



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
20th City Council

PO20CC-155

23rd Regular Session

ORDINANCE NO. SP- **2580** , S-2017

AN ORDINANCE AMENDING ORDINANCE NO. SP-2426, S-2015 ENTITLED AN ORDINANCE ESTABLISHING A LEVEL 1 GENERAL HOSPITAL WHICH SHALL BE KNOWN AS "ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL", ESTABLISHING THE ORGANIZATION OF REGULAR PLANTILLA POSITIONS AND DELINEATING THE FUNCTIONS, ESTABLISHMENT AND MAINTENANCE OF A SEPARATE BOOKS OF ACCOUNTS AND A SEPARATE PROCUREMENT SYSTEM, THE OPENING OF A DEPOSITORY BANK, ALLOCATION OF THE COLLECTION OF FUNDS FROM PROCEEDS, AND DEFINING ITS BUDGET APPROPRIATION, FOR SAID HOSPITAL.

Introduced by Councilor **VOLTAIRE GODOFREDO L. LIBAN III**
Co-Introduced by Councilors Precious Hipolito Castelo,
Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C.
Valmocina, Roderick M. Paulate, Anthony Peter D.
Crisologo, Elizabeth A. Delarmente, Victor V.
Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera,
Allan Benedict S. Reyes, Gian Carlo G. Sotto, Jose
Mario Don S. De Leon, Franz S. Pumaren, Eufemio C.
Lagumbay, Marvin C. Rillo, Raquel S. Malañgen,
Irene R. Belmonte, Ivy Xenia L. Lagman, Marra C.
Suntay, Jose A. Visaya, Karl Edgar C. Castelo,
Julienne Alyson Rae V. Medalla, Godofredo T.
Liban II, Allan Butch T. Francisco, Melencio
"Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan,
Diorella Maria G. Sotto, Donato C. Matias, Eric Z.
Medina and Ricardo B. Corpuz.

WHEREAS, the establishment of another hospital in a strategic location within the territorial jurisdiction of Quezon City is needed, considering its huge territory and population, in order to bring health services closer to the underprivileged constituents of this City; †

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WHEREAS, Ordinance No. SP-2426, S-2015 entitled "An Ordinance Establishing A Level 1 General Hospital To Be Located At Batasan Road, Barangay Batasan Hills, Quezon City, Which Shall Be Known as "Rosario Maclang Bautista General Hospital", appropriating the necessary funds therefor, and for other purposes, was approved on 03 August 2015;

WHEREAS, the establishment of a new general hospital should be complemented with the hiring of highly skilled medical and administrative personnel;

WHEREAS, in order to effectively accomplish its objective of providing immediate patient care by the nature of hospital operation to include priority purchases of drugs and medicines, laboratory reagents and dietary daily market purchases, and other life-saving services to city residents, the new general hospital should have its own accounting, cashiering and procurement systems;

WHEREAS, the income or proceeds derived from hospital fees and non-patient related services shall be collected and placed in the government approved depository bank under a Special Account to be exclusively utilized for the Maintenance and Other Operating Expense (MOOE) and Property Plant and Equipment (PPE) of the hospital;

WHEREAS, the funds for the construction of the "Rosario Maclang Bautista General Hospital" which was approved per Ordinance No. SP-2426, S-2015 should be amended to include the Personnel Services (salaries, allowances and other benefits) of the newly-created positions, the Maintenance and Other Operating Expense (MOOE) and Property Plant and Equipment (PPE) and to be appropriated in the Annual Budget of the City.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. CREATION OF POSITIONS - There is hereby classified the vacant regular plantilla positions under the Rosario Maclang Bautista General Hospital as indicated hereunder: †

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NO. OF POSITIONS	POSITION TITLE	SALARY GRADE
Office of the Chief of Hospital		
1	Chief of Hospital	27
1	Administrative Assistant III	9
1	Computer Maintenance Technologist I	11
Medical Service		
1	Medical Specialist IV	24
1	Administrative Assistant I	7
Out-Patient Unit		
3	Medical Specialist III	24
3	Nurse III	17
1	Psychologist II	15
3	Nurse I	11
1	Nursing Attendant I	4
Admitting/Information		
1	Administrative Officer II	11
5	Administrative Assistant I	7
Nutrition and Dietetics		
1	Nutritionist Dietician III	18
2	Nutrition- Dietician I	11
4	Cook II	5
6	Administrative Aide III	3
Pharmacy		
1	Pharmacist III	18
6	Pharmacist I	11
1	Administrative Aide III (Utility Worker II)	3

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NO. OF POSITIONS	POSITION TITLE	SALARY GRADE
Medical Social Work		
1	Social Welfare Officer III	18
3	Social Welfare Officer I	11
1	Social Welfare Assistant	8
Emergency Medicine Department		
1	Medical Specialist III	24
2	Medical Specialist II	23
6	Medical Officer III	21
1	Nurse III	17
10	Nurse II	15
6	Nursing Attendant II	6
Clinical Departments		
5	Medical Specialist III	24
12	Medical Specialist II	23
6	Medical Officer IV	23
12	Medical Officer III	21
Department of Pathology		
1	Medical Specialist III	24
1	Administrative Aide VI	6
Blood Bank		
1	Medical Specialist II	23
1	Medical Technologist III	18
3	Medical Technologist II	15
3	Nurse II	15






NO. OF POSITIONS	POSITION TITLE	SALARY GRADE
Anatomic and Clinical Laboratory		
1	Medical Specialist II	23
1	Medical Technologist III	18
3	Medical Technologist II	15
4	Medical Technologist I	11
4	Medical Laboratory Technician II	8
4	Laboratory Aide II	4
Department of Radiology		
1	Medical Specialist III	24
2	Medical Specialist II	23
1	Radiologic Technologist III	15
3	Radiologic Technologist II	13
3	Radiologic Technologist I	11
1	Administrative Aide IV	4
Dental Services		
1	Dentist IV	23
1	Dentist II	17
1	Dental Aide	4
Health Information Management		
1	Administrative Officer V	18
1	Statistician II	15
1	Administrative Officer IV	15
2	Administrative Officer I	11
2	Data Controller II	8

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Office of the Chief Nurse		
1	Nurse VII	24
1	Nurse V	20
1	Administrative Aide VI	6
Clinical Nursing Units		
2	Nurse III	17
4	Nurse II	15
51	Nurse I	11
26	Nursing Attendant I	4
Operating Room		
1	Nurse III	17
2	Nurse II	15
12	Nurse I	11
6	Nursing Attendant I	4
Delivery Room		
1	Nurse III	17
6	Nurse II	15
5	Nurse I	11
5	Midwife I	9
SPECIAL CARE UNITS		
Post Anaesthesia Care Unit		
1	Nurse III	17
6	Nurse II	15
3	Nursing Attendant I	4
Neonatal Intensive Care Unit (NICU)		
1	Nurse III	17
14	Nurse II	15

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6	Nursing Attendant II	6
Office of the Administrative Officer		
1	Chief Administrative Officer	24
1	Administrative Aide VI (Clerk III)	6
Human Resource Management		
1	Administrative Officer V (HRMO III)	18
1	Administrative Officer IV (HRMO II)	15
1	Administrative Assistant II (HRMO I)	11
1	Administrative Assistant II (HRM Assistant I)	8
Procurement		
1	Administrative Officer V (Supply Officer III)	18
1	Administrative Officer III (Supply Officer II)	14
1	Administrative Assistant III (Buyer III)	9
1	Administrative Assistant I (Computer Optr. I)	7
Budget		
1	Administrative Officer V (Budget Officer III)	18
1	Administrative Officer II (Budget Officer II)	15
1	Administrative Assistant II (Budgeting Assistant)	8
Materials Management		
1	Administrative Officer V (Supply Officer III)	18
1	Warehouseman II	8
1	Administrative Assistant I	7

2	Administrative Aide IV	4
Engineering and Facilities Management		
1	Engineer III	19
1	Engineer II	11
1	Medical Equipment Technician II	8
1	Medical Equipment Technician I	6
1	Electrician II	6
1	Air Conditioning Technician I	6
1	Plumber II	5
1	Carpenter II	5
2	Administrative Aide IV (Driver II)	4
2	Laborer II	3
Housekeeping/Laundry		
2	Hospital Housekeeper	8
2	Laundry Worker II	3
1	Seamstress	2
Accounting and Collection		
1	Accountant V	24
1	Accountant II	16
4	Administrative Assistant II (Accounting Clerk III)	8
Billing and Claims		
1	Administrative Officer IV	15
1	Administrative Assistant II	8
5	Administrative Aide VI	6

Cash Operations		
1	Administrative Officer V (Cashier III)	18
5	Administrative Officer I (Cashier I)	10
1	Administrative Assistant II (Cash Clerk III)	8
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SECTION 2. FUNCTIONAL STATEMENT – The plantilla positions and personnel under this Ordinance shall perform the following functions:

Chief of Hospital/Salary Grade 27

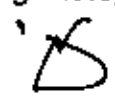
1. Administer plans and programs of Hospital services.
2. Directs coordinates and controls the different hospital departments and services.
3. Evaluates and Improves hospital care delivery including manpower development.
4. Provide for continuous improvement of the hospital and its facilities and equipment for training purposes.
5. Recommends to the City Council the annual budget necessary for the operation and maintenance of the hospital.
6. Account for funds property and other assets of the hospital.
7. Promote cooperation and coordination with other hospitals and health centers.

Medical Specialist IV/Salary Grade 24

1. Direct and coordinate all medical and related activities with the nursing services; assist in establishing standards of medical service and develop organization plans to carry out activities within the limits of available funds.
2. Advice the Director of Hospital on Medical and Administrative problems question of policy and public relation.
3. Supervises heads of various medical departments and recommend appointment and promotions and transfer of physicians and supervisory personnel.
4. Initiates and directs staffs conference to discuss administrative medical problems and for instructional purposes.
5. Plans, medical programs and determines facilities and personnel required to carry out hospital programs, assist in preparing budgets for medical and relate departments.
6. Plans for and participates in the instruction of resident physicians; investigate and study how developments in medical practice and techniques adopting them to specific hospital needs.
7. Supervises research works to determine cause of infection, mode of transmission doze and progress of drug application.
8. Acts as consultant in unusual and difficult medical cases and advises clinical staff on a variety of problems.

Medical Specialist III/Salary Grade 24

1. Conducts a thorough examination of all psychiatric patients and other relates cases particularly to important and difficult cases and directs the treatment, management and care of patients and supervises and psychological test



administration, interpretation, scoring and evaluation for purposes of classification of individual psychiatric cases and other related cases.

2. *Supervises medical specialist, psychologist and trains physicians who are undergoing training for specialty; directs nurses and attendants regarding nursing care of all psychiatric patients and other related cases.*
3. *Conducts research and studies and gives lectures concerning treatments and rehabilitation of patients and attends seminars and conferences related to psychiatry and other related diseases.*
4. *Coordinates the scientific and professional activities of a hospital department and participates in consultation conferences of physicians.*

Medical Specialist II/Salary Grade 23

1. *Conducts thorough medical examination of patients, directs treatment to patients admitted in their corresponding specialty departments;*
2. *Ensures completeness of relevant medical documentation;*
3. *Conducts quality assurance activities*

Dentist IV/Salary Grade 23

1. *Plans direct and established department procedure and method of operation in the dental services of this hospital.*
2. *Approved and signed clinic reports, requisition of dental supplies and equipment's, accountable for all items received.*

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3. Dental coordinator and speaker in orientation training program of new employee in this hospital, also conduct dental public health education, scientific meeting conferences.
4. Attends to emergency cases like difficult and complicated cases.
5. Manage and evaluate systemic disease of oral cavity manifestation.
6. Conducts basis of clinical research in the etiology and control of dental diseases and introduce new method of dental technique, materials and dental instruments.
7. Attends to referrals from health center dentist and private dentist of unusual cases, like impacted tooth, fracture tooth, other oral emergency and interpret dental X-ray film.
8. Prepares itinerary of supervising dentist and dental clinic.
9. See to it that proper dental information is disseminating to the general.
10. Inspect the cleanliness of the dental clinic.
11. See to it that the dental staffs are working harmoniously.

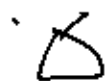
Medical Officer IV/Salary Grade 23

1. Plans, Prepares, coordinate and supervise training program according to training needed.
 2. Coordinates and submit training report to proper authorities of the Department of Health and Regional Health Office.
 3. Supervises training of students' affiliates and institutions.
 4. Acts as Liaison Officer with other Schools and Agencies involved in Training. x 'S
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5. *Coordinates with the Chief of Department and Services to determine priority training needs of their staff.*
6. *Communicate to all Department Heads and Training Officer of each Department with matters concerning Seminars, Lectures, Post Graduate Course, and Updates etc.*
7. *Evaluates Licensing Activities of different Hospital Affiliation.*
8. *Determines and Prepares requisition of Training Supplies and Equipment.*
9. *Attends Monthly meeting conducted for the Department Head, Training Officers and Chief Resident.*
10. *Sits down with the promotion committee in scrutinizing the Educational and Training Background of Personnel to be promoted.*

Chief Administrative Officer/Salary Grade 24

1. *Supervises, coordinates, and directs in the planning and management of activities of cashiering, records management, medical records, supply and property control, control communication services in order to extend adequate logistic support towards patient care in the most economical and effective way consistent with the resources of the hospital.*
2. *Assist the Director of Hospital in the planning and formulation of policies and regulations pertaining to the hospital operations.*
3. *Implement policies and regulations of the hospital and other governing instrumentalities.*
4. *Introduces innovations, work simplification and improvement methods for better performance. †*



Nurse VII/Salary Grade 24

1. Assumes full authority and responsibility for the development of nursing/midwife service policies. Initiates and direct studies and procedures for the improvement of nursing care in relation to the total care of patients.

Medical Officer III/Salary Grade 21

1. Shall man the three (3) major departments, namely: Pediatrics, Obstetrics-Gynecology and Internal Medicine. They are responsible in diagnosing the health condition and administer treatment to patients.

Nurse V/Salary Grade 20

1. Assist the administrative staff in ascertaining need for additional or modified services.
2. Supervises the performance of all procedures pertaining to nursing.
3. Assigns specific duties to personnel & coordinate their activities.
4. Interpret and aid in the observance of medical technique as adapted by the department.

Accountant V/Salary Grade 24

1. Supervises accounting, billing, collection and disbursement activities of the hospital.
2. Supervises proper recording of financial transactions of the hospital and the preparation of financial reports, including budgetary estimates; gives technical advice to the Director of Hospital on financial and budgetary matters; attends budget hearings.
3. Implements financial and administrative policies as to control of allotments, expenditures and collections; certifies to the correctness of vouchers, journals, bills, statement of accounts, trial balance, budget estimates and other financial statement and records. x



4. *Ascertains that accounting and auditing regulations are observed and signs certifications of availability of funds on expense vouchers and purchase requests.*
5. *Supervises billing for hospital services rendered; and signs claims against medicare ECC, GSIS and other agencies/offices, and the collection of hospital fees, charges and other impositions due the hospital.*
6. *Formulates plans, policies and work programs affecting hospital financial administration.*
7. *Reviews and recommends measures aimed at improving existing system and procedures adopted by the hospital on financial management.*

Engineer III/Salary Grade 19

1. *Prepares, reviews, checks, programs of work, detailed estimates of construction and improvement projects with an estimates to determine their performance with the plans and specifications and policies of the bureau.*
 2. *Directs and supervises investigation, survey a location of the roads, bridges, and drainage along road network.*
 3. *Direct and supervise the construction involving an estimate on improvement of gravel asphalt road.*
 4. *Inspect work for adherence to the plans and specifications and to specific provision of the contract.*
 5. *Render advice and guidance to subordinates on the work methods and procedures, preparation of program of work and checks requisitions, payrolls, and vouchers for correctness.*
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Nurse IV/Salary Grade 19

1. Analyzes and evaluates the nursing service required in the department as a whole and in cooperation of head nurses, plans for as effective administration of each unit.
2. Interprets the principles of hospital management to the head nurse and encourages them to apply the same in their daily work.
3. Helps head nurses plan assignments of duties to nursing and auxillary personnel in such a manner as to facilitate prompt and effective performances.
4. Analyzes and evaluates the educational research of the department in cooperation with clinical instructions for under the best possible conditions for learning.
5. Evaluates and records the quantity of service rendered by the students, head nurses, staff nurses and other nursing personnel and counseling them on the basis of findings.
6. Plans and participates in programs of in service education organized in cooperation of the nursing staff for their benefits.
7. Cooperates in research programs designed to advance nursing hospital and medical services and maintains and provides good interpersonal and interdepartmental relationship.

Pharmacist III/Salary Grade 18

1. Supervises the activities of the Pharmacy Department.
 2. Plans, organizes and implements pharmacy policies and procedures in accordance w/ established policies of the hospital. †
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3. *Instructs and assigns work for the pharmacy service staff in conformity w/ settled policies and instructions.*
4. *Enforces administrative regulations and supervises pharmacist in the preparation and dispensation of drugs, medicine and chemicals and sterilization of injections.*
5. *Check the overall performances of the staff such as recording, inventory, maintenance and requisition of stocks and pharmaceutical supplies.*
6. *Furnishes physicians and nurses information concerning medication and conduct brief periodic seminars for the staff pertaining to new drugs.*
7. *Evaluates the performance of subordinates and consolidates monthly, semi-annually and annual reports on work and progress of the pharmacy.*

Administrative Officer V/Salary Grade 18

1. *Supervises, coordinates, and directs in the planning and management of activities of cashiering, records management, medical records, supply and property control, control communication services in order to extend adequate logistic support towards patient care in the most economical and effective way consistent with the resources of the hospital.*
 2. *Assist the Director of Hospital in the planning and formulation of policies and regulations pertaining to the hospital operations.*
 3. *Implement policies and regulations of the hospital and other governing instrumentalities.*
 4. *Introduces innovations, work simplification and improvement methods for better performance.*
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Medical Technologist III/Salary Grade 18

1. *Execute plans and implement the program of activities of the Laboratory Section.*
2. *Implements the guidelines and standard operating procedures adapted for the Laboratory Section.*
3. *Supervises the subordinates in their given work and respective assignments and provides guidance and assistance in carrying out their activities.*
4. *Consolidates and submits all requisitions for laboratory/ office supplies, reagents and/or equipment quarterly.*
5. *Submits accomplishment reports reviewed and certified correct monthly, quarterly, semi-annually and annually; submits other written reports as the need arises.*
6. *Supervises and controls all the activities of the Laboratory Staff which include administrative and technical supervision.*
7. *Coordinates the activities of the Laboratory Section with the other agencies of the government as well as the non-government organizations in the interest of public service.*
8. *Attends and participates in in-service training, seminars, workshops and convention geared towards human resource development and professional advancement.*

Nutritionist Dietitian III/Salary Grade 18

1. *Serve as resource person in Nutrition training of Health Personnel and also in informative programs of other agencies in parent-teacher meetings, assemblies, barangay council meetings to promote the mother craft approaches in solving nutritional problems in the home and the community.*
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2. Prepares appropriate nutrition education materials, guideline and participation with other in the use of mass media.
3. Supervises the staff in monitoring the nutritional needs of hospital patients.
4. Document program events and activities at the city level.
5. Establishes and strengthen coordination with other agencies to create awareness in nutrition programs.
6. Formulate and implements activities of seven (7) Level of Nutrition Intervention Scheme.

Social Welfare Officer III/Salary Grade18

1. Directs and supervises the activities of the Medical Social Service and formulates policies and procedures on Medical Social Service and submits the same to the Chief of Hospital for approval and implementation.
2. Assigns work to personnel of Medical Social Service and supervises performance thereof.
3. Participates in the development of hospital programs relevant to Medical Social Work.
4. Through the Chief of the Hospital, coordinates the social service activities with those of other services within the hospital as those in the whole community.
5. Plans and carries out in-service and on the job training for personnel of Medical Social Service.
6. Evaluates and rates job performance of Medical Social Service personnel and the efficiency of the service as a whole.
7. Supervises the work load of the staff to determine priority cases. ✕

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


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8. *Attends section head meetings and seminars of interest to the Medical Social Service.*

Dentist II/Salary Grade 17

1. *Makes diagnosis, plans and treats perform dental cases and supervises Dentists in major operation in the absence of higher Dental Surgeon; does minor and major operations such as new growth, fixation of sensible and auxiliary fracture secondary to accidents and pathological cases; manages; manages and evaluates disease with oral cavity manifestation.*
2. *Assist the Dentist IV as prescribed by hospital policy and regulations; attends emergency cases after office hour; manages hospital in patient with dental problems; attends to referral coming from health center Dentists and private of such cases as removal of impacted tooth, fractured root secondary to extraction.*
3. *Prevention services such as promotion of oral health specific prevention and curative services.*
4. *Requisition and received dental equipment, supplies at materials and maintains procedural cleanliness of dental clinic.*
5. *Prepares schedule of duties of dental personnel, rates performance record of personnel.*
6. *Submits a monthly, semi-annual and annual reports to Records Section.*

Nurse III/Salary Grade 17

1. *Supervises all nursing care services through mentoring and monitoring the work of the nursing staff and perform regular functions. They shall also assist in developing applicable policies rules and regulations for the hospital. γ*
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Accountant II/Salary Grade 16

1. *Helps for verifying how much funds are spent, ensuring that the hospital plans that require funding are made possible within budget limits and that the annual report for the hospital is accurate and reliable. Monitors the status of appropriations, expenditures and allotment of all offices.*

Statistician II/Salary Grade 15

1. *Assist in the consolidation, analysis and validation of statistical data of the hospital in consonance with standard requirements. Assists in the conduct of research regarding the collection, classification and evaluation of data for various health facilities.*

Nurse II/Salary Grade 15

1. *Manage the nursing care service and perform regular staff functions, such as direct care among admitted patients and assist physicians in providing quality health care.*

Radiologic Technologist III/Salary Grade 15

1. *Receives and records X-ray request.*
2. *Prepare charge slips.*
3. *Perform routine X-ray examination.*
4. *Prepare chemical for film processing*
5. *Perform Special Procedures.*
6. *Developed exposed films.*
7. *Prepare reports. γ*

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Medical Technologist II/Salary Grade 15

1. Performs the microscopic, chemical and physical examinations of the different body fluids (such as blood, urine and exudates) and stool and other specimens referred for general examinations for patients' diagnosis and for food handlers.
2. Performs laboratory work in field clinics.
3. Makes laboratory reports.

Administrative Officer IV/Salary Grade 15

1. Direct and supervises clerical services, property control procurement, cashiering, records keeping and other administrative duties as may be directed and recommends charges in administrative policies to carry out objective of the hospital more efficiently.
2. Prepares periodic reports concerning various phases of hospital activities and investigates and reports patients and visitors complaints.
3. Analyses admission procedures to get basis for the formulation of plans departmental records for the consolidation and reduction of amount of clerical activities.
4. Prepares statistical data and other special reports relative to complete work assignments, as well as develops more effective system when necessary.
5. Attends meetings, conferences and seminars.

Medical Technologist II/Salary Grade 15

1. Performs the microscopic, chemical and physical examinations of the different body fluids (such as blood, urine and exudates) and stool and other specimens referred for general examinations for patients' diagnosis and for food handlers. x

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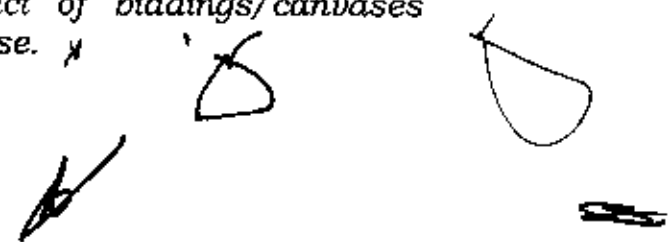
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2. *Performs laboratory work in field clinics.*
3. *Makes laboratory reports.*

Psychologist II/Salary Grade 15

1. *Responsible for test administration, interpretation, scoring and evaluation for purposes of classification of individual person seeking employment and diagnosis of patients who are psychiatric cases, drug dependents and other related diseases; keeps track of all pertinent records as well as caring and keeping confidentiality of records.*
2. *Work out existing problems with other personnel; handles cases of disturbed applicant/employee and patients and gives counseling session; refers patients with serious problems to proper authority and does some follow-up and studies on patients who are undergoing treatment.*
3. *Collects, organize and present educational, vocational, social and personal information of patients; study records for identification of differences among patients; responsible for every personality assessments of employees with problems and patients and recommends for individual adjustments.*
4. *Assists the Medical Specialists; acts as liaison officer between the patients and hospital staff.*
5. *Conduct or assist in the conduction of research activities.*

Administrative Officer III/Salary Grade 14

1. *Facilitate expeditious procurement of hospital supplies, materials and settlement of claims, including preparation of related documents.*
 2. *Assist in the conduct of biddings/canvases preparatory to purchase.*
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3. *Maintain semi-annual physical inventory of the different hospital departments and offices, systematized records of all acquired equipment.*
4. *Recommend measures to improved the system and procedures of procurement in the hospital and device or formulate plans and programs for approval and implementations by hospital authorities.*
5. *Represent the Director of Hospital in the disposal or appraisal of unserviceable equipment.*

Radiologic Technologist II/Salary Grade 13

1. *Receives and records X-ray request.*
2. *Prepare charge slips.*
3. *Perform routine X-ray examination.*
4. *Prepare chemical for film processing*
5. *Perform Special Procedures.*
6. *Developed exposed films.*
7. *Prepare reports.*

Radiologic Technologist I/Salary Grade 11

1. *Receives and records X-ray request.*
2. *Prepare charge slips.*
3. *Perform routine X-ray examination.*
4. *Prepare chemical for film processing*
5. *Perform Special Procedures.*
6. *Developed exposed films.*
7. *Prepare reports.*

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Administrative Officer II/Salary Grade 11

1. *Facilitate expeditious procurement of hospital supplies, materials and settlement of claims, including preparation of related documents.*
2. *Assist in the conduct of biddings/canvases preparatory to purchase.*
3. *Maintain semi-annual physical inventory of the different hospital departments and offices, systematized records of all acquired equipment.*
4. *Recommend measures to improve the system and procedures of procurement in the hospital and device or formulate plans and programs for approval and implementations by hospital authorities.*
5. *Represent the Director of Hospital in the disposal or appraisal of unserviceable equipment.*

Nurse I/Salary Grade 11

1. *Manage the nursing care service and perform regular staff functions, such as direct care among admitted patients and assist physicians in providing quality health care.*

Engineer II/Salary Grade 11

1. *To inspect all structures under construction in Quezon City.*
 2. *Inspection and investigation of structures in conformity with PD 1096 (National Building Code)*
 3. *Inspection of complaints, lodge in the office and from Quezon City constituents.*
 4. *Attend and or appear in court cases filed.*
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Administrative Officer II/Salary Grade 11

1. Processes leave applications and checks as to completeness and accuracy of documents and other papers involved in the processing or application of leave like medicare, certification, clearances, marriage contract etc., if the leave applied is a sick and/or maternity leave.
2. Records/updates personnel data such as attendance, records, vacation & sick leave earned, accrued and taken.
3. As to completeness and accuracy, checks all DTR's and other supporting documents to payroll preparation.
4. Prepares and encodes monthly reports on all leave balances, and tardiness of all employees.
5. Prepares and types annual reports on personnel matters.
6. Files and maintains leaves and time records of personnel.

Medical Technologist I/Salary Grade 11

1. Performs the microscopic, chemical and physical examinations of the different body fluids (such as blood, urine and exudates) and stool and other specimens referred for general examinations for patients' diagnosis and for food handlers.
2. Performs laboratory work in field clinics.
3. Makes laboratory reports.

Nutrition- Dietician I/Salary Grade 11

1. Provide dietary advice and give to patient of children and infant, pregnant and lactating mothers needing therapeutic diet in wards and nutrition clinic. /

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2. Supervises the feeding of patient and undertakes nutrition of mothers in the ward.
3. Plan memos for patient prepare market orders and instruct mother on activities and assist in keeping records of kitchen operations.
4. Supervises kitchen activities of mother interviews patients' food habit and dietary history and follow-up discharges of patients.

Pharmacist I/Salary Grade 11

1. Prepares medications by reviewing and interpreting physician orders; detecting therapeutic incompatibilities. Dispenses medications by compounding, packaging, and labeling pharmaceuticals. Controls medications by monitoring drug therapies; advising interventions.

Administrative Officer II/Salary Grade 11

1. Facilitate expeditious procurement of hospital supplies, materials and settlement of claims, including preparation of related documents.
2. Assist in the conduct of biddings/canvases preparatory to purchase.
3. Maintain semi-annual physical inventory of the different hospital departments and offices, systematized records of all acquired equipment.
4. Recommend measures to improve the system and procedures of procurement in the hospital and device or formulate plans and programs for approval and implementations by hospital authorities.

Social Welfare Officer I/Salary Grade 11

1. Performs casework, group work, etc. services to patients referred with emotional and/or environmental problems that affects or as affected by his medical situation through purposeful interview with patients and members of the families. †

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2. Skillful use of community resources like medical mission, family planning centers and other agencies to meet other needs of patients and their families otherwise not provided by the hospital through a working two-way referral systems.
3. Coordinate with other disciplines in the setting concerned with patient's problems.
4. Participates in motivating, educating and counseling patients families with problems regarding family planning and proper nutrition.
5. Participates in the eligibility study of patient's situation in the hospital or in the out-patient department by classifying them according to their ability to pay.
6. Prepares reports on Social Service rendered and maintain a confident record for proper safekeeping.

Computer Maintenance Technologist I/Salary Grade 11

1. Performs preventive and basic corrective maintenance on computer and peripherals.
2. Coordinates with supply section re: spare parts and other requirements.

Administrative Officer I/Salary Grade 10

1. Facilitate expeditious procurement of hospital supplies, materials and settlement of claims, including preparation of related documents.
2. Assist in the conduct of biddings/canvases preparatory to purchase.
3. Maintain semi-annual physical inventory of the different hospital departments and offices, systematized records of all acquired equipment.

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4. Recommend measures to improve the system and procedures of procurement in the hospital and device or formulate plans and programs for approval and implementations by hospital authorities.
5. Represent the Director of Hospital in the disposal or appraisal of unserviceable equipment.

Midwife I/Salary Grade 9

1. Assist women in all stages of pregnancy, childbirth and post-delivery. They also work closely with obstetricians and gynecologists in diagnosing and treating women with acute and chronic illnesses.

Administrative Assistant III (Buyer III)/Salary Grade 9

1. Supervises and receipts, storage and issuance of stocks in warehouse and check incoming and outgoing stocks for conformance with requisition or invoice.
2. Prepare and sign daily summaries of issuance and balances of supplies and materials and maintain perpetual inventory of stocks.
3. Supervises arrangement and classification of stocks in warehouse and keeps warehouse in good storing condition to prevent pilferage and damage to stocks.
4. Responsible to the general cleanliness of the warehouse and its environment.
5. Gives work assignment to canvassers /buyers of the Property and Supply Service performance thereof. †

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Administrative Assistant II/Salary Grade 8

1. Prepares budget reports and related statements for the management and/or budget officials.

Data Controller II/Salary Grade 8

1. Establish and maintain database and records/files, with appropriate back-up, of all activities as well as preventive maintenance and basic troubleshooting of computer software and hardware.

Medical Equipment Technician II/Salary Grade 8

1. Inspects, repairs, overhauls adjust and maintains machinery and other mechanical equipment such as lathes, compressors, pumps, meters, indicators, gauges, boilers etc.
2. Performs trouble shooting, turning and testing of equipment repaired.
3. Checks specifications of spare parts requisitioned and issue them.
4. Makes estimates of materials and labors to be used.

Air-conditioning Technician I/Salary Grade 6

1. Assists in the maintenance of the air-condition Facilities generator of the Hospital.
2. Check-up and inspect all air-conditioning units and make repair if necessary and assists in the same job of the Senior Mechanic when needed; make repair and replace worn-out spare parts with the help of the Senior Mechanic and with the order of the Supervising Mechanic as per job order.
3. Prepares accomplishment reports for submission to Senior Mechanic.

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4. *Performs related work such as cleaning the air-con system and generator once a week as per schedule.*

Medical Laboratory Technician I/Salary Grade 6

1. *Assists the immediate supervisor in the preventive maintenance of equipment and machinery;*
2. *Performs bench fitting work such as assembling machines part, bearings and other minor parts.*

Hospital Housekeeper/Salary Grade 8

1. *Responsible for sustaining a sterile environment in all areas of the hospital by cleaning rooms, making beds, replenishing linens and maintaining floors.*

Social Welfare Assistant/Salary Grade 8

1. *Organizes youth groups in the different depressed barangays.*
2. *Implement various programs, services and related activities to meet the needs of the youth groups.*
3. *Supervises the different youth groups and all their activities being conducted.*
4. *Evaluates and assesses extend of programs implementation.*

Warehouseman II/Salary Grade 8

1. *Responsible for receiving, sorting, storing, taking inventory, keeping records and organizing for the shipping of merchandise stored in the warehouse. The workers are also responsible for operating automated equipment such as forklifts, conveyor belts, rail cars and high stackers. †*

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Administrative Assistant III (Cash Clerk III)/Salary Grade 8

1. *In-charge of processing and funding vouchers, special journal vouchers, purchase request, requisition and issue voucher.*
2. *Analyze transaction before processing any disbursement documents.*
3. *In processing disbursement documents such as claim for salaries, wages, salary differentials, banks salaries, retirement gratuity pay, terminal pay, honoraries allowance and other personal claims, payments for materials supplied to the city for its various maintenance and contract entered into by the city government.*
4. *Checks and verifies release of allotment from approval annual or executive budgets and supplemental budgets of the city government before disbursement of any claim on the appropriation allowable for disbursement.*
5. *Collects taxes and other fees due to City.*

Administrative Assistant III (Accounting Clerk III) /Salary Grade 8

1. *Receives, arrange and sorts paid payrolls, vouchers and special journals vouchers according to funds.*
 2. *Delivers arranged and sorted paid vouchers and payrolls to the remittance and billing section for pick up all date pertaining to deductions and thereafter delivers them to the bookkeeping section.*
 3. *Verifies uncollected salaries and allowances.*
 4. *Custodian of all paid vouchers, payrolls while some are still in accounting division for eventual turnover to the City Auditor.*
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Administrative Assistant I (Computer Operator I)/Salary Grade 7

1. *Handles payroll system operation, data processing and computer administration as well as preventive maintenance and basic troubleshooting of computer software and hardware.*

Administrative Aide VI/Salary Grade 6

1. *Endorses collection to the cashier for recording and safekeeping;*
2. *Prepares simple communication and correspondences;*
3. *Maintains order in office records.*

Nursing Attendant II/Salary Grade 6

1. *To assist the nurse and physicians in treatment by procedure.*
2. *To do simple procedure delegated by the nurse as suctioning high rectal tubing and taking vital signs.*
3. *To keep the nurse station clean and provide patients with clean supply and equipment.*
4. *To keep and count records of wards, articles, linen supply and equipment, keep the nurse improved for any loosen apparatus.*
5. *To assist the nurse in admission and discharge of patient.*
6. *To help and cooperate in the implementations of rules and regulation of the hospital.*

Medical Equipment Technician I/Salary Grade 6

1. *Inspects, repairs, overhauls adjust and maintains machinery and other mechanical equipment such as lathes, compressors, pumps, meters, indicators, gauges; boilers etc.*

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2. *Performs trouble shooting, turning and testing of equipment repaired.*
3. *Performs bench fitting work such as assembling machine parts, bearings and other minor parts.*
4. *Checks specifications of spare parts requisitioned and issue them.*
5. *Make estimates of materials and labors to be used.*

Cook II/Salary Grade 5

1. *Peel, wash, trim and cut fruits, vegetables, meat, fish and poultry for daily use.*
2. *Apportion and dishes out food distribution.*
3. *Deliver conveyors to ward and distribute tray to patients.*
4. *Collect and return used trays and plates from patients.*
5. *Wash and clean utensils and equipment of the kitchen.*
6. *Dispose garbage and maintain cleanliness and sanitation on food service equipment and all different areas of the dietary service.*
7. *Prepare and cook fairly simple dishes including breakfast.*
8. *Accompany the Dietitian or Cook to the market to purchase food and supplies.*

Carpenter II/Salary Grade 5

1. *Construct and maintains structural woodwork, furniture, equipment and fixtures and perform such duties as erecting partitions replacing worn out floor boards and holdings and repair of doors, windows and cabinets.*

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2. Perform skilled painting and varnishing. Painting of unit/rooms/facilities.

Plumber II/Salary Grade 5

1. Perform skilled plumbing work in the installation maintenance and repair of plumbing system in the hospital.
2. May work from blue print and sketches and may repair water meters.

Electrician II

1. Install, alter, maintain and repair all lighting system, electric wirings, power lines and electrical equipment for proper operations.
2. Operates and maintain electric generator and motor including air conditioning units.

Nursing Attendant I/Salary Grade 4

1. To assist the nurse and physicians in treatment by procedure.
2. To do simple procedure delegated by the nurse as suctioning high rectal tubing and taking vital signs.
3. To keep the nurse station clean and provide patients with clean supply and equipment.
4. To keep and count records of wards, articles, linen supply and equipment, keep the nurse improved for any loosen apparatus.
5. To assist the nurse in admission and discharge of patient.
6. To help and cooperate in the implementations of rules and regulation of the hospital.

Dental Aide/Salary Grade 4

1. Maintains cleanliness and orderliness of the dental clinic.

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2. *Prepares and sterilizes dental hand instruments and equipment.*
3. *Assist the dentist in the clinical procedures e.g. oral examinations, oral prophylaxis, tooth extraction, restorative works, gum treatment, fluoride and pit and fissure applications.*
4. *Monitors tooth brushing drill activities.*
5. *Assists in the preparation of dental records and reports.*
6. *Keeps dental records in order.*
7. *Maintains the record/inventory of dental supplies, materials and equipment.*
8. *Actively participates in oral health promotion activities such as health teachings and demonstration-return demonstration on proper tooth brushing technique.*
9. *Assist in medical/dental mission in the community as need arises.*

Administrative Aide IV (Driver II)/Salary Grade 4

1. *Pick-up and transport the Director of Hospital and other hospital officials and staff attending official activities and functions.*
2. *Drives hospital vehicles that were assigned.*
3. *Transport and assist in loading and unloading of hospital items and supplies.*
4. *Submits the required reports pertaining to fuel and oil consumptions and distance travelled.*
5. *Makes services and maintain equipment and other vehicle operated.*
6. *Makes minor mechanical repair.*

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Laboratory Aide II/Salary Grade 4

1. *Work as members of laboratory teams fulfilling duties assigned to them. Their responsibilities vary depending on their work setting, such as working in college or university laboratories or in chemistry labs. Experience in a laboratory is helpful in finding employment as a laboratory aide.*

Nursing Attendant I/Salary Grade 4

1. *To assist the nurse and physicians in treatment by procedure.*
2. *To do simple procedure delegated by the nurse as suctioning high rectal tubing and taking vital signs.*
3. *To keep the nurse station clean and provide patients with clean supply and equipment.*
4. *To keep and count records of wards, articles, linen supply and equipment, keep the nurse improved for any loosen apparatus.*
5. *To assist the nurse in admission and discharge of patient.*
6. *To help and cooperate in the implementations of rules and regulation of the hospital.*

Administrative Aide III (Utility Worker II)/Salary Grade 3

1. *Under the supervision lifts, carries, transport assist and restrain hospital patient and accompanies patient for ambulance transport.*
2. *Deliver medical gases in the ward and bring down empty cylinders.*
3. *Assist in the central supply room by bringing down soiled linen section.*

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4. *Get supply from the property and supply section and help for preparation in packing, sterilizing of linen and instruments.*
5. *Maintains cleanliness of hospital and its premises.*

Laborer II/Salary Grade 3

1. *Clean gutters, drain and culvert around the hospital premises.*
2. *Perform other related work that may be assigned by higher authority.*
3. *Load and unload garden materials and supplies.*
4. *Put garden tools and equipment in place after use.*

Laundry Worker II/Salary Grade 3

1. *Sorts and counts of Lines*
2. *Wash Linen by machine or manually.*
3. *Hangs and fold clean linen.*

Seamstress/Salary Grade 2

1. *Fit and study garments on customers to determine required alterations. Sew garments, using needles and thread or sewing machines. Measure parts such as sleeves or pant legs, and mark or pin-fold alteration lines.*

SECTION 3. SEPARATE BOOKS OF ACCOUNTS - *The Chief of Hospital shall account for the funds, property and other assets of the hospital, establish and maintain Separate Books of Accounts under the Accounting Unit thereat, and submit to the City Mayor, City Council and Commission on Audit periodic financial reports as may be required by Law and Ordinances.* †

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SECTION 4. SEPARATE PROCUREMENT SYSTEM – *The hospital shall establish and maintain a Separate Procurement System and Bids and Awards Committee under its own Procurement Unit tasked to purchase drugs and medicines, medical and surgical supplies, material and equipment essential to its operation, subject to existing Laws, Rules and Regulations.*

SECTION 5. SPECIAL ACCOUNT – *All charges and fees collected from pay patient and non-patient related services and solicited and received donations from any and all sources, in cash or in kind, shall be placed in a Special Account to be used exclusively for the hospitals' Maintenance and Other Operating Expense (MOOE) and Property Plant and Equipment (PPE) in accordance with existing Laws, Ordinances, Rules and Regulations.*

SECTION 6. DEPOSITORY ACCOUNT – *A Depository Account shall be opened and maintained with a government approved depository bank under the account of Rosario Maclang Bautista General Hospital for the safekeeping of all funds and the same shall be disbursed in accordance with accounting and auditing rules and regulations.*

SECTION 7. APPROPRIATIONS – *The funds to cover the hospital building construction (Php350,000,000.00), the Personnel Services (salaries, allowances and other benefits) of the newly-created positions (Php203,556,048.82), the Maintenance and Other Operating Expense (MOOE) (Php152,333,000.00) and Property Plant and Equipment (PPE) (Php217,126,382.16) with a total amount of Nine Hundred Twenty Two Million Seven Hundred Twenty Three Thousand Eight Hundred Seventy Seven Pesos and Fifty Two Centavos (Php922,723,877.52) are hereby appropriated and shall be taken from the General Fund of the Annual Budget of the Quezon City Government.*

SECTION 8. REPEALING CLAUSE – *All other Ordinances, Executive Orders or parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified or repealed accordingly.*

SECTION 9. SEPARABILITY CLAUSE – *If, for any reason, parts or provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall be in full force and effect. x*


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23rd Regular Session


Ord. No. SP- **2580**, S-2017
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SECTION 10. EFFECTIVITY CLAUSE – This Ordinance shall take effect immediately upon its approval.

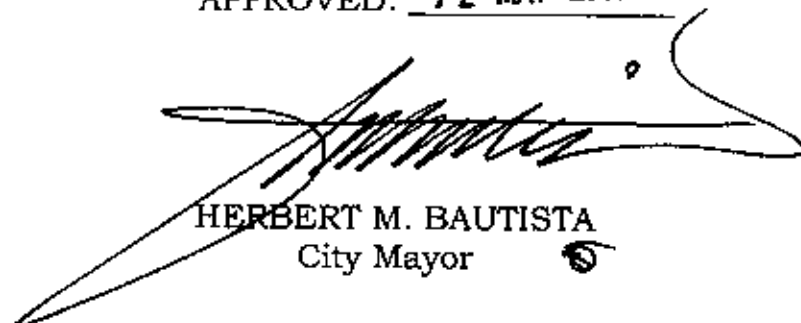
ENACTED: February 27, 2017.


MA. JOSEFINA G. BELMONTE
Vice Mayor
Presiding Officer

ATTESTED:

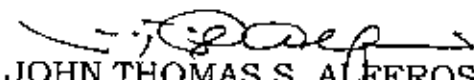

Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

APPROVED: 12 MAY 2017


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on February 27, 2017 and was PASSED on Third/Final Reading on March 13, 2017.


Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III