

Republic of the Philippines POSITION DESCRIPTION FORM		1. POSITION TITLE (as approved by authorized agency) with parenthetical title NURSE I									
2. ITEM NUMBER LS		3. SALARY GRADE 15									
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS											
<div><div><input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality</div><div><input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class</div><div><input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special</div></div>											
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT STATE UNIVERSITIES & COLLEGES		6. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY									
7. DEPARTMENT / BRANCH / DIVISION VISAYAS STATE UNIVERSITY HOSPITAL		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE									
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION								
		P 36,619.00	ACA/PERA P2,000.00								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR CHIEF OF HOSPITAL I		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VPAF									
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 Carries out duties and responsibilities as a Nurse which includes in assisting in the conduct of medical and physical examination during consultation, follow-up, inpatient care, annual and entrance examination. Participate in the implementation of health program of VSU Hospital through information dissemination and health education.											
17. CONTACTS / CLIENTS / STAKEHOLDERS											
17a. Internal		Occasional		Frequent		17b. External		Occasional		Frequent	
Executive / Managerial		<input type="checkbox"/>		<input type="checkbox"/>		General Public		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input type="checkbox"/>		Other Agencies		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>		Others (Please Specify):					
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>							
18. WORKING CONDITION											
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>		Other/s (Please Specify)					
Field Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>							
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the Chief of Hospital of USHER/VSU Hospital											
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Carries out duties and responsibilities as a Nurse which includes in assisting in the conduct of medical and physical examination during consultation, follow-up, inpatient care, annual and entrance examination. Participate in the implementation of health program of VSU Hospital through information dissemination and health education.											
21. QUALIFICATION STANDARDS											
21a. Education		21b. Experience		21c. Training		21d. Eligibility					
Bachelor of Science in Nursing (Graduated)		None Required		None Required		Philippine Nursing Licensure Examination (Passed)					
21e. Core Competencies								Competency Level			
1. 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			
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction								2			
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;								2			
4. 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			
1. 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 Communication Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization and protection and effective delivery of services by ensuring responsiveness to th needs of stakeholders.	2	
4. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.	2	
5. Occupational Health and Safety Management - Ensures implementation of effective health and safety of workers in the workplace through creatin 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 sickness/accidents.	2	
6. 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 and productive employees.	3	

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level	
Percentage of Working Time	(State the duties and responsibilities here:)		
30%	Carries out duties and responsibilities as a Nurse following the standard nursing practice and VSU Hospital Policies.	2	
40%	Participate in the implementation of health program of VSU Hospital through information dissemination and health education.	2	
20%	Maintain accurate reports and records (Census, Accomplishment and Annual Report and other reports needed).	2	
10%	Perform other tasks as necessary and as deemed per assignment by Chief of Hospital	2	

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.

ZARLIN JECIEL Z. COMPENDIO

Employee's Name, Date and Signature

11/4/24

ELWIN JAY V. YU, MD, MPH

Supervisor's Name, Date and Signature

11/4/24