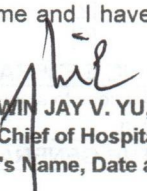| Republic of the Philippines **POSITION DESCRIPTION FORM** **DBM-CSC Form No. 1** (Revised Version No. 1 , s. 2017)	1. POSITION TITLE (as approved by authorized agency) with parenthetical title
	Medical Officer III

2. ITEM NUMBER	3. SALARY GRADE
MDOF3-1-1998	21

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province ☑ City ☐ Municipality	☐ 1st Class ☐ 2nd Class ☐ 3rd Class ☐	☐ 5th Class ☐ 6th Class ☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	UNIVERSITY HEALTH SERVICES

7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK
UNIVERSITY HEALTH SERVICES	VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		P 57,805.00	ACA/PERA- P 2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
CHIEF OF HOSPITAL	VICE PRESIDENT FOR ADMIN AND FINANCE

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

POSITION TITLE	ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

COMPUTER, PRINTER,STETHOSCOPE,DIAGNOSTIC SET,PENLIGHT,PRESCRIPTION PAD,LABORAOTRY REQUEST,PEN

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	☑	☐	General Public	☑	☐
Supervisors	☐	☑	Other Agencies	☐	☑
Non-Supervisors	☐	☑	Others (Please Specify):		
Staff	☐	☑			

18. WORKING CONDITION

	Occasional	Frequent	
Office Work	☑	☐	Other/s (Please Specify)
Field Work	☐	☐	

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Conducts medical and physical examinations to students and employees. Consults/admits patients and do the necessary follow-up and referrals when needed. Conducts health teaching.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Conduct medical and physical examination of new and old students; new employees and conduct medical consultation to patients at the OPD; admit patients and do necessary follow-up and referrals when needed.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080

21e. Core Competencies	Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office	2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	2

21f. Leadership Competencies	Competency Level
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular.	2
2. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment .	2
3. Health and Wellness Management- Implements sustainable preventive health and wellness programs through information dissemination, preventive health measures and provision of therapeutic services resulting to healthy and productive employees.	3
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.	2
5.Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.	2
6. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	2
7. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	3
8. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.	2

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
60%	CLINICAL FUNCTIONS: 1. Conduct medical examination to new students, school entrants and new employees. 2. Conduct annual physical examination to continuing students. 3. Conduct medical consultation to patients at the OPD, admit patients and do the necessary follow-up and referrals when needed.	2
40%	PREVENTIVE HEALTH 1. Assist in formulation and implementation of preventive health programs of VSU Hospital Other Function 2. Perform direct supervision to staff during tour of duty or when assigned as medical house officer of the day. and referrals when needed.	2

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

11-6-2019

MERRY CHRIST'L S. GUINOCOR
Employee's Name, Date and Signature

ELWIN JAY V. YU, M.D.
Chief of Hospital I
Supervisor's Name, Date and Signature