



Republic of the Philippines
Region IV-A (CALABARZON)
Province of Cavite
CITY OF GENERAL TRIAS
OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. 20-59 (SPECIAL)

Author : SP Member Kristine Jane M. Perdito-Barison
Chair, Committee on Health, Nutrition
and Population
SP Member Jonas Glyn P. Labuguen
Chair, Committee on Personnel Affairs
and Appointment

Sponsors : SP Member Gary A. Grepo
SP Member Clarissel J. Campana-Moral
SP Member Walter C. Martinez
SP Member Alfredo S. Ching
SP Member Hernando M. Granados
SP Member Jowie S. Carampot
SP Member Isagani L. Culanding
SP Member J-M Vergel M. Columna
SP Member Florencio D. Ayos
SP Member Vivencio Q. Lozares, Jr.
SP Member Richard R. Parin
SP Member Reienel R. Ferrer

MANDATING THE CONVERSION OF THE GENERAL TRIAS MEDICARE HOSPITAL FROM A DIVISION TO A DEPARTMENT LEVEL.

WHEREAS, in relation to Sangguniang Panlungsod Resolution No. 02-2017-095, the Medicare Hospital was turned over to the City Government of General Trias for supervision, management, and administrative control;

WHEREAS, as provided in Section 11 (iv) of RA 10675, "An Act Converting Municipality of General Trias in the Province of Cavite Into A Component City to Be Known as the City of General Trias", the Sanggunian shall adopt measures to protect the inhabitants of the City from the harmful effects of calamities, and to provide assistance to victims during and in the aftermath of the said calamities, which is relevant to the occurrence of Coronavirus pandemic requiring the creation of the needed medical staff in the City of General Trias Medicare Hospital;

WHEREAS, there is a need to convert the City of General Trias Medicare Hospital Division to Department Level for the City Government to create additional medical staff therein to maximize the delivery of health services to the people of the City;

NOW THEREFORE, on motion of SP Member Kristine Jane P. Barison duly seconded by SP Member Jonas Glyn P. Labuguen,

Be it enacted by the Sangguniang Panlungsod, that:

SECTION 1. TITLE - This Ordinance shall be known as "Conversion of City of General Trias Medicare Hospital Division to Department Level Ordinance".

SECTION 2. DECLARATION OF POLICY - It is hereby declared the policy of the City Government to protect and promote the right to health of the people through improved delivery and availability of primary health services across the City.

SECTION 3. ESTABLISHMENT OF CITY OF GENERAL TRIAS MEDICARE HOSPITAL DIVISION - The existing City of General Trias Medicare Hospital

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Continuation...page 2 of City Ordinance No. 20-59 (Special):

Division shall be converted to City of General Trias Medicare Hospital Department.

SECTION 4. DIVISION FUNCTIONS AND STAFFING PATTERN - The City of General Trias Medicare Hospital Department shall have the following health and support personnel:

1. Chief of Hospital II, SG-25

Hospital Management & Medical Services Division

The Hospital Management and Medical Services Division provides quality inpatient and outpatient care, as well as high standards of clinical training for medical and allied medical personnel; provides allied health services to patients; promotes research activities; implements a clinical resource management system; and advises and assists the Chief of Hospital in the formulation and implementation of policies.

1. Medical Officer IV, SG-23 (In-Charge)

a1. Medical Services Section

1. Medical Officer III, SG-21
2. Nurse II, SG-17
3. Nurse I, SG-15

a2. Emergency Room Section

1. Medical Officer II, SG-18

2. Nurse I, SG-15

3. Nurse I, SG-15

a3. Out-Patient Section

1. Medical Officer II, SG-18
2. Nurse I, SG-15
3. Nurse I, SG-15
4. Nurse I, SG-15

Nursing and Delivery Services Division

The Nursing and Delivery Services Division is in charge of planning, coordinating, and implementing nursing programs for comprehensive quality health care, as well as delivering nursing care to medical situations and establishing, coordinating, and implementing necessary nurse training programs. It is also responsible in the delivery services as well as postnatal care.

1. Medical Officer III, SG-21 (In-Charge)

b1. Nursing Services Section

1. Nurse II, SG-17
2. Nurse I, SG-15
3. Nurse I, SG-15
4. Nurse I, SG-15
5. Nurse I, SG-15

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b2. Midwifery Section

1. Midwife II, SG-11
2. Midwife I, SG-9
3. Midwife I, SG-9

b3. Nursing Support Section

1. Nursing Attendant II, SG-6
2. Nursing Attendant II, SG-6
3. Nursing Attendant I, SG-4

Ancillary Services Division

The Ancillary Services Division consists of Radiology, Pharmacy, Laboratory, and Dietary sections. It provides diagnostic and secondary therapy services, as well as patient information and data management assistance.

**1. Medical Officer IV, SG-23
(In-Charge)**

c1. Radiology Section

1. Radiologic Technologist II, SG-15
2. Radiologic Technologist II, SG-15
3. Radiologic Technologist I, SG-11

c2. Pharmacy Section

1. Pharmacist I, SG-11
2. Nursing Attendant I, SG-4
3. Administrative Aide I (Utility Worker I), SG-1

c3. Laboratory Section

1. Medical Technologist II, SG-15
2. Medical Technologist I, SG-11
3. Medical Technologist I, SG-11

c4. Dietary Section

1. Nurse I, SG-15
2. Nursing Attendant I, SG-4
3. Cook I, SG-3

Administrative and Patients' Support Division

The Administrative and Patients' Support Division is in charge of personnel management, administrative records management, property & supply management, and general services.

**1. Medical Officer III, SG-21
(In-Charge)**

d1. Administrative & Medical Records Section

1. Administrative Officer II, SG-15
2. Administrative Aide VI, (Clerk III), SG-6
3. Administrative Aide IV, (Bookbinder II), SG-4
4. Administrative Aide I (Utility Worker I), SG-1

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Continuation...page 4 of City Ordinance No. 20-59 (Special):

- d2. **Transport Section**
1. Administrative Aide III, (Driver I), SG-3
 2. Administrative Aide III, (Driver I), SG-3
 3. Administrative Aide III, (Driver I), SG-3
- d3. **Housekeeping Section**
1. Administrative Aide I, (Utility Worker I), SG-1
 2. Administrative Aide I, (Utility Worker I), SG-1
 3. Administrative Aide I, (Utility Worker I), SG-1

SECTION 5. DUTIES AND RESPONSIBILITIES.

1. **The Chief of Hospital II (SG-25) shall:**
 - a. Be responsible for the overall management and administration of the hospital;
 - b. Formulate policies, plans, programs and strategies to ensure implementation of health standards for the attainment of quality health care and high standards of clinical training for medical and allied medical personnel;
 - c. Coordinate with the local government for an effective and integrated health program implementation;
 - d. Be responsible for the effective inter agency relation;
 - e. Supervise day-to-day operation and administration of functional units and personnel; and
 - f. Perform other related activities as may be designated by the City Mayor.
2. **The Medical Officer IV (SG-23) shall:**
 - a. Supervise the division under his/her jurisdiction;
 - b. Perform a variety of technical and medical tasks such as assistance to the Chief of Hospital for the implementation of health programs;
 - c. Gives medical attention to all patients and directs the treatment management of the case;
 - d. Coordinate with the nurses/midwives etc. regarding patient care;
 - e. Consult the Chief of Hospital on different and conflicted cases; and
 - f. Perform other related activities as may be required.
3. **The Medical Officer III (SG-21) shall:**
 - g. Supervise the division under his/her jurisdiction;
 - h. Monitor and care for patients in hospitals;
 - i. Investigate, diagnose and treat the health conditions of patients;
 - j. Prescribe and review patients' medication;
 - k. Give medical attention to all patients and directs the treatment management of the case;
 - l. Coordinate with the immediate superior and other personnel regarding patient care;
 - m. Consult the Chief of Hospital on different and conflicted cases; and
 - n. Perform other related activities as may be required.

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4. **The Medical Officer II (SG-18) shall:**
 - a. Give medical attention to all patients and directs the treatment management of the case;
 - b. Monitor and care for patients in hospitals;
 - c. Investigate, diagnose and treat the health conditions of patients;
 - d. Coordinate with the immediate superior and other personnel regarding patient care; and
 - e. Perform other related activities as may be required.
5. **The Nurse II (SG-17) shall:**
 - a. Oversee accomplishments and day-to-day activities of other nursing staff;
 - b. Carry out medical and nursing functions as specified in the operational manual of the hospital;
 - c. Coordinate with the immediate superior and other personnel regarding patient care;
 - d. Participate in the planning and evaluation of the health programs for the community; and
 - e. Perform other related activities as may be required.
6. **The Nurse I (SG-15) shall:**
 - a. Carry out medical and nursing functions as specified in the operational manual of the hospital;
 - b. Assist physician in his/her clinic work;
 - c. Initiate research activities for nursing and participate in other studies related to health;
 - d. Make periodic reports to top management; and
 - e. Perform other duties as maybe required.
7. **The Medical Technologist II (SG-15) shall:**
 - a. Oversee accomplishments and day-to-day activities of other laboratory staff;
 - b. Assist the physicians in making a medical diagnosis by accurately performing and reporting all in-house laboratory testing procedures and obtaining necessary specimens for reference laboratory testing, as required;
 - c. Ensure accurate laboratory testing by personally drawing specimen from patients and/or by giving clear, precise instructions to patients for self-administered lab tests;
 - d. Assist in the preparation of reports by keeping accurate records on all radiographic and laboratory procedures performed; and
 - e. Perform other related activities as may be required.
8. **The Radiologic Technologist II (SG-15) shall:**
 - a. Review and evaluate developed x-rays, video files or computer-generated information to determine if images are satisfactory for diagnostic purposes;
 - b. Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staffs;
 - c. Explain procedures and observe patients to ensure safety and comfort during scan;

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- d. Monitor patients' condition and reactions, reporting abnormal signs to physician;
 - e. Record, process and maintain patient data and treatment records and prepare reports; and
 - f. Perform other related activities as may be required.
9. The Administrative Officer IV (Administrative Officer II) (SG-15) shall:
- a. Follow-up and assist in the supervision of the implementation of hospital-related programs and activities as directed by the City Mayor and/or the Chief of Hospital;
 - b. Perform liaison work with other offices and agencies;
 - c. Coordinate all activities relating to administration and records management of the hospital, and other patients' benefits; and
 - d. Perform other related activities as may be required.
10. The Medical Technologist I (SG-11) shall:
- a. Assist the physicians in making a medical diagnosis by accurately performing and reporting all in-house laboratory testing procedures and obtaining necessary specimens for reference laboratory testing, as required;
 - b. Ensure accurate laboratory testing by personally drawing specimen from patients and/or by giving clear, precise instructions to patients for self-administered lab tests;
 - c. Assist in the preparation of reports by keeping accurate records on all radiographic and laboratory procedures performed; and
 - d. Perform other related activities as may be required.
11. The Radiologic Technologist I (SG-11) shall:
- a. Review and evaluate developed x-rays, video files or computer-generated information to determine if images are satisfactory for diagnostic purposes;
 - b. Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staffs;
 - c. Explain procedures and observe patients to ensure safety and comfort during scan;
 - d. Monitor patients' condition and reactions, reporting abnormal signs to physician;
 - e. Supervise other radiologic technologists; and
 - f. Perform other related activities as may be required.
12. The Pharmacist I (SG-11) shall:
- a. Prepare and dispense medications ordered or prescribed by medical officers using appropriate technique and following the health system's policies and procedures;
 - b. Assure the distribution and availability of medicines;
 - c. Provide quality pharmaceutical care to all patient care areas;

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- d. Instruct patients on how and when to take a prescribed medicine and inform them about potential side effects from taking the medicine;
 - e. Adhere to applicable legal rules, regulations, and procedures governing pharmaceutical practice; and
 - f. Perform other related activities as may be required.
13. The Midwife II (SG-11) shall:
- a. Deliver babies and provide antenatal and postnatal advice, care and support to women, their babies, their partners and families;
 - b. Provide care for mothers and newborns during and after birth including but not limited to taking their vital signs and monitoring their questions and concerns;
 - c. Study patient history and health assessments, communicate stages of birth to family members and, explain & demonstrate breastfeeding techniques;
 - d. Supervise other midwife staff; and
 - e. Perform other related activities as may be required.
14. The Midwife I (SG-9) shall:
- a. Deliver babies and provide antenatal and postnatal advice, care and support to women, their babies, their partners and families;
 - b. Provide care for mothers and newborns during and after birth including but not limited to taking their vital signs and monitoring their questions and concerns;
 - c. Study patient history and health assessments, communicate stages of birth to family members and, explain & demonstrate breastfeeding techniques; and
 - d. Perform other related activities as may be required.
15. The Administrative Aide VI (Clerk III) (SG-6) shall:
- a. Assist in doing all clerical works such as preparation of vouchers, purchase order, purchase request and other papers for supporting documents;
 - b. Assist in the preparation of correspondence, telegrams, memo circulars and other issuance of the Office, mail correspondence and fix stamps and keep the record properly;
 - c. File properly all patients/clients' documents, clippings and make an index for reference;
 - d. Entertain official visitors coming to the office; and
 - e. Perform other related activities as may be required.
16. The Nursing Attendant II (SG-6) shall:
- a. Assist nurses in nursing procedure;
 - b. Supervise other nursing attendants;
 - c. Provide care to patients such as ambulating, feeding, bathing, positioning and lifting;
 - d. Transport patients to examinations, clinics or recreational sites;
 - e. Clean rooms and change bed linens; and
 - f. Perform other related activities as may be required.

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17. **The Nursing Attendant II (SG-6) shall:**
 - a. Assist nurses in nursing procedure;
 - b. Provide care to patients such as ambulating, feeding, bathing, positioning and lifting;
 - c. Transport patients to examinations, clinics or recreational sites;
 - d. Clean rooms and change bed linens; and
 - e. Perform other related activities as may be required.
18. **The Administrative Aide IV (Bookbinder I) (SG-4) shall:**
 - a. Assist in doing all clerical works such as preparation of vouchers, purchase order, purchase request and other papers for supporting documents;
 - b. Assist in the preparation of correspondence, telegrams, memo circulars and other issuance of the Office, mail correspondence and fix stamps and keep the record properly;
 - c. File and bind properly all patients/clients' documents, clippings and make an index for reference; and
 - d. Perform other related activities as may be required.
19. **The Administrative Aide III (Driver I) (SG-3) shall:**
 - a. Drive assigned vehicles to transport patients, and/or personnel on official business, visitors, and/or cargoes to destination as directed;
 - b. Carry out vehicle maintenance checks; and
 - c. Perform other related activities as may be required.
20. **The Cook I (SG-3) shall:**
 - a. Prepare or assist in the preparation of meals of patients;
 - b. Assist the immediate superiors in monitoring of patient's nutritional status;
 - c. Monitor sanitation practices and follow kitchen safety standards;
 - d. Assist in the cleaning of kitchen area and general maintenance of equipment and inventory control; and
 - e. Perform other related activities as may be required.
21. **The Administrative Aide I (Utility Worker I) (SG-1) shall:**
 - a. Provide janitorial services and maintain orderliness by cleaning the office, wards, and hospital premises;
 - b. Provide messengerial services by performing errands to ensure timely delivery of communications and efficient flow of documents; and
 - c. Perform other related activities as may be required.

SECTION 6. IMPLEMENTING GUIDELINES - The Office of the City Human Resource Development and Management is hereby mandated and shall see to it that the plantilla positions as herein created for the City of General Trias Medicare Hospital Department are in accordance with the qualifications standard of the Civil Service Commission (CSC), and in conformity with the existing policies of the Department of Budget and Management (DBM).

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Continuation...page 9 of City Ordinance No. 20-59 (Special):

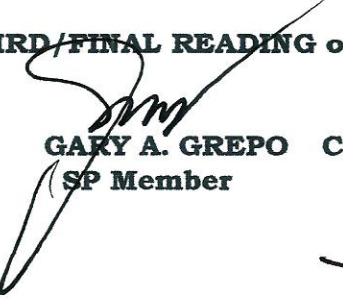
SECTION 7. SEPERABILITY CLAUSE - If any portion of this Ordinance is declared invalid, the remaining of this Ordinance shall not be affected and shall remain valid and enforceable.

SECTION 8. REPEALING CLAUSE - All Ordinances, Rules, and Regulations or part thereof where provisions are in conflict or contrary to the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 9. EFFECTIVITY CLAUSE - This Ordinance shall take effect upon its approval.

APPROVED under THIRD/FINAL READING on 16 SEPTEMBER 2020.



JONAS GLYN P. LABUGUEN
SP Member


GARY A. GREPO
SP Member


CLARISSSEL J. CAMPAÑA-MORAL
SP Member


JOWIE S. CARAMPOT
SP Member


KRISTINE JANE M. PERDITO-BARISON
SP Member


ISAGANI L. CULANDING
SP Member


J-M VERGEL M. COLUMNA
SP Member


WALTER C. MARTINEZ
SP Member



FLORENCIO D. AYOS
SP Member


VIVENCIO Q. LOZARES, JR.
SP Member


RICHARD R. PARIN
SP Member


HERNANDO M. GRANADOS
SP Member


ALFREDO S. CHING
SP Member/LNB President


REIENEL R. FERRER
SP Member/SKF President

CERTIFIED TRUE AND CORRECT:


WENCESLAO P. CAMINGAY
Secretary to the Sanggunian

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Continuation...page 10 of City Ordinance No. 20-59 (Special):

ATTESTED:

MAURITO C. SISON
City Vice Mayor/Presiding Officer

APPROVED:

ANTONIO A. FERRER
City Mayor

wpc/app/dga

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