1. POSITION TITLE (as approved by authorized agency) **Republic of the Philippines** with parenthetical title **POSITION DESCRIPTION FORM DBM-CSC Form No. 1** MEDICAL OFFICER III (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE MDOF3-1-1998 21 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province 1st Class 5th Class ✓ City 2nd Class 6th Class ☐ Municipality 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT UNIVERSITY SERVICES FOR HEALTH, EMERGENCY AND VISAYAS STATE UNIVERSITY RESCUE 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK OFFICE OF THE PRESIDENT VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION ACA/PERA P2,000.00 P2.908.95/day 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VICE PRESIDENT FOR ADMINISTRATION AND FINANCE CHIEF OF HOSPITAL I 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Conduct medical and physical examination of students and employees. Consult/admit patients and perform necessary followup and referrals when needed. Organize and conduct health promotion activities. 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial General Public 1 Supervisors 1 Other Agencies 1 1 Non-Supervisors Others (Please Specify): Staff 1 18. WORKING CONDITION Office Work Other/s (Please Specify) 1 Field Work 1 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Conduct medical and physical examination of students and employees. Consult/admit patients and perform necessary follow-

up and referrals when needed. Organize and conduct health promotion activities.

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

Conduct medical and physical examination of new and old students and employees, conduct medical consultation for OPD patients; and, admit patients and do necessary follow-up and referrals when needed. Create health programs and organize and conduct health promotion activities.

21. QUALIFICATION STA			MANAGEMENT AND ARRIVATION OF THE PARTY OF TH
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
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
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
Communication Savy - Effectively delivers messages that simply focus on facts or information;			2
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			1
21f. Functional Competencies			Competency Level
 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. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.			3
3. 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
4. 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			3
5. 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			2
6. 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			2
	TIES AND RESPONSIBILITIES (Tec		Competency Level
Percentage of Working	(State the duties and re	esponsibilities here:)	
<i>Time</i> 60%	CLINICAL FUNCTIONS: 1. Conduct medical examination to	o new students, school	2
	entrants, and new employees 2. Conduct annual physical exami 3. Conduct medical consultation to patients and do necessary follow-	o patients at the OPD, admit	
40%	PREVENTIVE HEALTH: 1. Assist in formulation and implei programs of VSU Infirmary	mentation of preventive health	2
*	Perform direct supervision to st assigned as medical house office		

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.

CHRISTELLE VENUS F. CAPUNO, M.D. Employee's Name, Date and Signature

ELWN JAY V. YU, MD, MPH.
Supervisor's Name, Date and Signature