

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Masendo , Jan Ana Bartolini (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSU Hospital	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I Nurse II		9. WORKING PROPOSED TITLE Nurse II	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time:			
D U T I E S			
45%	1.) Gives medications & treatments as prescribed by the physicians & dentist a. out-patients b. in-patients c. emergency cases d. dental cases		
20%	2.) Patients medical records : a. prepares, releases & retrieves b. records all physicians treatments & findings c. updates & files patients records.		
15%	3.) Assists the physicians in the physical & medical exam. of students, staff & out-patients.		
5%	4.) Maintains the cleanliness of the Nurse's station, treatment room & ER & dressing room.		
5%	5.) Prepares & sterilizes : a. medical supplies b. medical instruments		
7.5%	6.) Prepares the ff. reports: a. weekly communicable disease report b. monthly statistical health report c. Pollution Control Officers Rep.		
2.5%	7.) Prepares monthly schedule of Nursing Staff & IWS.		
100%			

17-05

CPH 87 1-4-13

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Nurse III	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Medical Officer IV																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) - Nursing Attendants I & II - 50 nurses - Administrative Aid																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. - wound dressing set - nebulizer - IV set - surgical instruments - suction machine																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center; border-bottom: 1px solid black;">Occasional</th><th style="text-align: center; border-bottom: 1px solid black;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[X]</td><td style="text-align: center;">[]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[X]</td><td style="text-align: center;">[]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[]</td><td style="text-align: center;">[X]</td></tr><tr><td>Management</td><td style="text-align: center;">[X]</td><td style="text-align: center;">[]</td></tr><tr><td>Other (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[X]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: right;">[X]</td></tr><tr><td>Field Work</td><td style="text-align: right;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: right;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: right;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: right;">[]</td></tr></tbody></table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	Occasional	Frequent																											
General Public	[X]	[]																											
Other Agencies	[X]	[]																											
Supervisors	[]	[X]																											
Management	[X]	[]																											
Other (Specify)	[]	[]																											
Normal Working Condition	[X]																												
Field Work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <u>December 26, 2012</u> Date Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Nursing Service is a vital service in any health care facility. Nurses provide direct services to the school populace, its student, staff & their dependents & extend its services to the neighboring barangays.																													
22. Describe briefly the general function of the position. To provide optimum quality nursing care to all patients.																													
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: B.S. in Nursing (2005) - University of San Carlos Master of Science in Nursing (5 units) - Cebu Normal University Experience: Sept - Dec 2005 - volunteer nurse @ WLPH, Baybay, Leyte May 2006 - Present - Nurse II, VSU Hospital																													
23b. Licenses or certificates required to do this work, if any. PRC license																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date Signature and Title of Immediate Supervisor																													
25. APPROVED: Date JOSE L. BACUSMO Head of Agency																													