

TERMS OF REFERENCE

Position: Nurse I (preferably Female)
Salary Grade: SG-15
Location: Area Vocational Rehabilitation Center III
Reports to: Medical Officer and/or Center Head
Positions supervised: None

QUALIFICATION GUIDE

Civil Service Commission (CSC) – Prescribed Qualification Standards
Education: Bachelor's degree in Nursing
Training: none required
Experience: none required
Eligibility: RA 1080 (Nurse)

FUNCTIONS/ DUTIES & RESPONSIBILITIES:

1. Prepares clients for assessment by medical officer.
2. Dispenses with instructions medicines prescribed by medical officer.
3. Facilitates the referral of clients to other health facilities:
 - 3.1 Confinement at Zamboanga City Medical Center
 - 3.2 Dental Extraction at City Health Office
 - 3.3 Consultation at Tzu Chi Eye Center
 - 3.4 Laboratory examination at Zamboanga City Medical Center
 - 3.5 Purchase of medicines (not available in the center)
 - 3.6 Physical Therapy and request for prosthesis at the Department of Rehab, ZCMC
4. Assists in the conduct of health-related special events.
5. Conducts weekly health teaching at the Pre-Vocational Services.
6. Conducts monthly weighing of clients.
7. Performs other health-related tasks as necessary.
8. Supports clerical work at the administrative section.

TERMS OF REFERENCE

Position : OFFICE CLERK
Salary Grade: 4
Location: DSWD FO IX – Centers and Residential Care Facilities
Reports to: Vocational Training Supervisor and Center Head
Positions Supervised : None

QUALIFICATION GUIDE

Civil Service Commission (CSC)- Prescribed Qualification Standards.

Education	:	Bachelor's Degree (Bachelor of Arts major in English)
Training	:	Front Office Services (NCII)
Experience	:	1 year relevant experience
Eligibility	:	RA 1080 and/ or CSC Professional Level

FUNCTIONS/DUTIES AND RESPOSIBILITIES:

- 1. Administering the Pre- training assessment**
- 2. Reproduction of assessment papers**
- 3. Collecting the notice of absences per course as basis for the payment of gratuity.**
- 4. Collecting progress reports of clients per course for every module completed.**
- 5. Maintaining training files of clients.**
- 6. Maintaining distribution sheets.**
- 7. Assist Instructors with Visual Impairment in their printing jobs and other encoding needs of training documents.**
- 18. Perform other related tasks as may be assigned.**