

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE REYES MA. FEDELINA BRAGA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE INFIRMARY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK INFIRMARY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.:	
8. OFFICIAL DESIGNATION OF POSITION		7b. OTHER COMPENSATION:	
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE Nursing Attendant I	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []		11. OCCUPATION GROUP TITLE (leave blank)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :		DUTIES	
30%	: 1. Assists the doctors and nurses in the proper care of patients.		
30%	: 2. Assists in the total nursing care of admitted patients.		
20%	: 3. Monitors and prepares adequate sterile supplies.		
10%	: 4. Maintains, cleans, sterilizes medical equipment and instruments.		
5%	: 5. Assists in the preparation of health reports.		
5%	: 6. Files and updates medical records.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Medical Officer IV	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Administration
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Sphygmomanometer, thermometers, stethoscope, syringes & needles, forceps, etc.	
18. CONTRACT	19. WORKING CONDITION
General Public	Normal Working Condition
Other Agencies	Field Work
Supervisors	Field Trips
Management	Exposed to Varied Weather
Other (Specify)	Others (Specify)
20. I CERTIFY that the above answers are accurate and complete.	
July 28, 1999 Date	<i>[Signature]</i> Signature of Employee
21. Describe briefly the general function of the Unit or Section. To provide health care to the VISCA populace including the people in the neighboring barangays.	
22. Describe briefly the general function of the position. To assist all activities of the nursing services.	
23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: Elementary School Graduate Experience:	
23b. Licenses or certificates required to do this work, if any.	
24. I HEREBY CERTIFY that the above answers are accurate and complete.	
July 28, 1999 Date	<i>[Signature]</i> ISABEL P. BERTULFO, M.D. Signature and Title of Immediate Supervisor
25. APPROVED:	
 Date	<i>[Signature]</i> SAMUEL S. GO Head of Agency