

DUTIES AND RESPONSIBILITIES
(Publication Period: December 2, 2021 – December 17, 2021)

CITY HEALTH OFFICE

Plantilla Item No. 114 – Population Program Officer I (SG 11)

1. Responsible for the processing and managing the schedule of all clients applying for Pre-Marriage Counseling;
2. Provide assistance in the conduct of various Population Office Programs/Projects/Activities;
3. Responsible for the encoding of all Responsible Parenting Movement (RPM) and Pre-Marriage Counseling (PMC) clients in the Population Commission National Database;
4. Provide assistance in the preparation of monthly, semi-annual and annual reports;
5. Assist in the conduct of regular Pre-marriage Counseling Session;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 136 – Nutrition Officer I (SG 10)

1. Responsible for the maintenance of the active status Barangay Nutrition Councils of catchment Rural Health Unit;
2. Validate the Operation Timbang Report (OPT) of Pre-schoolers, and Community and School Weighing Report;
3. Conduct Nutrition Education Classes in barangays;
4. Prepare and coordinate all activities of the City Nutrition Council (CNC);
5. Conduct Team Field Visit and Monitoring of catchment barangays;
6. Provide assistance to the City Nutrition Action Officer (CNAO) in the selection and recruitment of Barangay Nutrition Scholars (BNSes);
7. Monitoring, supervise and evaluate BNSes;
8. Prepare, evaluate and consolidate Team Field Visit Reports;
9. Maintain a masterlist of pre-school children;
10. Assist the Supply Officer in conducting physical inventory;
11. Prepare Post Activity/Assessment Report of all major activities of the CNC;
12. Review and evaluate the Barangay Nutrition Action Plan (BNAP);
13. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 65 – Nurse II (SG 16)

1. Prepare schedule of duty of Birthing Station personnel;
2. Prepare daily and monthly reports;
3. Prepare and process all PhilHealth related reports and claims;
4. Conduct initial physical assessment to pregnant women upon admission;
5. Accomplish the patient's charts;
6. Monitor and record patient's vital signs;
7. Facilitate intravenous insertion;
8. Assist the Birthing Station Manager and Birthing Station Midwife during labor and delivery;
9. Provide Newborn Care;
10. Provide pre and post-partum care;
11. Conduct health teachings on breastfeeding, family planning, etc.
12. Perform Birthing Station related administrative such as Philhealth Accreditation and technical task if deemed necessary;
13. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 115 – Nurse I (SG 15)

1. Prepare project proposals of assigned cluster program(s) in coordination with the Programs Managers;
2. Implement, coordinate, and monitor assigned cluster Programs/Projects/Activities (PPAs);
3. Validate, consolidate, prepare, and safe keep all cluster program-related reports;

4. Conduct inventory of programs' logistics and resources in coordination with the Procurement/Supply Officer and proper allocation;
5. Act as council secretariats of assigned cluster program/s;
6. Prepare liquidation reports and post activity reports and other pertinent reports;
7. Responsible for the implementation of all DOH cluster health programs;
8. Supervise and monitor field health services personnel and upkeep of health facilities including regular inventory of manpower, drugs and supplies, and infrastructure requirements;
9. Ensure effective and efficient management of birthing services;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 37, 138, 139 – Nurse I (SG 15)

1. Conduct primary medical care management and treatment, expanded program on immunization services to infants, and adult immunization program to pregnant women, senior citizens and City Government employees;
2. Provide pre and postnatal consultation in the Barangay Health Station, family planning counseling services among women of reproductive age, and nutritional counseling to pregnant, postpartum and malnourished children;
3. Conduct case findings among patients with symptoms of tuberculosis and follow up activities on tuberculosis contacts;
4. Implement Barangay Nutrition Committee activities in every barangay;
5. Implement Philhealth Primary Care benefits;
6. Prepare and update the profile of Philhealth members and dependents;
7. Accomplish and consolidate reports, clinic workloads and other special reports on a regular basis;
8. Monitor the Barangay Health Workers and the Community Health Team for health programs, projects and services;
9. Conduct surveillance and report notifiable emerging and re-emerging diseases;
10. Perform other duties and responsibilities as may be assigned from time to time.