

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BRACANZA TEODORA DORIS PORN (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-PHN2-2-1998	7a. SALARY P.A.: P 17,059.00 7b. OTHER COMPENSATION/PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE Public Health Nurse II
10. WAPCO CLASSIFICATION OF THIS POSITION Public Health Nurse II		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 attach additional sheets.		
Percent of : Working Time :		
DUTIES		
50%	Gives medications & treatments as prescribed by the physicians & dentist to outpatients, inpatients and outsiders	
20%	Prepares, releases, retrieves, updates & files patient's medical records	
10%	Assists the physicians in the physical & medical exam. of residents, staff and outsiders	
5%	Maintains the cleanliness of the Nurses' Station, Treatment Room, Emergency and Dressing Rooms.	
5%	Prepares & sterilizes medical supplies and instruments	
5%	Prepares the Weekly Communicable Diseases & Monthly Statistical Reports	
2.5%	Prepares Monthly Schedule of Duties of the Nursing Staff & IW	
2.5%	Assists the RHU-I program of Baybay such as immunization.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="margin-left: 40px;">Medical Officer V</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="margin-left: 40px;">Vice Pres. for Admin. & Finance</p>																		
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. <p style="margin-left: 40px;">Sphygmomanometer, Thermometer, Nebulizer, Sterelizers etc.</p>																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
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Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>11/11/08</u> Date </div> <div style="text-align: center;"> TEODORA DORIS P. BRAGANZA Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Primary hospital																			
22. Describe briefly the general function of the position. <p style="margin-left: 40px;">To provide optimum quality nursing care to all patients</p>																			
23.a. 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: Bachelor of Science in Nursing Experience: 4 yrs. of relevant experience; 8 hrs. of relevant training.																			
23b. Licenses or certificates required to do this work, if any. RA 1080 PRS # 01025 0																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>11/11/08</u> Date </div> <div style="text-align: center;"> ELWIN J. V. IU, M.D. Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> JOSE L. BACUSKO Head of Agency </div> </div>																			