



QUEZON CITY COUNCIL

Quezon City
19th City Council

PO19CC-176

93rd Regular Session

ORDINANCE NO. SP- **2516** , S-2016

AN ORDINANCE RATIONALIZING THE ORGANIZATIONAL STRUCTURES, STAFFING PATTERN AND PERSONNEL SERVICE COMPONENT OF THE NOVALICHES DISTRICT HOSPITAL AND AMENDING ORDINANCE NO. SP-2198, S-2013.

Introduced by Councilor RODERICK M. PAULATE.

Co-Introduced by Councilors Anthony Peter D. Crisologo, Ricardo T. Belmonte, Jr., Lena Marie P. Juico, Victor V. Ferrer, Jr., Voltaire Godofredo L. Liban III, Ramon P. Medalla, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Franz S. Pumaren, Eufemio C. Lagumbay, Jaime F. Borres, Jesus Manuel C. Suntay, Raquel S. Malañgen, Bayani V. Hipol, Julienne Alyson Rae V. Medalla, Godofredo T. Liban II and Ricardo B. Corpuz.

WHEREAS, Ordinance No. SP-2198, S-2013 entitled: "An Ordinance Re-classifying and/or Upgrading the Vacant Regular Plantilla Positions under the Novaliches District Hospital (NDH)" was approved on February 11, 2013;

WHEREAS, the Novaliches District Hospital has undergone expansion and procurement of its medical facilities in order to meet the growing health care needs of the residents of Quezon City particularly that of the Fifth Legislative District;

WHEREAS, the expansion and improvement of the medical facilities of the Novaliches District Hospital should be complemented with the hiring of additional highly skilled medical and administrative personnel.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. CREATION OF POSITIONS – *There is hereby created plantilla positions under the Novaliches District Hospital as indicated hereunder.*

X *[Signature]* *[Signature]*

No. of Positions	Position Title	SG	Qualification Standard	Annual Salary
1	Accountant III	19	Bachelor's Degree 1 year of relevant experience, 4 hrs. of relevant training: R.A.1080	P436,908.00
2	Accounting Clerk II	6	Completion of 2 yrs. College studies CS Sub-Prof	P321,072.00
3	Administrative Aide VI (Clerk III)	6	Completion of 2 yrs. College studies CS Sub-Prof	P481,608.00
2	Administrative Assistant I (Computer Operator I)	7	Completion of 2 yrs. College studies CS Sub-Prof/ Data Encoder	P343,944.00
1	Administrative Assistant II (Budget Assistant)	8	Completion of 2 yrs. College studies CS Sub-Prof	P184,416.00
1	Budget Officer III	18	Bachelor's Degree 1 year of relevant Experience; 4 hrs. of Rel. training CS Prof.	P401,424.00
1	Buyer II	6	Completion of 2 yrs. College studies CS Sub-Prof	P160,536.00
3	Cash Clerk II	6	Completion of 2 yrs. College studies CS Sub-Prof	P481,608.00

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1	Human Resource and Management Officer III	18	Bachelor's Degree in Social Science/ Behavioral Science 1 yr of relevant experience; 4 hrs. of relevant training; CS Prof	P401,424.00
10	Medical Officer III	21	Doctor of Medicine 1 yr relevant experience 4 hrs of relevant training R.A. 1080 (Physician)	P5,212,680.00
4	Medical Specialist II (Part Time)	23	Doctor of Medicine 2 yrs relevant experience; 8 hrs. relevant training R.A. 1080 (Physician)	P1,243,824.00
20	Nurse II	15	Bachelor of Science in Nursing; 1yr of relevant experience; 4 yrs of relevant training R.A. 1080 (Nurse)	26,192.- 314,904.- P6,286,080.00
9	Nurse III	17	Bachelor of Science in Nursing; 2 yrs of relevant experience 8 hrs of relevant training R.A. 1080 (Nurse)	P3,329,748.00





1	Nurse VII	24	Master's Degree in Nursing 5 yrs. Of relevant experience; 40 hrs. of training in Mgmt. & Supervision; R.A. 1080 (Nurse)	P679,320.00
1	Planning Officer V	24	Doctor of Medicine 4 yrs relevant experience; 40 hrs. of relevant training: RA 1080 (Physician)	P679,320.00
1	Research Analyst I	11	Bachelor's Degree CS Sub-Prof	P228,924.00
3	Respiratory Therapist I	11	Bachelor's Degree 1 yr of relevant experience; 4 hrs. of relevant training; CS Prof.	P686,772.00
1	Statistician I	11	Bachelor's Degree CS Prof.	P228,924.00
1	Training Specialist IV	22	Bachelor's Degree 1 yr. of relevant	P569,376.00

			experience; 4 hrs. of relevant training. CS Prof.	
66			Total Amount	P40,792,003.46

SECTION 2. FUNCTIONAL STATEMENT – The plantilla positions and personnel under this Ordinance shall perform the following functions:

- 1) Accountant III – responsible for verifying how much funds are spent, ensuring that hospital plans that require funding are made possible within budget limits and that the annual report for the hospital is accurate and reliable. Monitors the status of appropriations, expenditures and allotment of all offices.
- 2) Accounting Clerk II – conducts review of posted financial documents and processing of funds. Review the accuracy, propriety, legality and account classification of abstract of disbursement and various financial documents.
- 3) Administrative Aide VI (Clerk III) – endorses collection to the cashier for recording and safekeeping.
- 4) Administrative Assistant I (Computer Operator I) – handles payroll system operation, data processing and computer administration, as well as preventive maintenance and basic troubleshooting of computer software and hardware.
- 5) Administrative Assistant II (Budgeting Assistant) – prepares budget reports and related statements for the management and/or budget officials.
- 6) Budget Officer III – will be responsible for constructing the budget, expenditures, usage of supplies and collection of fees and charges. Directs and supervises processing of contracts, vouchers and payrolls and certifies availability of funds. Ensures that the accounting unit's practices comply with the COA as well as DBM rules.

- 7) Buyer II - canvasses and purchases goods and prepares correspondence and other relevant documents pertaining to procurement activities.
- 8) Cash Clerk II - reviews and encodes collections received and prepares daily and periodic report of collections. Receives cash payment and issue receipts.
- 9) Human Resource Management Officer III - provide necessary manpower, record keeping, hiring, training and compensation administration. He shall be responsible for meeting the essential needs of the hospital management and staff. Assist in the development, implementation, monitoring and evaluation of human resource planning programs and other Human Resource and Management Department activities.
- 10) Medical Officer III - shall man the three (3) major departments, namely: Pediatrics, Obstetrics-Gynecology and Internal Medicine. They are responsible in diagnosing the health condition and administer treatment to patients.
- 11) Medical Specialist II - (Pulmonologist, Nephrologist, Intensivist and Neurologist) these personnel are vital in order to serve the needs of patients admitted in the Intensive Care Unit (ICU) and provide medical attention to patients admitted in their corresponding specialty departments.
- 12) Nurse II - manage the nursing care service and perform regular staff functions, such as, direct care among admitted patients and assist physicians in providing quality health care.
- 13) Nurse III - supervises all nursing care services through mentoring and monitoring the work of the nursing staff and perform regular functions. They shall also assist in developing applicable policies, rules and regulations for the hospital. A

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- 14) Nurse VII – assumes full authority and responsibility for the development of nursing/midwife service policies. Initiates and direct studies and procedures for the improvement of nursing care in relation to the total care of patients.
- 15) Planning Officer V – responsible for formulating plans and programs for effective hospital administration, preparation and review of manpower development programs, hospitals planning methods, training, research and continuous education of personnel.
- 16) Research Analyst I – conducts research relative to training and personnel development.
- 17) Respiratory Therapist I – responsible in carrying out physician's orders regarding pulmonary care and patients under mechanical ventilation. They are also responsible for follow-up care among discharged patients.
- 18) Statistician I – assist in the consolidation, analysts and validation of statistical data of the hospital in consonance with standard requirements. Assist in the conduct of research regarding the collection, classification and evaluation of data for various health facilities.
- 19) Training Specialist IV – supervise the development and implementation of plans, programs, policies, guidelines, systems, standards and researches related to developing a comprehensive hospital system and enhance epidemiological training.

SECTION 3. APPROPRIATIONS – Funds for the implementation of this Ordinance shall be a total of Forty Million Seven Hundred Ninety Two Thousand and Three Pesos and Forty Six Centavos (P40,792,003.46) which shall be included in the Annual Budget of the Quezon City Government or maybe drawn from any available fund following the enactment and approval of this Ordinance and inclusive in the annual budget every year thereafter.

SECTION 4. REPEALING CLAUSE – Section 1 of Ordinance No. SP-2198, S-2013, is hereby modified accordingly and all ordinances and executive orders or parts thereof which are inconsistent with the provisions of this Ordinance are repealed. ✕

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SECTION 5. SEPARABILITY CLAUSE – If, for any reason, parts of the provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 6. EFFECTIVITY CLAUSE – This ordinance shall take effect immediately upon its approval.

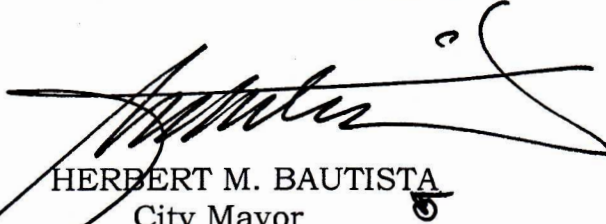
ENACTED: June 20, 2016.


MA. JOSEFINA G. BELMONTE
Vice Mayor
Presiding Officer

ATTESTED:



Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

APPROVED: 22 JUL 2016


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on June 20, 2016 and was PASSED on Third/Final Reading under Suspended Rules on the same date:


Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III 