REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE ALIFEH (Family Name) CINDY (Given Name) GUARTE (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 VSU- HOSPITAL
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB- NURS2- 5-2010	7a. SALARY P.A.: ₱298,044.00 7b. OTHER COMPENSATION: P 24,000.00
8. OFFICIAL DESIGNATION OF POSITION NURSE II	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	3rd	4th	5th	6th
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

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

Percent of Working Time:	DUTIES
60% Clinical	
30%	- Carries out duties as OPD, ER, and ward Nurse in accordance to the Standard Nursing Practice and VSU Hospital Policies. This includes Administration of medication, monitor of admitted patients and carry out Doctors order.
15%	- Assist physicians in the physical and medical Examination of students and staff and those who want to avail health services
8%	- monitor safe, comfortable and therapeutic environment for patients and families and Families in accordance to VSU- Hospital policies and Standards during our duty
5%	- maintain accurate reports and records of which include daily census and monthly statistical health report
2%	- Serve as First aider during sports feast and University activities
40% Preventive	
40%	- Participate in the implementation of Health program of VSU-Hospital through information dissemination and Health education

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
MS. JAN ANA B. MASEDO NURSE III	DR. ELLVIN JAY V. YU 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)

- Institutional Workers
- Nursing Attendants

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

- Suction machine
- Nebulizer

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

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.

07-18-2013
Date

Signature of Employee

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

- Provides preventive, therapeutic and rehabilitative services

22. Describe briefly the general function of the position.

- provide quality nursing care

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: Bachelor of Science in Nursing

Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.

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

PRC LICENSE - RA 1080

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

7/18/2013
Date

Jan Ana B. Masendo, RN
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency