



Republic of the Philippines  
Province of Guimaras  
**8<sup>TH</sup> SANGGUNIANG PANLALAWIGAN**

08 FEB 2017

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE  
8<sup>TH</sup> SANGGUNIANG PANLALAWIGAN, PROVINCE OF GUIMARAS HELD AT THE SB  
SESSION HALL, MUNICIPALITY OF SAN LORENZO, PROVINCE OF GUIMARAS ON  
DECEMBER 13, 2016.

**PRESENT:**

Atty. John Edward G. Gando	-	Vice Governor/Presiding Officer
Hon. Cyril C. Beltran	-	SP Member/Majority Floor Leader
Hon David G. Gano	-	SP Member/Deputy Majority Floor Leader
Hon. Cresente P. Chavez, Jr.	-	SP Member
Hon. Diosdado G. Gonzaga	-	SP Member
Hon. Josefina G. de la Cruz	-	SP Member
Hon. Rex G. Fernandez	-	SP Member
Hon. Aurelio G. Tionado	-	SP Member
Hon. Dan Elby C. Habaña	-	SP Member
Hon. Ma. Sheila G. Gange	-	Ex-Officio Member (PCL Fed. President)
Hon. Ramon N. Ortiz	-	Ex-Officio Member (ABC Fed. President)

**ORDINANCE NO. 2016-006**

Series of 2016

**AN ORDINANCE CREATING POSITIONS AT THE BUENAVISTA EMERGENCY  
HOSPITAL (BEH)**

Be it ordained by the 8<sup>th</sup> Sangguniang Panlalawigan of the Province of Guimaras in  
session assembled that:

**Section 1. Title.** This ordinance shall be known as an "Ordinance Creating the  
positions of: one (1) Administrative Officer I; one (1) Medical Technologist I; four (4) Nurse I;  
one Records officer I; one (1) Accounting Clerk I and four (4) Medical Officer IV at the Plantilla  
of the Buenavista Emergency Hospital.

**Section 2. Objective.** To meet the staffing pattern required by the Department  
of Health for the upgrading of the hospital from level 1 to level 2 classification.

**Section 3. Qualifications.** The qualifications are as follows:

**1. Administrative Officer I**

Education	-	Bachelor's Degree
Experience	-	none required
Training	-	none required
Eligibility	-	Career Service (Professional) 2 <sup>nd</sup> level eligibility

**2. Medical Technologist I**

Education	-	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health
Experience	-	none required
Training	-	none required
Eligibility	-	RA 1080

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**3. Nurse I**

Education - Bachelor's Degree in Nursing  
 Experience - none required  
 Training - none required  
 Eligibility - RA 1080

**4. Records Officer I**

Education - Bachelor's Degree  
 Experience - none required  
 Training - none required  
 Eligibility - Career Service (Professional) 2<sup>nd</sup> level eligibility

**5. Accounting Clerk I**

Education - Completion of two years studies in college  
 Experience - none required  
 Training - none required  
 Eligibility - Career Service (Sub-Professional) 1<sup>st</sup> level eligibility

**6. Medical Officer IV**

Education - Doctor of Medicine  
 Experience - 1 year of relevant experience  
 Training - 4 hours of relevant training  
 Eligibility - RA 1080

**Section 4. Duties and Responsibilities.****1. Administrative Officer I**

- a. Assist the Head of office in respecting internal staff services and administrative details.
- b. Supervises the administrative activities in the PHO (BEH).
- c. Supervises and direct clerical services, supplies and property management, building maintenance, central recording and personal records keeping, payroll keeping and budget preparation and other similar works.
- d. Helps the Head of Office in processing papers for his/her signature.

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- e. Maintains discipline and order among personnel directly under the supervisor.
- f. Attends to visitors and act on official communications and complaints.

## 2. Medical Technologist I

- a. Performs various chemical, microscopic and bacteriologic tests to obtain data for use in the diagnosis and treatment of diseases.
- b. Receive or obtain specimen for laboratory analysis.
- c. Applies techniques used in the field of bacteriological, parasitology, hematology, serology and chemical or morphological examinations.
- d. Records laboratory tests or results.
- e. Conducts inventory of laboratory requirement and supplies.
- f. Checks laboratory equipment.

## 3. Nurse I

- Assessment
  - a. Establishes rapport, obtains nursing history and performs physical assessment.
  - b. Identifies subjective and objective problems of clients.
  - c. Establishes nursing diagnose.
- Planning
  - a. Prioritizes needs/problems of patients
  - b. Formulates nursing care plan
- Implementation
  - a. Carries out plan of care
  - b. Administers prescribed treatment
  - c. Gives health teachings
  - d. Provides social, emotional, psychological and spiritual support
  - e. Maintains therapeutic environment
  - f. Records assessment, interventions and evaluation of nursing care

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- Evaluation
  - a. Evaluates effects of nursing care
  - b. Notifies immediate superiors of unusual, untoward, difficult situations/conditions

#### 5. Records Officer I

1. Assumes full responsibility for the custody and safekeeping of official records and documents of the agency.
2. Assists the agency in the formulation of Records Management Program including policies, rules and regulations.
3. Implements policies, rules and regulations relating to record management.
4. Authenticates copies of documents.
5. Performs other related duties.

#### 6. Accounting Clerk I

1. Post journal entries and other fundamental accounting procedures.
2. Performs routine accounting and clerical tasks involving computations and accounting documents. Post and adjusts reconcile subsidiary ledger balance with control account balances of reciprocal account. Prepares periodic statements of subsidiary balances and statements of unliquidated obligations and accounts payable.
3. Prepares correspondence and issue documents of account and other data recorded in subsidiary ledger.
4. Examines and verify legality, property and accuracy of computations of proper account classifications and does other related works.

#### 7. Medical Officer IV

- Provides total patient care including prevention, health maintenance, early diagnosis, treatment and follow-up service to patients such as:
  - a. Obtain complete medical history, perform or examine a thorough physical exam on patients, make a correct diagnosis by requesting appropriate tests or procedure.
  - b. Develop a critical thinking on when to admit or refer patients to appropriate medical or other facilities, providing full clinical information for care and diagnostic procedures.
  - c. Prepares clinical records of patients upon admission and discharge.

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- d. Responsible for one or more wards and makes daily rounds to observe progress and conditions of patients.
- Perform normal delivery and assist in OB-GYNE operations.
- Performs surgical operations or procedures within limitations as determined by the medical services like incision and debridement, suturing of wounds, excision of cysts and circumcision.
- Coordinate and direct work of staff nurses, medical technicians and other health care providers in characteristics and methods of administering various types of medical procedures, signs and symptoms of reactions and complications and emergency measures to employ.

**Section 5. Salary Grade of the Created Position.** The Salary Grade of Administrative Officer I shall be Salary Grade 11; Medical Technologist I shall be Salary Grade 11; Nurse I shall be Salary Grade 11; Records Officer I shall be Salary Grade 10; Accounting Clerk I shall be Salary Grade 4 and Medical Officer IV shall be Salary Grade 23.

**Section 6. Source of Fund.** Funds for the position of one (1) Administrative Officer I, one (1) Medical Technologist, four (4) Nurse I, one (1) Records Officer I, one (1) Accounting Clerk I and four (4) Medical Officer IV will be taken from the Annual Executive Budget (DCGNPH-Local Economic Enterprise).

**Section 7. Separability Clause.** In the event that any provision of this ordinance or parts hereof be declared unconstitutional, such declaration shall not affect the validity of the other provisions.

**Section 8. Repealing Clause.** All Ordinance inconsistent herewith are hereby repealed and amended.


**Section 9. Effectivity.** This ordinance shall take effect upon its approval.

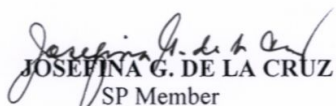
ENACTED this 13<sup>th</sup> day of December 2016.

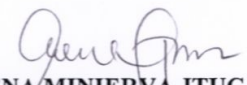
I hereby certify to the correctness of the foregoing ordinance which was duly enacted by the 8<sup>th</sup> Sangguniang Panlalawigan of the Province of Guimaras during its regular session on December 13, 2016.


Concurred:

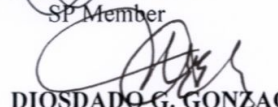
  
CYRIL C. BELTRAN  
SP Member

  
CRESENTE P. CHAVEZ, JR.  
SP Member


  
JOSEFINA G. DE LA CRUZ  
SP Member

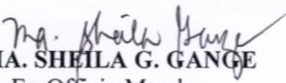
  
LORENA MINIERVA-ITUCAS  
Secretary to the Sangguniang Panlalawigan


  
DAVID G. GANO  
SP Member

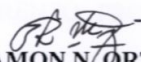
  
DIOSDADO G. GONZAGA  
SP Member

  
REX G. FERNANDEZ  
SP Member

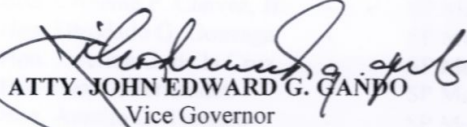
  
**AURELIO G. TIONADO**  
 SP Member

  
**MA. SHEILA G. GANGE**  
 Ex-Officio Member  
 (PCL Fed. President)

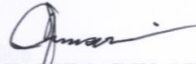
  
**DAN ELBY C. HABAÑA**  
 SP Member

  
**RAMON N. ORTIZ**  
 Ex-Officio Member  
 (ABC Fed. President)

Attested:

  
**ATTY. JOHN EDWARD G. GANBO**  
 Vice Governor  
 Presiding Officer

Approved:

  
**SAMUEL T. GUMARIN, MD, MPH**  
 Governor

