting of computer software and hardware; and
- Perform other related tasks in the Unit as may be assigned.

5.4.2 **Human Resources Management** – Hospital Human Resource responsibilities include tracking and enforcing government training, safety, privacy and other regulations; working with Information Technology (IT) to protect patient health record; and developing disciplinary processes to ensure that employees are held accountable for bad behavior and that disputes are resolved fairly.

9

~~h~~



k

5



5.4.2.1 **Administrative Officer III (Records Officer II) (Salary Grade 14)**

- Establish and maintain an active continuing program for management preservation and disposition of records using a database;
- Assume full responsibility in the custody and safekeeping of voluminous official records and documents of the hospital;
- Check and classify signed correspondence before they are released for mailing;
- Authenticate copies of documents in the possession of the Unit;
- Prepare annual and other required reports; and
- Perform other duties that may be assigned by the immediate supervisor.

5.4.2.2 **Administrative Assistant II (Clerk IV) (Salary Grade 8)**

- Facilitate payroll at the Office of Sustainable Livelihood Program (SLP) Regional Program Management in terms of managing, organizing and safekeeping of Daily Time Records (DTR), 201-B files, prepare payroll and deductions, and provide clerical and other related administrative support;
- Regularly update the document tracking system e.g. clearances, payroll files;
- Prepare Disbursement Vouchers (DVs) for Salary;
- Prepare remittances for consolidation;
- Prepare Quarterly Accomplishment Report;
- Prepare and issue pay slips; and
- Review DTR and compute tardiness and absences.

L

9

9

~~9~~

↓

5.4.3 **Procurement, Property and Supply** – involves everything from identifying needs, sourcing suppliers, negotiating prices, and ensuring timely delivery. It is not just about buying supplies and equipment, it is also about making sure the Office Hospital gets the best price, building strong supplier relationships, and aligning purchases with business objectives.

5.4.3.1 **Administrative Officer III (Supply Officer II) (Salary Grade 14)**

- Coordinate with the Quezon City Procurement Department;
- Prepare Agency Procurement Request (APR) for all items procured from the Procurement Service;
- Procure and distribute supplies/materials/equipment in a cost-efficient and effective manner;
- Prepare necessary documents to support procurement undertaken for goods, civil works and services;
- Accept deliveries of supplies, materials and equipment, and request for the conduct of inspection;
- Issue and distribute available supplies, materials and equipment to requesting offices/divisions;
- Prepare the reports and communications relevant to supply and procurement management;
- Serve as property and equipment custodian;
- Implement effective internal control (utilization and maintenance) with regard to handling of supplies and properties;
- Maintain monitoring system for all inventory items, supplies and materials;
- Identify unserviceable equipment and waste materials for proper disposal;

K

g

5

~~SA~~

↓

- Prepare the Annual Procurement Plan (APP); and
- Manage and ensure the adequate and standard provision of physical resources, such as infrastructure, facilities, utilities and vehicles.

5.4.3.2 **Administrative Aide VI (Clerk III) (Salary Grade 6)**

- Receive and release incoming and outgoing documents;
- Track incoming and outgoing documents;
- Maintain and manage files and records;
- Answer and make phone calls in the exercise of functions;
- Perform clerical work such as encoding, recording, etc.;
- Draft correspondences;
- Provide administrative support to ensure continuity of office operation;
- Provide support in the supply and property management of the office; and
- Perform other tasks and designations as assigned.

5.4.4 **Engineering and Facilities Management** – shall install, operate and maintain effective, efficient and safe electrical and mechanical communication equipment and allied facilities, including buildings and vehicles.

5.4.4.1 **Engineer II (Salary Grade 16)**

- Supervise the medical equipment technicians, drivers and utility workers;
- Pre-evaluate applications for registration of devices;

R

A

~~AX~~

9

6



- Review and evaluate applications for licensing of 1 device (establishment and registration of low-medium risk medical devices);
- Attend to email inquiries, telephone calls and walk-in referrals/products inquiries/complaints and application-related matters;
- Assist in the development of systems and procedures in the registration and licensing of devices;
- Provide technical assistance related to licensing and registration based on the standards and existing rules and regulations set by Food and Drug Administration; and
- Perform other related functions as may be assigned.

5.4.4.2 **Medical Equipment Technician III (Salary Grade 11)**

- Control and manage the repair, calibration and maintenance of equipment, instruments and materials of the Division;
- Maintain an inventory of equipment, instruments and materials of the Division;
- Conduct preventive maintenance of all the test equipment/instruments; and
- Perform other related functions as may be assigned.

5.4.4.3 **Administrative Aide IV (Driver II) (Salary Grade 4)**

- Pick-up and transport the Director of Hospital and other hospital officials and staff attending official activities and functions;
- Drive hospital vehicles that were assigned;

K

Q

~~LA~~

9

6

- Transport and assist in loading and unloading of hospital items and supplies;
- Submit the required reports pertaining to fuel and oil consumptions and distance travelled;
- Render services and maintain equipment and other vehicles; and
- Make minor mechanical repairs.

5.4.4.4 **Administrative Aide III (Utility Worker II) (Salary Grade 3)**

- Under the supervision, lift, carry, transport, assist and restrain hospital patients and accompany patients for ambulance transport;
- Deliver medical gases in the ward and bring down empty cylinders;
- Assist in the central supply room by bringing down soiled linens;
- Get supply from the property and supply section and help in the preparation, packing and sterilization of linens and instruments; and
- Maintain cleanliness of the hospital and its premises.

5.4.5 **Housekeeping/Laundry** – provide a range of services for hospitals and healthcare facilities which include sorting, cleaning, sanitizing and disinfecting used linens. This ensures that patients' bed sheets and other linen items remain fresh and clean.

5.4.5.1 **Laundry Worker II (Salary Grade 3)**

- Sort and count linens;
- Wash linens by machine or manually; and
- Hang and fold clean linens.

5.4.5.2 **Seamstress (Salary Grade 2)**

- Fit and study garments on patients to determine required alterations;

R

Q

S

~~TA~~



- Sew garments, using needles and thread or sewing machines;
- Measure parts such as sleeves or pants, and mark, pin or fold alteration lines.

5.4.6 **Accounting** – The goal of hospital accounting is to ensure that the hospital has the cash to operate, that it is paying the expenses, and that all of the financial data is accurate and compliant with regulations.

5.4.6.1 **Accountant II (Salary Grade 16)**

- Help verify how much funds are spent, ensuring that the hospital plans which require funding are made possible within the budget limits, and that the annual report for the hospital is accurate and reliable; and
- Monitor the status of appropriations, expenditures and allotment of all offices.

5.4.6.2 **Administrative Assistant II (Accounting Clerk III) (Salary Grade 8)**

- Assist in the preparation of budget reports and related statements for the management and/or budget officials; and
- Perform other related tasks in the Unit as may be assigned.

5.4.6.a **Billings and Claims** – The Billings and Claims Section is responsible for the accurate computation of patients' billing in the hospital. Patients will be notified of billing upon discharge order from the Doctor-in-Charge.

5.4.6.a.1 **Administrative Officer II (Administrative Officer I) (Salary Grade 11)**

- Facilitate expeditious procurement of hospital supplies and materials, and settlement of claims, including preparation of related documents;
- Assist in the conduct of bidding/canvassing preparatory to purchase;

*h*

*g*

*SA*

*g*



- Maintain semi-annual physical inventory of the different hospital departments and offices;
- Systematize records of all acquired equipment;
- Recommend measures to improve the system and procedures of procurement in the hospital and device or formulate programs for approval and implementation by hospital authorities; and
- Represent the Director of Hospital in the disposal or appraisal of unserviceable equipment.

5.4.6.a.2 **Administrative Assistant II (Administrative Assistant) (Salary Grade 8)**

- Prepare Disbursement Vouchers (DVs) for salary;
- Prepare remittances for consolidation;
- Prepare Quarterly Accomplishment Reports;
- Prepare and issue pay slips;
- Review DTR, compute tardiness and absences;
- Prepare Certificates of Employment;
- Prepare Code of Conduct (COC) and Chief Talent Development Officer (CTDO) Monitoring; and
- Perform other related tasks in the Unit as may be assigned.

5.4.7 **Cash Operations** – shall ensure the proper disbursement and collection transactions of the hospital, implement the prescribed disbursement system and procedures, and monitor the receipt of collection and deposits.

*(Handwritten marks: a checkmark, a large '9', a scribble, and a large '6')*

**5.4.7.1 Administrative Officer I (Cashier I) (Salary Grade 10)**

- Prepare letters and memoranda;
- Prepare Advice of Checks Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), Authority to Debit/Credit Account (AD/AC), Fund Transfer Allocation (FTA), Notice of Transfer of Allocation (NTA) and Notice of Barangay Transfer of Fund (NBTF);
- Prepare financial reports, such as Report of Checks Issued (RCI), Status of Fund Utilization and Balances, Status of Fund Releases, Unreleased Checks, and Reports of Fund Transfer;
- Handle Cash Advance up to Php1,000,000.00, as needed and prepare liquidation report;
- Consolidate financial reports of the hospital;
- Prepare Request and Issuance Slip (RIS)/ Purchase Request (PR); and
- Perform other related tasks as may be assigned.

**5.4.7.2 Administrative Assistant II (Cash Clerk III) (Salary Grade 8)**

- Assist in the receipt and custody of funds;
- Assist in the payment of salaries;
- Assist in verifying, posting of cash advance collections and issuance of official receipts;
- Receive daily collections and issuance of official receipts and invoices;
- Record daily all the collections in the cashbook;
- Perform a variety of skilled clerical tasks;
- Prepare routine office correspondence, endorsement, report and memoranda, and type the same for review of the immediate supervisor;

h

g

g

~~h~~



- Compile circulars, memoranda, orders, rules and regulations, and other papers and/or documents for reference;
- Assist in incoming and outgoing of financial documents; and
- Perform such other functions and works analogous and inherent to the position.

5.4.8. **Security** – Keep hospital staff, patients and visitors safe. **(TO BE CONTRACTED OUT)**

**SECTION 6. SEPARATE BOOKS OF ACCOUNTS.** – The Chief of Hospital shall account for the property and other assets of the hospital, establish and maintain Separate Books of Accounts under the Accounting Unit thereat, and submit to the City Mayor, City Council and Quezon City Accounting Department, for consolidation and Commission on Audit, periodic financial reports as may be required by law and ordinances.

**SECTION 7. SPECIAL ACCOUNT.** – All charges and fees collected from paying patients and non-patient-related services, and solicited and received donations from any and all sources, in cash or in kind, shall be placed in a Special Account to be used exclusively for the hospitals' Maintenance and Other Operating Expense (MOOE) and Property, Plant and Equipment (PPE) in accordance with existing laws, ordinances, rules and regulations.

**SECTION 8. DEPOSITORY ACCOUNT.** – A Depository Account shall be opened and maintained with a government-approved depository bank under the account of Tandang Sora General Hospital for the safekeeping of all funds, and the same shall be disbursed in accordance with accounting and auditing rules and regulations.

**SECTION 9. APPROPRIATIONS.** – The fund covering the Personnel Services (salaries, allowances and other benefits) of the newly-created positions is Php117,289,329.12, subject to changes in the Salary Standardization Law and appropriated benefits for each year. The Maintenance and Other Operating Expense (MOOE) in the amount of Php100,000,000.00 is hereby appropriated and shall be taken from the General Fund of the Annual Budget of the Quezon City Government.

**SECTION 10. REPEALING CLAUSE.** – All other ordinances, executive orders or parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified or repealed accordingly.

g

n

g

~~h~~


f




SECTION 11. SEPARABILITY CLAUSE. – If, for any reason, parts or provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall be in full force and effect.

SECTION 12. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its publication in a newspaper of general circulation or upon its posting on the bulletin board at the entrance of the City Hall and in at least 2 conspicuous places within the City.

ENACTED: February 12, 2024.

  
GIAN G. SOTTO  
City Vice Mayor  
Presiding Officer

ATTESTED:


  
ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)

APPROVED: SEP 10 2024

  
MA. JOSEFINA G. BELMONTE  
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on February 12, 2024 and was PASSED on Third/Final Reading under Suspended Rules on the same date.

  
ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)

