

DUTIES AND RESPONSIBILITIES

CITY HEALTH OFFICE

Plantilla Item No. 40 – Medical Technologist III (SG 18)

1. Perform routine laboratory examinations such as Urinalysis and Stool Exams, etc.;
2. Perform Sputum Examination/TB Microscopy: Sputum Smearing, AFB/Acid Fast Bacilli; Staining, Gene Xpert, microscopy, and recording of results;
3. Perform other laboratory examinations:
 - a. Blood Glucose Screening: FBS/RBS
 - b. Hepatitis B Screening
 - c. Hemoglobin and Hematocrit determination
 - d. Complete Blood Count and Platelet Count
 - e. Dengue NS-1 Antigen Test
 - f. Blood typing ABO and Rh
4. Prepare summary reports on all laboratory tests done on a monthly, quarterly, semi-annual, and annual basis;
5. Perform phlebotomy procedure as necessary;
6. Monitor Rural Health Unit laboratory reagents/supplies/equipment;
7. Make necessary requests for laboratory supplies, reagents and equipment and submits to Laboratory Coordinator for consolidation;
8. Supervise the Laboratory Aide;
9. Attends Public Health Medical Technologist related meetings, seminars, conventions, etc.
10. Perform other tasks and responsibilities as may be assigned from time to time.

Plantilla Item No. 3 – Administrative Officer II (SG 11)

1. Assist in the Issuance of Death Certificates;
2. In-charge in the logging of births in the Birth Registry;
3. Encode and update the City Health Office Death Registry and Birth Registry;
4. Prepare the exhumation/transfer permit and other related documents;
5. Validate and prepare data in the Death Certificates;
6. Shall be designated as the CHO- Records Officer;
7. Assist the Administrative Officer V as necessary;
8. Perform other tasks and responsibilities as may be assigned from time to time.

Plantilla Item No. 4 – Administrative Officer II (SG 11)

1. Prepare the Purchase and Obligation request and Project Procurement Management Plan of the City Health Office;
2. In-charge in the allocation of all City Health Office logistic/supplies/resources to Rural Health Units, Birthing Stations, CHO- Units/Sections/Divisions;
3. In-charge in safe keeping of all City Health Office logistic/supplies/resources and records;
4. Conduct regular inventory and update stock cards;
5. Prepare the liquidation reports of the City Health Office;
6. Assist the Administrative Officer V as necessary;
7. Perform other tasks and responsibilities as may be assigned from time to time.

Plantilla Item No. 30, 124, 137 – Sanitation Inspector II (SG 8)

1. Responsible for the provision and proper documentation of inspection reports regarding sanitation complaints on business establishments;
2. Responsible for the provision and maintenance of safe and adequate water supply to the community;
3. Responsible for the provision and maintenance of sanitary disposal facilities for human excrement and sewage;
4. Responsible for the provision of safe and wholesome food consumers through proper enforcement of sanitary rules and regulations and training of food operators and food handlers;
5. Responsible for the provision of sanitary storage facilities, and proper collection and disposal of solid waste either by individual, group or municipal system;
6. Responsible for the provision on elimination of breeding and harborage places and conducts of insect and vermin control: or guides organized control programmed;
7. Responsible for the provision of sanitary facilities and maintenance of the sanitary condition in public places such as schools, public buildings, parks, playgrounds, public transports, air and sea ports, swimming pools, bars, swimming pools bars, hotels, amusement and recreational centers, etc.;
8. Responsible in establishing close working relation with the environmental protection agencies, such as the National Pollution Control Commission, Industrial Hygiene Division, Bureau of Health Services and other related agencies;
9. Conduct routine inspection in accordance with the standard frequency for the different fields of environmental sanitation, using the prescribed form and is required to conduct non-routine inspection from time to time as the need arises;
10. Implement health education activities;
11. Render technical advice and guidance along environmental health to midwives/public health nurse in their assignment areas;
12. Conduct inspection of sanitary facilities in the school buildings;
13. Conduct epidemiological investigation;
14. Perform other duties and responsibilities as may be assigned from time to time.