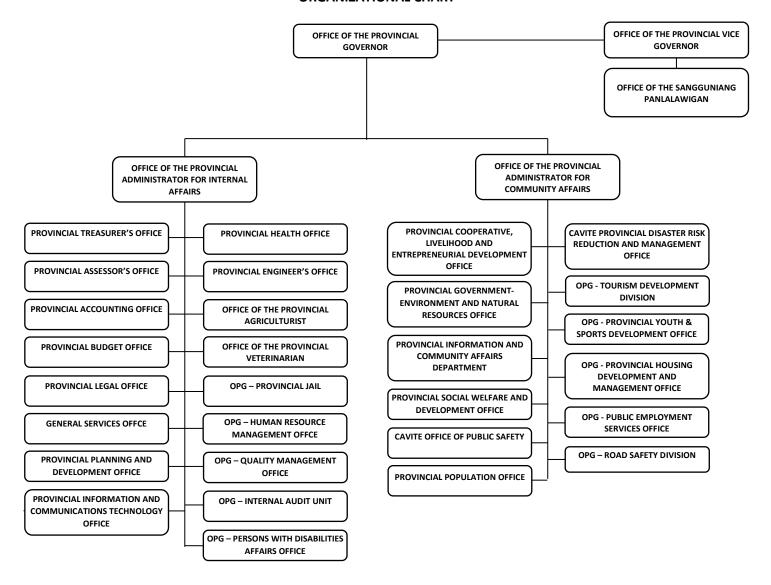
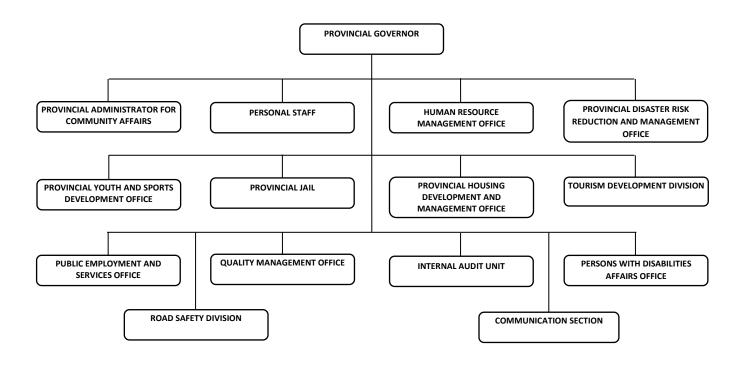
Annex C.
Organization and
Management

## PROVINCIAL GOVERNMENT OF CAVITE



# OFFICE OF THE PROVINCIAL GOVERNOR



## PROVINCIAL GOVERNOR

- Exercises general supervision and control over all programs, projects, services and activities of the provincial government;
- Enforces all laws and ordinances relative to the governance of the province and the exercise of the appropriate corporate powers; and
- Implements all the policies, programs, projects, services and activities of the province.

# PROVINCIAL ADMINISTRATOR FOR COMMUNITY AFFAIRS

Supervises the departments and offices assigned pursuant to Executive Order No. 01 Series of 2010 (An order grouping the departments/offices of the Provincial Government into three clusters and placing them under the supervision of their respective administrators).

## PERSONAL STAFF

- Responsible for conducting research for the preparation of reports and documents required/ needed by the governor in order to discharge his functions:
- Coordinates with the different departments, offices and LGUs of the Provincial Government to ensure that the programs and policies of the governor are implemented; and
- > Assists the governor in arranging his time and schedule.

# HUMAN RESOURCE MANAGEMENT OFFICE

- Responsible for the human resource development in the Provincial Government, as well as the implementation of all laws governing recruitment, transfer, discipline, promotion, separation and compensation/benefits of all personnel; and
- Maintains and updates personnel management and information system and processes payroll accurately and efficiently.

# PROVINCIAL DISASTER RISK REDUCTION AND

# **MANAGEMENT OFFICE**

- Responsible for setting the direction, development, implementation and coordination of disaster risk management programs within the territorial jurisdiction.
- Contribute in building disaster prepared and resilient communities by advocating, implementing and supporting disaster risk reduction and management-climate change adaptation and mitigation programs in the Province of Cavite.

# PROVINCIAL YOUTH & SPORTS DEVELOPMENT OFFICE

- Institutes projects and activities related to youth and sports development by promoting and protecting not only their physical, but also their moral, spiritual, intellectual and social well-being; and
- Strengthens youth organizations in the province through networking and partnership with various NGOs. POs and GOs for resources augmentation.

#### PUBLIC EMPLOYMENT SERVICES OFFICE

Serves as the arm and information office of the Provincial Government on public employment assistance mandated to provide employment opportunities, referrals and acts as link for various services and programs of the Department of Labor and Employment and other related government agencies

# **PROVINCIAL JAIL**

Responsible for the commitment, detainment, security and rehabilitation of persons who are either serving sentence, detained or held for trial by the Courts of Justice

#### QUALITY MANAGEMENT OFFICE

Responsible in overseeing the effectiveness of the Quality Management System in the Provincial Government of Cavite upon its conferment as ISO 9001:2008 Certified Provincial Government in May 2012

#### ROAD SAFETY DIVISION

Mandated to take charge of the control and management of traffic in all provincial roads and major thoroughfares in the province and to assist motorists in distress and pedestrians crossing the streets and to apprehend undisciplined and erring drivers

# PROVINCIAL HOUSING DEVELOPMENT AND MANAGEMENT OFFICE

➤ Leads in planning and implementing the province's housing projects; and

 Effectively addresses the housing needs of Caviteños through the provision of decent and affordable houses

## **INTERNAL AUDIT UNIT**

Responsible for improving the effectiveness of risk management and controls and governance processes to help the province accomplish its development vision, goal and right outcomes by establishing continuous assessment of internal controls and recommendations for improvement

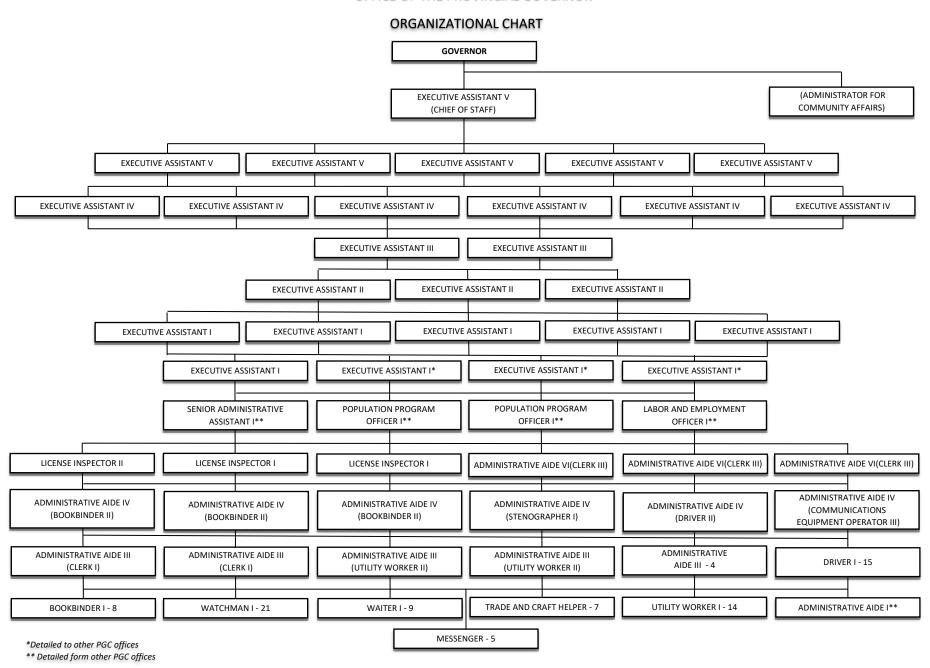
# TOURISM DEVELOPMENT DIVISION

- > In-charge of all the tasks related to tourism development, planning and promotion.
- Acts as liaison office for the Provincial Government, the Provincial Tourism Council, and the Department of Tourism.
- Regularly monitors the tourism projects and activities of the provincial government; and
- Conducts studies and research necessary to effectively facilitate tourism development in the province consistent with the regional and national tourism master plans.

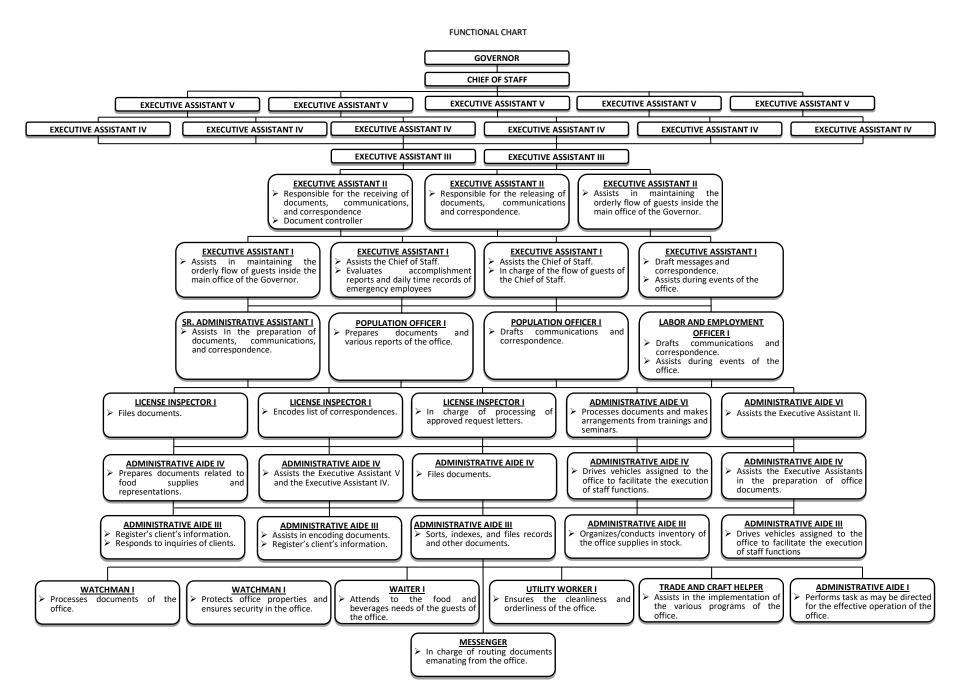
### PERSONS WITH DISABILITIES AFFAIRS OFFICE

- Ensures that policies, programs and services for persons with disabilities are implemented for them to fully participate in building an executive society for all; and
- Carries out the task of monitoring, evaluating, data gathering, need assessment, planning, establishing a production center, creation of job opportunities and advocacies for PWDs.

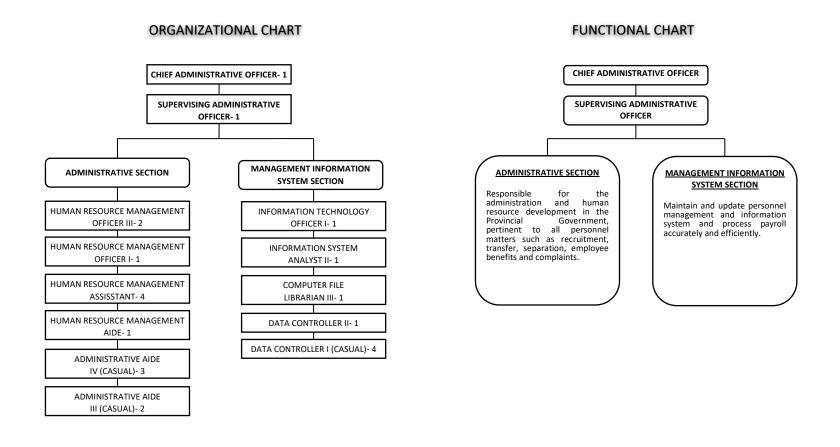
# OFFICE OF THE PROVINCIAL GOVERNOR



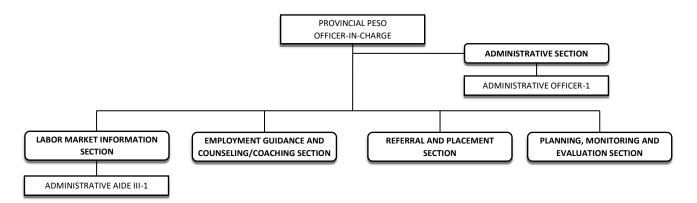
#### **GOVERNOR** The Chief Executive of the Provincial Government Exercises general supervision and control, over all programs, project, services and activities of the Provincial Government > Enforces all laws and to the governance of the province and the exercise of the appropriate corporate powers. Implements all the policies, programs, projects, services and activities of the province. CHIEF OF STAFF Ensures that the staff of the Governor faithfully discharges their functions > Plans and directs all administrative, financial and operational activities of the Office of the Governor > Coordinates with the different departments and offices of the Provincial Government, as well as individuals from the public and private sectors to ensure that the programs and policies of the Local Chief /executive are implemented Responsible for the preparation of issuances and other documents of the Governor **EXECUTIVE ASSISTANT V EXECUTIVE ASSISTANT V EXECUTIVE ASSISTANT V EXECUTIVE ASSISTANT V EXECUTIVE ASSISTANT V** Facilitates the processing of Attends to the special concerns Assists the Governor Answers queries and follow-Serves as the Local Economic ups of the clients and visitors of the Office of the Provincial managing his time and documents and makes the and Investments Promotion Governor schedule. necessary arrangement for transacting in the office. Officer of the Provincial Coordinates with various seminars, trainings, and official > Attends to the guests and Government. agencies and sectors related to Coordinates with NGAs and trips of the Provincial visitors transacting in the the conduct of projects and Government. office. other sectors related to activities in the province projects. > Attends to guests and visitors transacting in the office **EXECUTIVE ASSISTANT IV EXECUTIVE ASSISTANT IV** EXECUTIVE ASSISTANT IV **EXECUTIVE ASSISTANT IV EXECUTIVE ASSISTANT IV EXECUTIVE ASSISTANT IV** Assists in the supervision of the Responds to inquiries of guests Drafts correspondences, Assists in promoting inter-office Attends to the special concerns Responds to inquiries of guests daily operations of the staff. and clients. proposals and other official and intergovernmental of the Office of the Provincial and clients. Assists in the preparation of the written outputs. relations Governor. Assists the Executive Assistant V Governor's schedule. Attends to the guests and Attends meetings related to Serves as the focal person of the Assists the Executive Assistant V political and legal affairs. visitors transacting in the office. office for Gender Development. **EXECUTIVE ASSISTANT III EXECUTIVE ASSISTANT III** Attends to the special concerns Responsible for organizing the of the office events and activities of the Attends to the guests and Governor visitors transacting in the office **EXECUTIVE ASSISTANT II EXECUTIVE ASSISTANT II EXECUTIVE ASSISTANT II EXECUTIVE ASSISTANT I EXECUTIVE ASSISTANT I EXECUTIVE ASSISTANT I EXECUTIVE ASSISTANT I** SR. ADMINISTRATIVE ASSISTANT I POPULATION OFFICER I **POPULATION OFFICER I** LABOR AND EMPLOYMENT OFFICER ADMINISTRATIVE AIDE VI LICENSE INSPECTOR I LICENSE INSPECTOR I ADMINISTRATIVE AIDE VI LICENSE INSPECTOR I **ADMINISTRATIVE AIDE IV ADMINISTRATIVE AIDE IV** ADMINISTRATIVE AIDE IV ADMINISTRATIVE AIDE IV ADMINISTRATIVE AIDE IV ADMINISTRATIVE AIDE III WATCHMAN I WATCHMAN I WAITER I **UTILITY WORKER I** TRADE AND CRAFT HELPER ADMINISTRATIVE AIDE I MESSENGER



# HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT



# PROVINCIAL PUBLIC EMPLOYMENT SERVICE OFFICE



#### PROVINCIAL PUBLIC EMPLOYMENT SERVICE OFFICE

- Formulate policies, develop plans, programs, projects and activities for public employment service and programs for staff development and implement the programs and policies that will intensify the attainment the quality of life of all Caviteño
- Provide a non-fee charging multi-employment service facility
- Deliver basic services on public employment facilitation
- Monitor public employment facilitation service programs
- > Implement existing laws and policies on public employment service
- Establish link provincial inter-agency offices and 23 LGU offices in the province in-charge of Public Employment Service
- Establish link to the regional and national offices of the Department of Labor and Employment (DOLE), Overseas Workers' Welfare Administration (OWWA), Philippine Overseas Employment Administration (POEA), and the Department of Foreign Affairs (DFA) to constitute the regional and national employment service network

### ADMINISTRATIVE SECTION

- Provide administrative support services relating to personnel, staff development, management of records, supplies and equipment and management of workplace
- Prepare, facilitate and monitor grants, staff benefits/welfare from GSIS, PhilHealth and Pagibig, Leaves, Travel Orders, Remittances, Disbursement Vouchers, Annual Budget, Annual Procurement Plan and Annual Investment Plan of the office
- Prepare, receive and control official letters and communications.
- Provide support for membership and attendance to different provincial, regional and national councils committees.

## **LABOR MARKET INFORMATION SECTION**

This section shall be responsible for the data bank management, job generation and job matching programs, projects and activities of the office.

## **DATA BANK AND MANAGEMENT JOB GENERATION**

- Generate local and overseas job opportunities for jobseekers in the province
- Assists in establishing and maintaining partnership with various companies in the province
- Assist in exchanging LMI services between jobseekers and employers
- Collaborate with various local and overseas job providers for job opportunities generation
   Collaborate with various city/municipal PESO and
- partner national agencies for the Provincial manpower registry of skills.
- > Coordinate and assist the Cavite Tripartite to ensure good labor relations.
- Develop and maintain the Provincial PESO website.

#### JOB-MATCHING

- ➤ Handle job-matching activities and strengthen the PhilJobNet system of registry
- Maintain LMI exchange vehicles to ensure up-todate job opportunities and effective job-matching
- Provide and maintain database of local and overseas job opportunities for Caviteño jobseeker.

# EMPLOYMENT GUIDANCE AND COUNSELING/COACHING SECTION

This section shall be responsible for the office's programs, projects and activities on pre-employment assessment, occupational guidance and assistance to Caviteño OFWs and victims of illegal recruitment.

# PRE-EMPLOYMENT ASSESSMENT, GUIDANCE AND COUNSELING/COACHING

- Conduct occupational counseling, career guidance, mass motivation and work values development activities including assistance to informal sectors
- Conduct testing and evaluation of jobseekers for gainful employment
- Develop and employ pre-employment coaching and guidance information, education and communication (IEC) materials

### REFERRAL AND PLACEMENT SECTION

This section shall be responsible for the job, entrepreneurial and training referrals, placeman monitoring and implementation of special services and advocacy programs, projects and activities of the office.

# JOB ENTREPRENEURIAL, TRAINING REFERRALS AND PLACEMENT MONITORING

- Handle job referrals and recommendations for employment
- Coordinate with companies with job opportunities prior to referrals
- Monitor referrals and placements and prepare reports for evaluation and decision making
- Coordinate with technical and entrepreneurship training providers for skills enhancement and livelihood information for jobseekers
- Handle training referrals and monitor effectiveness for decision making
- Handle livelihood referrals, financing referrals and monitor effectiveness for decision making

#### PLANNING, MONITORING AND EVALUATION SECTION

This section shall be responsible for the planning, research, program/projects/activities monitoring and evaluation, relating to public employment facilitation service.

#### PLANNING AND RESEARCH

- Assist in formulating policies, developing plans, programs for public employment facilitation service and programs for staff development and implementing the programs and policies that will intensify the attainment of the quality of life of all Caviteño;
- Draft programs and projects for priority on employment service development;
- Conduct and participate on employment studies and recommend solutions to problem thereto;
- Plan and coordinate researches on public employment service

# OFW AND ANTI-ILLEGAL RECRUITMENT (AIR) ASSISTANCE

- Establish and maintain Anti-Illegal Recruitment (AIR) help desk and assist in the AIR programs advocacy
- Establish and maintain Overseas Filipino Workers' (OFW) help desk and provide reintegration services
- Develop and employ Anti-Illegal Recruitment and OFW information, education and communication (IEC) materials

#### SPECIAL SERVICES AND ADVOCACY

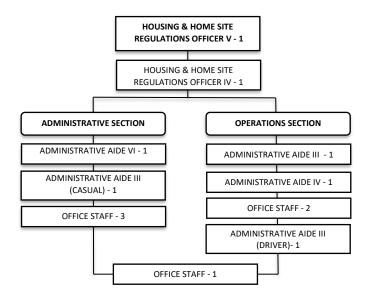
- Plan and Implement special services of the Provincial PESO such as Job Fairs, Special Program for the Employment of Students and Out-of-School Youth (SPESOS) and Mobile Passporting
- Plans and collaborates with city/municipal PESO, SUCs PESO and partner national agencies for capability development of PESO managers and other stakeholders responsible for public employment facilitation service
- Develop and employ information, education and communication (IEC) campaign materials for the programs, projects and activities advocacy of the office

#### PROGRAM MONITORING AND EVALUATION

- Monitor and evaluate various public employment facilitation service programs conducted by the office
- Provide employment-related statistical data intended for evidence-based planning and decision-making in coordination with the city/municipal PESOs, SUCs PESO and partner national agencies
- Conduct continuing analysis and evaluation of employment-related reports, data and monitor problems encountered
- Formulate and coordinate employment-related research activities for improving methods and techniques for collecting, processing, presenting and analyzing statistical data

# PROVINCIAL HOUSING DEVELOPMENT AND MANAGEMENT OFFICE

## ORGANIZATIONAL CHART



# **FUNCTIONAL CHART**

#### HOUSING & HOME SITE REGULATIONS OFFICER V

In-charge in all policies, programs and projects of the provincial government's housing and resettlement services through direct coordination with the Urban Development and Housing Board and other agencies for the formulation and organization of actions in order to achieve the goal of providing decent and affordable homes and home lots to all Caviteños

# **HOUSING & HOME SITE REGULATIONS OFFICER IV**

Assists the Housing and Home Site Regulation Officer V in the implementation of the provincial government's policies, programs and projects on housing and resettlement thru researching and gathering various information and records necessary for the formulation of policies, documenting of project, preparing of reports, recommending administrative action plans and facilitating administrative policies in order to support the courses of action to be undertaken in the delivery of housing and resettlement services

## **ADMINISTRATIVE SECTION**

Responsible in the preparation and processing of vouchers pertaining to the different maintenance and operational expenditures, maintains the various personnel records and accounts routine files and documents

#### **OPERATIONS SECTION**

Responsible in all field activities such as tagging and verifications, survey and researches, documentation of projects and inter-agency coordination.

# TOURISM DEVELOPMENT DIVISION

## ORGANIZATIONAL CHART

# **OIC-PROVINCIAL TOURISM** OFFICER- 1 **ADMINISTRATIVE DIVISION TOURISM OPERATIONS** ASSISTANT - 1 ADMINISTRATIVE AIDE VI - 1 ADMINISTRATIVE AIDE III - 2 ADMINISTRATIVE STAFF- 1 TOURISM SERVICES.PROMOTIONS RESEARCH, STATISTICS AND AND CULTURAL AFFAIRS DIVISION PRODUCT DEVELOPMENT DIVISION SENIOR TOURISM TOURISM OPERATIONS OFFICER I - 1 **OPERATIONSOFFICER-1** STAFF-1 STAFF-1 (VACANT) (VACANT)

### **FUNCTIONAL CHART**

# PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE

Formulate policies, and conceptualize and implement plans and programs on tourism and cultural product development and promotion; coordinate with LGUs and national government agencies for the integration of provincial tourism and cultural agenda through development plans; oversee tourism facilities owned by the Provincial Government; monitor standards and accreditation of tourism-related establishments and services; supervise various cultural affairs that promote and preserve cultural heritage and growth of the province; and develop partnership and establish linkages between LGUS and stakeholders in the sectors of culture and tourism.

# RESEARCH, STATISTICS AND PRODUCT DEVELOPMENT DIVISION

Provide support services in the areas of policy formulation and evaluation; formulate, update and monitor the Tourism Master Plan; in-charge of tourism and cultural product development, research and statistics, and local incentives programs; and coordinate with other government agencies, local communities and other stakeholders in the industry.

#### ADMINISTRATIVE DIVISION

Provide staff assistance, control and advice on personnel information, records, communications, supplies and materials, equipment and other facilities; in-charge of the disbursements and budget; and perform other functions as assigned by the Provincial Tourism Officer.

# TOURISM SERVICES, PROMOTIONS AND CULTURAL AFFAIRS DIVISION

# Tourism Promotions and Marketing

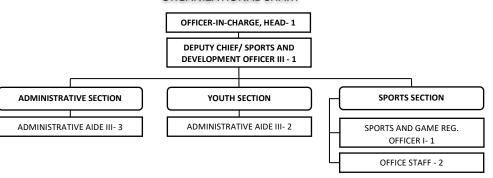
Formulate and implement projects on development and enhancement of tourist sites, facilities and services through accreditation campaigns, training and institutionalization of community participation and private sector; prepare and implement integrated marketing and promotions strategies through information dissemination campaigns using various platforms, special events, and other related tourism programs; conduct tours within the province; and in-charge of tourist information and assistance center.

#### Cultural Affairs and Events

In-charge of research and documentation of activities on Cavite's cultural heritage; provide technical assistance to cultural and historical organizations; implement cultural education and communication campaigns; and develop and implement special events and activities that promote the province's cultural heritage, growth and preservation.

# PROVINCIAL YOUTH WELFARE AND DEVELOPMENT OFFICE

## ORGANIZATIONAL CHART



# **FUNCTIONAL CHART**

# Arm of the Provincial Governor in the implementation of youth and sports development in the Province of Cavite

OFFICER-IN-CHARGE, HEAD

#### ADMINISTRATIVE SECTION

- > Responsible in handling/preparing documents pertinent to office's functions such as office order, memorandum and logistics;
- ➢ POSDCORB
- > Implements internal human resource development via seminar/training/ workshop, mentoring/coaching of OJTs and career development;
- Performs liaison and admin related works;
  Plans and budgets long and medium term plans for youth and sports development;
- Receives and records correspondences;
- Records management;
- Processes financial assistance as aid for youth welfare and sports development; and
- > Processes letter requests for the provision of sports supplies.

# YOUTH SECTION

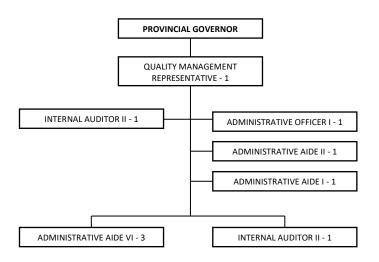
- > Coordinates with the youth stakeholders to come up with the short and long term plans for the development of youth welfare in the Province of Cavite;
- > Formulates and implements programs/ activities for youth welfare and development; and
- > Evaluates the youth programs, projects and activities conducted by the office.

## **SPORTS SECTION**

- Researches, plans, formulates, implements and evaluates programs/activities for sports development;
- > Produces menu of priority sports suitable for Caviteños
- Provides sports supplies; and
   Evaluates all the sports activities/programs

# **CAVITE QUALITY MANAGEMENT OFFICE**

# ORGANIZATIONAL CHART



# **FUNCTIONAL STATEMENT**

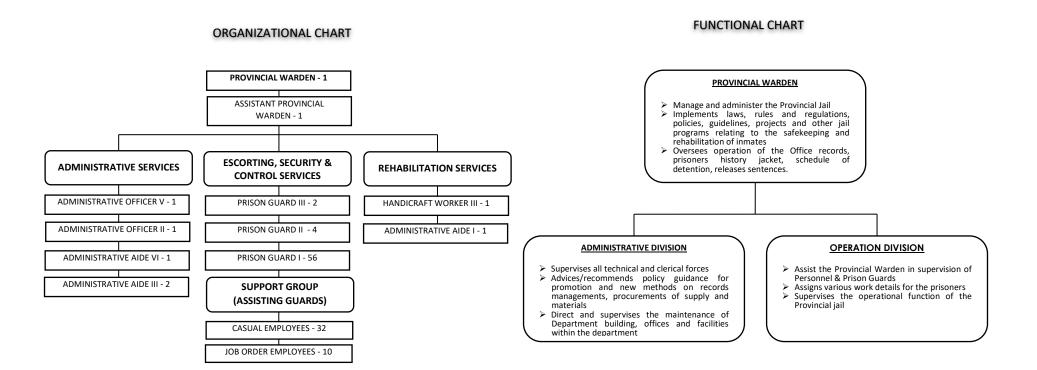
# **CAVITE QUALITY MANAGEMENT OFFICE**

- Facilitates the distribution and retrieval of Audit Findings Report (AFR), Corrective Action Request (CARS) and Correction Request Form (CRF).
- Assist the PGC-QMS Planning Committee in monitoring all PGC Department's Performance of Quality Objectives attainment.
- of Quality Objectives attainment.

  Acts as a secretariat to all the activities undertaken by the DQMR and all PGC-QMS Committees.
- > Liaises with the PGC-QMS Documentation Team during changes and revisions.
- Manages the distribution, collection and filing of Client's Feedback Forms for reference of PGC-QMS IQA Team during audits.
- Prepares Training Design, facilitates documents needed and provides logistical support during the conduct of training.
- support during the conduct of training.

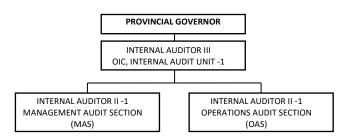
  Collates and files Workplace Inspection Ratings for reference of PGC-QMS IQA Team during audits.

# PROVINCIAL JAIL



#### INTERNAL AUDIT DIVISION

## ORGANIZATIONAL CHART



# **FUNCTIONAL CHART**

INTERNAL AUDIT UNIT OIC

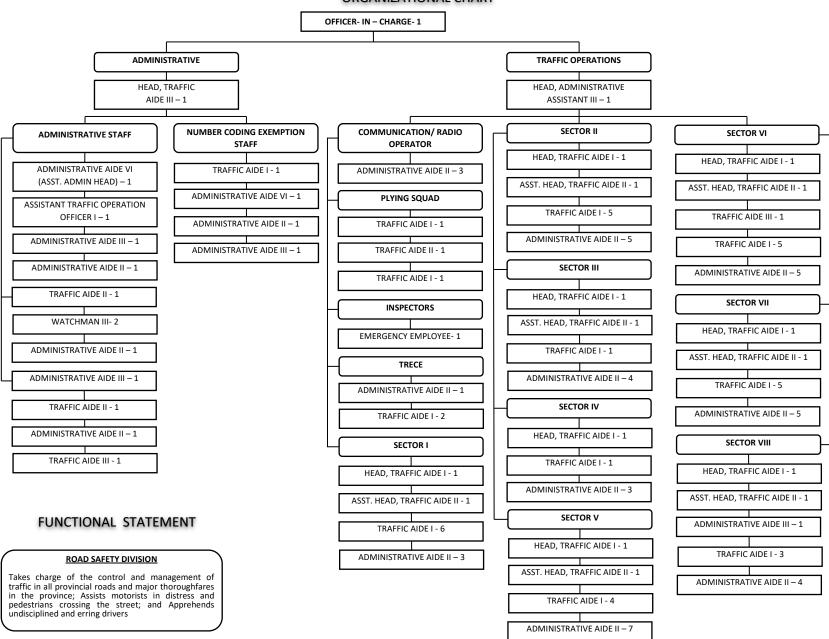
## **MANAGEMENT AUDIT SECTION (MAS)**

- Conduct management audit of activities of the Provincial Government and determine degree of compliance with the mandate, policies, government regulations, system and procedures/processes
- Review and appraise system and procedures/processes, structure/asset management practices, financial and management records, reports and performance standards of the Provincial Government.
- Verify and analyze of the management to ascertain information system generate data and reports that are complete, accurate and valid.
- Ascertain the reliability and integrity of the financial and management information and the means used to identify measure, classify and report such information.
- Ascertain the extent to which the assets and the other resources of the organization are accounted for the safeguarded from losses of all kinds.
- Review and evaluate soundness, adequacy and application of accounting financial and management controls and promote the most effective control at reasonable cost.
- Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities.
- Perform functions of a protective, nature such as prevention and detection of fraud or dishonesty, review cases involving misuse of agency property and checking of transaction with outside parties.
- Perform miscellaneous service including special investigation and assistance to outside contacts such as Commission on Audit (COA)

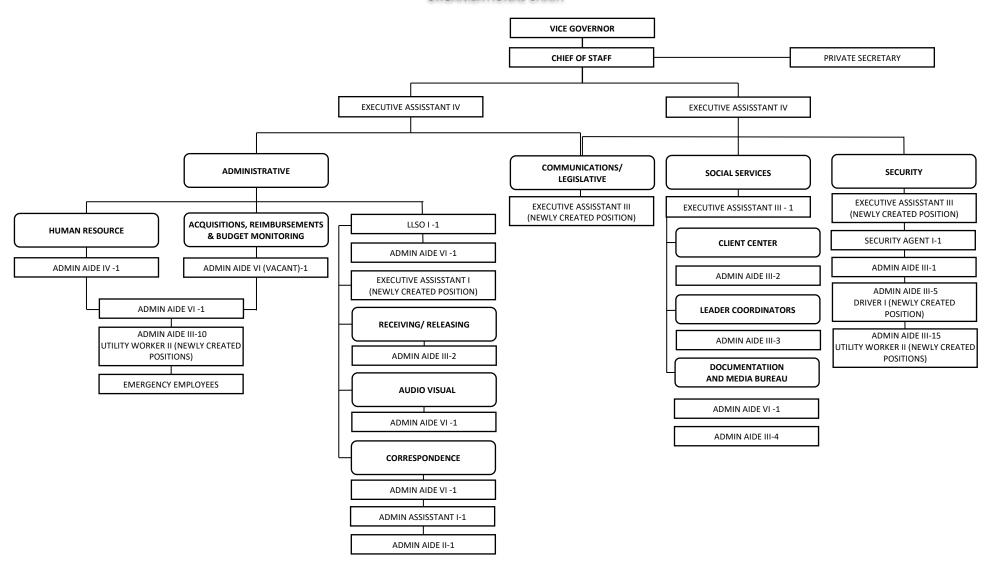
#### **OPERATIONS AUDIT SECTION (OAS)**

- Conduct operations performance audit of activities of the Provincial Government and its departments and determine the degree of compliance with the mandate policies, government regulations, system and procedures/processes.
- Review and appraise system and procedures/processes, organizational structure, operations, practices, operations, records, reports, and performance standards of the Provincial Government and its departments.
- Verify and analyze operations data to ascertain if management information system and generate data or reports that are complete, accurate and valid
- Ascertain the reliability and integrity of operational information and the means used to identify measures, classify and report such information.
- Review operations and programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned.
- Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities.
- Recommend courses of action on operational deficiencies observed.
- Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty review of cases involving misuse of agency property and checking of transaction with outside parties.
- Perform miscellaneous service, including special investigation and assistance outside contacts such as Commission on Audit.

## ROAD SAFETY DIVISION



# OFFICE OF THE PROVINCIAL VICE GOVERNOR



OFFICE OF THE PROVINCIAL VICE GOVERNOR

- SOCIAL SERVICES

  > Provides the service themselves or may contract with an independent voluntary or private organization to provide the service.

  Finds successful solution to that relate to social

## **ADMINISTRATIVE**

- > Coordinates the general correspondence, keeps records, handles mails, files, copies, and duplicates and maintains the machines necessary to accomplish these.
- Collects, stores and processes data in such a way that is available to those who need this information at short notice so that they can use it and complete their task efficiently.

## **LEGISLATIVE**

- Assists in drafting, studying, reviewing and passing of ordinances, resolutions and orders before sent for signing and approval prior to execution.
- > Makes track of the legal records of the office.

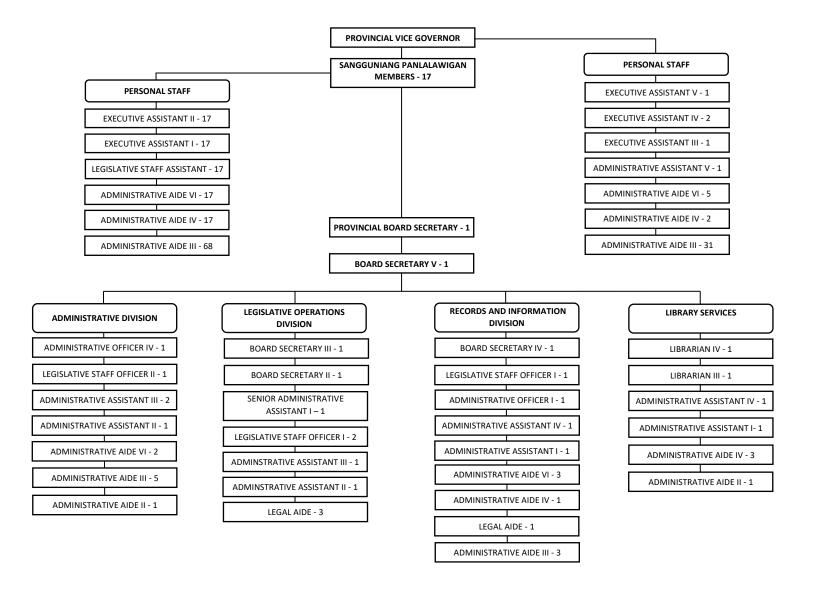
## **SECURITY**

- ldentifies and effectively mitigates or manages, at an early stage, any developments that may threaten the security of the office.
- Oversees and manages the close coordination of all functions within the office that are concerned with security, continuity and safety.

### COMMUNICATIONS

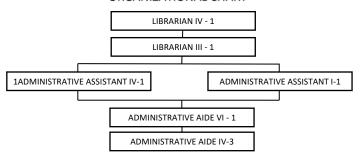
- Writes and distributes news releases and responds to media queries. Monitors newspapers, television news broadcasts and other outlets.
- Responds to inquiries from the public

# OFFICE OF THE SANGGUNIANG PANLALAWIGAN



# **CAVITE PROVINCIAL LIBRARY**

#### ORGANIZATIONAL CHART



# **FUNCTIONAL CHART**

# PROVINCIAL VICE GOVERNOR AND BOARD MEMBERS

Acts as the legislative body of the Provincial Government by enacting ordinances and approving resolutions necessary for the general welfare of the Province and its inhabitants.

# SECRETARIAT

- Provides technical support services to the Members of the Sangguniang Panlalawigan in the performance of its legislative functions.
- Establishes communication and acts as conduit to local government units, non-governmental organizations and the general public on legislative actions taken by the Sanggunian.

# PERSONAL STAFF

Reviews all ordinances approved by the Sanggunians of component cities and municipalities and executive orders issued by the Mayors of said component units to determine whether these are within the scope of the prescribed powers of the Sanggunian and of the Mayors.

#### ADMINISTRATIVE DIVISION

Provides required administrative services of to the office such as processing of payrolls, supplies management and processing of expense vouchers.

### LEGISLATIVE OPERATION DIVISION

Provides necessary data and information in the conduct of session such as order of business, minutes of the session, resolutions and journal of proceedings to ensure orderliness during session.

### RECORDS AND INFORMATION DIVISION

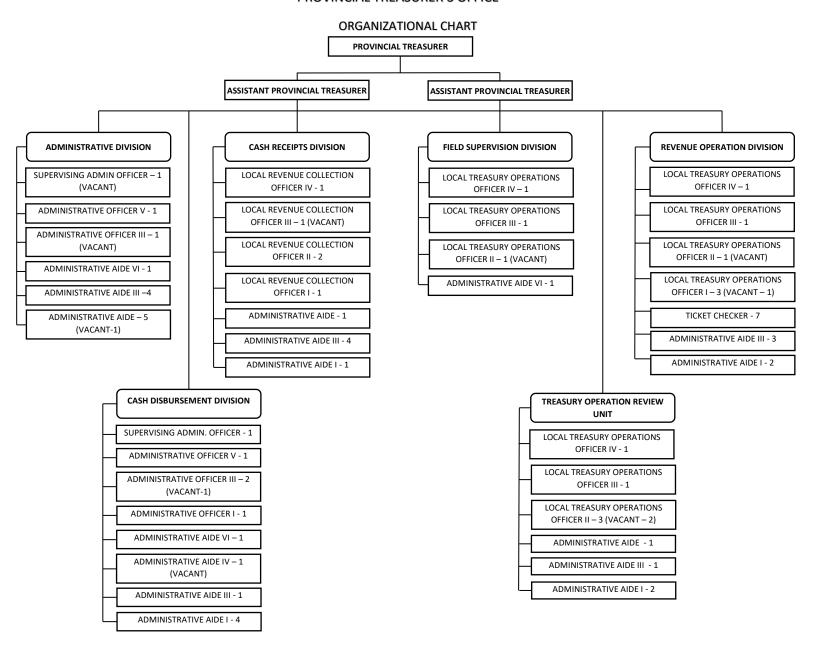
Provides technical support services to the members of the Sangguniang Panlalawigan in the performance of its legislative functions
 Establishes communication and acts as conduit to local government units, non-government organizations and the general public on

legislative actions taken by Sanggunian.

# LIBRARY SERVICES

Maintains, safe keeps and organizes old copies of approved ordinances and resolutions, e-library computers, books, periodicals, magazines and taped proceedings of the Sangguniang Panlalawigan to provide easy access on information in print or non-print format.

# PROVINCIAL TREASURER'S OFFICE



#### PROVINCIAL TREASURER

#### ADMINISTRATIVE DIVISION

- Prepares annual supplemental budget proposal;
- > Coordinates with the local budget office on budget matters;
- Receives accountable forms, office supplies and equipment;
- Prepares reports of balances on stock-on-hand of supplies, materials and accountable forms; and
- > Prepares all unserviceable properties for condemnation

### **CASH RECEIPT DIVISION**

- Prepares and collects all kinds of taxes;
- > Acts as custodian and depository representing bidder's bond, bail bond, etc.;

  Maintains subsidiary cashbook for receipts; and
- > Prepares report of collection and submits to cash disbursement division for recording to general cash book.

## FIELD SUPERVISION DIVISION

- > Conducts routine inspection of municipal treasury and district collection offices, including their property accountability;
- > Conducts examination of books of accounts of municipal treasurers;
- Analyzes trial balances and other financial statistical reports; and
- > Submits reports to the Provincial Treasurer Violations shortages of the Municipal Treasurer.

#### REVENUE OPERATION DIVISION

- Conducts periodic tax
- education/information/collection campaign;
- ➤ Maintains individual tax records of real property owners and other entities;
- > Analyzes collection trends and expenditure patterns on current operations; and
- Conducts examination of book of accounts of private business establishments.

#### **CASH DISBURSEMENT DIVISION**

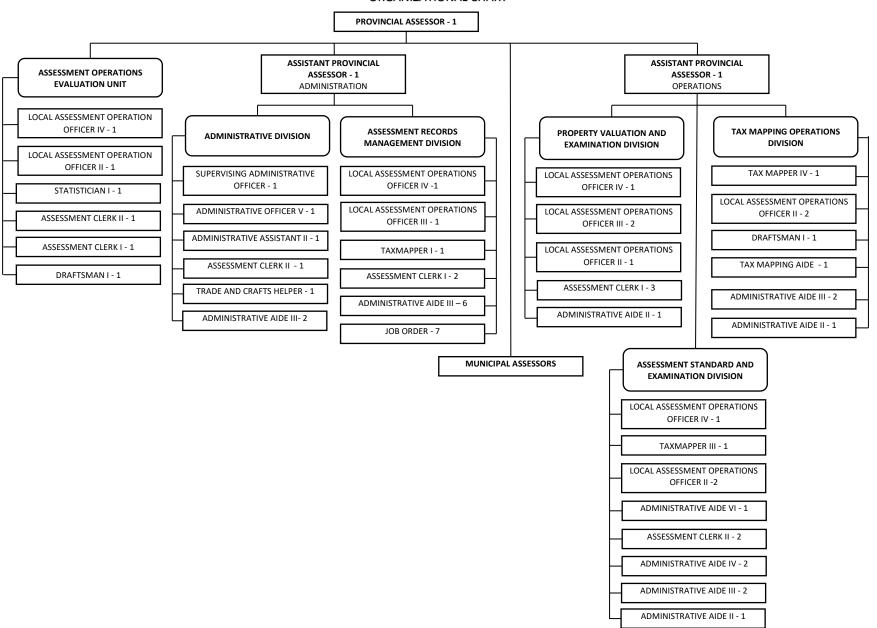
- > Withdraws cash for payment of various
- Prepares checks for payment of obligations; and
- Prepares report of cash disbursement report and checks issued.

# TREASURY OPERATION REVIEW UNIT

- > Conducts spot audit and examination of cash and accounts of all accountable officers;
- > Conducts daily cash count of collecting and disbursing officers;

  Conducts fact-finding investigation of erring
- treasury personnel; and
- Conducts post-credit of all financial transactions.

## PROVINCIAL ASSESSOR'S OFFICE



#### PROVINCIAL ASSESSOR

PPerform the duties provided for under book ii of R.A. 7160, prepares and implements the operation and administration of the plans and programs of the office based on the objectives, guidelines and systems issued by the department of finance, its regional offices and the local government itself. Exercise technical supervision and visitorial functions over all component city and municipal assessor's in the province.

# ASSISSTANT PROVINCIAL ASSESSOR FOR ADMINISTRATION

Assist the provincial assessor and perform such other duties as the latter may assign to him. Exercises direct supervision over the duties and functions of the administrative and assessment records management divisions.

#### MUNICIPAL ASSESSORS

Performs the functions prescribed under R.A. 7160, prepares and implements the operation and administration of the plans and programs of his office based on the objectives ,guidelines and systems issued by the department of finance, its regional offices, the office of the provincial assessor and the municipal governmentitself.

# ASSISSTANT PROVINCIAL ASSESSOR FOR

#### OPERATION

Assist the provincial assessor and perform such other duties as the latter may assign to him. Exercises direct supervision over the duties and functions of the tax mapping operations, property valuation & examination and assessment standard examination divisions.

# ASSESSMENT OPERATION EVALUATION

### UNIT

Conducts periodic assessment audit; reviews existing assessment procedures, techniques and policies and recommends measures for improvement when necessary reviews all tax declarations prepared by the municipal assessors or assessment division; recommends guidelines and policies to strengthen real property tax administration; implements all assessment regulation issued by the department of finance, and recommends revision/modification applicable to the locality. When necessary.

# ASSESSMENT RECORDS MANAGEMENT

## DIVISION

- Receives and assigns to proper division all incoming official communications;
- Releases thru mail or messenger or other means of dispatching all outgoing communications and records;
- Prepares certified copies of assessment records and other related documents;
- Installs and maintains records management system and procedures such as proper filing methods and classification of records, cross references records and proper storage of records;
- Acts as custodian of permanent real property records, schedule of market values, property ownership cards cadastral lot records, assessment rolls, tax declarations, notice of assessments. sworn statement, etc.:
- Maintains statistics on real property tax valuation; and
- Prepares and maintains required inventories of official records; and
- Recommends or effects disposal of inactive and obsolete official records.

#### ADMINISTRATIVE DIVISION

- > Takes charge of all personnel transactions and movements such as recruitment, promotional line-up, promotion, transfer, leave request, administrative disciplinary action, resignation, retirement, etc.;
- Maintains personnel files;
- Implements office policies and procedures affecting discipline;
- Prepares supplemental and annual budget proposals;
- Coordinates with the Local Budget Office on budgetary matters;
   Compiles/disseminates
- administrative issuances coming from central and regional offices;
- Prepares payrolls, vouchers and general correspondences;
- Determines office supplies needs
- Requisitions and receives office supplies, materials and equipment;
- Issues and renews memorandum receipts to accountable officers;
- Conducts physical inventory of supplies and materials, equipment and other properties under the accountability of the office;
- Prepares and submits report of said inventory to proper authorities as may be required; and
- Prepares list of unserviceable properties and recommends disposal thereof.

## TAX MAPPING OPERATION DIVISION

- Secures base maps from the Bureau of Lands, Dept. of Agrarian Reform Land Registration Authority, Private Geodetic engineers and other sources;
- Prepares pre-tax mapping control roll and field appraisal assessment sheet;
   Conducts field inspections for
- identification of property location ownership, classification and improvements;
- Prepares municipal district index maps, barangay index maps, section index maps and tax maps;
- Prepares final tax mapping control roll;
- Assigns property index number (PIN) to each property:
- Acts as custodian of original copies of municipal district index maps, barangay index maps, section index maps and tax maps, tax mapping control roll, etc.;
- Reviews, updates, maintains tax maps and other index maps; and
- Coordinates with other divisions on matters relative to property location, area improvements, ownership and property index number.

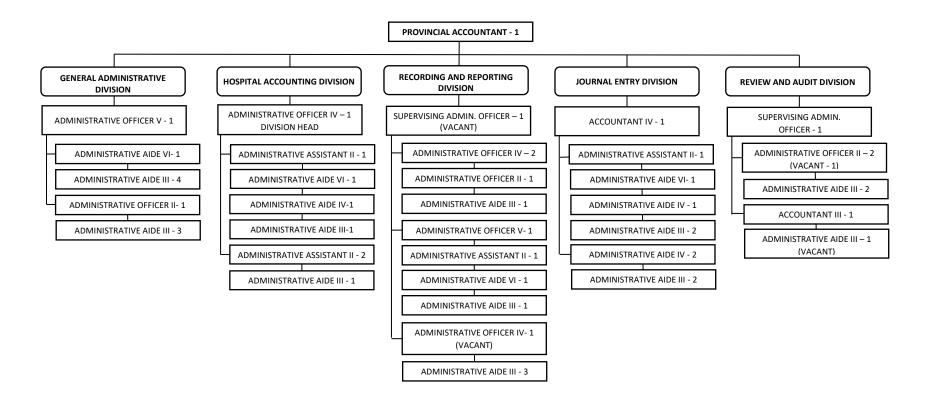
# ASSESSMENT STANDARD AND EXAMINATION DIVISION

- Initiates, reviews and recommends changes in policies, plans and programs techniques, procedures and practices in the assessment of real properties:
- Undertakes regular review of all tax declarations issued by the municipal assessors;
- Conducts regular physical surveys to check and determine whether all real properties within the province are properly assessed;
- Extends technical assistance to municipal assessors pertaining to assessment of real properties; and
- Coordinates and monitors real property assessment activities of municipal assessors.

# PROPERTY VALUATION AND EXAMINATION DIVISION

- Reviews/Revises/Integrates preliminary schedule of market values submitted by Municipal Assessors and prepares final schedule of market values;
- Collates and analyzes market data of real properties gathered by the Offices of the Municipal Assessors;
- Extends technical assistance to the municipal assessors in the preparation of the preliminary schedule of market values;
- Undertakes regular review of all field appraisal assessment sheet prepared by the Office of the Municipal Assessors and if warranted, conducts physical investigation to verify correctness of classification, actual use, physical condition, etc. of properties described in the field appraisal assessment sheet;
- Conducts regular physical surveys to check and determine whether all real properties within the province are properly appraised;
- Initiates/Reviews/Recommends plans and programs, techniques, procedures and practices relative to real property appraisal; and
- Extends technical assistance to the municipal assessors pertaining to real property appraisal activities of the office of municipal assessors.

# PROVINCIAL ACCOUNTING OFFICE



#### PROVINCIAL ACCOUNTANT

## GENERAL ADMINISTRATIVE DIVISION

- > Prepares annual and supplemental budget proposal;
- Coordinates with the local budget office on budget matters;
- Receives office supplies and equipment;
- Prepares reports of balances of stock on hand of supplies and materials;
   Prepares BIR withholding tax and PHIC remittances of employees of the province;
- Prepares transmittal of Leaves. Travel Orders. No Log Slip of employees;
- > Encodes payrolls for regular and casual employees for ATM;
- > Prepares purchase requests, obligation requests and other transactions of the office;
- > Prepares memorandums, letters and correspondences.

#### RECORDING AND REPORTING DIVISION

- > Accounts for all journal entries or bank transactions and financial expenses;
- > Prepare monthly, quarterly and annual financial statements and all other accounting schedules and periodic reports;
- Prepares bank reconciliation statements;
- > Posts all accounts to subsidiary/general
- Prepares monthly trial balance for all accounts;
- > Prepares monthly financial statements for all funds and all supporting schedules thereto.

#### **REVIEW AND AUDIT DIVISION**

> Reviews and checks supporting documents of all disbursement vouchers and payrolls to determine propriety, legality, correctness and completeness of requirements

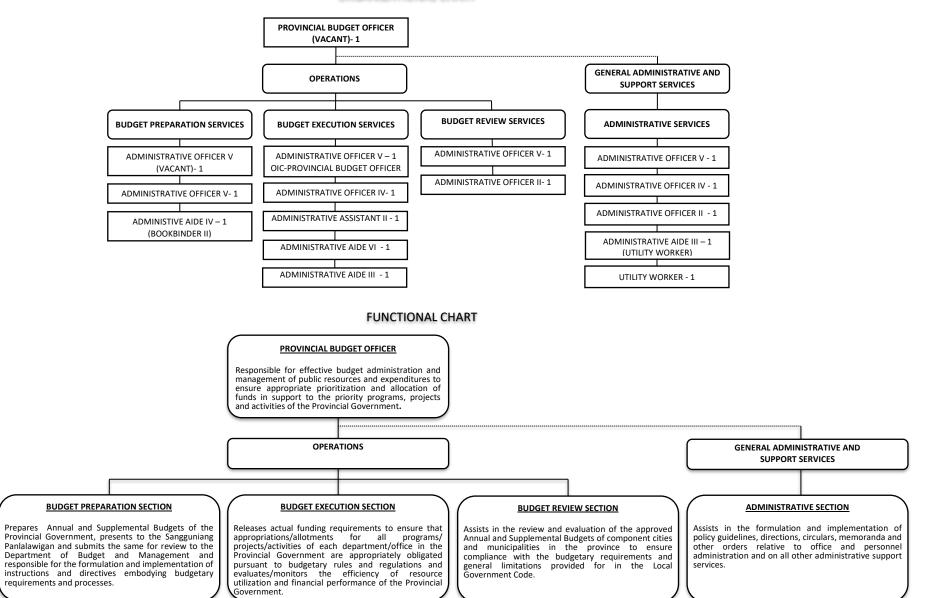
## JOURNAL ENTRY DIVISION

- Records vouchers and monthly payrolls;
- Receives, processes, numbers and indexes all disbursement documents in the province;
- Maintains subsidiary ledgers of Account Payables per office; and
- Controls and reconciliates fund with Provincial Budget Office.

## HOSPITAL ACCOUNTING DIVISION

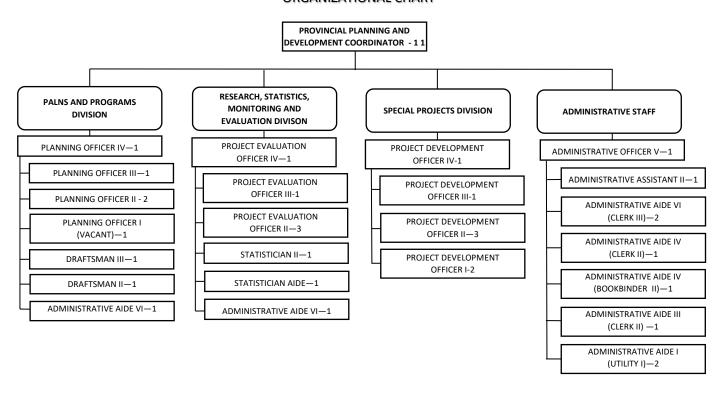
- > Prepares journal entries of vouchers, collections and other transactions;
- Reviews, controls and records documents and other claims;
- Indexes salaries, supplier's claims/vouchers;
   Prepares GSIS and BIR 1604, 2316 and BIR
- > Accounts for collection and deposits, official receipts and income and revenues:
- > Accounts for vouchers and prepares journal for cash/check payments and posts to subsidiary/general ledgers;
- > Prepares monthly schedules of all accounts and monthly trial balance;
- Prepares monthly balance Sheet and Statement of Income and Expenses; and
- > Prepares monthly Fund Utilization Report for hospital grants and trust funds.

# PROVINCIAL BUDGET OFFICE ORGANIZATIONAL CHART



7

# PROVINCIAL PLANNING AND DEVELOPMENT OFFICE



# PROVINCIAL PLANNING AND DEVELOPMENT

# COORDINATOR

- Formulates integrated economic, social, physical and other development objectives and policies based on the prepared comprehensive plans and planning documents for consideration and approval of the Sangguniang Panlalawigan and the Governor;
- Conducts and participates in development studies, researches and trainings to evolve provincial plans and programs;
- Holistically analyzes the provincial income and expenditure patterns in order to recommend fiscal plans and policies;
- Promotes multi-sectoral participation on planning through active coordination and consultations down to community levels;
- Supervises the conducts of feasibility and impact assessment of significant development projects;
   As a monitoring arm, PPDC monitors and
- As a monitoring arm, PPDC monitors and evaluates implementation of various development programs and projects in coordination with concerned sectoral groups and agencies; and
- Also ensures active participation of the Province to special bodies in the provincial, regional and national levels as mandated by law.

# ADMINISTRATIVE STAFF

- Provides support, record and control services relating to personnel, staff development, management of supplies and equipment;
- Prepares, facilitates and monitors grants, staff benefits/welfare from GSIS, Philhealth and Pagibig, Leaves, Travel Orders, Agency Remittances Advice (ARA), Disbursement Vouchers, Annual Budget and Annual Procurement Plan (APP); and
- Prepares, receives and controls official letters and communications.

#### PLANS & PROGRAMS DIVISION

- Drafts program and projects for priority on infrastructure, economic and social sectors of development and conducts studies and recommends solutions to problems thereto;
- Maintains liaison/coordination with both public and private sector's development plans and programs;
- Recommends changes in program objectives and operations to provide balance effectiveness.

#### RESEARCH, STATISTICS, MONITORING &

#### **EVALUATION DIVISION**

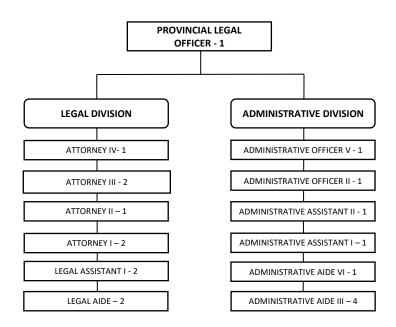
- Plans and coordinates researches on infrastructure, economic and social sectors of development;
- Conducts continuing analysis and evaluation of reports/data and monitors problems encountered;
- Formulates and coordinates research programs for improving methods and techniques for collecting, processing, presenting and analyzing statistical data: and
- Prepares statistical charts, and graphs intended for evidence-based planning and decision-making.

#### SPECIAL PROJECTS DIVISION

- Plans and monitors special development projects of the province:
- Conducts studies and recommends solutions to problems encountered thereto;
- Recommends changes in programs objectives and operations;
- Conducts continuing studies, researches and relevant training necessary;
- > Evaluates plans and programs for implementation
- Handles special programs and projects mandated or provided for implementation by the national government; and
- Takes charge of provincial level initiated special

# PROVINCIAL LEGAL OFFICE

# ORGANIZATIONAL CHART



# **FUNCTIONAL STATEMENT**

# PROVINCIAL LEGAL OFFICE

This office gives legal opinion and/or dictum in all municipal resolution and ordinance as well as provincial resolution, where there is doubt as to their validity and upon and questions relation to the Province by the Provincial Governor, Sangguniang Panlalawigan or any heads of the provincial offices and agencies.

# OFFICE OF THE PROVINCIAL ADMINISTRATOR

#### ORGANIZATIONAL CHART

# PROVINCIAL ADMINISTRATOR - 1 SUPERVISING ADMINISTRATIVE OFFICER - 1 ADMINISTRATIVE DIVISION INTERNAL CONTROL DIVISION ADMINISTRATIVE OFFICER V - 1 ADMINISTRATIVE OFFICER V (ADMIN OFFICER III) (VACANT) (MANAGEMENT & AUDIT ADMINISTRTIVE OFFICER IV - 1 ANALYST III) - 1 (MAA II) ADMINISTRATIVE OFFICER IV (MANAGEMENT & AUDIT ADMIN OFFICER II ANALYST II) - 1 (MAA I) - 1 ADMINISTRATIVE OFFICER II ADMINISTRTIVE (MANAGEMENT & AUDIT ASSISTANT II - 2 (CLERK IV) ANALYST I) - 2 ADMINISTRTIVE ASSISTANT I - 1 ADMINISTRATIVE ASSISTANT II - 1 (BOOKBINDER III) ADMINISTRATIVE AIDE VI – 1 ADMINISTRATIVE AIDE VI - 1 (CLERK III-VACANT) (CLERK III) ADMINISTRATIVE AIDE IV - 3 ADMINISTRATIVE AIDE IV - 3 (BOOKBINDER II) (BOOKBINDER II) ADMINISTRATIVE AIDE III – 2 ADMINISTRATIVE AIDE III - 3 (UTILITY- VACANT) (DRIVER I) ADMINISTRATIVE AIDE III - 9 ADMINISTRATIVE AIDE III - 8 (CLERK I - 2; VACANT - 1) CLERK I - 1; UTILITY WORKER II - 1) ADMINISTRATIVE AIDE I - 6 ADMINISTRATIVE AIDE II - 5

ADMINISTRATIVE AIDE I - 5

#### FUNCTIONAL CHART

## OFFICE OF THE PROVINCIAL ADMINISTRATOR

Coordinates the work of all the officials of the LGU under the supervision, direction and control of the Provincial Governor; mandated to be in the frontline of the delivery of administrative support services, particularly those related to situations during and in the aftermath of man-made and natural disasters and calamities.

### SUPERVISING ADMINISTRATIVE OFFICER

- Assists the Provincial Administrator in supervising and monitoring the overall function of the Office of the Provincial Administrator in order to effectively and efficiently deliver administrative services to the public;
- Supervises all admin personnel in carrying out their tasks and work assignments;
- Oversees the processing of all Departmental Vouchers and documents being submitted to the office
- Review and audit of Departmental Vouchers, Travel Orders and Application for Leave; and
- Examines and assesses all letters of requests from different offices and constituents prior to the approval of the Provincial Administrator.

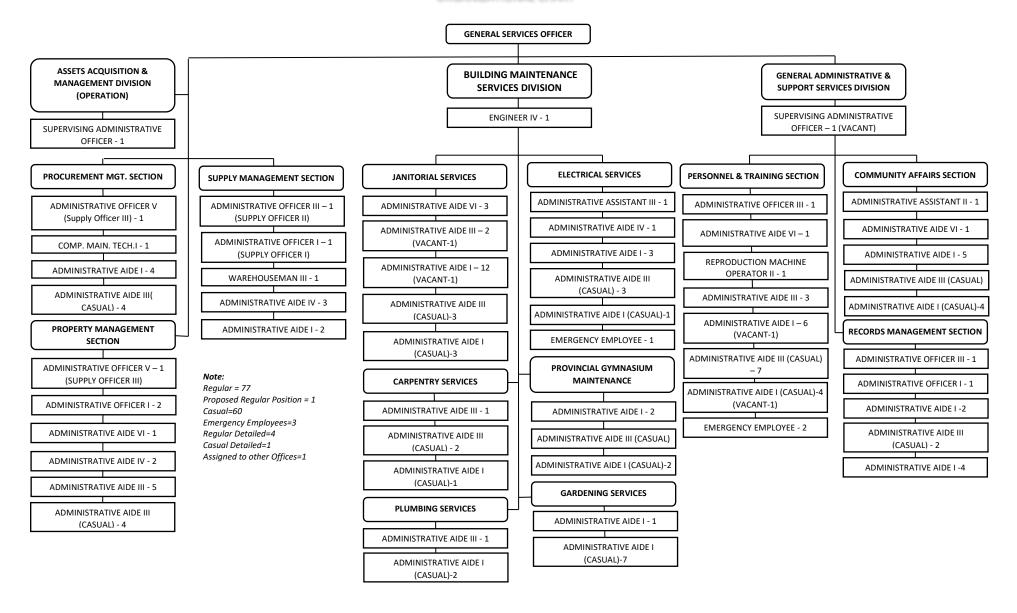
#### ADMINISTRATIVE DIVISION

- Carries out administrative task such as review and audit of Disbursement Voucher, Payroll, Accomplishment Reports, Daily Time Record, and Application for Leave;
- Prepares office reports and correspondence;
- ➤ Responsible in the preparation and monitoring of all payments under the Office of the Provincial Administrator;
- Records and releases Quotation and Abstract of Canvass;
- Carries out the task of recording and releasing of Purchase Order:
- Prepares Gas Trip Tickets. PR/OBR/Voucher for gasoline (Jetron):
- Responsible in the issuance of gas coupons (Jetron);
- Records and releases Accomplishment Reports, DTR (consultant), Travel Order, payroll, cheques;
- Carries out administrative task such as preparation and compilation of personnel documents, correspondence, and maintenance of filing system of office records;
- Responsible in receiving/recording/encoding of ISO process;
- Prepares payroll for casual employees under this office;
- Records and releases Application for Leave, Clearance, SALN, Oath of Office;
- Maintains a conducive and clean working environment;
- Acts as reliever in receiving and recording of documents; and
- Responsible in recording and releasing of MR, RIS, Notice of Award, Work Accomplishment Plans, Turn Over, Contract of Agreements.
- Provide transportation services that will address the needs of all
  offices under PGC as well as those request received from LGU,
  Non-Governmental Organizations (NGOs) and Constituents.

# INTERNAL CONTROL DIVISION

- Carries out administrative task such as review and audit of Disbursement Voucher and Accomplishment Reports;
- Responsible in reviewing and auditing of Purchase Oder, Payroll, Accomplishment Reports, Daily Time Record; Abstract of Canvass, Quotation, Requisition and Issue Slip, MR;
- Reviews and audits Obligation Request and Purchase Request;
- Responsible in receiving and recording of Disbursement Vouchers;
- Receives request for schedule of Provincial Shuttle Bus, Gymnasium, Stage and Ceremonial Hall;
- Manages and oversees gasoline allocation under Pilipinas Shell;
- Responsible in preparation of Gas Trip Tickets/PR/OBR/ Voucher for Gasoline (Pilipinas Shell); and
- Records and releases Disbursement Vouchers for remittances, monetization, maternity, terminal leave, honorarium and cash advance.

# GENERAL SERVICES OFFICE



#### **GENERAL SERVICES OFFICER**

- Provides technical assistance and support to the Governor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities which require general services expertise;
- Develops plans and strategies which support the welfare of inhabitants specifically in the areas of procurement, property, supply, records, human resource management, maintenance of building, landscaping and facilities; and
- A frontline in related activities and community services of the Province of Cavite.

#### **OPERATION DIVISION**

Directs, supervises and reviews all the duties and functions of the procurement, property and supply management in the execution of the comprehensive responsibilities in the accomplishment of the department mandate.

#### PROCUREMENT MANAGEMENT SECTION

- Ensures on-time delivery of required materials/supplies and equipment for the Provincial Government of Cavite in compliance with the Procurement Law;
- Performs canvass of the commonly-used items and monitors amount based on the existing market value;
- Prepares/Transmits documents related to procurement process.

# PROPERTY MANAGEMENT SECTION

Establishes/Implements guidelines, policies, issues for effective property management and provides technical assistance on property acquisition, inventory controls, planning, storage, and distribution of various government properties.

# SUPPLY MANAGEMENT SECTION

Provides adequate and appropriate office, janitorial and other supplies to all office of the local government units.

# GENERAL ADMINISTRATIVE AND SUPPORT SERVICES DIVISION

## PERSONNEL AND TRAINING SECTION

- Facilitates personnel administrative requirements and formulates programs for their training needs.
- Provides administrative tasks and functions for the effective operation of the office.

# RECORDS MANAGEMENT SECTION

Responsible for safekeeping, sorting and maintenance of government's records and facilities inventory and disposal of valueless records.

# **COMMUNITY AFFAIRS SECTION**

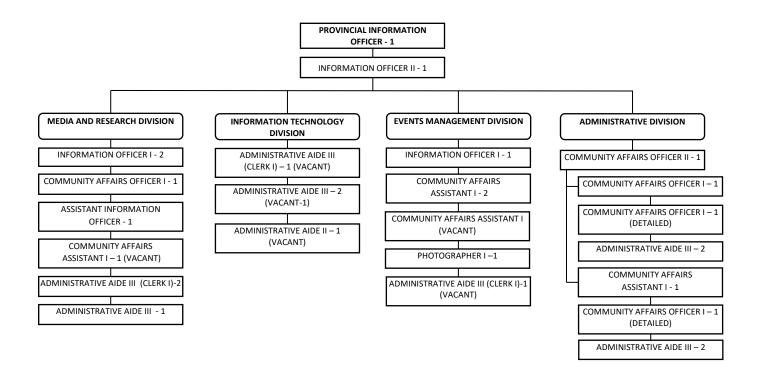
Provides amenities for all public affairs of the local government unit including requests for various organizations.

# **BUILDING MAINTENANCE SERVICES DIVISION**

#### WORKPLACE AND IMPROVEMENT SECTION

Responsible for general sanitation, improvement and maintenance of properties and facilities of the local government unit.

# PROVINCIAL INFORMATION AND COMMUNITY AFFAIRS



### PROVINCIAL INFORMATION OFFICER

- Formulates measures and provides technical assistance and support in providing the information and research data required for the effective delivery of various programs and projects of the Governor; and
- Develops plans, strategies and communication media to promote the programs and projects to the public, how they can avail these and encourages them to support the latter.

### MEDIA AND RESEARCH DIVISION

- Closely coordinates with various media outlets for support in the promotion of the provincial government programs and projects;
- Writes articles, press and photo releases to be published in different national and local newspapers;
- Collects data and writes articles to be featured in the official newsletter of the provincial government;
- Documents important and special events through photo and video coverage;
- Maintains the library that serves as depository of data about various programs and projects of the governor collected from all programimplementing offices:
- Updates bulletin boards, directories of press and photo releases, directories of all cities and municipalities, and various agencies for future references; and
- Regularly scans newspapers, clips everything about Cavite, keeps it in the library for reference and encodes at database.

### INFORMATION TECHNOLOGY DIVISION

- Assists all program implementing offices in the promotion of their programs through various forms of audio, visual or audio-visual medium;
- Lay-outs and prepares tarpaulins that help in the promotion of the provincial government's plans and programs; and
- Develops new skills related to modern information technologies among the staff through professional trainings and seminars.

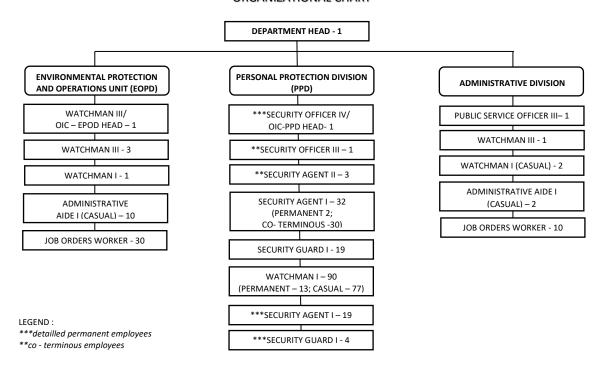
### **EVENTS DIVISION**

- Regularly prepares the program for the Monday flag raising ceremony of the Provincial Government;
- Coordinates and assists different agencies regarding their needs during special programs or events such as programs, plaques, certificates, etc.; and
- Provides manpower support to other offices in the conduct and implementation of their programs, activities and special events as requested

### ADMINISTRATIVE DIVISION

- Provides support, record and control services relating to personnel, staff development, management of supplies and equipment;
- Prepares, facilitates and monitors grants, staff benefits/welfare from GSIS, Philhealth and Pagibig, leaves, travel orders, agency remittances advice (ARA), disbursement vouchers, annual budget and annual procurement plan (APP); and
- Prepares, receives and controls official letters and communications.

### **CAVITE OFFICE OF PUBLIC SAFETY**



### PROVINCIAL GOVERNMENT – CAVITE OFFICE OF PUBLIC SAFETY (PG-COPS)

- Formulate and recommend public safety policies, develop plans and programs that will intensify the attainment of better quality of lives of Caviteños, making Cavite a better place to live, to work and to do business in;
- Deliver public safety services;
- Provide assistance that will ensure public safety and security;
- Support the Philippine National Police in the preservation of peace and order within the province;
- Provide incident management for public safety through quick response;
- Implement existing laws and policies on environment protection and preservation of eco-system;
- Establish communication body between the Provincial government of Cavite through PG-COPS and the Local Government Units incharge of Public Safety
- Assist in providing relief assistance to disaster survivors of humanmade and natural hazards.

### ADMINISTRATIVE DIVISION

- Provide administrative functions and services of the Department.
- Act as central depository of information and data in relation to the operations of all the divisions within the Department.
- Formulate capacity development programs for employee enhancement.
- Ensure compliance of PG-COPS to ISO 9001:2015 requirements.

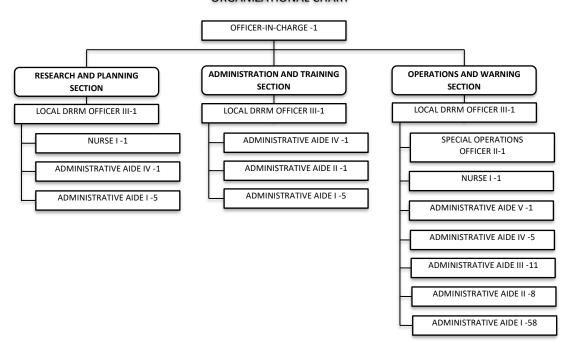
### PERSONAL PROTECTION DIVISION (PPD)

- Provide security assistance during calamities, rallies and demonstrations and other special occasions
- Provide support to PNP operations requiring security and protective services and preservation of peace and order within the province.
- Provide service on requests for security assistance on any special events/ activities that are pre-scheduled.
- Provide incident management for public safety through quick response.
- Enforce promulgating rules governing security of classified matters in any government offices.
- Establish law enforcement communication system for the province and install a system of transmitting and receiving classified information to and from police situations and to the concerned public officials in particular.
- Assist in the maintenance of peace and order in the Provincial Government of Cavite and in specified location where VIPs and LCEs are present.
- Coordinate with government agencies, offices within the province, and other stakeholders responsible in ensuring public safety and security.

## ENVIRONMENTAL PROTECTION AND OPERATIONS DIVISION (EPOD)

- Enforce existing National and Provincial environmental laws, rules and regulations on anti-illegal logging, anti-illegal quarry and mining, coastal, and solid waste.
- Conduct regular operations/ inspections within the province to ensure compliance with environmental laws.
- Establish check-points to apprehend violators of environmental laws;
- Inspect/ validate apprehension of environmental law violations.
- Apprehend violators of environmental laws.
- Evaluate, report and submit recommendations to the Office of the Provincial Governor on illegal environmental activities that have direct effect on the environment and to the province, for appropriate action and decision.
- Provide service on requests for environmental management services such as clean-up, treegrowing and misting that are pre-scheduled.

# CAVITE PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PDRRMO) ORGANIZATIONAL CHART



## CAVITE PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PDRRMO)

- Responsible for setting the direction, development, implementation and coordination of disaster risk management programs within the territorial jurisdiction.
- Contribute in building disaster prepared and resilient communities by advocating, implementing and supporting disaster risk reduction and management – climate change adaptation and mitigation programs in the Province of Cavite.

### RESEARCH AND PLANNING SECTION

- Design, program, and coordinate DRRM activities, consistent with NDRRMC's standards and guidelines.
- Facilitate and support risk assessments and contingency planning activities at the local level.
- Consolidate local disaster risk information which include natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map.
- Conduct research and development initiatives on DRRM.
- Formulate and implement a comprehensive and integrated local DRRM Plan (LDRRMP), in accordance with the National, Regional and Provincial Framework, and policies on DRR in close coordination with the Local Development Council (LDC).
- Prepare and submit to the Local Sanggunian, through Local DRRM Council and LDC, the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding sources and budgetary support of the LDRRMO or BDRRMC.
- Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructure such as hospitals and evacuation centers.
- Serve as the secretariat and executive arm of the Local DRRM Council (LDRRMC).
- Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121.
- Prepare and submit, through the LDRRMC and the LDC, the report and utilization of the LDRMMF and other dedicated DRRM resources to the local Commission on Audit, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG.
- Involve the most vulnerable sectors (women, children, senior citizens and PWD) in risk assessments and planning.

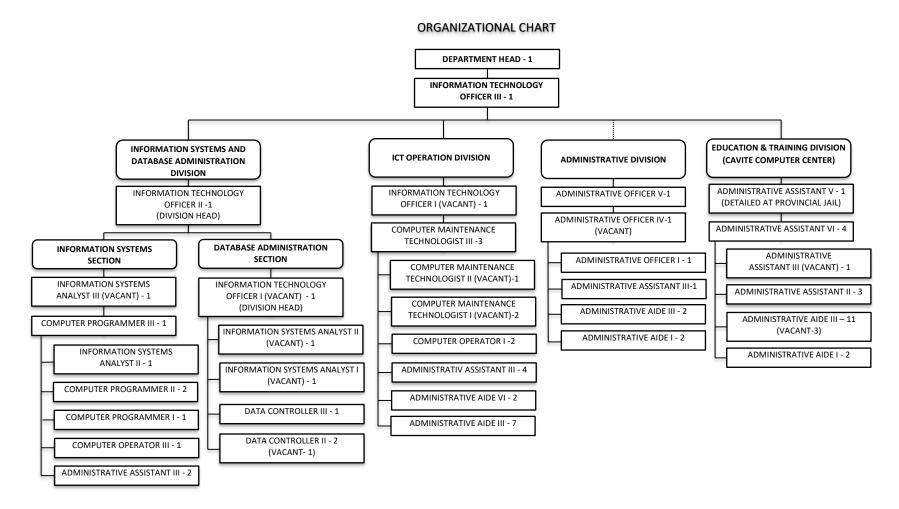
### ADMINISTRATION AND TRAINING SECTION

- Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level.
- Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality.
- Identify and implement cost-effective risk reduction measures and strategies.
- Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks.
- Take all necessary steps on continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area.
- Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed.
- Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter.
- Implement policies; approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121
- Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

### OPERATIONS AND WARNING SECTION

- Operate a multi-hazard early warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities.
- Conduct continuous disaster monitoring and mobilize instrumentalities and entitles of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life properties during emergencies in accordance with existing policies and procedures.
- Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups.
- Coordinate other DRRM activities; Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other.
- Establish linkage and/or network with other LGUs to DRR and emergency response purposes.
- Establish a provincial DRRM Operations center.
- Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs.
- Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable sectors (women, children, senior citizens, and PWD).

### PROVINCIAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE



## PROVINCIAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

- > Acts as the lead agency in the evaluation and implementation of Information and Communications Technology (ICT) and other convergence on ICT in the province;
- Handles the network and hardware administration and maintenance which provide technical support within and outside the Provincial Government; and
- Provides free and quality computer education on basic and advance computer and information technology courses for all Caviteños most particularly the out-of-school youths.

### **ADMINISTRATIVEDIVISION**

- ➤ In charge of handling the administrative works of the IT Division;
- Provides support on record and services relating to personnel, staff development, management of supplies and equipment, receiving and control of requisition forms, official letters and communications.

## INFORMATION SYSTEMS AND DATABASE ADMINISTRATION (ISDA) DIVISION

- > Evaluates and monitors the implementation of the different computerized systems in the provincial government;
- Responsible in application software maintenance, customization of existing system, development of new system based on the need of the requesting office and data build-up of offices being computerized; and
- Responsible in research, development and maintenance of Cavite's official website (www.cavite.gov.ph)

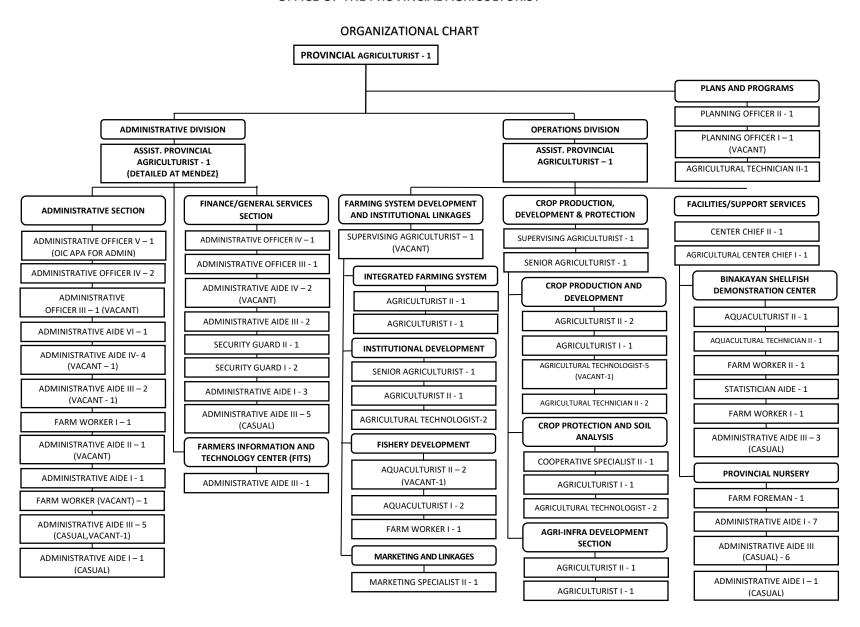
## INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) OPERATION DIVISION

- Handles the maintenance of ICT Software and Equipment and administration and maintenance of LAN connection and server; and
- Responsible in providing appropriate specification in the acquisition of information and communication technology equipment.

## EDUCATION & TRAINING SECTION (CAVITE COMPUTER CENTER)

- As an integral part of Department of Education Alternative Learning System, provides free and quality computer education on basic and advance computer and information technology courses for all Caviteños most particularly the out-of-school youth and those in the marginal sector of society; and
- Plans, develops and administers programs and policies for Cavite Computer Center (CCC).

### OFFICE OF THE PROVINCIAL AGRICULTURIST



### PROVINCIAL AGRICULTURIST

- > Delivers basic agricultural services to the constituents;
- > Develops plans and strategies and upon approval of the governor, implements the same, particularly those which the governor is empowered to implement and which the Sanggunian is empowered to provide for under
- > Coordinates with other government agencies and non-government organizations which promote agricultural productivity through appropriate technology compatible with environmental integrity; and
- Insures that maximum assistance and access to resources in the production, marketing, processing of agricultural and agro-cultural and marine products is extended to farming and fishing families.

### PLANS AND PROGRAMS DEVELOPMENT STAFF

- > Prepares agricultural plans and programs in coordination with the Provincial Agriculturist;
- Prepares statistical displays such as charts, graphs and data information needed in the office; and
- Documents and prepares audio-visual materials for various agricultural programs

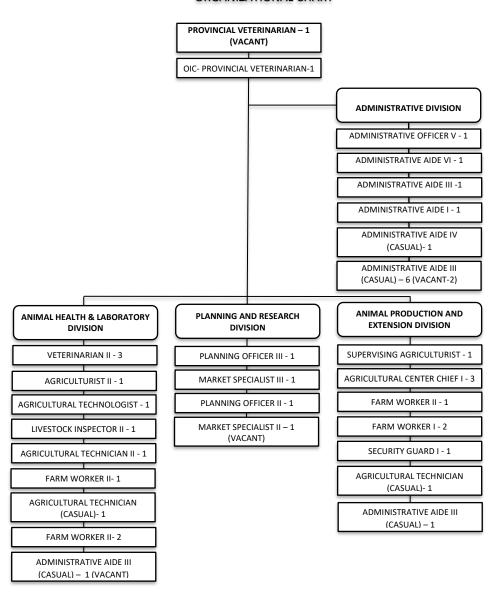
### ADMINISTRATIVE AND MANAGEMENT STAFF

- > Plans, supervises and coordinates all administrative function in the office and does related works;
- Trains office personnel;
- > Supervises the procurement of agricultural supplies, materials, and equipment including custody and issuances thereof;
- > Undertakes clerical services, records and files correspondence and follow-up official papers;
- > Prepares print and non-print IEC materials for distribution to the office, clienteles; and
- > Provides farm machineries and other postharvest facilities to farmer clienteles.

### **OPERATIONS STAFF**

- On Consultation with the Provincial Agriculturist, prepares agricultural plans, programs and strategies that will be implemented in the province in collaboration with the city/municipal agricultural offices and other concerned
- Organizes and/or strengthens farm-based nongovernment organizations such as farmers and fishermen's organizations, rural improvement clubs, 4-H clubs;
- > Provides technical assistance and livelihood opportunities to these groups;
  ➤ Provides clienteles with technical support and
- assistance: and
- > Implements all agricultural/fishery growth and development programs/projects and other related significant activities...

### OFFICE OF THE PROVINCIAL VETERINARIAN



### PROVINCIAL VETERINARIAN

- Plans, organizes, directs & conducts overall activities of the office concerning poultry and livestock production and animal welfare;
- Supervises & enforces discipline pertaining to norm of conduct in the effective performance of tasks pursuant to manual operation, guidelines and policy;
- Executes & implements policies & regulations, work programs & plans laid down by the Governor's Office & Regional Office;
- Renders administrative & technical decision within the limit of authority;
- Attends meetings and conferences;
- Coordinates with other agencies relative to office programs/projects; and
  - Serves as farm adviser & the frontline of all veterinary services.

### ASSISTANT PROVINCIAL VETERINARIAN

- Supervises/Monitors all activities within the different divisions in the performance of their duties;
- Directs and supervises the preparation of programs and implementing projects in the Veterinary Office; and
- Supervises the gathering, processing and an analysis of data information necessary for planning and programming.

### ANIMAL HEALTH & LABORATORY DIVISION

- Promotes animal health and welfare in conjunction with public health in the province;
- Prevents, controls and eradicates communicable animal diseases;
- Safeguards the public meat consumer through supervision, inspection and disinfection of all slaughterhouses and dressing plants in the province;
- Conducts monitoring and surveillance of emerging animal diseases in backyard and commercial farms;
- Collects laboratory sample/specimen for confirmatory disease diagnosis; and
- Carries laboratory services through registration, inspection and monitoring of poultry feed supply and animal meat product handlers.

### PLANNING AND RESEARCH DIVISION

- Undertakes field inspection to gather information and data necessary in the preparation of plans & programs;
- Analyzes, interprets and integrates statistical data and reports of researchers and experiments for practical application to plans and programs being implemented;
- Conducts researches on live-stock and poultry, monitoring and evaluation of different programs/projects for documentation and proper reporting and provide provincial livestock and poultry profile to the office researchers.

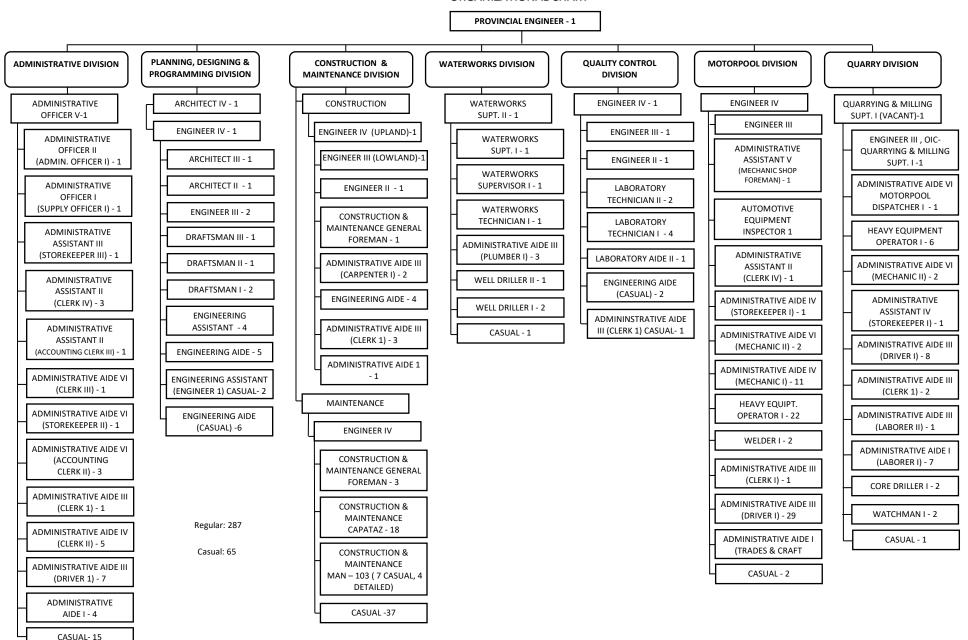
### ANIMAL PRODUCTION AND EXTENSION DIVISION

- > Formulates long and short program on livestock and poultry production;
- Develops/Establishes improved forage and pasture for the implementation of programs on livestock and poultry production and other related activity;
- Promotes and campaigns artificial insemination to upgrade the breed of cattle, carabao, swine and goat to improve genetic potential of stocks;
- Provides technical assistance to livestock raiser in the modern technology regarding livestock and poultry industry.

### ADMINISTRATIVE DIVISION

- > Supervises/provides services on all matters concerning administrative functions;
- Carries out administrative policies and other employee privileges;
- Undertakes the preparation of documents for appointment/ promotion/plantilla position and job order;
- Conducts briefing/orientation on office rules and regulations;
- In-charge on leave credits, budget preparation, procurement and issuance of supplies, materials and equipment including custody and maintenance of vehicle; and
- Undertakes clerical services, records and file correspondences and follow up office documents & performs other matters necessary for internal operation of the office and incharge of the conduct of in-house seminars and trainings.

### PROVINCIAL ENGINEER'S OFFICE



### **PROVINCIAL ENGINEER**

Administer, coordinate, supervise and control the construction, maintenance, improvement and repair of provincial roads and bridges, building and other engineering and public works projects of the province. Leads and supervises a large group of administrative, engineering and technical personnel.

### ADMINISTRATIVE DIVISION

In charge of all administrative concerns of the office including personnel, records and accounting. Including building and office security and maintenance.

### **CONSTRUCTION & MAINTENANCE DIVISION**

Supervises and monitor all infrastructure projects being implemented by the province in accordance to plans and specifications.

In charge of the maintenance, rehabilitation and repair of all provincial road and bridges.

### **QUALITY CONTROL DIVISION**

Conduct quality control, sample testing and data gathering on materials used in the construction of government projects in accordance to plans and specifications

### **QUARRY DIVISION**

Produces the filling materials, base coarse and other aggregates for the maintenance, repair and rehabilitation of provincial road projects.

### PLANNING, DESIGNING & PROGRAMMING DIVISION

Prepares the program of works and detailed estimate, architectural design, sketches, lay-out and drawn plans for the construction or reconstruction of government buildings and other infrastructure projects. The Division also has the Survey section which handles the survey and plotting of survey result

### WATERWORKS DIVISION

Supervises and monitor all waterworks projects and performs the task of rehabilitation and repair of all water systems constructed by the province. They also provide technical assistance to municipalities, barangays and other agencies requesting their expertise. Provides assistance in all provincial government's projects and programs.

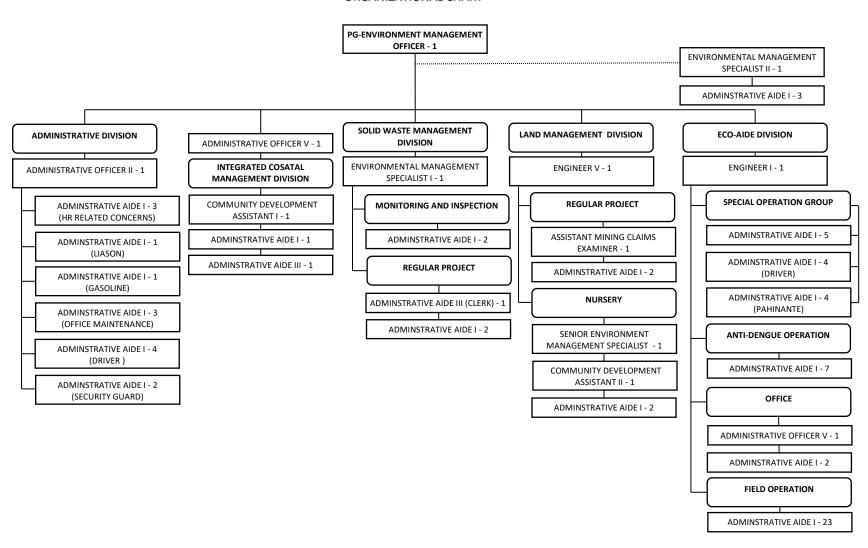
### MOTORPOOL DIVISION

Conducts minor repairs and periodic maintenance of all heavy equipments and service vehicles of the Provincial Engineers Office. They are also in charge of the delivery of filling materials to various barangays and municipalities.

### FLOOD CONTROL

Cleaning and dredging of waterways, rivers and canals.

### PROVINCIAL GOVERNMENT – ENVIRONMENT AND NATURAL RESOURCES OFFICE



### PROVINCIAL GOVERNMENT - ENVIRONMENT AND NATURAL RESOURCES OFFICE

The Provincial Government-Environment and Natural Resources Office (PG-ENRO) shall perform the following based on RA 7160:

- Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the governor as the case may be, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources services as provided for under RA 7160.
- Develop plans and strategies and upon approval thereof by the governor as the case may be, implement the same, particularly those which have to do with environment and natural resources programs and projects which the governor is empowered to implement and which the sanggunian is empowered under the RA 7160.
- Establish, maintain, protect and preserve watersheds, mangroves, greenbelts and agro-forestry projects;
- Manage and maintain the PG-ENRO Nursery for Cavite Greening Program.
- > Coordinate with government agencies and non-governmental organizations in the implementation of measures to prevent and control land, air, and water pollution.
- > Be in the frontline of the delivery of services concerning the environmental and natural resources, particularly in the renewal and rehabilitation of the environment.
- Recommend to the sanggunian and advise the governor as the case may be, on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources: and
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

### ADMINISTRATIVE DIVISION

As the administrative arm of the department, the Administrative support division is tasked with the formulation of office policies and guidelines, records management, basic resource management (personnel, training, travel, payroll, requisition and purchase, security, and other essential resources related needs), and the maintenance of the office and of government-issued vehicles. The administrative division is also responsible for the management and monitoring of the department's financial system to ensure that its finances are maintained in an accurate and timely manner. These include oversight over accounts payable and accounts receivable, payment of utilities expenses and collection of accounts.

### INTEGRATED COASTAL MANAGEMENT DIVISION

Integrated Coastal Management (ICM) is paradigm for coastal and marine governance which requires the coordination and active involvement of all sectors of the society - local government units, national government agencies, the private sector, civil society groups and other concerned sectors, to address the management of human activities affecting the sustainable use of goods and services produced by coastal and marine ecosystems. Through ICM initiatives in various areas - habitat protection, restoration and management, water use and supply management, and pollution reduction and waste management along coastal areas, the ICM Division commits to use the ICM approach as a management tool to resolve issues related to environmental sustainability.

### LAND MANAGEMENT DIVISION

The Land Management Division is responsible for the development, implementation and monitoring of plans and strategies for the conservation of watersheds, wildlife, and forest resources in Cavite. This division also aims to conduct activities in support of the programs of the National Government in stream bank stabilization and tree planting activities to mitigate the impacts of land—based activities. The conduct of regular tree planting activities, the management and operation of the PG-ENRO Nursery, and the strengthening stakeholder participation in watershed management through Information and Education Campaigns (IEC) also falls within the duties of this division.

### **ECO-AIDE DIVISION**

The Eco- Aide Division is responsible for the maintenance of Provincial roads and other areas upon request, as well as to assist in clean-up drives and other environmental management activities. As such, personnel under this division conduct street sweeping, waste segregation, recycling and proper disposal of collected wastes. Eco-Aide personnel are also tasked to provide manpower and logistical support to various Provincial Government departments and units, local government offices and other institutions. To ensure compliance to this mandate, monitoring through field inspection is also conducted. In support to the Provincial Government's priorities, the Eco-Aide Division also conducts Anti-Dengue Misting Programs for local government units upon request.

### **ISO UNIT**

The ISO unit of the PG\_ENRO is assigned to assure the department's full compliance to the ISO 9001:2015 Quality Management System Standards. As such, the unit is tasked to monitor the accomplishment of the IPCR Tracking Tool of each employee, to monitor customer/client satisfaction through the collection, encoding and analysis of the office's feedback mechanism forms, and to consolidate the AIP, CapDev-ELA, LBAC and Accomplishment Reports of each division.

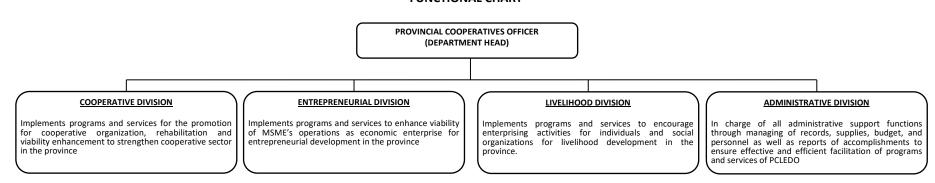
### SOLID WASTE MANAGEMENT DIVISION

To ensure the effective implementation of existing solid waste management policies, the PG-ENRO's Solid Waste Management (SWM) Division is responsible for the development, implementation, and regular reviews of the Provincial SWM Plan. The division is also tasked with the setting of guidelines and targets for waste avoidance and volume reduction, the conduct of or promotion of research and programs for improved methods of waste, reduction, collection, segregation and recovery, and for the provision of logistical and operational support to Cavite's cities and municipalities in support of their respective SWM programs. The SWM Division is also responsible for the rollout to stakeholders of proper waste segregation, source reduction and waste minimization through IECs and livelihood trainings and programs.

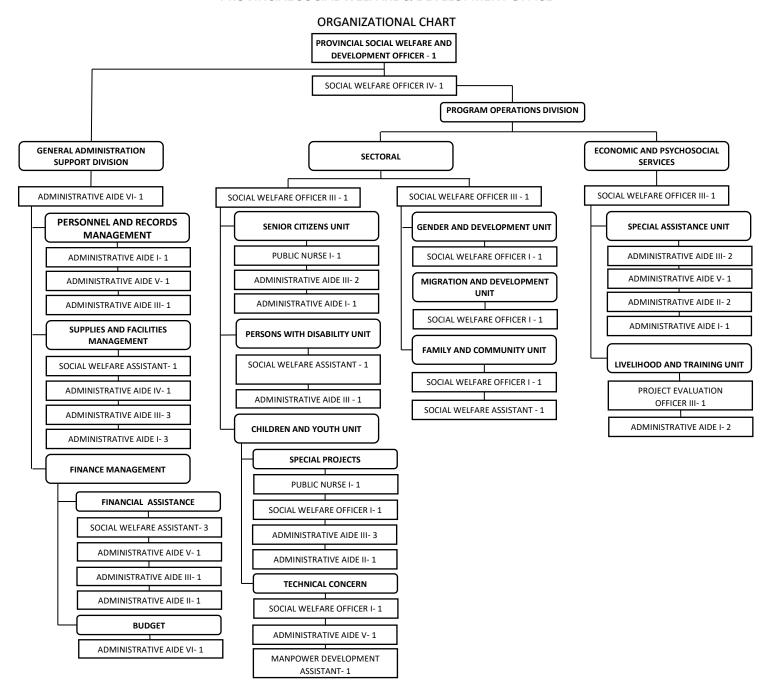
### PROVINCIAL COOPERATIVE, LIVELIHOOD & ENTREPRENEURIAL DEVELOPMENT OFFICE

#### ORGANIZATIONAL CHART PROVINCIAL COOPERATIVES OFFICER - 1 (DETAILED) COOPERATIVE DIVISION ADMINISTRATIVE DIVISION ENTREPRENEURIAL DIVISION LIVELIHOOD DIVISION OFFICER IN-CHARGE, PCELEDO - 1 DEVELOPMENT MANAGEMENT SUPERVISING ADMINISTRATIVE DEVELOPMENT MANAGEMENT OFFICER - 1 OFFICER IV - 1 OFFICER IV - 1 SENIOR COOPERATIVE DEVELOPMENT MANAGEMENT DEVELOPMENT MANAGEMENT ADMINISTRATIVE OFFICER V - 1 **DEVELOPMENT SPECIALIST - 1** OFFICER III - 2 OFFICER III - 1 (DETAILED) COOPERATIVE DEVELOPMENT DEVELOPMENT MANAGEMENT ADMINISTRATIVE AIDE III – 1 ADMINISTRATIVE AIDE III- 2 SPECIALIST II – 2 OFFICER II - 1 COOPERATIVE DEVELOPMENT ADMINISTRATIVE AIDE IV - 1 JOB ORDER - 1 ADMINISTRATIVE AIDE IV - 1 SPECIALIST I - 1 ADMINISTRATIVE AIDE III - 1 ADMINISTRATIVE AIDE IV - 1 ADMINISTRATIVE AIDE III - 1 ADMINISTRATIVE AIDE III – 1 JOB ORDER - 1 ADMINISTRATIVE AIDE III - 3 JOB ORDER - 1

### **FUNCTIONAL CHART**



### PROVINCIAL SOCIAL WELFARE & DEVELOPMENT OFFICE



### PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICER

Provides overall direction, technical and administrative supervision to the pursuit and implementation of the agency's mandate

### SOCIAL WELFARE OFFICER IV

### **GENERAL ADMINISTRATION SUPPORT SERVICES DIVISION**

Provides monitoring and supervision in administrative services.

- > Personnel and Records Management
- > Supplies and Facility Management
- > Finance Management
- Financial Assistance
- Budget

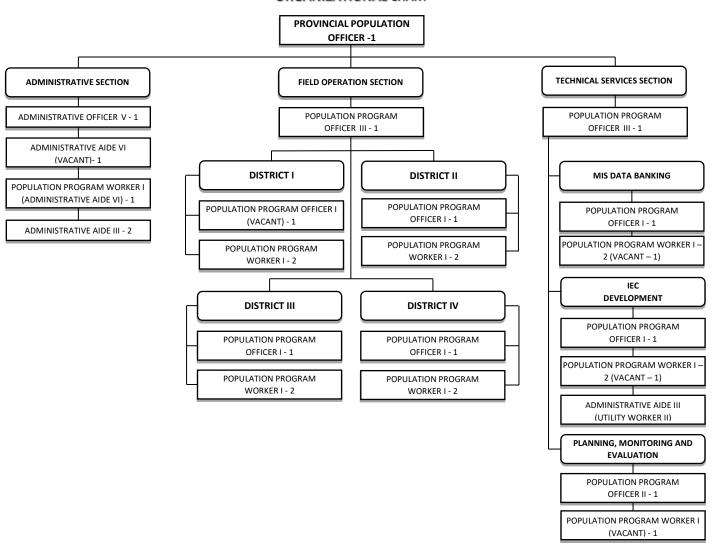
In charge of supplies and record management, facility maintenance and management, transportation maintenance and services, financial management and personnel transactions and processing of documents of the agency to different departments.

### PROGRAMS OPERATIONS DIVISION

Provides monitoring supervision and technical assistance to subdivision officers

- Special Assistance Unit Provides assistance to medically indigent individuals and provides referrals to partner agencies and other intermediaries.
- Livelihood and Training Unit- Responsible in providing livelihood training for skill enhancement of poor families which can contribute to additional family income and transfer of technology and provision assistance.
- Migration and Development Unit- Responsible in protecting the rights and welfare of OFWs and their families left behind. Involves in information campaign regarding economic opportunities and social cost of migration.
- Gender and Development Unit; and Family and Community Unit- Involves in massive advocacy of different policies and legislations concerning family and Gender and Development.
- Persons with Disability unit; and Senior Citizens Unit- Provides assistance for physical restoration services, self and social enhancement services, information and dissemination on disability prevention, comprehensive data banking, advocacy programs for the implementation of PWD related policies. Mainstreaming programs for PWD and job placement through networking to different agencies.
- > Children and Youth Unit
  - Technical Concerns- Involves in massive and legislations concerning children and youth.
  - Special Projects- Responsible for implementing programs and services that concern local council for the protection of children, endowment program and provision of educational assistance and other services that provide support to individuals and families at risk and in crisis situation.

### PROVINCIAL POPULATION OFFICE



### PROVINCIAL POPULATION OFFICER

The position is responsible for formulating measure and providing technical assistance to the Governor through leadership, administration and management of all personnel and supervision of the planning, implementation, monitoring and evaluation of population development plans and strategies and sees to it that such is integrated in the Provincial Development Plan in order to ensure effective and efficient delivery of population development services in the province.

### ADMINISTRATIVE SECTION

- ➤ ADMINISTRATIVE OFFICER V responsible for the supervision of carrying out administrative tasks such as preparation, filing, sending, receiving and sorting of correspondence, reports, disbursement papers and personnel records; supply and property management; upkeep of office facilities and equipment; and monitoring of personnel compliance to applicable requirements and policies in order to ensure effective and efficient administration and management of the Provincial Population Office.
- ADMINISTRATIVE AIDE VI responsible for the carrying out of administrative tasks such as preparation and compilation of personnel documents, office documents, correspondence and maintenance of filing system of office records.
- POPULATION PROGRAM WORKER I (ADMINISTRATIVE AIDE V)— responsible for the carrying out of administrative tasks such as inventory and maintenance of office supplies, property and equipment, ensures remittance of personnel contribution and participates in the preparation of documents that support fund release for office's plans and programs.
- ADMINISTRATIVE AIDE III responsible for the carrying out of administrative tasks such as liaising for office transactions, operation and maintenance of office vehicle.

### **FIELD OPERATION SECTION**

- POPULATION PROGRAM OFFICER III responsible for the direct supervision of the operational activities such as coordination with development workers, partners and organizations for the implementation of population and development programs and projects, conduct of trainings, seminars, counseling and motivational activities pertaining to responsible parenting and family planning, adolescent health and youth development and other population and development projects; provides technical assistance on population development concerns; and consolidates operation reports to ensure effective and efficient implementation of population program in the province.
- POPULATION PROGRAM OFFICER I responsible for the implementation of operational activities such as maintenance of strong partnership with stakeholders, conduct of trainings and seminars, counseling, motivational activities for family planning clients and provides assistance in the formulation of local population and development policies; and prepares operational reports within the coverage area.
- POPULATION PROGRAM WORKER I responsible for the frontline conduct of operational activities by strengthening partnership with major stakeholders, serving as resource person and counselor for the flagship programs, and conducting motivational activities for family planning clients.

### **TECHNICAL SERVICES SECTION**

POPULATION PROGRAM OFFICER III — responsible for the direct supervision and leadership of the technical services such as formulation of plans and programs, establishment and maintenance of data bank on population and development, monitoring and evaluation of population and development programs, projects and activities, and development and reproduction of information, educational and communication materials to ensure effective and efficient delivery of population and development services in the province.

### PLANNING, MONITORING AND EVALUATION

- POPULATION PROGRAM OFFICER II—responsible for preparation of office plans and programs and project proposals, monitoring and evaluation of the implementation of the office's plans and programs, provision of technical support to Field Operation Section, assistance in the formulation of population and development policies.
- POPULATION PROGRAM WORKER I responsible for assisting in the field validation on the implementation of the office's plans and programs, participates in the preparation of office's plans and programs, and project proposals, and provides technical support to Field Operation Section during the conduct of their activities.
- UTILITY WORKER II responsible for the maintenance of conducive working environment, distribution of printed IEC materials, technical support to Field Operation Section activities and delivery of information to concerned agencies.

### **IEC DEVELOPMENT**

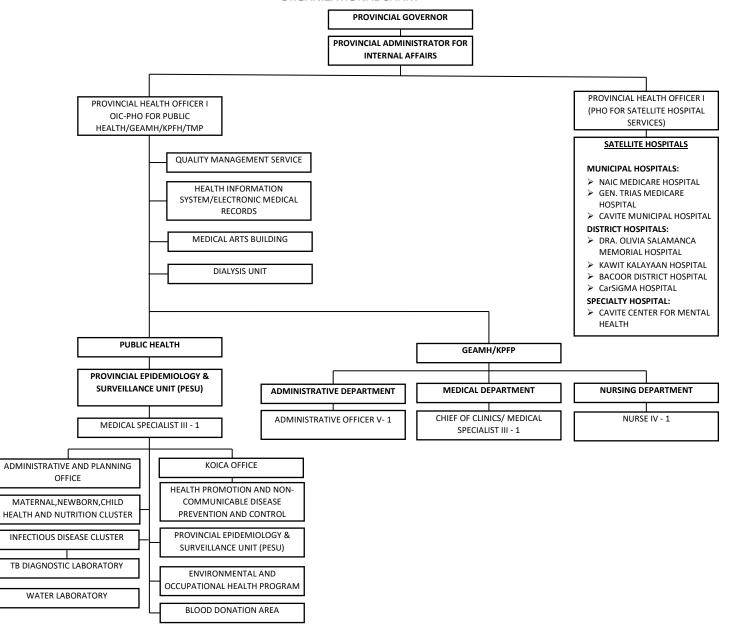
- POPULATION PROGRAM OFFICER I responsible for the development and reproduction of IEC materials on various office's programs, strengthening of public relations, assistance in the formulation of population and development policies, preparation of office's plans and programs and technical support to Field Operating Section.
- Field Operating Section.

  > POPULATION PROGRAM WORKER I responsible for the gathering of information for IEC materials, and provision of technical support to Field Operation Section activities, collaborates with internal and external partners for the dissemination of information on population and development.

### MIS/DATA BANKING

- POPULATION PROGRAM OFFICER I responsible for the continuous data banking and updating of population profile, consolidation and analysis of reports, and assists in the formulation of population and development policies.
- POPULATION PROGRAM WORKER I responsible for the direct set up of effective filing system, compilation of gathered researches and statistical data, ensures the availability and accuracy of documents and determines the population status of the barangay.

### PROVINCIAL HEALTH OFFICE



### PROVINCIAL HEALTH OFFICER II (DEPARTMENT HEAD/MEDICAL DIRECTOR OF GEAMH)

Acts as Chief of the Hospital/Medical Director. This office implements various plans, programs, policies and guidelines concerning public health aspects as well as hospital operation. The major functions of this office are planning, organizing, directing and controlling. These functions entail utilization and management of human, financial, physical and information resources to attain the organization's goals and quality health services in the province.

## PROVINCIAL HEALTH OFFICER I (ASSISTANT PHO FOR PUBLIC HEALTH/ TECHNICAL SERVICES)

Responsible for the outreach, community and various DOH programs to be implemented in the province are contain in this office. This office handles the promotive and preventive health aspects.

### **QUALITY MANAGEMENT SERVICE**

Handles the quality improvement programs of the hospital.

## HEALTH INFORMATION SYSTEM/ELECTRONIC MEDICAL RECORDS

Handles the computerization program.

### MEDICAL ARTS BUILDING

Pay/Private Out-Patient Department of the hospital wherein patients who are capable to pay the medical services are handled in this office.

### **KPFH DIALYSIS UNIT**

An out-patient clinic that caters patients with end renal stage problems that requires dialysis.

### ADMINISTRATIVE AND FINANCIAL SERVICES

- > Directs and manages the activities and functions
- of administrative departments/ sections; and limplements policies and guidelines for the delivery of effective and efficient support services. Administrative & Finance Services (AFS) is the major system in the hospital organizational structure: It is composed of several units, subdivided into subsystem in accordance o its functional relationship as:
- Internal Administrative Management (Human Resource Management; Procurement; Property and supply; Central Information Management);
- Patient Support Service (Admitting & Information; Medical Records Section; Medical Social Service; Hospital Nutrition & Dietetics; Pharmacy);
- Finance Service Management (Budget; Billing & Claims Section; Cash Operations); and
- General Services (Engineering & Facilities Management; Housekeeping; Linen & Laundry; Security Services

## PROVINCIAL HEALTH OFFICER I (ASSISTANT PHO FOR SATELLITE HOSPITAL SERVICES) Directly responsible for the activities programs of

Directly responsible for the activities, programs of eight (8) provincially supervised satellite hospitals

### **MEDICAL SERVICES**

- Provides treatment and clinical management of patients:
- Clinical Services (Medicine; Surgery; Ob-Gynecology; Pediatrics; Anesthesia; Out-Patient; Operating Room; Delivery Room; Emergency Room; Specialized Care Areas – Medical/Surgical/ Pediatric, Neonatal Intensive Care Units; Special Services – Rehabilitation Medicine, Respiratory Medicine, Orthopedic, Urology, Neurology, Ophthalmology, Otorhinogology;
- Ancillary Services (Laboratory; Radiology, Dental);
- Allied Health Service (Pharmacy; Biomedical Equipment)

### **NURSING SERVICES**

- Provides comprehensive nursing care to patient. The nursing service is vital in all health care facilities; in the hospital nurses provide continuous quality direct and indirect nursing care. The nursing service comprises of the following units:
- Medicine:
- Surgery;
- Ob-Gynecology;
- Pediatrics:
- · Central Supply & Sterilization;
- Specialized Care (Medical/Surgical/Pediatric, Intensive Care Units);
- Special Services (Rehabilitation Medicine, Respiratory Medicine, Orthopedic, Urology, Neurology, Ophthalmology, Otorhinogology)
- · Out-Patient Department;
- Public Health Unit;
- Operating Room:
- Delivery Room; Emergency Room;
- New Born Screening

PROVINCIAL EPIDEMIOLOGY AND SURVEILLANCE UNIT
Handles the disease/case investigation, surveillance and monitoring and reporting.

ADMINISTRATIVE DEPARTMENT

MEDICAL DEPARTMENT

NURSING DEPARTMENT

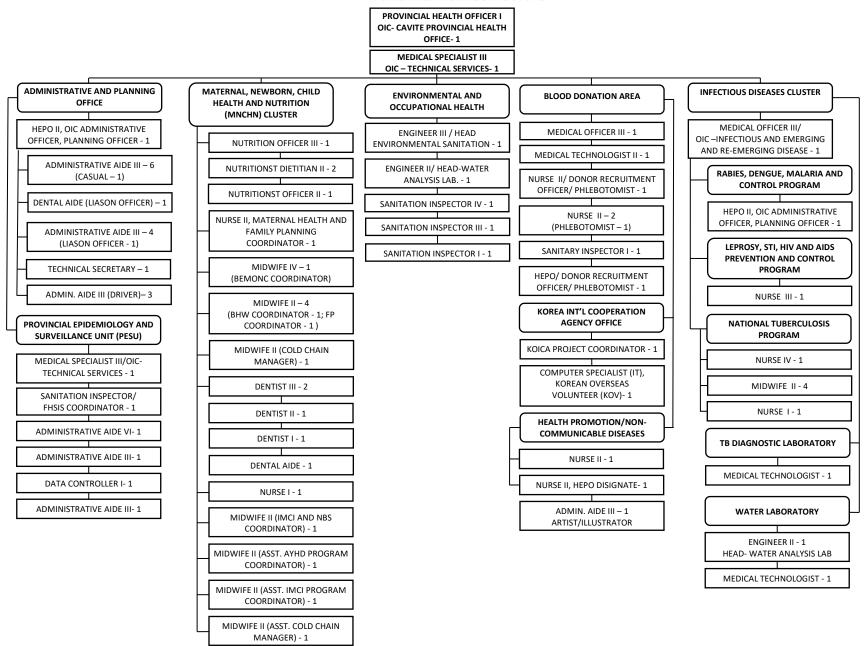
# GEN. EMILIO AGUINALDO MEMORIAL HOSPITAL KOREA-PHILIPPINES FRIENDSHIP PROJECT

#### ORGANIZATIONAL CHART PROVINCIAL ADMINISTRATOR FOR INTERNAL AFFAIRS PROVINCIAL HEALTH OFFICER I OIC-PHO FOR PUBLIC HEALTH/GEAMH/KPFH/TMP GEAMH/KPFP ADMINISTRATIVE DEPARTMENT MEDICAL DEPARTMENT NURSING DEPARTMENT ADMINISTRATIVE OFFICER V- 1 CHIEF OF CLINICS/ MEDICAL NURSE IV - 1 ADMINISTRATIVE OFFICER IV- 1 MEDICAL DEPARTMENT ADMINISTRATIVE OFFICER V- 1 ANCILLARY DEPARTMENT GEAMH (BUDGET AND FINANCE SERVICES) (HOSPITAL SERVICES) HEAD, OB-GYNE DEPARTMENT - 1 HEAD, LABORATORY NURSE III HEAD, CASHIER - 1 PERSONNEL DEPARTMENT - 1 NURSE II HEAD, MEDICINE DEPARTMENT - 1 HEAD, MOTORPOOL AND BENEFITS HEAD, RADIOLOGY DEPARTMENT - 1 MAINTENANCE - 1 NURSE I HEAD, PEDIATRICS DEPARTMENT - 1 BILLING HEAD, ANESTHESIA DEPARTMENT -HEAD, MAINTENANCE - 1 NURSING ATTENDANT/MIDWIFE\ HEAD, SURGERY DEPARTMENT - 1 HEAD, SUPPLY AND PROPERTY - 1 HEAD, REHABILITATION HEAD. TRANSPORT - 1 DEPARTMENT - 1 INSTITUTIONAL WORKER HEAD, OUT-PATIENT HEAD, PROCUREMENT - 1 DEPARTMENT - 1 HEAD, RECORDS - 1 HEAD, DENTAL DEPARTMENT - 1 **KPFH** HEAD, EMERGENCY ROOM HEAD, CONSIGNMENT - 1 HEAD, LIBRARY - 1 DEPARTMENT - 1 HEAD , PHARMACY DEPARTMENT - 1 NURSE III SOCIAL SERVICE - 2 TRECEÑO MEDICAL PAVILION HEAD, MEDICAL EQUIPMENT NURSE II **TECHNICIAN DEPARTMENT - 1** HEAD, IN-HOUSE SECURITY - 1 NURSE I **NUTRITIONIST DIETITIAN II-1** NURSING ATTENDANT/MIDWIFE\ DIETARY INSTITUTIONAL WORKER LINEN

**OUTSOURCED SERVICES** 

## PROVINCIAL HEALTH OFFICE CAVITE COLLABORATION CENTER FOR PUBLIC HEALTH

### ORGANIZATIONAL STRUCTURE



### **CAVITE CENTER FOR MENTAL HEALTH**

### ORGANIZATIONAL CHART PROVINCIAL HEALTH OFFICER II- 1 **CHIEF OF HOSPITAL - 1** ADMINISTRATIVE SERVICES MEDICAL AND ANCILLARY NURSING SERVICES CHIEF NURSE/NURSE IV - 1 ADMINISTRATIVE OFFICER V-1 MEDICAL SPECIALIST II - 1 MEDICAL OFFICER III - 3 NUTRITIONIST DIETITIAN ADMIN AIDE I - 1 SOCIAL WELFARE OFFICER I / II/ASSISTANT ADMINISTRATIVE **ACTING CASHIER - 1** MEDICAL OFFICER (JOB ORDER) - 1 OFFICER - 1 NURSE III - 2 RECORDS PSYCHOLOGIST II - 1 OCCUPATIONAL THERAPY ACTING SENIOR NURSE/STAFF ADMINISTRATIVE AIDE IV - 1 NURSE - 1 OCCUPATIONAL THERAPY OCCUPATIONAL THERAPY TECHNICIAN - 1 NURSE II - 3 ADMINISTRATIVE AIDE III - 3 TECHNICIAN - 2 (ACTING AS ADMINISTRATIVE MAINTENANCE NURSE I - 15 ASSISTANT III-1, CASUAL-1) ADMINISTRATIVE OFFICER II/ ACT (REGULAR - 12;CASUAL- 3) AS PSYCHOLOGIST - 1 COOK II - 1 ADMINISTRATIVE AIDE III - 2 NURSING ATTENDANT II - 2 (REGULAR - 1; CASUAL - 1) PHARMACIST II - 1 ADMINISTRATIVE AIDE I-2 NURSING ATTENDANT I – 5 ADMINISTRATIVE AIDE I - 2 ADMINISTRATIVE AIDE III-1 (ADMIN AIDE III-1; CASUAL - 4) (REGULAR - 4; CASUAL - 1) **OUT-PATIENT DEPARTMENT** (CASUAL) **PSYCHOLOGY** SECURITY GUARD I - 1 NURSING ATTENDANT - 18 SOCIAL WELFARE OFFICER I - 1 (REGULAR - 15; CASUAL - 3) PSYCHOLOGIST II - 1 SUPPLY SECURITY ADMIN AIDE I/ACTING SUPPLY OFFICER - 1 ADMINISTRATIVE AIDE III - 1 (ACT AS SECURITY GUARD) NURSING ATTENDANT I / LIAISON OFFICER - 1 SECURITY GUARD I - 2 ADMINISTRATIVE AIDE III – 2 ADMINISTRATIVE AIDE I – 1 (CASUAL) (ACT AS SECURITY GUARD) NURSING ATTENDANT/ ADMINISTRATIVE AIDE III - 1 ADMINISTRATIVE AIDE II – 1 (DRIVER) ADMINISTRATIVE AIDE I – 1 ADMINISTRATIVE AIDE III - 2 (CASUAL) (CASUAL) ADMINISTRATIVE AIDE I – 2 (REGULAR - 1; CASUAL - 1)

CHIEF OF HOSPITAL

### **ADMINISTRATIVE SERVICES**

- Directs and manages the activities in the administrative units by implementing policies and guidelines to ensure the delivery of effective and efficient support services that contribute in the good quality operation of the hospital;
- Responsible in providing hospital staff professional growth and development through giving seminars and trainings and ensuring that the due benefits of employees are given in scheduled time; and
- Facilitates in the effective planning, budgeting and completing the needed requirements to assure continuous availability of supplies, materials and equipment needed for the effective and efficient delivery of quality service.

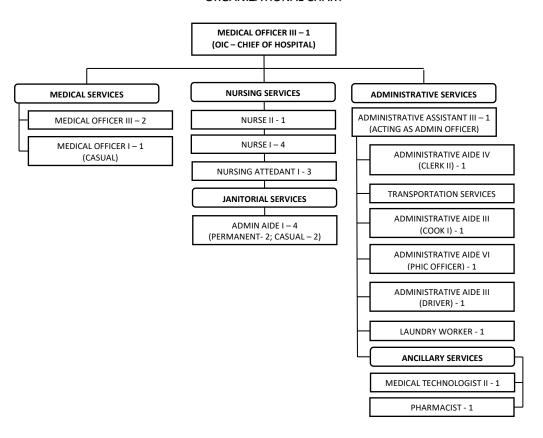
### MEDICAL AND ANCILLARY SERVICES

- Responsible in medical and psychiatric duties involve in ward management and submits to the rules and regulations of the center for the systematic health care delivery system;
- Responsible in conduction neuropsychological examination test and interpretation to patients and other clients:
- Facilitates with development and rehabilitation of patients with mental, emotional, and physical disabilities through occupational therapy to carry out their daily tasks with confidence and independence; and
   Responsible in promoting special programs and
- Responsible in promoting special programs and activities to indigent patients, neglected by relatives and Taong Grasa.

### NURSING SERVICES

- Responsible in assisting the direct supervision and implementation of hospital health program and hospital nursing care;
- Participates in the formulation of nursing services policies and standards that develop nursing rules and regulations; and
- Directs patients care services and assists physician in diagnostic and therapeutic procedure to provide proper patient care.

### **GENERAL TRIAS MEDICARE HOSPITAL**



### **GENERAL TRIAS MEDICARE HOSPITAL**

### **FUNCTIONAL CHART**

### OIC - CHIEF OF HOSPITAL

General supervision of the hospital: In charge in the Planning, Organizing, Controlling, Clinical, Formulating and Implementing policies and procedures in conformity with the DOH and CSC rules and regulations, Attend to OPD, emergency cases, performs minor surgery and issue medical/medicolegal certificates, and attend to seminars and convention and other related functions.

### **MEDICAL SERVICES**

MEDICAL OFFICER III AND MEDICAL OFFICER I - Implements policies and procedures in the medical and ancillary services attend to OPD, ER, and ward duties performs minor surgery and conduct daily hospital rounds.

### **NURSING SERVICES**

NURSE II - Acts as Chief Nurse, supervise subordinates, prepares schedule of duties, prepares hospital stat. report, ensures the availability of various supplies and medicines. NURSE I - work under the supervision of the senior

**NURSE I** - work under the supervision of the senior nurse, assists the doctor on duty in emergency cases and minor surgery, give comprehensive nursing care.

NURSING ATTEDANT I - Work under the supervision of the Senior Nurse, assists the doctor in emergency cases and minor surgery, normal deliveries and cord care, does vital signs.

### JANITORIAL SERVICES

**ADMIN AIDE I** - Acts as Utility Worker, maintain the cleanliness of all hospital premises, wards, rooms, baths, offices, performs variety of patient care duties.

### ADMINISTRATIVE SERVICES

## ADMINISTRATIVE ASSISTANT III (ACTING AS ADMIN OFFICER)

Acts as Admin. Officer, assists the COH in the supervision of the hospital, formulate policies and communication letters and follow-up important papers at the provincial capitol.

ADMINISTRATIVE AIDE IV (CLERK II)Prepares OBRs, PRs, Vouchers, Cash Advances,
reimbursements, communication letters, leave
applications, annual budget, annual procurement
plan, remittances to different gov't agencies and
attend seminars/trainings.

TRANSPORTATION SERVICES - Transport patients; assist emergency room in case of referrals. ADMINISTRATIVE AIDE III (COOK I)- Plans and prepares cycle menu, prepares market order based from the menu, purchases various food stuffs for the patients, makes quarterly and annual report. Responsible for the preparation and cooking of food prescribed for patients as per doctor's order, keep kitchen utensils clean and in good sanitary condition.

ADMINISTRATIVE AIDE VI (PHIC OFFICER)- Acts as Liaison officer, follow-up payrolls, PRs, vouchers, reimbursement's and other important papers submitted at the provincial capitol.

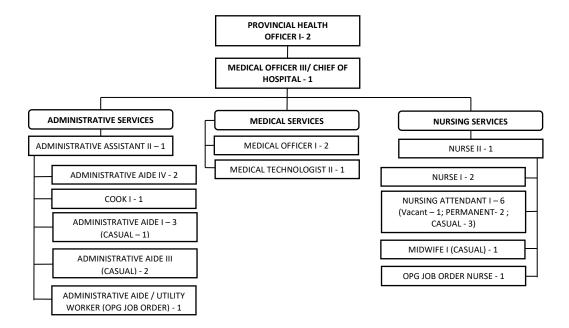
ADMINISTRATIVE AIDE III (DRIVER) - Transport

ADMINISTRATIVE AIDE III (DRIVER) - Transport patients; assist emergency room in case of referrals. LAUNDRY WORKER - Washes and irons linen, scrub suit, pillow cases and others, distribute linen pillow cases and curtains, inventory of linen, segregate torn linen and report to the senior nurse.

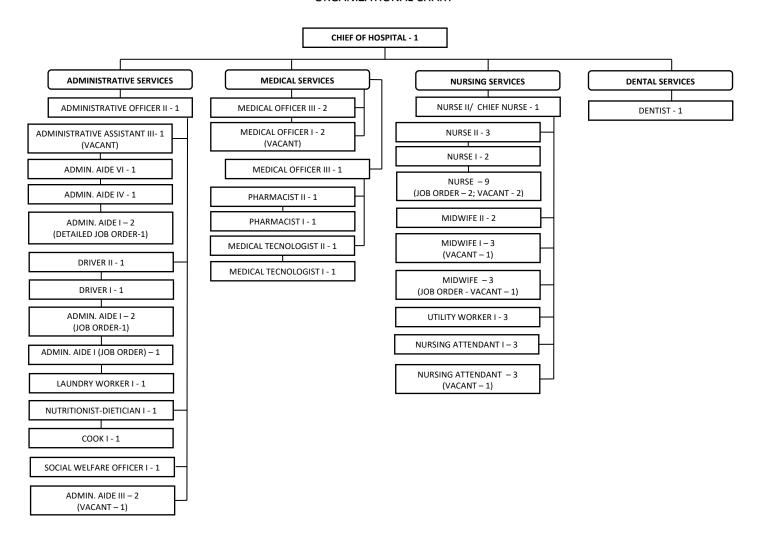
### **ANCILLARY SERVICES**

Medical Technologist II - Records all requested laboratory examinations for OPD and In-pts. examination of laboratory specimen, performs New Born Screening, prepares RIS and SAI for supplies. Pharmacist - Dispensing and labelling of medicines, inventory of medicines, prepares monthly report, prepares RIS and SAI for medical supplies.

### NAIC MEDICARE HOSPITAL



### CARSIGMA DISTRICT HOSPITAL



### NAIC MEDICARE AND CARSIGMA DISTRICT HOSPITAL

### **FUNCTIONAL CHART**

### **CHIEF OF HOSPITAL**

Shall be responsible for the overall management and administration of the hospital formulation of policies, plans, programs and strategies to ensure implementation of health standards for the attainment of quality care and standards of clinical training for medical and allied medical personnel and the day to day supervision and administration of the functional units.

### **ADMINISTRATIVE SERVICES**

Shall be responsible for the provision and administrative services relating to personnel management, administrative records management, property and supply management, general services, engineering security and financial services relating to budgeting, accounting, cash operations, billing and claims

### **MEDICAL SERVICES**

Shall be responsible for providing quality in- patient and out-patient care and high standards of clinical training for medical and allied medical personnel implementation of clinical resource management system and advising and assisting the chief of hospital in the formulation and implementation of policies, plans and programs of the hospital.

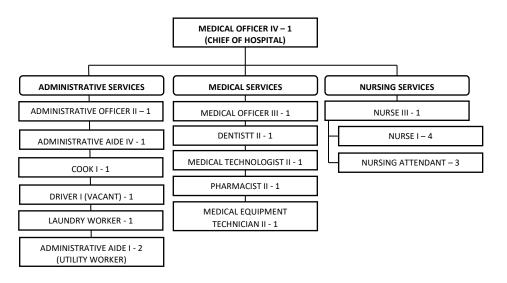
### **NURSING SERVICES**

Shall be responsible for implementing nursing programs for total quality health care providing nursing care to medical cases and developing, coordinating , and implementing relevant training programs for nursing personnel.

### OTHER SERVICES

Shall be responsible for provision of ancillary and allied health services to patients; promotion of research activities and advising and assisting the chief of hospital in the formulation and implementation of policies, plans and programs of the hospital.

### **CAVITE MUNICIPAL HOSPITAL**



### MEDICAL OFFICER V / CHIEF OF HOSPITAL

- > Responsible for planning, organizing, operation and formulation of the policies of the hospital
- > Exercise general supervision over all the supervisor and designate them to do some to their subordinate
- > Meets with department heads, staff regularly to discuss certain issues like hospital activities, problems and administrative issues
- Supervise, prepare and formulate yearly budget for the hospital
- > Conducts hospital rounds once a week to ensure proper management of the hospital as wee as ensuring that the health care program is being implemented as done regularly and properly
- > Also supervise physical operation of hospital, maintenance and protection of building, equipment, fixtures to ensure their continued used and operation for better delivery of health services
- > Attends and participates in medical seminars and convention for continuous learning process
- > Develop organizational plans to carry activities for better staff development and camaraderie
- > Requires hospital staff and personnel to perform one or more duties of the position herein specified should exigency of the service demand
- Recommend, appointment promotion of personnel to fulfill the requirement of the department in accordance with the rules and policies

### ADMINISTRATIVE OFFICER II

- > Supervised administrative personnel in the implementation of CSC Rules & Policies thru dissemination of CSC circulars & to achieveknowledgeable information
- > Reviews supporting papers of appointments of employees by checking all the necessary requirements needed to ensure accuracy of leave
- > Process & computes leave application of personnel & maintain leave
- > Prepares & reviews official communication, memos, order of payrolls and vouchers procurement plan of supplies & equipment
- Prepares/proposed annual budget
- Designated as Liaison Officer & Disbursing Officer
- > Recommends approval of work and financial plans & annual procurement program of the hospital
- Provides continuous/uninterrupted logistics support in the Hospital
- > Directs the preparation of required/mandatory reports required by DOH, LGUs & other government organizations
- > Directs the maintenance of the physical conditions of the building, facilities, equipments and vehicles
- > Provides updated licenses & certificates of accreditation required by the DOH, PhilHealth & other accrediting body
- ➤ Initiates enrollment of new members of PhilHealth
- Prepares & completes PhilHealth Claim form
- > Assess and receives PhilHealth Forms & requirements of members and
- > Prepares and submits PhilHealth Mandatory Monthly Hospital & Accounts Receivables Reports

ADMINISTRATIVE AIDE IV

COOK I

DRIVER I (VACANT)

LAUNDRY WORKER

ADMINISTRATIVE AIDE I (Utility Worker)

- Records PhilHealth approved claims, returned claims
- Receives and evaluates PES of employees
- Receives DTR of Personnel

### MEDICAL OFFICER III

- > Take care of the uncomplicated pregnancy (antepartal, intrapartal, and
- Attend to delivery of uncomplicated pregnancies
- > Perform at least twice a week ward rounds
- Examines, evaluates and treats patients (ER, OPD. DR and Ward)
- > Assess referral from RHU and refers complicated cases to a tertiary hospital > Attends regular and emergency meeting and seminar as approved by the
- Perform other functions that may be assigned from time to time

### **DENTIST II**

Clinical Procedures

supervisor

- Minor Surgery Performed
- Dental Education Report
   Oral Examination Conducted
- Oral Diagnosis Form Preferred

### MEDICAL TECHNOLOGIST II

- > Perform various tests through routine laboratory examination such as Hematology, Clinical Microscopy, Serology and Bacteriology services for patient's diagnostic testing as per request by ROD
- > Collect specimens by obtaining from In-patient and Out-Patient department with proper instruction depends on the test requested, for reliable laboratory analysis
- Perform quality assurance in handling specimen and laboratory testing through basic labeling of specimen collected and application of proper procedures, techniques for the accuracy of the results
- Perform preventive measures in handling laboratory equipments and apparatus through checking regularly, cleaning and using properly and for yearly maintenance to attain their quality standard performance]
- Secure adequacy of the reagents & supplies by proper listing, double checking of stocks and on time ordering to the Supply Officer the continuous of Laboratory Services
- Record all results in their respective logbook for back up results and recording purposes
- Prepare and submit reports as requested for monthly, bi-yearly and yearly reports to number the total patient examined as recorded on the logbook for laboratory performance rating.

### PHARMACIST II

MEDICAL EQUIPMENT TECHNICIAN II

### **NURSE III**

- Supervises Nursing Personnel Prepares schedule of duty
- Consolidates & submit Hospital Statistical reports
- Makes daily ward rounds and assist the need of patients and staff
   Conducts meeting with Nursing Service Staff
- ➤ Participates and coordinates with other department heads thru meetings
- Conducts orientation to new employees
- Supervises Medical Records Department

### NURSE I

- Admits patients by filling out forms, and collecting data of patients and giving advice/instructions of hospital rules and regulations
- Administers and records medications/treatments given to patients as ordered by ROD by practicing the rights of giving medications to provide treatment to patient's illness
- Renders bedside nursing care such as positioning of patients, stretching linens, giving health education to provide comfort and assistance to
- Assists ROD in ER by preparing instruments and supplies, and minor procedures like suturing of lacerations to provide immediate treatment
- Discharges patients, assists relatives to submit requirements to PhilHealth, and payment of bills. Gives instructions on their home medications and check up for the continuity if patients' care
- Assists ROD during rounds and carry out doctors order and with proper documentation for patients improvement and wellness
- > Reports observations and symptoms of patients to ROD and charts all activities and medications
- > Perform additional functions delegated by immediate supervisor like attends meetings and seminars related to nursing profession for additional skills and knowledge

NURSING ATTENDANT

### MEDICAL OFFICER IV (CHIEF OF HOSPITAL)

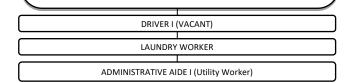
### ADMINISTRATIVE OFFICER II

### **ADMINISTRATIVE AIDE IV**

- Prepares Payroll of Regular, Casual and Job Order by checking records of employees, entrance and separation from the service and other related documents therein to guarantee that all data and amount indicated in the payroll are accurate
- Prepares remittances of CMH regular, casual employees to GSIS, BIR, HDMF, PhilHealth by checking and verifying the data indicated in the payroll prepares to assure accurate and appropriate remittances prior to its submission to the concerned agencies, prepares RF1 by checking the employees data in the remittances and official receipt from PhilHealth
- Provides "information dissemination" through provision and posting of Memorandum, Circular for updating hospital employees
- Assists in checking and monitoring of requirements submitted by the newly hired staffs and casual/job order staffs for renewal to ensure that all requirements are proper accurate and submitted on time
- > Facilitate supplies by receiving, checking, recording and issuing supplies for each department for continuous service in the hospital
- Conducts annual inventory of supplies/equipment through the stock cards and the actual stocks for securing there are enough supplies and well functioning equipments
- Maintains records by filing and organizing documents such obligation request, purchase request, RIS with SAI to ensure that documents are readily available for future reference
- Prepares obligation request (ObR), purchase request submitted by end users
- > Prepares disbursement voucher for payment to supplier
- Maintains records by filing and recording of Delivery Receipt of Medical Oxygen, compressed air to ensure complete records are provided for future reference
- Prepares/produces hospital forms, reports of abstract of collection (hospital income) through printing as programmed in the computer to secure adequacy of forms
- Performs other related, official tasks that may be assigned from time to time

### соокі

- Provision of patients dietary for the day by buying and cooking food as directed by ROD according to patients admission code
- Distributes food for the patients in the right amount & time, for breakfast, lunch and dinner time to sustain the basic nutritional need of the patients
- Preparing supporting for papers for weekly dietary by listing the commodities of a market purchase paper for tallying and calculation the total cost
- Prepare monthly dietary report as to how many patients monthly will serve by the dietary, by tallying the total number of patients served for the basis of monthly accomplish the report



### MEDICAL OFFICER III

### DENTISTT II

### MEDICAL TECHNOLOGIST II

### PHARMACIST II

- The pharmacist's dispenses medicines, drug supplies to in & out patients as per doctors order
- Submits request for procurement of medicines, drugs & supplies to BLC to sustain the patient needs for budgeting & ordering processing
- Check stocks in the stockroom and pharmacy area, monitors expiration and stability of drugs as assurance of good pharmacy practice
- Assures availability of drugs, medicines and supplies in ER, DR and in the pharmacy
- Records prescription and prepare patients charge slip on a daily basis as per it is a DOH & FDA requirements & to make sure that all medicines used are completely billed out

### **MEDICAL EQUIPMENT TECHNICIAN II**

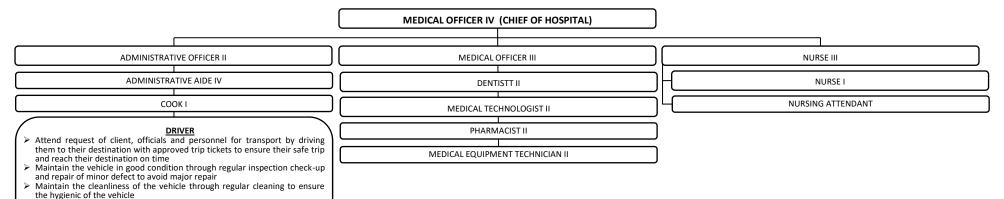
- Safeguards and manages collection by checking, receiving and counting daily collections from collecting clerks to ensure transparency, collections are accurate and tally.
- Records daily collection by posting at the cashbook by verifying, the accuracy of the cash collection to ensure proper management of financial activities and transactions
- Prepares report by accomplishing Report of Collections and deposits to ensure proper accountability of collections
- Remits collections at the Provincial Treasurer's Office by submitting cash collection and report to ensure transparency and proper management of financial transactions
- Maintains records of cash collections, deposits, disbursement and other related transactions by filling and organizing reports to ensure proper accountability and transparency of transactions and readily available during COA audit
- Receives cash payment by checking and validating the slips and statement of account and issues official receipts to ensure that the services provided by the hospital are paid accordingly
- Responsible in receiving PhilHealth check every 1st week and 3rd week of the month to received payments of PhilHealth used by patient to hospital
- To interview non-PhilHealth patients to encourage them to be PhilHealth members for them to have access in free hospital admission in government hospital

### NURSE III

### NURSE I

### **NURSE I**

- > Records OPD and ER consultation
- > Prepares birth certificate and submits to the Municipal Registry Office
- ➤ Helps prepare OPD monthly statistics
- Prepares PhilHealth Mandatory Report
- Assists ROD in ER by preparing instruments and supples, and minor procedures like suturing of lacerations to provide immediate treatment
- Discharges patients, assists relatives to submit requirements to PhilHealth and payment of bills. Gives instructions on their home medications and check-up for the continuity of patients care
- Assists ROD during rounds and carries out doctors order and with proper documentation for patients improvement and wellness
- Reports observations and symptoms of patients to ROD and charts all activities and medications
- Performs additional functions delegated by immediate supervisor like attends meetings and seminars related to nursing profession for additional skills and knowledge



LAUNDRY WORKER

> Records linens for delivery to laundry outsourced services by segregating and counting soiled linen and other items used from different wards in CMH to ensure it completeness

Responsible in the maintenance of electrical/water system/office medical

Performs other related duties that may be assigned form time to time

Assist nurses in transporting the patient

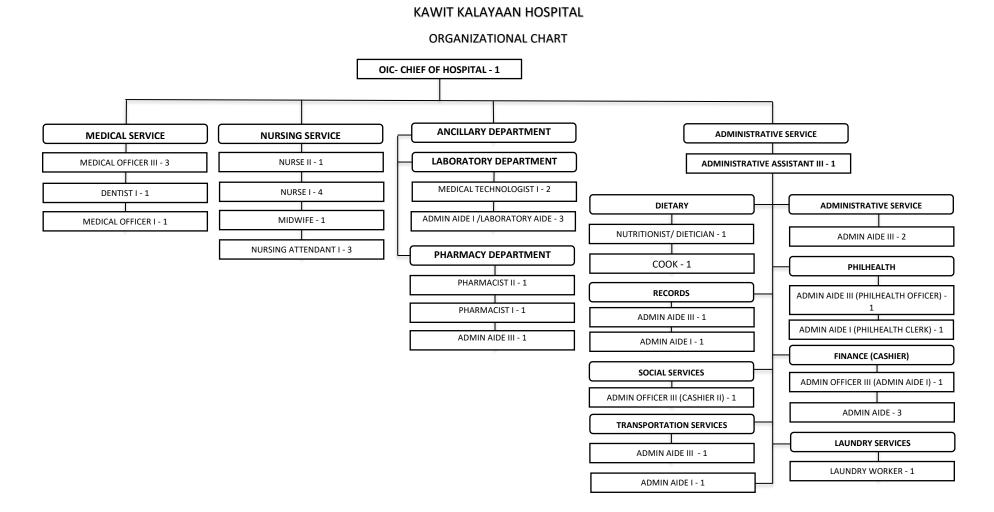
> To monitor the cleanliness of the hospital premises

equipment

- Records and receives linen delivered by laundry outsources services through segregating, recording, counting, numbering and checking linens and other related items to guarantee it cleanliness, neatness and completeness
- Transports lines to hospital wards by transferring and delivering linens and other related items to assure adequate supply of linen in the hospital
- Performs other related/legal functions that may be assigned from time to

### **ADMINISTATIVE AIDE I / UTILITY WORKER**

- > Maintain cleanliness of hospital buildings and other facilities such as mowing of grass and inspection of waste and wards by conduct regular mowing of grass and inspection of waste and waste storage
  Responsible in cleaning building floors by sweeping, mopping, scrubbing from different hospital units by follow procedures for the use of chemical
- cleaners and power equipment to prevent damage to floors and fixtures
- Maintains power supply in the hospital by operating generator set switching gear and automatic transfer switch when needed to guarantee continuous electrical supplies in the hospital
- Maintains electrical appliances and equipment by installing and repairing them and by replacing busted lamp, bulb and ballast of lighting unit to administer effective preventive maintenance program in the hospital
- Performs other related/legal functions that may be assigned from time to



### **OIC- CHIEF OF HOSPITAL**

General supervision of the hospital: in charge in planning, organizing, controlling, clinical, formulating and implementing policies and procedures in conformity with DOH and CSC rules and regulations, attend to opd, emergency cases, performs minor surgery and issue medical/medico-legal certificates, and attend to seminars and convention and other related functions.

### NURSING SERVICE

- Nurse II- Acts as chief nurse, supervise subordinates, prepares schedule of duties, prepares hospital stat. report, ensures the availability of various supplies and medicines.
- Nurse I- Work under the supervision of the senior nurse, assists the doctor on duty in emergency cases and minor surgery, give comprehensive nursing care.
- Midwife- Work under the supers=vision of the senior nurse, assists the doctor in emergency cases and minor surgery, normal deliveries and cord care, does vital signs.
- Nursing Attendant I- Work under the supervision of the senior nurse, assists the doctor in emergency cases and minor surgery, normal deliveries and cord care, does vital signs.

### ANCILLARY DEOARTMENT

### Laboratory department

- Medical Technologist I- Records all requested laboratory examinations for OPD and In-pts. Examination of laboratory specimen, performs new born screening, prepares RIS and SAI for supplies
- Admin Aide/ Laboratory Aide- Act as laboratory aide, assists and receive request to maintain cleanliness of the laboratory.

### **Pharmacy Department**

MEDICAL SERVICE

> Medical Officer III- Implements policies and

procedures in the medical and ancillary services

attend to OPD. ER. and ward duties . performs

minor surgery and conduct daily hospital rounds.

Dentist I- Perform clinical procedures such as

tooth extraction, oral prophylaxix, treat pyorrhea,

gingivitis and abscess, attend OPD consultation,

conduct oral examination on patient, attends meetings /seminars/ trainings/ and acts as

Medical Officer I- implements policies and

procedures in the medical and ancillary services

attend to OPD, ER, and ward duties, performs

resource person on dental matters.

- Pharmacist II- Dispensing and labelling of medicines, inventory of medicines, prepares monthly report, prepares RIS and SAI for medical supplies.
- Pharmacist I- Dispensing and labelling of medicines, inventory of medicines, prepares monthly report, prepares RIS and SAI for medical supplies.
- Admin Aide III- Acts as Pharmacy Aide and assists the pharmacist in all related functions.

Dietary

- Nutritionist/Dietitian- Plans and prepares cycle menu, prepares market order based from the menu, purchases various food stuffs for the patients, makes quarterly and annual report.
- Cook- Responsible for the preparation and cooking of food prescribed for patients as per doctors order, keep kitchen utensils clean and in good sanitary condition

### Record

- Admin Aide III- Act as Record Officer; Types birth, death, medical/medico-legal certificate, prepares medical charts, interview OB patients and file birth certificate.
- Admin. Aide I Acts as assistant to the acting records officer. Collects all the patients records and files it accordingly.

### **Social Services**

> Admin. Officer III (Cashier II)- Assess indigent patients in need for the financial assistance needed by the patients.

### Transportation Services

- Admin. Aide III (Driver)- Acts as Liason officer, follow-up payrolls, PRs, Vouchers, reimbursements and other important papers submitted at the Provincial Capitol.
- Admin Aide III (Driver)- Transport patients; Assists emergency room in case of referrals.

### Utility Service

Admin Aide I- Acts as utility worker, maintain the cleanliness of all hospital premises, wards, rooms, baths, offices, performs variety of patient care duties.

### Finance (Cashier)

ADMINISTRATIVE SERVICE

Administrative Assistant II- Assists the COH in the

supervision of the hospital, formulate policies and

communication letters and follow-up important papers

at the Provincial Capitol

- Admin. Officer III (Cashier II)- Acts as collecting officer; collects payments of patients for the service rendered; enters income on the cashbook.
- Admin. Aide I- Acts as assistant to the collecting officer; Collects payments of patients for the services rendered.

### Laundry Services

Laundry Worker- Washes and irons linen, scrub suit, pillow cases and others, distribute linen pillow cases and curtains inventory of linen, segregate torn linen and report to the senior nurse.

### **Administrative Service**

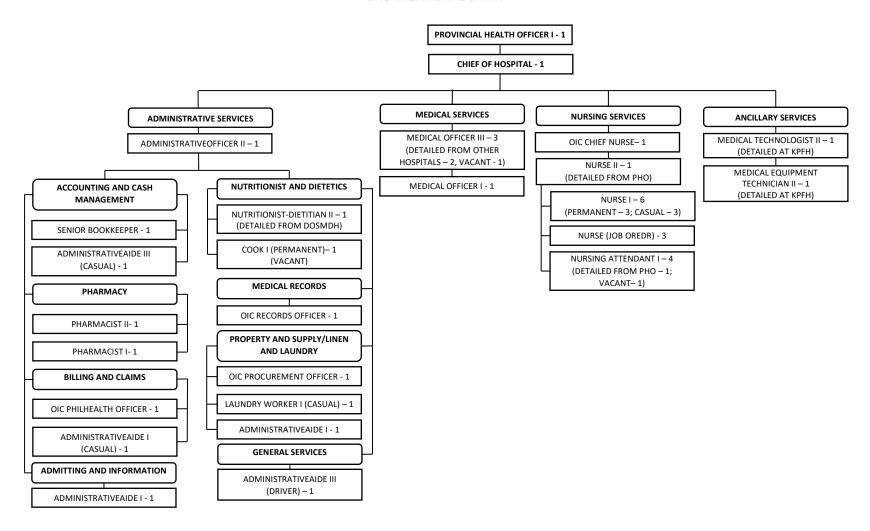
- Admin Aide III-Prepares OBRs, PRs, Vouchers, Cash Advances, reimbursements, communication letters, leave applications, annual budget, annual procurement plan, remittances to different government agencies and attend seminars/trainings.
- Admin Aide III- Acts as Liason officer, follow-up payrolls, PRs, vouchers, cash advances, reimbursements and other important papers submitted at the Provincial Capitol.

### PHILHEALTH

- Admin Aide III (PHILHEALTH Officer)- Act as Philhealth officer, review PHIC claims for signature of attending physician and approval of COH, submit it to PHIC office, prepares payroll and its attachments.
- Admin. Aide I (PHILHEALTH Clerk)- Act as PhilHealth officer, review PHIC claims for signature of attending physician and approval of COH.

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### **BACOOR DISTRICT HOSPITAL**



### **CHIEF OF HOSPITAL**

Shall be responsible for the overall management and administration of the hospital formulation of policies, plans, programs and strategies to ensure implementation of health standards for the attainment of quality care and standards of clinical training for medical and allied medical personnel and the day to day supervision and administration of the functional units.

### ADMINISTRATIVE SERVICES

Shall be responsible for the provision and administrative services relating to personnel management, administrative records management, property and supply management, general services, engineering security and financial services relating to budgeting, accounting, cash operations, billing and claims

### MEDICAL SERVICES

Shall be responsible for providing quality in-patient and out-patient care and high standards of clinical training for medical and allied medical personnel implementation of clinical resource management system and advising and assisting the chief of hospital in the formulation and implementation of policies, plans and programs of the hospital.

### NURSING SERVICES

Shall be responsible for implementing nursing programs for total quality health care providing nursing care to medical cases and developing, coordinating , and implementing relevant training programs for nursing personnel.

### **OTHER SERVICES**

Shall be responsible for provision of ancillary and allied health services to patients; promotion of research activities and advising and assisting the chief of hospital in the formulation and implementation of policies, plans and programs of the hospital.