



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) Medical Officer

(Under Part-time Status; To be assigned at Health Services BatStateU Alangilan)

Education: Doctor of Medicine specialization in Family Medicine

Experience: At least 1-year relevant experience

Expertise: Family medicines, excellent in Interpersonal Skills, Verbal and Written communication Skills.

Eligibility: RA 1080

Salary – (Php: 25,000 monthly with 16 hours per week)

Duties and Responsibilities:

I. Medical Services

A. Attends to the medical needs of students, faculty and other employees of the university.

- Treats accordingly all medical cases and minor surgical cases.
- Attends to common ailments, e.g., abdominal pain, LBM, headache, fever.
- Provides accurate diagnosis and effective treatment of students and employee who come to the infirmary for treatment so that they can return to class/work as soon as possible
- Entertains referrals from other units and communities within the campus

B. Renders emergency medical treatment as needed.

- Handles accidents and sudden illness occurring within the school premises during class/working hours
- Applies splints and bandaging in cases of fractures and dislocations before patient is brought to the hospital for further treatment
- Performs minor surgeries, e.g., suturing of lacerations (to be done on student patients upon consent of parent/guardian; also to employees).
- Accompanies patient to the hospital when necessary and sees to it that he/she is attended to until the parent/guardian/spouse arrives.

C. Conducts physical examinations.

- Determines the physical fitness of students who participate in physical education programs, athletic activities, pre-military training, and readmission to or exclusion from classes.
- Conducts pre-employment medical examination for the proper selection of new employees.
- Conducts health examination of students and employees.
- Issues medical clearance to students/employees for readmission to class/return to work after recovery from an illness/injury.

II. Administration

A. Helps organize and supervise the school infirmary.

- Checks the maintenance of sanitary conditions of the infirmary and its facilities.
- Oversees the maintenance and updating of individual student and employee's medical record.
- Ensures that there must always be a school physician and/or nurse in the infirmary during clinic hours.
- Maintains a cordial atmosphere in the infirmary and establishes rapport with students and personnel.
- Coordinates with the school administration officers concerned on matters involving the infirmary and/or the health program of the school unit.

- III. Health Education
- Conducts a continuing program in the dissemination of health information to students, parents, teachers and employees.
 - Sends memoranda concerning prevention and control of communicable diseases, especially when any such becomes prevalent within or outside the school community
 - Serves as a resource person in health education, including such topics as drug abuse/job related illnesses/prevention of diseases.
- IV. Community Health
- Assists school administration in the supervision of sanitation and safety of the school plant and environmental control.
 - Requires all food handlers to undergo a yearly medical exam (to include chest, X-Ray, urinalysis, and fecalysis) and to submit yearly medical certificates based on such exam
 - Participating in committees that deal with cafeteria operation and the like.
 - Assists student groups in community medical programs.
 - Coordinates with the Department of Health in the control and prevention of communicable diseases.
- V. Program Development
- A. Helps develop, implement and evaluate the overall health program of the school unit.
- Recommends and helps set up policies and procedures for maintaining and promoting the health of the school population.
 - Schedules and implements program activities for the student and employees.
 - Assists in the evaluation of the health program, and advises the school administration of program revisions/improvements needed.
- B. Helps develop and implement an acceptable occupational health program for employees
- C. Attends training programs conducted by government agencies and private corporations to increase one's competence in occupational health and safety and to keep informed on the importance and proper use of adequate safety and health equipment.
- D. Represents the school unit and/or the University in seminars, conferences, conventions and other meetings affecting the school's health program.
- E. Attends professional meetings/seminars/conventions for updating professional knowledge as private school health service personnel.
- VI. Performs duties in the clinic, as may be assigned by the University Physician.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than December 12, 2021.**

1. Application Letter
2. Updated Resume
3. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS FormNo. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any); and
7. Scanned copy of other credentials:
 - Certificate of Employment (if previously employed)
 - Relevant certificate of Training/Seminars attended within the last five (5) years if any.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, and other credentials at **recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as Medical Officer. Submission of application is only from December 3, 2021 to December 12, 2021.**

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 2105.