



REPUBLIC OF THE PHILIPPINES
PROVINCE OF GUIMARAS
OFFICE OF THE 8TH SANGGUNIANG PANLALAWIGAN
San Miguel, Jordan, Guimaras



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE 8TH SANGGUNIANG PANLALAWIGAN, PROVINCE OF GUIMARAS HELD AT THE SP SESSION HALL, PROVINCIAL CAPITOL ON JUNE 5, 2018.

PRESENT:

Hon. Diosdado G. Gonzaga	-	SP Member, OIC Vice Governor and Temporary Presiding Officer
Hon. Josefina G. de la Cruz	-	SP Member and Temporary Majority Floor Leader
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 Board Member (PCL Federation President)
Hon. Aster Brian G. Hiponia	-	Ex-Officio Board Member (Liga ng mga Barangay President)

OFFICIAL BUSINESS:

Atty. John Edward G. Gando	-	Vice Governor
Hon. Cyril C. Beltran	-	SP Member
Hon David G. Gano	-	SP Member (OIC Governor)

ABSENT:

Hon. Cresente P. Chavez, Jr.	-	SP Member
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ORDINANCE NO. 2018-05
Series of 2018

AN ORDINANCE CREATING POSITIONS AT THE DR. CATALINO G. NAVA PROVINCIAL HOSPITAL (DCGNPH)

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: one (1) Nurse VI; one (1) Human Resource Management Officer II; one (1) Social Welfare Officer II at the PLantilla of the Dr. Catalino G. Nava Provincial Hospital (DCGNPH)".

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 VI

Education	-	Bachelor of Science in Nursing with at least nine (9) units in management course at the graduate level
Experience	-	Three (3) years experience in general nursing service administration
Training	-	Sixteen (16) hours of relevant training
Eligibility	-	RA 1080

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ProvinceofGuimaras

2. HUMAN RESOURCE MANAGEMENT OFFICER II

- Education - Bachelor's Degree
- Experience - One (1) year relevant experience
- Training - Four (4) hours relevant training
- Eligibility - Career Service Professional

3. SOCIAL WELFARE OFFICER II

- Education - Bachelor's Degree
- Experience - One (1) year relevant experience
- Training - Four (4) hours relevant training
- Eligibility - Career Service Professional

Section 4. Duties and Responsibilities.

1. NURSE VI

A. Planning and Organizing

- Plans, organizes and supervises the nursing service in order to provide adequate nursing care to patients;
- Prepares nursing service budget to provide adequate personnel, medical supplies, equipment and materials needed for patient use;
- Assist in the formulation, revision and implementation of hospital and nursing policies for improvement of patient care;
- Promotes staff growth and development by maintaining a program of staff education;
- Checks and review a twenty-four (24) hour report on the actual total of patient admission, discharges, deaths, number treated and number of surgery done;
- Ensures the proper functioning, use and sanitation of facilities utilized in giving competent patient care.

B. DIRECTING

- Coordinates all activities of Nursing Service Department with other services;
- Evaluates the performance of nursing personnel and activities to determine whether standards are meet;
- Conducts orientation programs to new staff, professional meetings and conferences to nursing personnel;
- Makes general rounds to all wards and special areas noting down the needs and problems of patients, personnel and unit as a whole;
- Promotes and maintains cordial relationship with patients and their families;

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- Approves schedule of duties and off duties;
- Signs Daily Time Records of nursing staff;
- Trains and develops subordinates sense of responsibilities by delegating some tasks and responsibilities for professional growth.

C. CONTROLLING

- Conducts meeting and services programs as a venue to discuss issues, updates in new technologies and other matters for nursing service personnel;
- Assists in maintaining discipline through proper counselling of nursing personnel;
- Accomplishes and maintains records and reports of nursing service;
- Assist in performing Continuous Quality Improvement (CQI) activities in the hospital;
- Collaborates with the Medical Center Chief/Chief of Hospital in developing programs, policies, budget and other plans for the need of the Nursing Service;
- Prepares and submits Nursing Service Reports as required;
- Acts as "Liaison Officer" to negotiate if complaints/conflicts arise and make arrangement for an agreement or solution;
- Attends seminars, workshops locally and nationally and ensures proper feedbacking;
- Performs other functions as may be assigned;
- Subject to "CALL" as the need arises.

2. HUMAN RESOURCE MANAGEMENT OFFICER II

Duties and Functions

- Conducts training needs assessment (TNA) of the DCGNPH personnel;
- Plans and coordinates with the PHRMDO on the Learning and Development interventions needed by the DCGNPH personnel based on TNA results;
- Facilitates conduct of training programs for DCGNPH personnel;
- Facilitates the conduct of wellness program for DCGNPH personnel;
- Plans and organizes the conduct of periodic evaluation and appraisal of DCGNPH personnel performance and work values;
- Prepares and disseminates related reports/updates memoranda and circulars from different agencies regarding policies to be implemented;
- Provides administrative support in the periodic review of policies, rules and regulations;

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- Assists in the inventory of office records and identifies files readily for inspection of the Department of Health, PhilHealth and the like offices;
- Orients newly-hired personnel of policies and benefits;
- Consolidates Civil Service Commission requirements such as:
 - a. Statement of Assets, Liabilities and Net Worth
 - b. Individual Performance Commitment Review
 - c. Personal Data Sheet
- Responsible for the upgrading, maintenance and safeguarding of all 201 files, personal data sheet and other documents of DCGNPH personnel;
- Performs other related tasks as may be assigned by the immediate supervisor or by the department head/officer in-charge.

3. SOCIAL WELFARE OFFICER II

Duties and Functions

- Supervises Medical Social Services staff conducting interviews, classifies, categories and psychosocial interventions with patients and their families;
- Performs social case management to patients referred with social, emotional or environmental problems affecting the medical situation particularly to special areas of operation like Emergency Department, Outpatients Department, ICU, WCPU, Cancer and Rehabilitation Ward;
- Consults, coordinates and collaborates with other disciplines to provide holistic care to patients and their families;
- Mobilizes resources to meet the medical needs of patients;
- Prepares and submits documents (Monthly, Quarterly, Semi-Annual and Annual Statistical Reports);
- Coordinates with other GO's/NGOs to generates resources for patient's needs;
- Prepares and maintains case records for documentation purposes and recommends problematic cases for team or staff development conferences;
- Performs continuous quality improvement;
- Performs other related functions as maybe assigned by the immediate supervisor.

Section 5. Salary Grade of the Created Position. The Salary Grade of Nurse VI shall be Salary Grade 22; Human Resource Management Officer II shall be Salary Grade 15; Social Welfare Officer II shall be Salary Grade 15.

Section 6. Source of Fund. Funds for the position of one (1) Nurse VI; one (1) Human Resource Management Officer II and Social Welfare Officer II will be taken from the Annual Executive Budget Dr. Catalino G. Nava Provincial Hospital (DCGNPH).

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

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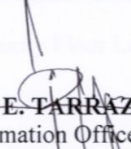
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Section 8. Repealing Clause. All Ordinance inconsistent herewith are hereby repealed and amended.

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

ENACTED this 5th day of June 2018.

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 June 5, 2018.



ROLY E. TARRAZONA
 Information Officer I
 Acting Secretary to the Sangguniang Panlalawigan


We Concur:



JOSEFINA G. DE LA CRUZ
 SP Member


AURELIO G. TIONADO
 SP Member

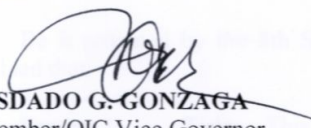
MA. SHEILA G. GANGE
 Ex-Officio Board Member
 (PCL Federation President)


REX G. FERNANDEZ
 SP Member

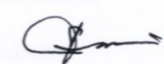

DAN ELBY C. HABAÑA
 SP Member


ASTER BRIAN G. HIPONIA
 Ex-Officio Board Member
 (Liga ng mga Barangay President)

Attested:


DIOSDADO G. GONZAGA
 SP Member/OIC Vice Governor
 Temporary Presiding Officer

Approved:


SAMUEL T. GUMARIN, MD, MPH
 Governor