



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF GUIMARAS  
**OFFICE OF THE 8<sup>TH</sup> SANGGUNIANG PANLALAWIGAN**  
San Miguel, Jordan, Guimaras



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE  
8<sup>TH</sup> SANGGUNIANG PANLALAWIGAN, PROVINCE OF GUIMARAS HELD AT THE SP  
SESSION HALL, PROVINCIAL CAPITOL ON OCTOBER 2, 2018.

PRESENT:

Hon. 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. Rex G. Fernandez	-	SP Member
Hon. Dan Elby C. Habaña	-	SP Member
Hon. Marilou S. Delumpa	-	Ex-Officio Board Member (Liga ng mga Barangay President)

ABSENT:

Hon. Aurelio G. Tionado	-	SP Member
Hon. Ma. Sheila G. Gange	-	Ex-Officio Board Member (PCL Federation President) (Sick Leave)

OFFICIAL BUSINESS:

Hon. Karren Kaye A. Gadnanan	-	Ex-Officio Board Member (SK Federation President)
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**ORDINANCE NO. 2018-12**  
Series of 2018

**AN ORDINANCE CREATING THE POSITION OF SOCIAL WELFARE OFFICER I  
AT THE NUEVA VALENCIA DISTRICT HOSPITAL**

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 Position: Social Welfare Officer I at the Plantilla of the Nueva Valencia District Hospital*";

Section 2. Objective. To meet the staffing pattern of Nueva Valencia District Hospital;

Section 3. Qualifications. The qualifications are as follows:

1. SOCIAL WELFARE OFFICER I

Education - Bachelor's Degree

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ProvinceofGuimaras

Experience - none required  
 Training - none required  
 Eligibility - RA 1080 (Social Worker)

Section 4. Duties and Responsibilities.

1. 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 Social Welfare Officer I shall be Salary Grade 11.

Section 6. Source of Fund. Funds for the position of Social Welfare Officer I will be taken from the Annual Executive Budget of Nueva Valencia District Hospital.

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.

  
  
  
  
  
  
  
  
