

Republic of the Philippines
BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: ADMINISTRATIVE OFFICER I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	10
MONTHLY SALARY:	P20,219.00
ITEM NO.:	OSEC-DOHB-ADOF1-390011-2004

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Career Service (Professional) Second Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Maintains custody and safekeeping of official medical records.
2. Assists in the formation of records management program, policies, and regulations.
3. Documents/records of pertinent data of patients.
4. Assists in the preparation of medical or personnel audit.
5. Registers birth certificates.
6. Issues required certificates to patients and personnel.
7. Codes diseases and operations in ICD 10.
8. Performs other related duties as may be assigned.

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QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:
HUMAN RESOURCE MANAGEMENT SECTION
Bicol Medical Center, Concepcion Pequeña, Naga City,
DEADLINE: **NOVEMBER 16, 2020.**

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Republic of the Philippines
BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: FOOD SERVICE SUPERVISOR I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	9
MONTHLY SALARY:	P18,784.00
ITEM NO.:	OSEC-DOHB-FOSS1-390001-1999

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's degree relevant to the job
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Career Service (Professional) Second Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Assists in the supervision of food production and serving of meals to patients and personnel.
2. Assists in the maintenance and improvement of food service standards.
3. Instructs food service employees in the maintenance of cleanliness in all working areas and care of equipment and utensils in food service.
4. Conducts daily inventories of all dietary equipment and utensils and records meal census.
5. Prepares patient's tray diet card or tags.
6. Caters to specialized service functions in the hospital.
7. Performs other related functions as may be assigned.

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POSITION: MEDICAL SPECIALIST III

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	24
MONTHLY SALARY:	P85,074.00
ITEM NO.:	OSEC-DOHB-MDSP3-390005-2016 OSEC-DOHB-MDSP3-390090-2015

QUALIFICATION STANDARDS

EDUCATION:	Doctor of Medicine with a certificate as Fellow and/or Diplomate of the relevant accredited specialty society and/or a doctor who has passed the DOH Medical Specialist Examination
WORK EXPERIENCE	3 years of progressively responsible experience as MS II or other related experiences.
TRAINING:	12 hours of relevant training
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Directs treatment, management, and care of conditions classified as medical cases under one's area of specialization
2. Guides medical physicians in the diagnosis, management, and care of complicated and unusual medical cases.
3. Educates, trains, and mentors physicians undergoing training for medical specialization.
4. Performs major surgical operations and trains resident physicians such special surgical procedures.
5. Organizes and conducts conferences and scientific activities for the department.
6. Attends to emergency calls for special medical cases.
7. Supervises and/or conducts researches and studies on progressive medical cases of patients.
8. Prepares work and financial plans for the department.
9. Conducts quality assurance activities.
10. Performs other related functions as may be assigned.

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POSITION: MEDICAL OFFICER III

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	21
MONTHLY SALARY:	P59,353.00
ITEM NO.:	OSEC-DOHB-MDOF3-390044-1998 OSEC-DOHB-MDOF3-390060-1998

QUALIFICATION STANDARDS

EDUCATION:	Doctor of Medicine
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Attends to emergency calls on field.
2. Performs medical examinations and requests for diagnostic workups or laboratory examinations as needed to diagnose health ailments.
3. Assists and/or performs surgical operations within own limitations as determined by the Chief of Hospital or Head of the Department.
4. Conducts daily rounds to observe the progress and condition of patients.
5. Prescribes medicine and treatment procedures and techniques within his/her field of specialization.
6. Seeks information for treating difficult complicated medical cases through consultation with supervising officers.
7. Disseminates information during medical conferences.
8. Prepares work and financial plans for the department.
9. Educates medical and paramedical students, trains and mentors medical students, externs and intern physicians on a particular field of medicine.
10. Attends to medico legal cases and responds to court calls.
11. Conducts and participates in hospital research projects.
12. Performs other related functions as may be assigned.

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POSITION: MEDICAL OFFICER IV

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	23
MONTHLY SALARY:	P75,359.00
ITEM NO.:	OSEC-DOHB-MDOF4-390009-2016 OSEC-DOHB-MDOF4-390026-2017 OSEC-DOHB-MDOF4-390049-2017 OSEC-DOHB-MDOF4-390070-2017 OSEC-DOHB-MDOF4-390072-2017

QUALIFICATION STANDARDS

EDUCATION:	Doctor of Medicine
WORK EXPERIENCE	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Supervises fellow resident physicians in the conduct of clinical and surgical care and services.
2. Prescribes medicine and treatment procedures and techniques within his/her field of specialization.
3. Conducts daily rounds to observe the progress and condition of patients.
4. Assists the Chief of Hospital, Chief of Clinics, Chief Training Officer, and Department heads, in the management of hospital operations and programs.
5. Supervises the implementation of the health programs assigned to the unit.
6. Performs medical examinations and requests for diagnostic, work-ups or laboratory examinations as needed to diagnose health ailments.
7. Gives medical attention to patients admitted in corresponding specialty department where he/she is assigned, and directs and participates in the treatment, management, and care.
8. Conducts and participates in hospital research projects.
9. Performs other related functions as may be assigned.

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POSITION: MEDICAL TECHNOLOGIST II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P32,053.00
ITEM NO.:	OSEC-DOHB-MDTK2-390070-2017

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health
WORK EXPERIENCE	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Prepares tissues for microscopic pathology and applies techniques used in the field of Bacteriology, Parasitology, Hematology, Serology and Chemical and Morphological examinations.
2. Examines and tests urine, feces, sputum, spinal fluids, blood and other body fluids and substances.
3. Takes blood counts blood typing and hemoglobin
4. Performs various chemical microscopic, bacteriologic test used in the diagnosis and treatment of diseases.
5. Prepares special kinds of media reagents and solution
6. Receives or obtains specimens for laboratory apparatus and equipment according to prescribed techniques, ensures safekeeping and proper utilization of equipment and supplies.
7. Operates , maintains and calibrates laboratory apparatus and equipment according to prescribed techniques, ensures safekeeping and proper utilization of equipment and supplies.
8. Observes proper biohazards waste disposal.
9. Performs other related functions as may be assigned.

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Republic of the Philippines
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POSITION: RADIOLOGIC TECHNOLOGIST II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P32,053.00
ITEM NO.:	OSEC-DOHB-RT2-390032-2015

QUALIFICATION STANDARDS

EDUCATION:	Bachelor of Science in Radiologic Technology
WORK EXPERIENCE	One (1) year of experience as a Radiologic Technologist
TRAINING:	Four (4) hours of training in Radiologic Technology
ELIGIBILITY	RA 1080 Radiologic Technologist

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Prepares and perform general and special diagnostic procedures within their field of expertise.
2. Key command and data into computer to document and specify scan sequences, adjust transmitters and receivers, photograph certain images.
3. Prepare and administer oral or injectable contrast media to patient.
4. Take thorough and accurate patient medical histories.
5. Remove and process film/images.
6. Operate and/or oversee operation of radiographic and magnetic imaging equipment to produce images of the body for diagnostic purposes.
7. Maintains machines and equipment to keep it in good working condition, and make the necessary reportorial incident/s relative to machine/equipment operation/function.
8. Position imaging equipment and adjust controls to set the correct exposure time and distance according to specification of the examination.
9. Record, process and evaluate patient data and treatment records and prepare reports.
10. Coordinate work with clerical personnel and other technologists.
11. Demonstrate new equipment, procedure, techniques to staff and provide technical assistance.
12. Provide assistance with such tasks as dressing and changing to seriously ill, injured or disabled patients.
13. Move ultrasound scanner over patients body and evaluate patterns produced on video screen.
14. Measure thickness of section to be radiographed, using instruments similar to measuring tapes.
15. Operate radiographic fluoroscopy to aid physician to view and guide or catheter through blood vessels to area of interest.
16. Monitor all Radiographic supplies and submit purchasing request to maintain proper supply levels.
17. Performs other related functions as may be assigned.

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POSITION: SOCIAL WELFARE ASSISTANT

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	8
MONTHLY SALARY:	P17,505.00
ITEM NO.:	OSEC-DOHB-SOCWAS-390034-2014

QUALIFICATION STANDARDS

EDUCATION:	Completion of two (2) years studies in college
WORK EXPERIENCE	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY	Career Service (Sub-professional) First Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Receives, records process and releases incoming and outgoing communications and other documents.
2. Files and maintains official communications and other documents for safekeeping and ready reference.
3. Routes circulars and memoranda upon instructions.
4. Liaison work with other offices/services with within hospital.
5. Transmits and receives official messages/telephone calls.
6. Performs other related functions as may be assigned.

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POSITION: SOCIAL WELFARE OFFICER I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	11
MONTHLY SALARY:	22,316.00
ITEM NO.:	OSEC-DOHB-SOCWO1-390023-2015

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree in Social Work
WORK EXPERIENCE	None Required
TRAINING:	None Required
ELIGIBILITY	RA 1080 (Social Worker)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Conducts interviews and counseling sessions for patients and their families.
2. Mobilizes external resources to meet medical needs of patients and their families.
3. Prepares required reports.
4. Assesses and classifies patients according to their economic and other needs.
5. Coordinates and collaborates with concerned stakeholders to provide holistic care to patients and their families.
6. Provides assistance to disadvantaged and abandoned patients.
7. Performs other related functions as may be assigned.

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