



8TH SANGGUNIANG PANLALAWIGAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE
8TH 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. 2016-007

Series of 2016

**AN ORDINANCE CREATING POSITIONS AT THE NUEVA VALENCIA DISTRICT
HOSPITAL (NVDH)**

Be it ordained by the 8th 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: six (6) Nurse I; two (2) Medical Technologist I; one (1) Records Officer I; six (6)
Nursing Attendant; one (1) Supply Officer; one (1) Cashier; three (3) Driver; four (4) Institutional
Worker and two (2) Security Guard at the Plantilla of the Nueva Valencia District Hospital
(NVDH)".

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. Nurse I

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

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

[Handwritten signatures and initials at the bottom of the page]

3. Records Officer I

Education - Bachelor's Degree
 Experience- none required
 Training - none required
 Eligibility - Career Service (Professional)
 2nd Level Eligibility

4. Nursing Attendant

Education - Elementary School Graduate
 Experience- none required
 Training - none required
 Eligibility - none required

5. Supply Officer

Education - Bachelor's Degree
 Experience- none required
 Training - none required
 Eligibility - Career Service (Professional)
 2nd Level Eligibility

6. Cashier I

Education - Bachelor's Degree relevant to the job
 Experience- none required
 Training - none required
 Eligibility - Career Service (Professional)
 2nd Level Eligibility

7. Driver I

Education - Elementary School Graduate
 Experience- none required
 Training - none required
 Eligibility - Driver's License (MC 10, s. 2013-Cat. IV)

8. Institutional Worker

Education - Must be able to read and write
 Experience- none required
 Training - none required
 Eligibility - none required

9. 2 Security Guard

Education - High School Graduate

Experience- none required

Training - none required

Eligibility -Security Guard License (MC 11, s.-Cat II)

Section 4. Duties and Responsibilities.

1. 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
- Evaluation
 - a. Evaluates effects of nursing care
 - b. Notifies immediate superiors of unusual, untoward, difficult situations/conditions

2. Medical Technologist I

- Performs various chemical, microscopic and bacteriologic tests to obtain data for use in the diagnosis and treatment of diseases.
- Receive or obtain specimen for laboratory analysis.

me

Handwritten signature and scribbles.

Handwritten signature.

Handwritten signatures and scribbles at the bottom of the page.

- Applies techniques used in the field of bacteriological, parasitology, hematology, serology and chemical or morphological examinations.
- Records laboratory tests or results.
- Conducts inventory of laboratory requirement and supplies.
- Checks laboratory equipment.

3. Records Officer I

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

4. Nursing Attendant

- * Performs direct patient care:
 - a. Assist patient during admission/transfer/discharge
 - b. Gives TSB, applies hot and cold compress
 - c. Gives perennial care
 - d. Performs post-mosterm care
- Provides safe and therapeutic environment
 - a. Serves and removes bedpans, urinal, emesis basin as needed
 - b. Ensures provision of clean linen to patients
 - c. Performs housekeeping activities in the assigned unit
 - d. Provides drinking water to patients
 - e. Reports patient's diet and laboratory request to respective sections
- Assist in the preparation of patients for treatment, examination and surgery
 - a. Gives simple enema
 - b. Collects, labels and sends specimen to laboratory
 - c. Assists physician during minor procedure and physical examination
 - d. Takes records and reports patient's vital signs and intake and output

my

- Other duties
 - a. Orient folks/patients of hospital policies and set-up
 - b. Conducts complete endorsement and actual ward rounds

5. Supply Officer

1. Determine actual needs of requisitioners.
2. Prepares requisitions, bidding and/or canvas papers.
3. Conduct open canvass of materials and supplies urgently needed.
4. Prepares abstract of bids or canvass and its corresponding letter of award or order.
5. Received deliveries of supplies, materials and equipments.
6. Acts as custodian and a primarily accountable for supplies materials and equipments.
7. Makes a periodic inventories thereof and maintains a record of all accountable properties.
8. Makes reports and recommends disposal of unserviceable material and equipments.

6. Cashier

1. Under general supervision, process transactions to the cash register by handling cash transaction and payments.
2. Manage daily balancing and reconciling accounts and handle daily bank deposits.
3. Handles cash disbursements for payrolls, vouchers, receive payments and check.
4. Manage the cash deposits, cash on hand or income, and withdrawals for cash advances.
5. Consolidate and/or analyze, and prepare related reports and other required reports.
6. Perform other related tasks as may be assigned from time to time by the immediate supervisor and/or department head.

7. Driver I

1. Drives official vehicles carrying passengers out on official business within the province area upon request of the supervisor, and ensure that vehicle is regularly maintained (greased, lubricated, watered), and in sound mechanical condition before use.

2. Regular check-up of brakes and tires, complies with the rules and regulations prior use of the vehicles (trip tickets, authorizations, gas, etc.) and secure official travel.
3. Maintain interior and exterior of motor vehicle in good condition.
4. Inspect and carry out minor repairs and maintenance of the vehicle on a routine basis.
5. Perform other related task as required.

8. Institutional Worker

1. Requisition received, unloads and stores, various housekeeping supplies.
2. May operate small electrical and manual tools in the performance of the above task.
3. May collect, wash and replace cups, glasses other dishes use in the provincial offices.
4. Cleanse out ash trays , waste and garbages.
5. May move furnitures, rearrange office equipments, replace light bulbs, clean futures, arrange various decorations in and out of the provincial building for public display or in connection with public holidays.
6. May open and close public offices and deposits keys with the responsible officials.
7. Do other assigned works at the chief of office may assign from time to time.

Section 5. Salary Grade of the Created Position. The Salary Grade of Nurse I shall be Salary Grade 11; Medical Technologist I shall be Salary Grade 11; Records Officer I shall be Salary Grade 10; Nursing Attendant shall be Grade 4; Supply Officer shall be Salary Grade 4; Cashier shall be Grade 10; Driver I shall be Grade 3; Institutional Worker shall be Grade 1.

Section 6. Source of Fund. Funds for the position of six (6) Nurse I; two (2) Medical Technologist I; one (1) Records Officer I; six (6) Nursing Attendant; one (1) Supply Officer; one (1) Cashier; three (3) Driver; four (4) Institutional Worker and two (2) Security Guard 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.

[Handwritten signature]

[Handwritten signature]

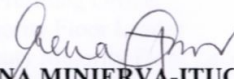
[Handwritten signature]

[Handwritten signature]

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

ENACTED this 13th day of December 2016.

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




LORENA MINIERVA-ITUCAS
Secretary to the Sangguniang Panlalawigan

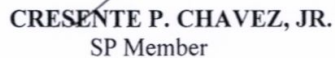
Concurred:



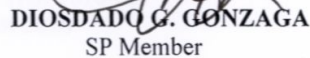
CYRIL C. BELTRAN
SP Member



DAVID G. GANO
SP Member



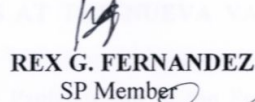
CRESENTE P. CHAVEZ, JR.
SP Member



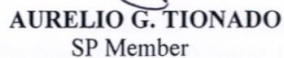
DIOSDADO G. GONZAGA
SP Member



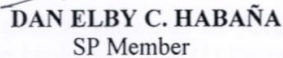
JOSEFINA G. DE LA CRUZ
SP Member



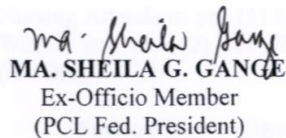
REX G. FERNANDEZ
SP Member



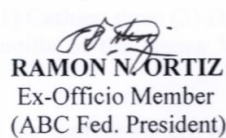
AURELIO G. TIONADO
SP Member



DAN ELBY C. HABAÑA
SP Member

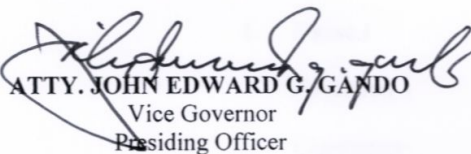


MA. SHEILA G. GANGE
Ex-Officio Member
(PCL Fed. President)



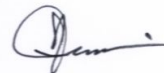
RAMON N. ORTIZ
Ex-Officio Member
(ABC Fed. President)

Attested:



ATTY. JOHN EDWARD G. GANDO
Vice Governor
Presiding Officer

Approved:



SAMUEL T. GUMARIN, MD, MPH
Governor