

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

Peyco Mo. Pedrine Bragg
(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.

6b. PREV. APPRO

ACT/
BOARD RES/
ORD. NO.

ACT/
BOARD RES/
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

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

4th

5th

6th

[]

[]

[]

[]

[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of Working Time:

DUTIES

- 80% : Assists the physicians and nurse in the examination + treatment of patients. (out pt. + in pt.)
- 10% : Assists in the giving of medication + treatment to physicians + dentist.
- 10% : Giving total nursing care to inpatients, emergency cases, cases for observation wound dressing, injections, BP check-up + other treatment
- 10% : Assists the physicians and nurses in the physical + medical examination of students, staff, outsiders.
- 10% : Patients medical record - refines, prepares + release pts. records, records all physicians treatment + findings + files updates medical record of patients.
- 3% : Prepare + sterilizes medical supplies, medical instrument.
- 3% : maintains cleanliness + odorlessness of ER, Treatment, Dressing room + nurse station.
- 2% : Assists in preparing the weekly communicable disease report
- 2% : Assists during seminars + other related health activities pertaining to Pott programs.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Supervisor</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>Chief</i>
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	☐	☐	Normal Working Condition
Other Agencies	☐	☐	Field work ☐
Supervisors	☐	☐	Field Trips ☐
Management	☐	☐	Exposed to Varied Weather
Others (Specify)	☐	☐	Other's (Specify) ☐

20. I CERTIFY that the above answers are accurate and complete.
Oct. 29, 2009 Date
Ms. Pedrina B. Reyes Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Provide a quality health care delivery system.

22. Describe briefly the general function of the position.

Assist medical examination and giving nursing care to the populace

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: *Nursing*

Experience: *Performs nursing care for 16 years.*

23.b. Licenses or certificates required to do this work,

24. I HEREBY CERTIFY that the above answers are accurate and complete.

11/14/11
11-00-09

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO