

CITY COLLEGE

Plantilla Item No. 37 – Medical Officer III (SG 21)

1. Serve as a medical consultant in the planning, revision, implementation, and evaluation of the health services program of the City College;
2. Communicate with the School Nurses current medical developments and procedures that may affect the health and wellness of students and staff and the procedures of the health services program;
3. Conduct annual medical examination of students and maintain records;
4. Examine and give treatment if necessary to students suffering from any ailment;
5. Conduct immunization sessions for students to prevent infectious diseases;
6. Recommend appropriate medical supplies and equipment necessary to operate school health service facilities;
7. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids;
8. Conduct lectures and demonstrations to educate teachers, staffs and students in recognizing common ailments and first aid in school environment;
9. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 38 – Nurse I (SG 15)

1. Provide hands-on care to students, faculty and administrative staff through administering medications and conducting health care procedures such as annual physical examinations;
2. Assist in the implementation of health-related education programs (e.g. outreach programs, proper hygiene, proper hand-washing and etc.);
3. Conduct proper assessment, intervention and evaluation of students needed for the development of a health plan;
4. Assist the Guidance Counselor in giving advice and support to students experiencing mental health problems such as depression;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 40 – Librarian I (SG 10)

1. Responsible for monitoring the proper archiving and inventory of books, and other archived references;
2. Manage, maintain and monitor all incoming and outgoing inventory;
3. Ensure that all archived books, CD, and other academic references are in good condition;
4. Coordinate services with the Librarian for smooth administration;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 32 – Administrative Officer IV (SG 15)

1. Assist in the preparation of the Annual Investment Plan, Financial Plan, and PPMP
2. Monitor the utilization of the department's budget
3. Ensure strict monitoring of cash advances, payable and receivables
4. Ensure that expenditures, income and other financial transactions are recorded in the book of accounts
5. Review payroll and other regular payments with due considerations to deductions
6. Ensure accuracy, timeliness and completeness of financial reports
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 28, 29 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Provide assistance in the efficient management of all pertinent student records and in the preparation of annual and required reports;
2. Assist in attending to students' requests, complaints, and other administrative concerns;
3. Assist in the registrar's office activities and in the submission of reports and accomplishments;

4. Keep a daily record of all incoming and outgoing records including incoming requests for academic records and their releases;
5. Provide secretariat and administrative support to the department;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 44 – Administrative Aide VI (Clerk II) (SG 6)

1. Ensures computer laboratory guidelines and procedures are being followed;
2. Ensures that the computer laboratories are operational;
3. Checks and troubleshoots computer hardware/software of offices and reports if unresolved;
4. Conducts and prepare inventory reports of computer equipment and accessories;
5. Prepares property requests for computer equipment and accessories needed;
6. Assists in the maintenance of the official website and social media platforms;
7. Assists in enrolment process by issuing the Identification Cards of students;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 45, 46 – Administrative Aide VI (Clerk II) (SG 6)

1. Prepare various correspondences pertinent to the function of the office;
2. Manage and maintain of all incoming and outgoing communications and other documents;
3. Responsible for the reproduction of materials needed by the program heads;
4. Manage and maintain all records, reports and other pertinent documents;
5. Perform other duties and responsibilities as may be assigned from time to time.