



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF GUIMARAS



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE 8<sup>TH</sup> SANGGUNIAN PANLALAWIGAN, PROVINCE OF GUIMARAS HELD AT THE SP SESSION HALL, PROVINCIAL CAPITOL ON SEPTEMBER 18, 2018.

PRESENT:

Atty. John Edward G. Gando	-	Vice Governor and Presiding Officer
Hon. Cyril C. Beltran	-	SP Member and Majority Floor Leader
Hon. David G. Gano	-	SP Member and 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. Aurelio G. Tionado	-	SP Member
Hon. Dan Elby C. Habaña	-	SP Member
Hon. Karren Kaye A. Gadnanan	-	Ex-Officio Board Member (SK Federation President)
Hon. Marilou S. Delumpa	-	Ex-Officio Board Member (Liga ng mga Barangay President)

OFFICIAL BUSINESS:

Hon. Rex G. Fernandez	-	SP Member (OIC Governor)
Hon. Ma. Sheila G. Gange	-	Ex-Officio Board Member (PCL Federation President)

ORDINANCE NO. 2018-10  
Series of 2018

AN ORDINANCE CREATING THE POSITIONS OF NURSE IV, HUMAN RESOURCE MANAGEMENT OFFICER I AND SOCIAL WELFARE OFFICER I 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: Nurse IV; Human Resource Management Officer I and Social Welfare Officer I 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 IV

Education	-	Bachelor of Science in Nursing
Experience	-	Two (2) years relevant experience
Training	-	Eight (8) hours of relevant training
Eligibility	-	RA 1080

CONTACT US: —



+63920 981 5602



ospguimaras@gmail.com



ProvinceofGuimaras

## 2. HUMAN RESOURCE MANAGEMENT OFFICER I

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

## 3. SOCIAL WELFARE OFFICER I

Education	-	Bachelor's Degree
Experience	-	none required
Training	-	none required
Eligibility	-	RA 1080 (Social Worker)

### Section 4. Duties and Responsibilities.

#### 1. NURSE IV

##### 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;
- 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 counseling of nursing personnel;
- Accomplishes and maintains records and reports of nursing service;
- Assists 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 I

#### Duties and Functions

- Plan and organizes the conduct of periodic evaluation and appraisal of DCGNPH personnel performance and work values.
- Assist/Facilitate the conduct of wellness program for DCGNPH personnel.
- Assist/facilitate of training program for DCGNPH personnel
- Prepare and disseminate related reports/updates memoranda and circulars from different agencies regarding policies to be implemented.
- Provide administrative support in the periodic review of policies, rules and regulations.
- Assists in the inventory of office records and identifies files readily for inspection of the Department of health, PhilHealth and the like offices.

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- Orient newly-hired personnel of policies and benefits.
- Prepares and gathers Civil Service Commission requirements such as:
  - a. Statement of Assets, Liabilities and Networth
  - b. Individual Performance Commitment Review
  - c. Personal Data Sheet
- Responsible for the updating, maintenance and safeguarding of all 201 files, personal data and other documents of DCGNPH personnel.
- Performs other related tasks as may be assigned from time to time by the immediate supervisor or by the department head/office-in-charge.

### 3. SOCIAL WELFARE OFFICER I

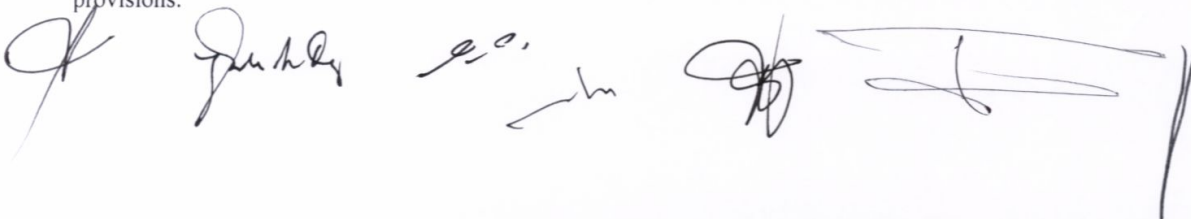
#### Duties and Functions

- 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 generate 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 IV shall be Salary Grade 19; Human Resource Management Officer I shall be Salary Grade 11; and Social Welfare Officer I shall be Salary Grade 11.

**Section 6. Source of Fund.** Funds for the positions of 1 Nurse IV, Human Resource Management Officer I and Social Welfare Officer I will be taken from the Annual Executive Budget of 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.




**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 18<sup>th</sup> day of September 2018.


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 September 18, 2018.

  
**LORENA MINIERVA-ITUCAS**  
 Secretary to the Sangguniang Panlalawigan

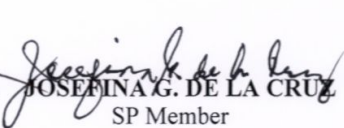
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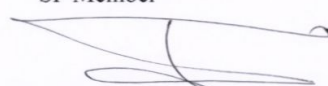
  
**CYRIL C. BELTRAN**  
 SP Member


  
**DAVID G. GANO**  
 SP Member

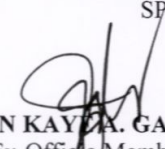
  
**CRESENTE P. CHAVEZ, JR.**  
 SP Member

  
**DIOSDADO G. GONZAGA**  
 SP Member

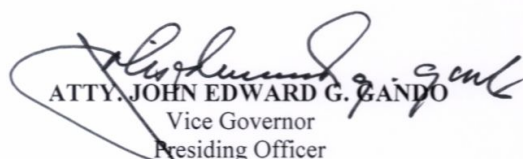
  
**JOSEFINA G. DE LA CRUZ**  
 SP Member

  
**AURELIO G. TIONADO**  
 SP Member

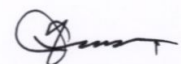
  
**DAN ELBY C. HABAÑA**  
 SP Member

  
**KARREN KAY A. GADNANAN**  
 Ex-Officio Member  
 (SK Federation President)

Attested:

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

Approved:

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