

**Revised  
Organizational Structure  
and Staffing Standards for  
Level III General Government  
Hospitals**

**Phase I  
CY 2022 Edition**

## **PREFACE**

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In 2013, the Revised Organizational Structure and Staffing Standards for Government Hospitals was published and implemented through Joint Circular No. 2013-1 of the Department of Budget and Management (DBM) and the Department of Health (DOH). This was used as the basis for staffing in Level 1 to Level 3 DOH hospitals, with bed capacities ranging from 25 beds to 500 beds, supporting the services provided by these facilities.

With time, more hospitals expanded their bed capacities beyond 500 beds, exceeding the coverage of the 2013 standards. More so, hospitals were mandated to expand services in the various clinical and auxiliary departments, making the aforementioned standards inadequate for the effective provision of safe and quality health care.

In recognition of the evolving and increasing scope of services expected from DOH hospitals, as well as their continuously expanding bed capacities, a review and revision of the 2013 standards was initiated in 2017. This was to ensure that the human resource complement in hospitals remain adequate and responsive to the needs of the people they serve.

Between 2017 to 2019, a series of meetings between DBM and DOH were conducted towards the development of the said staffing standards, focusing on standards for Level 3 hospitals with bed capacities ranging from 200 to 1,500. In 2020, the Coronavirus Disease 2019 (COVID-19) pandemic struck, health emergency response was prioritized.

The COVID-19 Pandemic likewise revealed a multitude of weaknesses in the Philippine hospital system. Among them were situations that could be addressed by appropriate staffing. Hence, in June 2021, the proposal was updated to respond to the conditions revealed by the pandemic situation. This was put to table and the discussions recommenced. In this version, the proposal utilized the ideal ratios for each cadre along with the ideal number of support staff.

In 2022, due to the limited fiscal space available for the expansion of the staffing complement of hospitals, the standards to be outlined in this document were agreed upon. In ideal staffing of government hospitals, the technical positions and frontline service providers were given utmost priority. The agreement is under the premise that the standards, in part or as a whole, shall be reviewed periodically and evaluated against the identified ideal ratios, actual needs of the hospitals, and available fiscal space at the time of review.

## **PART I - INTRODUCTION**

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In pursuit of Universal Health Care, the Department of Health (DOH) aims to ensure that the best health outcome for all Filipinos and to deliver healthcare through means that respect, value and empower clients and patients as they interact with the health systems.

Pursuant to Administrative Order No. 2012-0012 or the "Rules and Regulations Governing the New Classification of Hospitals and Other Health Facilities in the Philippines," every health facility shall have an adequate number of qualified, trained, and competent staff to ensure efficient and effective delivery of quality services. In line with this, the DOH found it imperative to review and revise the current ***Organizational Structure and Staffing Standards for Government Hospitals CY 2013 Edition*** to respond to the increasing demand for services especially in the tertiary hospitals.

The CY 2013 Edition was limited to the staffing standards applicable to Level 3 general hospitals with 200 to 500 beds. This revision will include the organizational structure and staffing standards covering the Government Hospitals classified as Level III General Hospitals with 200 to 1,500 beds. Furthermore, one of the objectives of the ***Revised Organizational Structure and Staffing Standards for Level 3 Government Hospitals with 200 to 1,500 beds CY 2022 Edition*** is to align the standard staffing with the expanded services of tertiary hospitals and to complement the human resource requirement for the implementation of the 24-hour operation of hospitals. The healthcare services of Level 3 hospitals include all of Level 1 and Level 2 services plus the following:

- Teaching/training with at least any two (2) accredited residency training programs for physicians in any medical/surgical specialty and/or subspecialty
- Physical Medicine and Rehabilitation Unit
- Ambulatory Surgical Clinic
- Dialysis Unit
- Tertiary Clinical Laboratory with Histopathology
- Blood Bank
- 3<sup>rd</sup> Level X-Ray

The number of positions reflected in the matrix of the ***Phase 1 Revised Organizational Structure and Staffing Standards for Level 3 Government Hospitals with 200 to 1,500 beds CY 2022 Edition*** is based on the ratio of personnel of the different services and departments, relative to the 2013 Edition, in consideration of the fiscal space of the National Government. Likewise, the CY 2022 Edition included revisions to consider previously overlooked positions in the CY 2013 staffing standards which includes but are not limited to the Social Worker Officer (SWO) III, Pharmacist III, and Nutritionist-Dietitian III. Ultimately, the purpose of this initiative is to improve health outcomes for all Filipinos and to harness the power of strategic human resources for Health Development.

Lastly, as agreed upon by both the Department of Budget and Management (DBM) and the DOH, the Phase 1 of the revised standards shall include the organizational structure, position titles, and number of positions for the following services:

1. Office of the Medical Center Chief
2. Allied Health Professional Service
3. Nursing Service
4. Hospital Operations and Patient Support Service
5. Finance Service

A separate issuance shall be provided to discuss the organizational structure, position titles, and number of positions for the Medical Service and Optional Units.

## **PART II - MODEL ORGANIZATIONAL STRUCTURE**

A general hospital is defined as a type of hospital that provides services for all kinds of illnesses, diseases, injuries, or deformities. It shall provide medical and surgical care to the sick and injured, maternity, newborn, and child-care. It shall be equipped with the service capabilities needed to support board certified/eligible medical specialists and other licensed physicians rendering services in, but not limited to Clinical Services (Family Medicine; Pediatrics; Internal Medicine; Obstetrics and Gynecology; Surgery), Emergency Services, Outpatient Services, Ancillary and Support Services such as clinical laboratory, imaging facility, and Pharmacy.<sup>1</sup> Hospitals are classified, based on ownership, as government and private. A government health facility may be under the national government, DOH, Local Government Unit (LGU), Department of National Defense (DND), Philippine National Police (PNP), Department of Justice (DOJ), State Universities and Colleges (SUCs), Government Owned and Controlled Corporations (GOCC) and others. Moreover, they are classified according to their functional capacity as Level 1, Level 2, and Level 3 (Teaching/Training). This revised staffing standard is applicable to Level 3 general hospitals and medical centers.

The revised staffing standards for Level 3 Government Hospitals shall have six (6) basic organizational services namely: 1) Office of the Medical Center Chief; 2) Medical Service; 3) Allied Health Professional Service; 4) Nursing Service; 5) Hospital Operations and Patient Support Service; and 6) Finance Service.

This section includes the standard model of the organizational structure for tertiary hospitals with bed capacity ranging from 200 to 1,500 beds.

### **Organization Configuration**

1. The revised standards on organizational structure and staffing pattern of Level 3 government hospitals consider the following:
  - a. Minimum DOH Licensing Requirements (AO 2012-0012, 2012-0012A) and PhilHealth Accreditation Requirements
  - b. Specialty Society Training Accreditation Requirements and staffing ratio
  - c. Philippine Health Facility Development Plan 2020-2040
  - d. Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS) CY 2018 Edition
  - e. Human Resource for Health Master Plan 2020-2040 (Health Human Resource Development Bureau)
  - f. Standard staffing ratios of the different services and departments based on: time and motion study on the ratio for pharmacist-to-bed capacity; AHIMA international standard for Health Information Management Department; licensing requirements for Department of Pathology; DOH-approved nurse-patient ratio; and Section 31 of RA No. 10862 for required staffing ratio in Nutrition and Dietetics

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<sup>1</sup> Department of Health (DOH) Administrative Order no. 2019-0012, Guidelines on the Implementation of the National Health Facility Registry, Definition of Terms, December 20, 2019.

- g. Expanded services of the hospitals and health facility based programs required in licensing
- h. Increase in the number of patients catered in tertiary hospitals
- i. 24-hour operations of hospital services
- j. People-centeredness of health facilities pursuant to the PHFDP
- k. Enacted laws, policies, and implementing rules and regulations for the creation and establishment of various units and personnel, including but not limited to the following:
  - i. Republic Act No. 11463, Malasakit Centers Act
  - ii. RA No. 11332, Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act
  - iii. DOH Administrative Order No. 2020-0019, Guidelines on the Service Delivery Design of Health Care Provider Networks (for Public Health Units)
  - iv. DOH Administrative Order No. 2012-0012, as amended, New Rules and Regulations Governing the Licensure and Regulation of Dialysis Facilities in the Philippines

2. The general functions of the major organizational services are as follows:

**a. Office of the Medical Center Chief**

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 health care and high standards of clinical training for medical and allied medical personnel; and the day-to-day supervision and administration of the functional units.

**b. Medical Service**

Shall be responsible for providing quality inpatient and outpatient care, as well as high standards of clinical training for medical personnel; promotion of research activities; 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 hospitals.

Under the Medical service, Specialty and Subspecialty Units available in the hospitals shall be responsible for the provision of services intended for a particular type of illness or for a particular condition requiring a range of treatment of patients suffering from diseases of a particular organ or groups of organs, and treatment of patients belonging to a particular group such as children, women, elderly, and others.

**c. Allied Health Professional Service**

Shall be responsible for providing quality inpatient and outpatient care and high standards of clinical training for allied medical personnel; provision of ancillary and allied health services to patients; promotion of research activities; 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 hospitals.

**d. Nursing Service**

Shall be responsible for the overall provision of safe and quality nursing care among patients; implementation of various nursing programs and activities for total quality health care; and development, coordination, and implementation of relevant training programs for the nursing personnel.

**e. Hospital Operations and Patient Support Service**

Shall be responsible for the provision of administrative services relating to personnel management, administrative records management, property and supply management, general services, engineering, and security.

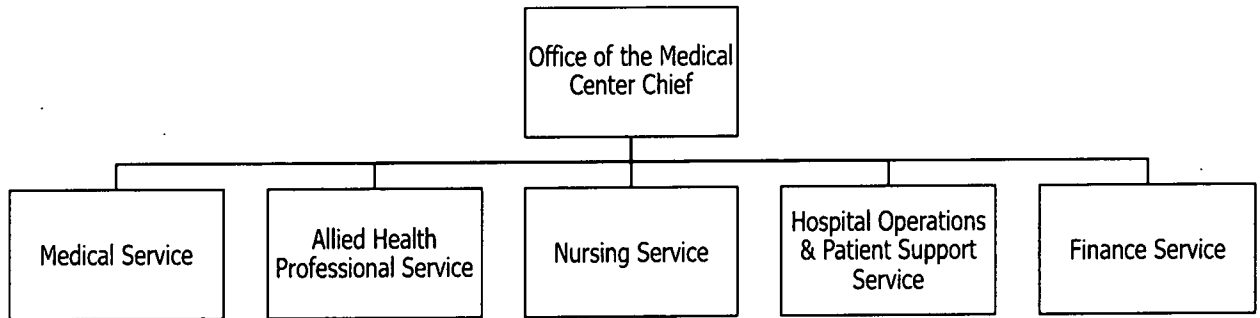
**f. Finance Service**

Shall be responsible for the provision of financial services relating to budgeting, accounting, billing and claims, and cash operations.

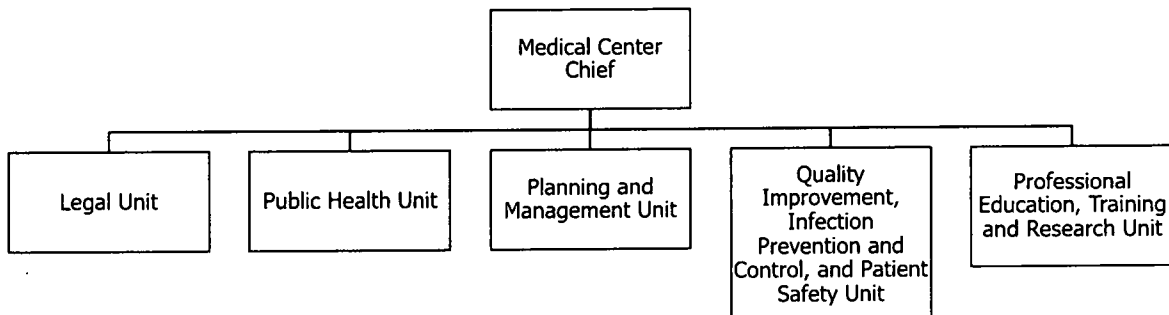
These services shall be allowed to have sub-units depending on the service capability, ancillary services, type and level of care and segregation of patients, and type and variety of support functions. The hospital administration is given the flexibility to structure or group its internal management support units in a manner deemed more efficient and effective for the hospital's organization and operation.

## Organizational Charts

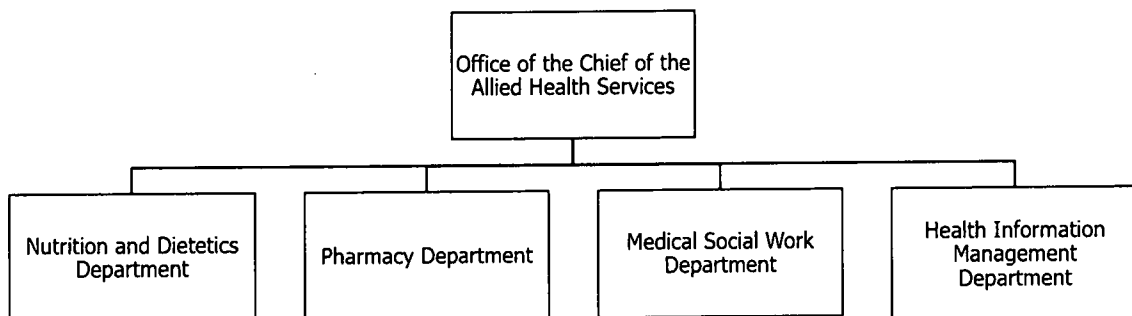
### Level 3 Government Hospital with 200 to 1,500 Beds



### Office of the Medical Center Chief

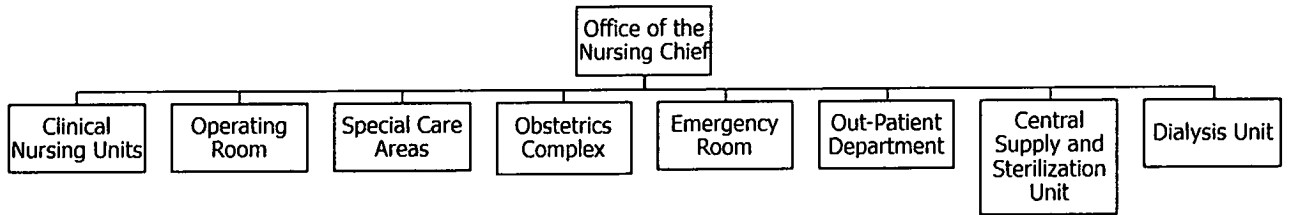


### Allied Health Professional Service

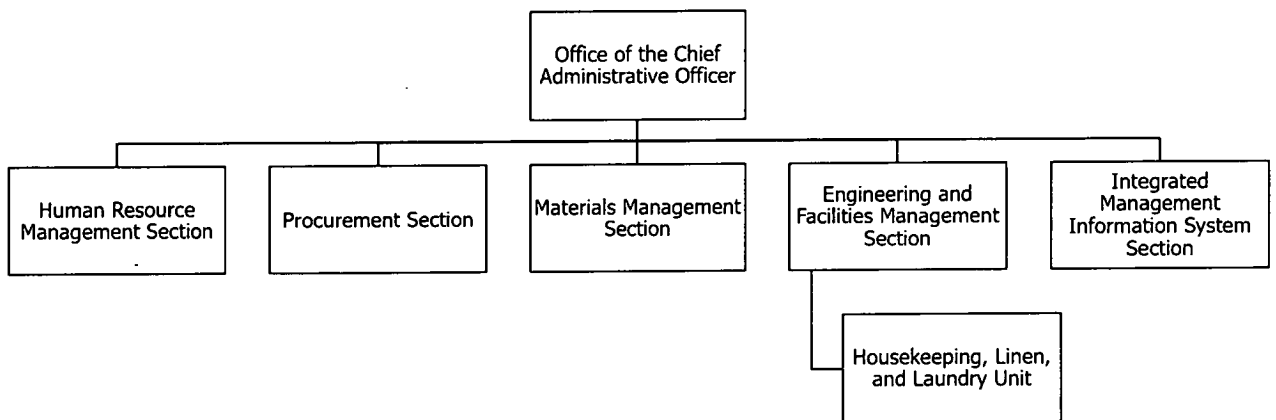




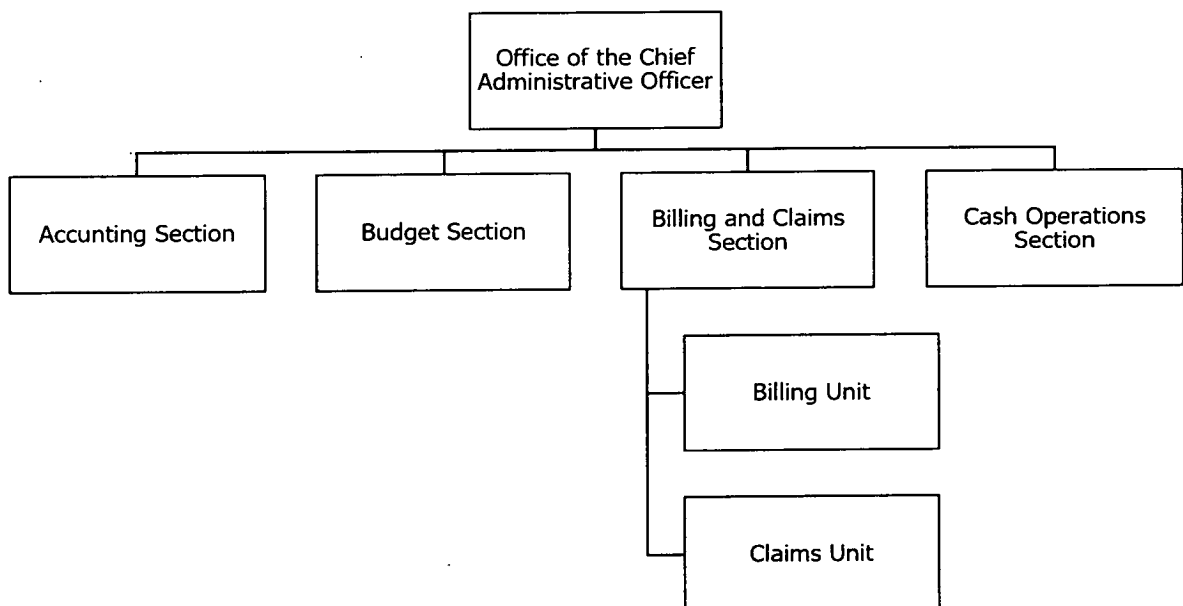
## Nursing Service



## Hospital Operations and Patient Support Service



## Finance Service



## **PART III – STANDARD STAFFING PATTERN AND RATIONALE**

The Revised Organizational Structure and Staffing Standards for Level 3 Government Hospitals with 200 to 1,500 Beds is composed of departments and units that contribute to the overall efficiency of hospital operations and the effective implementation of its policies, plan, programs, and projects. The rationale and functions of these departments and units are provided hereunder.

### **Office of the Medical Center Chief**

The Office of the Medical Center Chief sets the overall direction of the hospital towards the provision of high quality health services. The office guides operations of all other departments through the formulation of policies, plans, programs and strategies aligned with the goals of the health facility.

#### **Functions**

- Oversees all managerial and administrative processes of the hospital
- Formulates policies, plans, programs, and strategies for implementation of health standards
- Supervises daily activities of functional units
- Ensures quality healthcare is provided for patients
- Ensures high standards in clinical training for medical and allied medical personnel

#### **Components**

The Office of the Medical Center Chief is composed of the following units:

##### **A. Legal Unit**

The Legal Unit is in charge of all legal documents, as well as other legal matters related to the delivery of healthcare services of the hospital. This unit plays a significant role in the operational aspect of the hospital concerning legal issues or cases filed under judicial and quasi-judicial bodies against the employees or the institution. It safeguards the legal interest of the hospital.

It shall have the following functions:

- a. Monitors, handles and represents the hospital in all its internal and external legal affairs;
- b. Drafts and/or reviews legal matters, contracts, agreements and monitors legal obligation and agreements to ensure compliance;
- c. Advises on statutory compliance and recommends on appropriate actions or disciplinary measures;
- d. Files administrative or criminal charges against erring officials;
- e. Research, investigate and prepare legal opinions or recommendations and decisions on legal and administrative cases;

- f. Provides legal advisories and counseling on official matters including but not limited to administrative matters, property management, building maintenance, budget preparation and payroll, personnel records keeping, central records keeping and procurement; and
- g. Prepares demand letters for patients with outstanding financial obligations and for suppliers with default in delivery.

## **B. Public Health Unit**

Pursuant to the RA No. 11223, all Hospitals shall establish a Public Health Unit to support the implementation of national public health programs, institutionalize a coordination mechanism with primary care provider networks, and provide a one-stop shop patient navigation support mechanism within the hospital<sup>2</sup>. This unit shall focus in protecting health by preventing disease, illness and injury, and promoting health and wellbeing at a population or whole of community level including the implementation of the Hospital Surveillance System pursuant to RA No. 11332 or the Mandatory Reporting of Notifiable Disease and Health Events of Public Health Concern Act. A functional Public Health Unit will bridge the gap between public health and clinical care services in the hospital as well as between the hospital and external government and private sectors.

The unit shall have the following functions:

1. Ensure that hospital policies are aligned with national public health programs<sup>3</sup>,
2. Assist the hospital management in ensuring surveillance and reporting of notifiable diseases through the disease surveillance officer or disease surveillance coordinator<sup>5</sup>;
3. Ensure proper referral and navigation of patients within the hospital and from the hospital to primary care facilities and other necessary facilities in the network<sup>5</sup>; and
4. Implement Health Education Programs.

## **C. Planning and Management Unit**

The Planning and Management Unit shall aid in the strategic hospital planning projections and managerial decision making.

The Unit shall have the following functions:

1. Collates Division/Department/Section/Unit Plans into a Hospital Plan;
2. Conducts Strategic Planning and supervise the crafting of the Hospital Development Plan;
3. Coordinates with the Heads of various Services/Sections/Units of the hospital for the implementation of Plans and Programs of the hospital. The Plan includes Work and Financial Plan, Operational Plan, Strategic Plan, Developmental Plan, etc.

<sup>2</sup> Section 17.4 Implementing Rules and Regulations of the Universal Health care Act (Republic Act no. 11223)

<sup>3</sup> DOH Administrative Order No. 2020-0019 Guidelines on the Service Delivery Design of Health care Provider Networks

4. Ensure consistency of operations and programs with established objectives and goals, and whether or not such programs are being carried out as planned;
5. Evaluates the quality of performance of groups/individuals in carrying out their assigned responsibilities; and
6. Performs special assignments given by the head of the agency provided that they are not part of regular operating activities or in operation which are the primary responsibility of another unit in the organization.

#### **D. Quality Improvement (QI), Infection Prevention and Control (IPC), and Patient Safety (PS) Unit**

The Quality Improvement, Infection Prevention and Control, and Patient Safety Unit is responsible for the execution and performance of the Quality Improvement, Infection Prevention and Control, and Patient Safety programs and other related programs. It shall ensure that these cross-cutting programs based on international public service quality, patient safety, and infection prevention and control standards are implemented, monitored, and streamlined at the facility level.

Subsequently, the said unit shall be in charge of building a culture of patient safety, infection prevention, and continuous quality improvement in the organization. This is pursuant to Executive Order no. 605, S. 2007 or the "Institutionalizing the Structure, Mechanism and Standards to Implement the Government Quality Management Program, Amending for the Purpose Administrative Order No. 161, S. 2006"; DOH Administrative Order No. 2020-0034, also known as the Revised Guidelines on the Implementation of Continuous Quality Improvement (CQI) Program in Health Facilities in Support of Quality Access for Universal Health Care; DOH Administrative Order No. 2020-0007 or the National Policy on Patient Safety in Health Facilities; DOH Administrative Order No. 2016-0002, also known as the National Policy on Infection Prevention and Control in Healthcare Facilities; DOH-DOLE-CSC Joint Administrative Order No. 2017-0001 or the National Occupational Health and Safety; DOH AO no. 2017-0001 or the Policy Guidelines on the Standards of Care for Elder Persons in all Healthcare Settings; Blood Safety; Medication Safety; Clinical Pathways and Treatment Guidelines; Green and Safe Healthcare Facilities; and Healthcare Waste Management.

The Unit shall have the following functions:

1. Ensures that processes needed for QI, IPC, and PS are implemented, maintained, and audited;
2. Monitors and reports QI, IPC, and PS monitoring of the hospital; and
3. Coordinates with the MCC/COH to develop and execute strategies aligned with the quality objectives.

#### **E. Professional Education, Training, and Research Unit (PETRU)**

The PETRU is a centralized training and research unit that provides lifelong learning to improve the performance, productivity, competency, and quality of work of all

hospital personnel. It operates under the direct supervision of the Medical Center Chief<sup>4</sup>.

The PETRU shall be responsible for the conduct of Training Needs Assessment (TNA) to determine the need for any learning interventions outside hospital, using a needs-based approach or as mandated by the law. Training Officers must conscientiously apply a monitoring and evaluation system for all development programs conducted<sup>5</sup>.

## **Allied Health Professional Service**

Allied Health Professional Service is composed of professional departments that aim to prevent, diagnose, and treat a range of conditions and illnesses and often work within a multidisciplinary health team to provide the best patient care towards improved patient outcomes. The service is composed of a diverse group of health professionals with varying academic, clinical and non-clinical backgrounds, often requiring tertiary studies, extensive post-graduate training courses, and continuing professional development units.

### **Functions**

- Ensures continuous provision of quality services provided by each department including ancillary and allied health services
- Implements clinical resource management system
- Supervises daily activities undertaken by the service
- Ensures high standards in training and competency of all allied medical personnel
- Advises and assists the Medical Center Chief/Chief of Hospital in the formulation and implementation of policies, plans, and programs of the hospital

### **Components**

The Allied Health Professional Service consists of the following four (4) departments:

#### **A. Nutrition and Dietetics Department**

The Nutrition and Dietetics Department plays an integral role in healthcare service delivery in hospitals, as nutrition is critical in supporting the overall health of patients. Nutritionist-Dietitians, together with physicians, nurses, and other healthcare professionals have a shared responsibility in providing quality patient care.

RA No. 10862 or the *Nutrition and Dietetics Law of 2016*, recognizes the important role of Registered Nutritionist-Dietitians (RNDs) in the overall health of patients, through the Nutrition Care Process. In this way, optimized medical nutrition therapy

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<sup>4</sup> DOH Administrative Order no. 147 S., 2002, Revised Guidelines Governing the Management of Health Human Resource Training and Development in the Department of Health, September 2002

<sup>5</sup> DOH Department Memorandum No. 2012-0166 – Reiteration on the Implementation of Levels 1-4 Training Evaluations for Training Programs and Other Human Resource Related Activities

provided by the Nutrition and Dietetics Department is vital in disease prevention, treatment, and management. Particularly, the role of the department in meeting the nutritional requirements of in-patients, as well as the promotion of faster recovery and prevention of malnutrition among patients.

## **Functions and Services**

### **• Clinical Functions and Services**

- Ensures provision of medical nutrition therapy through the application of the Nutrition Care Process for purposes of disease prevention, treatment and management
- Ensures provision and promotion of high quality nutritional care, nutrition screening, diagnosis, intervention, monitoring and evaluation
- Interprets and implements diet prescription
- Provides individual and group nutrition counseling to patients
- Monitors caloric and other nutrient intake of patients, either oral, in tube feeding, or parenteral nutrition
- Ensures documentation of Nutrition Care Plan, patient's tolerance to prescribed diet, and Nutritional Status in patients' charts
- Ensures functionality of a Nutrition Clinic
- Provides specialized services such as emergency feeding, community outreach, and home care programs
- Promotes multi-disciplinary collaboration with other allied and support services in the hospital and in the community

### **• Administrative Functions**

- Develops and establishes relevant policies and standards
- Implements procedures concerned with budget and financial control, relevant to the Nutrition and Dietetics Department
- Develops and plans menus
- Manages purchasing, receiving, and proper storage of food
- Provides safe, sanitary, nutritious, and palatable food
- Ensures accurate and updated records and reports relevant to the department

### **• Research, Learning, and Development Functions**

- Conducts Learning and Development Interventions, continuous in-service learning for nutrition and dietetics staff, student affiliates and other allied health professionals
- Provides nutrition education to patients, hospital personnel, and other stakeholders
- Ensures updates in knowledge and skills of personnel in food service management and nutrition and dietetics
- Provides opportunities for research and development in nutrition and dietetics

## **B. Pharmacy Department**

Hospital pharmacists are essential in achieving patients' health and quality of life. As stated in the Republic Act No. 10918 or the *Philippine Pharmacy Act*, the vital role of pharmacists is to deliver quality health care services through the provision of safe, effective, and quality pharmaceutical products, pharmaceutical care, drug information,

patient medication counseling, and health promotion. Section 4 of RA No. 10918 specified the Scope of the Practice of Pharmacy which includes:

1. Prepare, compound or manufacture, preserve, store, distribute, procure, sell, or dispense or both, any pharmaceutical product or raw materials; or
2. Render services, such as clinical pharmacy services, drug information services, regulatory services, pharmaceutical marketing, medication management, or whenever the expertise or technical knowledge of the pharmacist is required; among others

It clearly disclosed that the traditional role of pharmacist in drug product preparation and dispensing broadened to the patient care approach. With this method, pharmacists as part of the Health Care Team, play an important role in reducing adverse drug events, medication errors, and improving patient safety.

## **Functions and Services**

### ● **Clinical Functions and Services**

- Ensures provision of the following services<sup>6</sup>:
  - **Dispensing** - refers to the sum of processes performed by a pharmacist from reading, validating and interpreting prescription; preparing; packaging; labeling; record keeping; dose calculations; and counseling or giving information, in relation to the sale, or transfer of pharmaceutical products, with or without a prescription or medication order. (RA 10918)
  - **Clinical pharmacy service** - refers to any patient care provided by a pharmacist through pharmacologic and non-pharmacologic strategies that promote the appropriate selection and utilization of medication to optimize individual therapeutic outcomes, prevent diseases or achieve wellness.
  - **Compounding** – refers to the sum of processes performed by a pharmacist in a drug preparation including the calculations, mixing assembling, packaging, or labeling of a drug, as the result of the prescription or drug order by a physician, dentist or veterinarian; or for the purpose of, or in relation to research, teaching or chemical

### ● **Administrative Functions**

- Ensures compliance to regulatory requirements of the pharmacy
- Conducts activities such as pharmaceutical cost planning, budgeting, procurement, inventory and storage management
- Prepares reports and maintains records relevant to the Pharmacy Department

### ● **Research and Training Functions**

- Ensures training of new personnel and the required continuing professional development for staff as indicated in RA 10912.

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<sup>6</sup> Section 5. Scope of the Practice of Pharmacy. Implementing Rules and Regulation of Republic Act No. 10918, also known as, the Philippine Pharmacy Act.

- Formulates and implements training activities for pharmacy interns
- Provides opportunities for research in all aspects of pharmacy, including those involving pharmaceutical products and healthcare

### **C. Medical Social Work Department (MSWD)**

The MSWD, as an integral part of the Health Facility, aims to provide comprehensive professional social work services responsive to the psychosocial needs of the patients and their families and make them participate in the realization of their optimal well-being. The DOH mandated the establishment of the MSWD in 1954, Bureau Circular No. 146, in the belief that these services will contribute to a more holistic approach to health interventions and well-being of the patients. Its functions are aligned with the Philippine Development Plan for 2017 to 2022 or the Ambisyon 2040, which envision "Every Filipino enjoys a matatag, maginhawa at panatag na buhay".

All hospitals classified as government-owned are mandated to reserve 90% of their beds for the poor. This alone justifies the proposed staffing for MSWs in government Hospitals.

### **Functions and Services**

#### **● General Functions and Services**

- Empowers patients and families with information about health facility situations, such as scope of services and policies, rules and regulations and rights and accountabilities.
- Develops a social care plan with patients and families addressing social problems that directly and indirectly affect their health conditions and rehabilitation.
- Arranges, coordinates, and monitors multiple services from different providers to serve patient needs.
- Engages in fund development, donor care and mobilization of resources to meet and sustain the patient's medical and non-medical needs.
- Develops appropriate and relevant programs and services to meet the current health needs and concerns of the patient, their family and community.
- Contributes to the progressive realization of Universal Health Care in the health facility through the Point of Service and Malasakit Center program, ensuring a systemic approach and clear delineation of roles of key agencies and stakeholders towards better performance in the health system.
- Advocates for financial risk protection, equity and access to quality and affordable health care goods and services for the vulnerable population.
- Promotes implementation of the Mental Health Act and National Integrated Cancer Control Act.
- Conducts Social Work Case Management, including the conduct of psychosocial assessments and psychosocial interventions
- Provision of managed care activities, including provision of pre-admission and discharge planning, eligibility assessment, resource mobilization, and utilization review, and donations management program.



- Provision of social group work activities, such as Family Life Education, Group Therapy, and Family Therapy, Mutual Help/Peer Group, Patient and Community Education, Development of a Therapeutic Milieu, and Mental Health Psycho-social Support (MHPSS)
- Conduct of community organization activities, including community-based patient navigation, establishment of advisory councils, partnership with neighborhood organizations, businesses, and civic organizations, online community and adopt a community program.
- Provision of social action activities, such as feedback to management for patients needs outside the criteria and propose policies addressing patients' issues

- **Administrative Functions**

- Planning, programming, and policy formulation
- Budgeting and Financial planning
- Staffing and volunteer management
- Workload and caseload management
- Supervision of administrative and clinical functions
- Representation in Hospital Committees (11 Committees)
- Public human relations, conflict management, and resource mobilization
- Documentation, recording and reporting

- **Performance Monitoring, Research, and Technology Development**

- Monthly/Annually Statistical Report
- Monthly/Annually Narrative Report/ Best Practices
- Annual Psychosocial profile
- Social Work research
- Learning and Development Intervention

## Components

The Medical Social Work Department in a tertiary or level 3 hospital is composed of three subunits and the Malasakit Center as described below:

1. **Social Work Case Management** provides services whereby a professional Social Worker collaboratively assesses the needs of the client and the client's family, when appropriate, and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet the specific client's complex needs.
  - a. **Outpatient operations** that cover the 4 clinics of major departments; Medical, Surgery, OB-Gyn and Pediatrics, including sub specialty clinics since this is a tertiary hospital.
  - b. **Inpatient wards** consist of the major departments including their subspecialties.
2. **Eligibility and Navigation** provides services 24/7, it is located near the Emergency Room Department and Admitting Unit. The unit provides psychological first aid, crisis intervention, trauma care and practical services to ER patients, it assesses the patients' eligibility for admission to basic accommodation, social care,

enrollment to Point of Service of Philhealth. This section likewise handles the referral to various funding and welfare programs, funding development to address other needs of the patient that the hospital and MC could not address and donor care.

3. **Performance Monitoring, Research, and Technology Development** ensure compliance to the standard reports ( Psychosocial Profiling, Statistical Report and Narrative Report). Monitors compliance to social care guidelines, develops programs, and policies for the continuous improvement of the Department. Tertiary hospitals are mandated to provide training to hospitals in their region and conduct research relevant to the department.
4. **Malasakit Center (MC)** mandated by RA No. 11463, refers to a common site or **location** within the premises of the hospital, where the different participating agencies receive and process requests for medical and financial assistance for indigent and financially-incapacitated patients. The proponents of this program intended for MC to provide 24/7 services, however the participating agencies are unable to provide the required staffing, thus the MEDICAL SOCIAL WORK DEPARTMENT provides the services after the regular hours of MC.

Tertiary Hospitals have mandated **Special Units** by licensing, requiring full time MSWs:

- **Women and Children Protection Unit** mandated by AO No. 2013-0011, *Revised Policy on the Establishment of Women and their Children Protection Units in All Government Hospitals*, RA No. 9262, RA No. 8353, and RA No. 8505. The MSWs are healthcare providers reporting 24/7 in the WCPU while other team members are on call, as shared with other sections of the hospital e.g medical staff from Emergency Department, Obstetrics and Gynecology Department, etc. The MSW in the WCPU functions as a case manager providing services including psychosocial assessment, home visitation, and coordinating with other agencies to ensure the safety of the patient.
- **Mental Health Units** mandated by RA No. 11036, *An Act Establishing a National Mental Health Policy for the Purpose of Enhancing the Delivery of Integrated Mental Health Services, Promoting and Protecting the Rights of Persons Utilizing Psychosocial Health Services, Appropriating Funds Therefor and Other Purposes*. All tertiary hospitals have a mental health ward, services a Mental Health Psychosocial Support (MHPSS) Team or HIV Team. The MSW is an essential part of these teams as they diagnose the psychosocial functioning of the patient and family, and contribute to a holistic assessment of the medical team. Added to the MSW's role is patient and family reconciliation, strengthening of family affectional support, and patient's social rehabilitation.
- **Dialysis Unit**, as prescribed by AO No. 2012-0012, *Rules and Regulations Governing the New Classification of Hospitals and Other Health Facilities in the Philippines*. Dialysis has a lot of psychosocial issues that need to be addressed. Families are exhausted, emotionally and physically developing caregiver burnout. Patients themselves are irritable and depressed because their daily activities are affected by their illness.

There are still other units of the hospital providing care to complex cases such as Heart Station, Stroke Unit, Burn Unit, Cancer Center, and Geriatric Unit that are required by licensing. These patients have multiple comorbidities affected greatly by the social determinants of health, thus MSWs play an integral role in these patients' and their families' well-being, as they go through their journey.

#### **D. Health Information Management Department**

The Health Information Management Department (HIMD) is responsible for enhancing patient care through the use of data contained in health records, whether digital or paper-based, collected individually or as a collective. The general function of the HIMD is to provide an organized system of measuring quality patient care and ensure that sufficient data on the sequence of events is documented to justify the diagnosis, warrant the treatment, and outcomes. The department is tasked to process, analyze, maintain, and safekeep all health records created and maintained in the health facility. The department plays a vital role in generating health statistics for evidence-based medical care and management practices.

In the new standard staffing for Level 3 General Hospitals, the ratio of 1 staff to 35 outpatient visits per day and 1:20 or one staff to 20 inpatient bed capacity were used as the basis to determine the standard staffing requirements for this department. This ratio is recognized as sufficient number of staff to ensure fulfillment of the mandate and functions of HIMD.

#### **Functions and Services**

The HIMD ensures quality of records kept and appropriate documentation is done for relevant processes. The department plays a vital role in ensuring records are maintained, accurate, and sufficient as revenue generation from insurance reimbursements are dependent on them.

Specifically, HIMD staff are expected to perform the following functions involving administrative to technical work as outlined in the following:

- Maintain all health records following the principles and practices of efficient and effective health record management.
- Review records for completeness and accuracy in coding of diseases, operations, and special therapies according to approved nomenclature and classification.
- Maintain and safeguard the confidentiality of health records.
- Collate and compile data and generate statistical reports required by respective health facility management.
- Participate in approved research activities and study programs conducted by doctors and authorized researchers by providing data/information from patients' health records.

## **Nursing Service**

The Nursing Service is a vital component of the hospital which constitutes the largest number of personnel in the healthcare facility. This Service is responsible for providing safe and quality nursing care to all clientele and supports the overall objectives of patient care, teaching, and research. Nurses and their contributions are essential components of any reliable health care organization striving for zero patient harm and utmost quality patient care. They are responsible for conducting nursing assessment, diagnosis, planning of care, implementation, and evaluation of the nursing care plan and its processes.

Nursing care is provided in all the major hospital services such as Medicine, Surgery, Obstetrics and Gynecology, Pediatrics, specialty care services, and other related and miscellaneous services requiring nursing expertise. The goal of staffing for each nursing unit is to ensure patient safety in healthcare delivery. Nurses are provided with assignments and schedules along with their corresponding duties and responsibilities to provide quality and safe care in a therapeutic environment.

The Nursing Service ensures that all the clinical nursing units or wards and special care areas such as Critical Care Units, Obstetrics Complex, Operating Theaters, Emergency Department, Outpatient Department, and other areas are manned by qualified nursing staff. The efficient planning of these nursing units, including appropriate staffing, would ensure maximum care of patients.

### **Functions and Services**

- **Clinical Functions**

The Nursing Service utilizes the Nursing Process by which nurses deliver care to patients in the clinical settings, both in general wards and specialty areas, using a cyclical, ongoing, goal-oriented and client-centered approach to meet clients needs. In general, its purposes are as follows:

- Identify client's health status, actual or potential healthcare problems or needs
- Establish plans to meet identified needs and gaps to deliver specific interventions to meet those needs
- Provide a framework for critical thinking in which the practice of nursing and its complexities are based
- Provide timely and appropriate care to patients
- Deliver critical judgement about patient's clinical situation and individualizing approaches to care
- Organize, conduct, and reflect care in a systematic organized manner
- Make inferences and validation about the meaning of a patient responses to health problems or generalize about his or her functional state of health
- Provide goal-oriented and patient-centered care

The delivery of nursing care utilizing the Nursing Process uses the best available evidence as a blueprint on how to care for patients. A patient-centered care approach is holistic and essential when the following steps are applied:

- Nursing Assessment - involves the collection of information from the patient and their family or carers concerning their condition and perceived problems
- Nursing Diagnosis - the nurse's clinical judgment about the patient's response to actual potential health conditions or needs
- Nursing Planning and Outcome Identification - the interventions are identified to reduce, resolve or prevent the patient's problems while supporting the patient's strengths in an organized goal-directed way
- Nursing Implementation - includes carrying out the plan of care, continuing data collection and modifying the plan of care as needed, and documenting the care given
- Nursing Evaluation - determines if the care given achieved the desired results which occurs constantly as care is being implemented

- **Administrative Functions**

In addition to the clinical nursing functions, the Nursing Service Department performs a wide array of administrative functions that range from nursing administration and management to day-to-day activities necessary to ensure efficient delivery of nursing services. These activities include but not limited to the following:

- Formulate nursing policies for the improvement of patient care
- Prepare the Nursing Service budget proposal
- Prepare, review, and submit nursing service reports as required
- Participate in the hospital's continuous quality improvement activities
- Ensure that the environment, people, materials, equipment, and resources are adequately provided for efficient operations
- Coordinate with other departments or sections of the hospital

- **Training, Education, and Research Functions**

To ensure that the nursing staff are competent and updated with the current trends in the provision of quality nursing care, the Nursing Service Department shall perform the following functions:

- Identify or assess the training needs of the Nursing Service personnel
- Design training programs based on training needs assessment and determine resources needed
- Develop, plan, implement, and evaluate the outcome of learning and development interventions conducted
- Organize and implement affiliation and training programs
- Conduct and facilitate nursing research and quality improvement activities for the nursing service

- Review and analyze data in the prepared required reports as well as nursing researches from external sources

## Components

The Nursing Service provides staffing to various hospital departments or units to ensure delivery of safe and quality care. The Nursing Staff provide services to the following:

1. **Clinical Nursing Units or Wards** - are areas of the hospital where in-patient care services are provided. In each ward, there is a nursing unit to take care of patients for 24 hours.
2. **Emergency Department** - is a medical treatment facility specializing in emergency medicine or acute care of patients. The 24-hour daily operations of the ED focuses on assessment and management of patients requiring emergency care. Mostly, the nurses cater to serious injuries and illness or those in need of emergency treatment.
3. **Critical Care Unit** - this unit treats patients who require the highest acuity of care in a very structured and controlled setting. Critical care nurses use their specialized skills and extensive knowledge on disease pathology to provide life-sustaining interventions.
4. **Outpatient Department** - is the part of the hospital providing care for patients with health problems but at the time do not require hospital confinement. OPD Nurses provide services for various specialties and health programs such as Internal Medicine, Surgery, Obstetrics and Gynecology, TB-DOTS, Animal Bite, Expanded Program in Immunization, Women and Children Protection Unit, among others.
5. **Operating Room** - is the area in the hospital where surgical procedures are performed. Nurses in this area must be trained in operative cases and shall act as scrub or circulating nurse.
6. **Obstetrics Complex** - is composed of the Labor Room, Delivery Room, OB Operating Room, and Recovery Room or PACU. The nurses and midwives in this area are trained in maternal and child care.
7. **Dialysis Unit** - provides hemodialysis and continuous ambulatory peritoneal dialysis (CAPD) treatment to clients who have chronic kidney failure.
8. **Central Supply and Sterilization** - centralizes the storage, issuance and preparation of nursing supplies and equipment used in care and treatment of patients in order to save time, money and equipment and provide a more effective supply service. It is responsible for requisitioning, storing, issuing, sterilizing and manufacturing such equipment and material as required for the care of patients. The section stocks thousands of items which are issued upon written request to various hospital and nursing units. The nursing staff of this department receives supply deliveries, verifies contents, notes and resolves any discrepancies, and ensures proper documentation.

## **Hospital Operations and Patient Support Service**

Each level of hospital requires different administrative support services to be able to respond to the basic services for effective and efficient hospital operation. The Hospital Operations Support Service (HOPSS) plays an equally important role in the delivery of healthcare services through the provision of necessary and timely logistic support services with the different departments and offices of the hospital in achieving quality health services.

The HOPSS is committed to continuously support the implementation of hospital policies, programs on education, training and staff skills development; and be an active partner in the pursuit of quality health services through systems and procedures improvement. The procedures include technical and skilled works and other requirements necessary for the effective and efficient delivery of quality health care services.

### **Functions**

- Renders support services to healthcare providers, clients, other government and non-government agencies, professional groups and others requiring assistance and providing internal administrative management, patient support and general services.
- Perform hiring, selection, and promotion and determines placement of staff based on competencies required of the job;
- Facilitates staff skills development and competencies
- Provide facilities maintenance services

### **Components**

The HOPSS is composed of the sections: Human Resource Management, Procurement, Materials Management, and Engineering and Facilities Management.

#### **A. Human Resource Management Section (HRMS)**

The Human Resource Management Section is responsible for the development and administration of a comprehensive Human Resource Management Plan for the hospital. The office contributes to the development and ensures implementation of policies relevant to recruitment, selection, promotion, separation, welfare, and benefits of the hospital employees.

### **Functions and Services**

- Develop and implement personnel policies and job descriptions, staff skills development, training and other personnel actions and transactions consistent with DOH standards, procedures and Civil Service Law and Rules.

- Determine staff /employment/deployment based on competencies required of the hospital services, and DOH competencies shall be on top of its criteria in hiring of the right person for the right position.
- Categorize of work conditions in nine groups such as employment, remuneration and incentives, leave privileges, staff benefits, personal conduct safety and property, education and training, health and staff relations.
- Prepare processing requisitions for hospital staff, writing and placing advertisements for staff, interviews, recording applicant's personal appearance, and other health examinations, introducing new staff to hospital employment and reviewing staff work performance appraisals with department or section heads.

## **B. Procurement Section**

The Procurement Section is responsible for the development and administration of a comprehensive Procurement Plan for systematic procurement and acquisition of supplies, materials, healthcare equipment, vehicles, services, infrastructure, works and other logistics for the effective and efficient delivery of quality services. This section shall ensure that all processes are in accordance with RA No. 9184 known as *Government Procurement Reform Act* and its Implementing Rules and Regulations and shall ensure that all procurements are in accordance with the approved Agency Procurement Plan (APP).

### **Functions and Services**

- Monitor procurement activities and milestones for proper reporting to relevant agencies and maintain a depository of all procurement related information.
- Serve as Bids and Awards Committee (BAC) Secretariat to prepare Bid Documents and other procurement requirements.
- Facilitate the conduct of public bidding and awarding of projects to winning bidders and shall organize and make all necessary arrangements for BAC and Technical Working Group (TWG) meetings and processing of BAC documents.

## **C. Materials Management Section**

The Materials Management Section is responsible for the development and administration of a comprehensive plan for the receipt, storage, issuance and inventory of hospital supplies, materials and equipment, and disposal of unserviceable hospital properties.

### **Functions and Services**

- Responsible for the receiving and inspection of deliveries based on Purchase Orders.
- Plan and direct the systematic distribution of requirements and ensures that all properties are covered by insurance.
- Participate in the conduct of physical inventory of properties and recommends disposal of unserviceable and/or no longer needed equipment.



- Maintain supplies and materials stock and equipment ledger cards; prepares/update Acknowledgement Receipt of Equipment and Inventory Custodian Slip for items with amount falling in the ceiling set by Commission on Audit (COA).
- Responsible for inventory taking and custodianship of supplies and equipment; and prepares Stock Cards.
- Conduct inventory of property accountabilities of employees requesting for clearance from property and accountability and issuance of Clearance from Property Accountability to employees requesting the same.

#### **D. Engineering and Facilities Management Section**

The Engineering Facilities Management Section (EFMS) is responsible for the development and implementation of a comprehensive program on preventive, corrective, and rehabilitative maintenance for the biomedical, electronic and communication equipment, electrical, mechanical, structural, civil works, physical plant, motor vehicles, and other healthcare equipment and devices.

The EFM is composed of subunits such as Maintenance, Biomedical, Motorpool, Transport, Electrical services, the General Services, a cluster of Housekeeping, Linen and Laundry Section, and Security Services.

#### **Functions and Services**

- Develop and implement a comprehensive program on preventive, corrective, and rehabilitative maintenance for healthcare equipment, devices, and other utilities within the hospital as described above.
- Ensure adherence to the local, national and international codes, standards and regulations on the construction, operation and maintenance of facilities, utilities, healthcare equipment/devices and motor vehicles.

##### **1. Maintenance, Biomedical, Motorpool, Transport, Electrical, and General Services Staffing**

The biomedical equipment, electrical, electrical works, air-conditioning units, water supply and plumbing works of the hospital are clustered under the Maintenance Section. The transport services such as ambulances and other service vehicles of the hospital, electrical works, air-conditioning units, other hospital equipment, water supply and plumbing works are clustered under the Motorpool Section. It maintains and keeps all hospital ambulances and service vehicles in good running condition as well as evaluates and recommends outside repair for vehicles beyond in-house repair.

Staffing competencies include Biomedical engineers, Civil Engineers, Electrical Engineers, Architects/ medical equipment technicians, electricians, air-con technicians, plumbers, auto-mechanics, and drivers. The Architect position shall be responsible for the design preparation/inspection/validation and estimate of infrastructure projects of the hospital.

## 2. Housekeeping, Linen, and Laundry

The Housekeeping, Linen and Laundry are clustered as one Section under the Engineering and Facilities Management.

Whether in-house or outsourced janitorial services and laundry services, the EFM shall closely supervise the quality of performance. It shall monitor the implementation of continuing quality improvement of the Section for patient safety.

### *a. Housekeeping*

The Housekeeping Section provides and maintains a clean, safe, and sanitary environment for hospital personnel, patients, and clients. It implements policies on healthcare waste management programs, and strictly implements proper cleaning methods, infection control standards and supplies/equipment/tools management. It is responsible for the cleanliness and sanitation of the hospital and implements the standard housekeeping procedures and ensures continuing quality improvement and patient safety.

Staffing for the Housekeeping should be equipped with the knowledge and skills in the process of cleaning and maintaining health facilities in accordance with the standards for Infection Prevention and Control and Health Care Waste Management

### *b. Linen and Laundry*

The Linen and Laundry Section may be a separate unit or a unit of the Housekeeping Section in charge of providing laundry services and ensures adequate supply of clean linen including bed sheets, pillow cases, surgical gowns, and large towels for patients and other hospital units. A hospital-operated laundry service ensures the timely return of the soiled linens while ensuring that the appropriate cleaning and disinfection process for contaminated linen is carried out, in accordance with standards.

Staffing of the Linen and Laundry Section should be equipped with the knowledge and skills in proper segregation and dilution of disinfectants to infectious and normally soiled linens.

## **E. Integrated Management Information System Section (IMISS)**

Pursuant to RA 11223, or the UHC Act, particularly in the implementation of the Health Information System, Health Facilities are expected to implement and maintain an integrated health information system that conforms and complies with the standards set by the DOH and PHIC in coordination with the Department of Information and

Communications Technology (DICT) and National Privacy Commission (NPC)<sup>7</sup> including the transition to use of electronic medical records as stipulated in the latest guidelines on the licensing of hospitals<sup>8</sup>.

In order to support these directions, a dedicated section is strengthened to maintain the multiple databases and information systems that are necessary to support the public health programs of the Department of Health. These databases and information systems includes but are not limited to:

- Philippine Health Statistics
- Field Health Service Information System
- Integrated Chronic Non-communicable Disease Registry System
- Integrated Leprosy Information System
- Integrated Tuberculosis Information System
- Maternal, Neonatal, and Infant Death Reporting System
- National Rabies Information System (NARIS)
- One Hospital Statistical Reporting System (OHSRS)
- One National Electronic Injury Surveillance System (ONEISS)
- Philippine Health Information Exchange (PHIE)
- Universal Health Care Information System (IHOMIS Plus)
- PMT Claims (e-Claims)
- My PhilHealth Portal
- e-Konsulta
- DOH Data Collect Hub (DDC)

The IMISS shall likewise oversee the implementation of both manual standards and the hospital information system, regardless of service provider. The section shall be composed of a program manager who will oversee the streamlining of these information system with their hospital information system, computer programmers that will maintain the software component of the information system, and computer maintenance technologist shall maintain the hardware component of the system and who shall provide timely troubleshooting and technical assistance.

## **Finance Service**

Financial management in a hospital setting is the process of seeking the optimal financing, allocation, and control of all resources of the health care organization. It is through the accumulation of financial data and its results, the month-end and year-end accounting and statistical reports are prepared. Financial reports and statements are useful in planning, organizing, directing and controlling the activities of any organization.

This Service is responsible for financial transactions of the hospital such as: accounting, budgeting, billing and claims, and cash management.

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<sup>7</sup> Section 36. Health Information System. Implementing Rules and Regulation of Republic Act No. 11223, also known as, the Universal Health Care Act.

<sup>8</sup> DOH Department Circular 2018-0131, "Revised Licensing Assessment Tool for Hospitals"

## **Functions**

- Financial Accounting – Provides summary accounts to top management, external users and regulatory bodies. It involves the recording of all monetary transactions and the production of summary financial statements that reflect the performance and financial status of the organization. The Accounting Department is primarily responsible for Financial Accounting.
- Cost Accounting - Provides data for effective budget planning and projection of short, medium and long term plans. It involves detailed analysis on suitable cost drivers and evaluation of costs incurred in relations to activities conducted. It also involves the defining of costs as direct materials, direct labor, fixed overhead, variable overhead and period costs. It entails the setting of equitable rates for all the services provided in the hospital.
- Management Accounting – Provides financial information internally to top management for an effective and efficient decision making and strategic planning to achieve the set goals and objectives. This includes budgets and plans, costing and financial appraisal of programs and activities.
- Financial Resources Management – Ensures the organization has adequate funds and resources to meet all of its current obligations and financially support future plans and programs. It includes the sourcing of funds to meet the organization's needs. It shall also involve planning for long-term capital requirements – such as, new facilities and equipment – and deciding on capital investments and how they should be financed.
- Risk Management – Identifies related risks that arise from operation and clinical activities. Internal controls are used to analyze, manage and mitigate risk.

## **Components**

The Finance Service is composed of the following sections:

### **A. Budget Section**

The Budget Section directs and coordinates with the persons concerned in the consolidation and preparation of Budget Proposal, Work and Financial/Operational Plans including its implementation and monitoring and is headed by a Supervising Administrative Officer.

### **B. Accounting Section**

The Accounting Section directs and coordinates the systematic recording of all financial transactions, preparation of financial statements and relevant reports and maintenance and safekeeping of Books of Accounts. This Section is headed by an Accountant IV.<sup>9</sup>

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<sup>9</sup> Manual of Standards for Management of Hospital Finance Service, 1st Edition

### **C. Billing and Claims Section**

The Billing and Claims Section is a separate Unit from Accounting Service. It shall be responsible for the control of all hospital billing (patient/non-patient) charges, Philhealth computation and reimbursement, Statement of Account, Summary of Bills, Report of Total Hospital Bills and is also headed by a Supervising Administrative Officer.

Furthermore, this section implements a proper charging system, by recording of all hospital procedures, services, medical supplies, drugs and medicines incurred to patients regardless of patient's classification including claims, fees and use of facilities and other non-patient services.<sup>13</sup>

### **D. Cash Operations**

The Cash Management Section directs and controls and ensures the proper disbursement and collection transactions of the hospital and is also headed by a Supervising Administrative Officer.<sup>13</sup> The said Section has satellite stations within the hospital and shall operate 24/7 as well.

## **PART IV - IMPLEMENTATION GUIDELINES**

The implementation of the Phase 1 of the Revised Organizational Structure and Standard Staffing Pattern for Level 3 Government Hospitals with 200 to 1500 Beds shall be guided by the following:

1. The DOH-DBM staffing standard shall be followed in filling-up the positions, in addition to the published qualification standard competencies for each position to ensure provision of quality services in all levels of government hospitals.
2. The requesting party shall provide the list of the hospital's filled and unfilled positions prior to the requisition of any additional positions. The request will then be evaluated accordingly based on the needs and demands of the hospital, and in comparison with the already existing and available positions.
3. The number and level of positions prescribed for each hospital category shall be the maximum that will be allowed for the various organizational units. However, hospitals may adopt a lesser number and lower levels of positions and/or merge different staff offices in the internal management and support units, depending on their financial capability.
4. Hospitals that qualify for the next higher category shall adopt the corresponding organizational structure and staffing pattern herein prescribed. However, the hospital management has the option to adopt a leaner organizational structure and staffing pattern by merging the prescribed organizational units or using lower-level positions. If the authorized bed capacity of a hospital falls between two of the specified bed capacities in the standard staffing pattern, the higher set of standards shall be applied if the number of beds is in excess of one half of their difference.
5. Hospitals under other national government agencies such as Department of National Defense (DND), Philippine National Police (PNP), Department of Justice (DOJ), State Universities and Colleges (SUCs) and Department of Local and Interior Government (DILG) shall adhere to this staffing standard.
6. The Local Government Unit (LGU) owned and/or managed hospitals are encouraged to implement the revised staffing standards.
7. In case an existing position was not included in this revised Staffing Standards, the hospital shall honor the position, security of tenure and other rights of the incumbent health worker until such time that the existing position is declared coterminous with the incumbent, to be abolished once vacated.
8. These standards shall be subject to a periodic review to ensure that the standards remain responsive to the needs of the health facilities. The staffing standards may be reviewed or revised in portion or as a whole.

## Staffing Standards for 200-900 Beds Level III Government Hospital

Position Title	SG	200	300	400	500	600	700	800	900
<b>A. Office of the Medical Center Chief</b>									
<b>Office of the Medical Center Chief</b>									
Medical Center Chief II	27	1	1	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1	1	1
Administrative Assistant III	9	1	1	1	1	1	1	1	1
<b>Subtotal</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Legal Unit</b>									
Attorney IV	23	1	1	1	1	1	1	1	1
Legal Assistant II	12	0	0	0	0	1	1	1	1
Legal Assistant I	10	1	1	1	1	1	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Public Health Unit</b>									
Medical Officer IV	23	1	1	1	1	1	1	1	1
Health Education and Promotion Officer III	18	1	1	1	1	1	1	1	1
Nurse III	17	1	1	1	1	1	1	1	1
Health Education and Promotion Officer II	14	2	2	2	2	2	2	2	2
Health Education and Promotion Officer I	10	0	0	0	0	1	1	1	1
<b>Subtotal</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Planning and Management Unit</b>									
Planning Officer III	18	1	1	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1	1	1
Administrative Officer III	14	1	1	1	1	1	1	1	1
Administrative Officer II	11	1	1	1	1	2	2	2	2
Planning Officer I	11	1	1	1	1	2	2	2	2
<b>Subtotal</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

<b>Position Title</b>	<b>SG</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>500</b>	<b>600</b>	<b>700</b>	<b>800</b>	<b>900</b>
<b>Quality Improvement, Infection Prevention and Control, and Patient Safety Unit</b>									
Medical Officer IV	23	1	1	1	1	1	1	1	1
Nurse V	20	2	2	2	2	2	2	2	2
Nurse III	17	2	3	4	5	6	7	8	9
Administrative Officer IV	15	1	1	1	1	1	1	1	1
Administrative Officer II	11	1	1	1	1	1	1	1	1
Administrative Assistant II	8	2	2	2	2	3	3	3	3
<b>Subtotal</b>		<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>Professional Education, Training and Research Unit</b>									
Medical Specialist IV	25	1	1	1	1	1	1	1	1
Training Specialist IV	22	1	1	1	1	1	1	1	1
Training Specialist II	15	1	1	1	1	1	1	1	1
Statistician I	11	1	1	1	1	1	1	1	1
Training Assistant	8	2	2	2	2	2	2	2	2
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Subtotal for Office of the Medical Center Chief</b>		<b>30</b>	<b>31</b>	<b>32</b>	<b>33</b>	<b>39</b>	<b>40</b>	<b>41</b>	<b>42</b>

**B. Allied Health Professional Service**

**Office of the Chief of the Allied Health Services**

Chief Health Program Officer	24	1	1	1	1	1	1	1	1
Administrative Assistant I	7	1	1	1	1	1	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Nutrition and Dietetics Department**

Nutritionist-Dietitian V	22	1	1	1	1	1	1	1	1
Nutritionist-Dietitian IV	20	1	1	1	1	1	1	1	1
Nutritionist-Dietitian III	18	3	3	3	3	3	3	3	3
Nutritionist-Dietitian II	15	2	3	5	6	6	6	7	7
Nutritionist-Dietitian I	11	1	1	1	1	1	1	2	2
Administrative Assistant II	8	1	1	1	1	1	1	1	1
Cook II	5	6	9	12	15	18	18	18	18



<b>Position Title</b>	<b>SG</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>500</b>	<b>600</b>	<b>700</b>	<b>800</b>	<b>900</b>
Administrative Aide IV	4	12	12	16	16	16	16	16	16
<b>Subtotal</b>		<b>27</b>	<b>31</b>	<b>40</b>	<b>44</b>	<b>47</b>	<b>47</b>	<b>49</b>	<b>49</b>
<b>Pharmacy Department</b>									
Pharmacist V	22	1	1	1	1	1	1	1	1
Pharmacist IV	20	1	1	2	2	2	2	2	2
Pharmacist III	18	4	6	8	10	12	14	16	18
Pharmacist II	15	6	10	13	17	20	24	27	31
Pharmacist I	11	4	6	8	10	12	14	16	18
Administrative Assistant II	8	4	6	8	10	12	12	12	12
<b>Subtotal</b>		<b>20</b>	<b>30</b>	<b>40</b>	<b>50</b>	<b>59</b>	<b>67</b>	<b>74</b>	<b>82</b>
<b>Medical Social Work Department</b>									
Social Welfare Officer IV	22	1	1	1	1	1	1	1	1
Social Welfare Officer III	18	2	2	2	2	2	2	2	2
Social Welfare Officer II	15	4	8	10	12	12	15	15	15
Social Welfare Officer I	11	7	9	11	16	18	20	22	24
Social Welfare Assistant	8	4	6	8	10	12	14	14	14
<b>Subtotal</b>		<b>18</b>	<b>26</b>	<b>32</b>	<b>41</b>	<b>45</b>	<b>52</b>	<b>54</b>	<b>56</b>
<b>Health Information Management Department</b>									
Supervising Administrative Officer (Records Officer IV)	22	1	1	1	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1	1	1	1
Statistician III	18	1	1	1	1	1	1	1	1
Statistician II	15	1	1	1	1	2	2	2	2
Administrative Officer III (Records Officer II)	14	6	7	8	10	10	10	10	10
Administrative Officer I (Records Officer I)	10	11	15	20	22	24	24	24	24
Administrative Assistant II	8	1	2	2	2	3	3	3	3
Administrative Assistant I	7	4	5	5	6	6	6	6	6
<b>Subtotal</b>		<b>26</b>	<b>33</b>	<b>39</b>	<b>44</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>
<b>Subtotal for the Allied Health Professional Service</b>		<b>93</b>	<b>122</b>	<b>153</b>	<b>181</b>	<b>201</b>	<b>216</b>	<b>227</b>	<b>237</b>

Position Title	SG	200	300	400	500	600	700	800	900
<b>C. Nursing Service</b>									
<b>Office of Nursing Chief</b>									
Nurse VII	24	1	1	1	1	1	1	1	1
Nurse VI	22	3	3	3	3	3	3	3	3
Nurse V	20	2	2	2	2	2	2	2	2
Administrative Assistant I	7	1	1	1	1	1	1	1	1
<b>Subtotal</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Clinical Nursing Units</b>									
Nurse V	20	5	5	5	5	5	5	5	5
Nurse IV	19	4	4	4	4	4	4	4	4
Nurse III	17	3	3	4	4	6	6	6	6
Nurse II	16	10	12	15	17	20	22	24	27
Nurse I	15	58	87	117	146	175	204	233	263
Nursing Attendant II	6	30	44	59	73	87	102	116	131
Ward Assistant	7	7	7	7	7	7	7	7	7
<b>Subtotal</b>		<b>117</b>	<b>162</b>	<b>211</b>	<b>256</b>	<b>304</b>	<b>350</b>	<b>395</b>	<b>443</b>
<b>Operating Room</b>									
Nurse V	20	1	1	1	1	1	1	1	1
Nurse IV	19	4	4	4	4	4	4	4	4
Nurse III	17	42	84	84	84	105	105	105	105
Nurse II	16	7	14	14	14	18	18	18	18
Ward Assistant	7	7	7	7	7	7	7	7	7
Nursing Attendant II	6	14	14	14	14	14	18	18	18
<b>Subtotal</b>		<b>75</b>	<b>124</b>	<b>124</b>	<b>124</b>	<b>149</b>	<b>153</b>	<b>153</b>	<b>153</b>
<b>Special Care Areas</b>									
Nurse V	20	1	1	1	1	1	1	1	1
Nurse IV	19	3	3	3	3	7	7	7	7
Nurse III	17	4	6	8	10	12	12	12	16
Nurse II	16	23	35	47	58	70	82	93	105

Position Title	SG	200	300	400	500	600	700	800	900
Nursing Attendant II	6	5	7	9	12	14	16	19	21
<b>Subtotal</b>	<b>36</b>	<b>52</b>	<b>68</b>	<b>84</b>	<b>104</b>	<b>118</b>	<b>132</b>	<b>150</b>	
<b>Obstetrics Complex</b>									
Nurse V	20	1	1	1	1	1	1	1	1
Nurse IV	19	3	3	3	3	7	7	7	7
Nurse III	17	2	2	2	2	4	4	4	4
Midwife IV	15	1	1	1	1	1	1	1	1
Midwife III	13	2	2	2	2	4	4	4	4
Midwife II	11	5	8	10	12	14	14	14	14
Ward Assistant	7	2	3	4	4	4	4	4	4
<b>Subtotal</b>	<b>16</b>	<b>20</b>	<b>23</b>	<b>25</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
<b>Labor Room</b>									
Nurse II	16	14	14	14	14	19	19	19	19
Midwife II	11	7	7	7	9	9	9	9	9
<b>Subtotal</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>23</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>
<b>Delivery Room</b>									
Nurse II	16	7	7	7	7	9	9	9	9
Midwife II	11	4	4	4	4	5	5	5	5
Midwife I	9	7	7	7	7	9	9	9	9
<b>Subtotal</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
<b>Obstetrical OR/CS OR</b>									
Nurse II	16	21	21	21	21	28	28	28	28
Midwife I	9	5	5	5	5	7	7	7	7
<b>Subtotal</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
<b>Ligation Room</b>									
Midwife II	11	2	2	3	3	4	4	4	4
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Recovery Room (PACU)</b>									
Nurse II	16	3	3	3	3	5	5	5	5

<b>Position Title</b>	<b>SG</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>500</b>	<b>600</b>	<b>700</b>	<b>800</b>	<b>900</b>
Nursing Attendant II	6	3	3	3	3	5	5	5	5
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Emergency Room</b>									
Nurse V	20	1	1	1	1	1	1	1	1
Nurse IV	19	3	3	3	3	3	3	3	3
Nurse III	17	7	11	14	18	21	25	28	32
Nurse II	16	23	35	47	58	70	82	93	105
Nursing Attendant II	6	10	10	10	10	10	15	15	15
<b>Subtotal</b>		<b>44</b>	<b>60</b>	<b>75</b>	<b>90</b>	<b>105</b>	<b>126</b>	<b>140</b>	<b>156</b>
<b>Out-Patient Department</b>									
Nurse IV	19	1	1	1	1	1	1	1	1
Nurse III	17	1	1	1	1	1	1	1	1
Nurse II	16	11	11	11	11	11	11	11	11
Nurse I	15	22	22	22	22	33	33	33	33
Nursing Attendant II	6	3	4	5	6	7	7	7	9
<b>Subtotal</b>		<b>38</b>	<b>39</b>	<b>40</b>	<b>41</b>	<b>53</b>	<b>53</b>	<b>53</b>	<b>55</b>
<b>Central Supply and Sterilization</b>									
Nurse IV	19	0	0	1	1	1	1	1	1
Nurse III	17	1	1	1	1	1	1	1	1
Nursing Attendant II	6	3	3	3	3	7	7	7	7
Nursing Attendant I	4	3	3	3	3	7	7	7	7
<b>Subtotal</b>		<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>
<b>Dialysis Unit</b>									
<b>Hemodialysis Unit</b>									
Nurse III	17	4	4	4	4	4	4	4	4
Nurse II	16	Dependent on the Number of Machines – 1 Nurse II per 3 machines per shift (3 shifts a day)							
Medical Equipment Technician II	8	Dependent on the Number of Machines – 1 Medical Equipment Technician II per 6 machines							
<b>Subtotal</b>		-	-	-	-	-	-	-	-

Position Title	SG	200	300	400	500	600	700	800	900
<b>CAPD Unit</b>									
Nurse III	17	4	4	4	4	4	4	4	4
Nurse II	16	Dependent on the Number of Patients – 1 Nurse II per 3 patients per shift (3 shifts a day)							
<b>Subtotal</b>		-	-	-	-	-	-	-	-
<b>Subtotal for Nursing Service (excluding Dialysis Unit)</b>		<b>413</b>	<b>544</b>	<b>630</b>	<b>711</b>	<b>873</b>	<b>958</b>	<b>1,031</b>	<b>1,115</b>

**D. Hospital Operations and Patient Support Service**

**Office of the Chief Administrative Officer**

Chief Administrative Officer	24	1	1	1	1	1	1	1	1
Administrative Officer II	11	1	1	1	1	1	1	1	1
Administrative Assistant I	7	1	1	1	1	1	1	1	1
<b>Subtotal</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Human Resource Management Section**

Supervising Administrative Officer	22	1	1	1	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1	1	1
Administrative Officer III	14	1	1	1	1	1	1	1	1
Administrative Officer II	11	3	3	3	5	5	5	5	5
Administrative Assistant II	8	3	3	4	5	5	5	5	5
<b>Subtotal</b>		<b>10</b>	<b>10</b>	<b>11</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

**Procurement Section**

Supervising Administrative Officer	22	1	1	1	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1	1	1	1
Administrative Officer III	14	1	1	1	2	2	2	2	2
Administrative Assistant III	9	1	1	2	2	2	2	2	2
Administrative Assistant I	7	2	3	4	4	4	4	4	4
<b>Subtotal</b>		<b>6</b>	<b>7</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

<b>Position Title</b>	<b>SG</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>500</b>	<b>600</b>	<b>700</b>	<b>800</b>	<b>900</b>
<b>Materials Management Section</b>									
Supervising Administrative Officer	22	1	1	1	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1	1	1	1
Administrative Officer III	14	1	1	1	1	1	1	1	1
Warehouseman III	11	1	2	2	2	2	2	2	2
Administrative Assistant I	7	2	3	3	3	3	3	3	3
<b>Subtotal</b>		<b>6</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Engineering and Facilities Management Section</b>									
Engineer IV	22	1	1	1	1	1	1	1	1
Engineer III	19	2	2	2	2	2	2	2	2
Architect II	16	1	1	1	1	1	1	1	1
Engineer II	16	1	1	1	1	1	1	1	1
Medical Equipment Technician IV	13	1	1	1	1	1	1	1	1
Medical Equipment Technician III	11	2	2	2	3	3	3	3	3
Administrative Assistant III	9	2	2	2	3	3	3	3	3
Medical Equipment Technician II	8	2	3	4	4	4	4	4	4
Medical Equipment Technician I	6	2	3	5	5	5	5	5	5
Administrative Aide VI	6	6	9	12	15	15	15	15	15
Administrative Aide V	5	2	3	4	4	4	4	4	4
<b>Subtotal</b>		<b>22</b>	<b>28</b>	<b>35</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>Housekeeping, Linen, and Laundry Unit</b>									
Hospital Housekeeper	8	2	3	4	4	4	4	4	4
Laundry Worker II	3	2	3	4	5	5	5	5	5
Seamstress	2	1	1	1	2	2	2	2	2
<b>Subtotal</b>		<b>5</b>	<b>7</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>Integrated Management Information System Section</b>									
Supervising Health Program Officer	22	1	1	1	1	1	1	1	1
Information Systems Analyst III	19	1	1	1	1	1	1	1	1
Computer Maintenance Technologist III	17	1	1	1	1	1	1	1	1
Information Systems Analyst II	16	2	3	4	4	4	4	4	4

<b>Position Title</b>	<b>SG</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>500</b>	<b>600</b>	<b>700</b>	<b>800</b>	<b>900</b>
Computer Maintenance Technologist II	15	2	2	2	2	2	2	2	2
Information Systems Analyst I	12	1	1	1	2	2	2	2	2
<b>Subtotal</b>		<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>Subtotal for Hospital Operations and Patient Support Service</b>		<b>60</b>	<b>72</b>	<b>85</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>

**E. Finance Service**

**Office of the Chief Administrative Officer**

Chief Administrative Officer	24	1	1	1	1	1	1	1	1
Administrative Assistant I	7	1	1	1	1	1	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Budget Section**

Supervising Administrative Officer	22	1	1	1	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1	1	1
Administrative Assistant II	8	1	1	1	2	2	2	2	2
<b>Subtotal</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**Accounting Section**

Accountant IV	22	1	1	1	1	1	1	1	1
Accountant III	19	1	1	1	1	1	1	1	1
Accountant II	16	1	1	1	1	1	1	1	1
Administrative Officer IV	15	0	0	0	1	1	1	1	1
Accountant I	12	1	1	1	1	1	1	1	1
Administrative Officer I	10	0	0	1	1	1	1	1	1
Administrative Assistant III	9	1	1	2	2	2	2	2	2
Administrative Assistant II	8	4	5	5	5	5	5	5	5
<b>Subtotal</b>		<b>9</b>	<b>10</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

**Billing and Claims Section**

Supervising Administrative Officer	22	1	1	1	1	1	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Position Title	SG	200	300	400	500	600	700	800	900
<b>Billing Unit</b>									
Administrative Officer V	18	1	1	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1	1	1
Administrative Officer II	11	1	1	1	1	1	1	1	1
Administrative Assistant III	9	8	8	12	12	14	14	14	14
<b>Subtotal</b>		<b>11</b>	<b>11</b>	<b>15</b>	<b>15</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>
<b>Claims Unit</b>									
Administrative Officer V	18	1	1	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1	1	1
Administrative Officer II	11	1	1	1	1	1	1	1	1
Administrative Assistant III	9	8	8	12	12	14	14	14	14
<b>Subtotal</b>		<b>11</b>	<b>11</b>	<b>15</b>	<b>15</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>
<b>Cash Operations Section</b>									
Supervising Administrative Officer	22	1	1	1	1	1	1	1	1
Administrative Officer III	14	1	1	1	1	2	2	2	2
Administrative Officer I	10	6	9	12	15	15	15	15	15
Administrative Assistant I	7	5	5	5	6	6	6	6	6
<b>Subtotal</b>		<b>13</b>	<b>16</b>	<b>19</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
<b>Subtotal for Finance Service</b>		<b>51</b>	<b>55</b>	<b>68</b>	<b>74</b>	<b>79</b>	<b>79</b>	<b>79</b>	<b>79</b>
<b>Grant Total for the Five (5) Service</b>		<b>647</b>	<b>824</b>	<b>968</b>	<b>1,096</b>	<b>1,289</b>	<b>1,390</b>	<b>1,475</b>	<b>1,570</b>



## Staffing Standards for 1000-1500 Beds Level III Government Hospital

Position Title	SG	1000	1100	1200	1300	1400	1500
<b>A. Office of the Medical Center Chief</b>							
<b>Office of the Medical Center Chief</b>							
Medical Center Chief II	27	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1
Administrative Assistant III	9	1	1	1	1	1	1
<b>Subtotal</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Legal Unit</b>							
Attorney IV	23	1	1	1	1	1	1
Legal Assistant II	12	1	1	1	1	1	1
Legal Assistant I	10	1	1	1	1	1	1
<b>Subtotal</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Public Health Unit</b>							
Medical Officer IV	23	1	1	1	1	1	1
Health Education and Promotion Officer III	18	1	1	1	1	1	1
Nurse III	17	1	1	1	1	1	1
Health Education and Promotion Officer II	14	2	2	2	2	2	2
Health Education and Promotion Officer I	10	1	1	1	1	1	1
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Planning and Management Unit</b>							
Planning Officer III	18	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1
Administrative Officer III	14	1	1	1	1	1	1
Administrative Officer II	11	2	2	2	2	2	2
Planning Officer I	11	2	2	2	2	2	2
<b>Subtotal</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

Position Title	SG	1000	1100	1200	1300	1400	1500
<b>Quality Improvement, Infection Prevention and Control, and Patient Safety Unit</b>							
Medical Officer IV	23	1	1	1	1	1	1
Nurse V	20	2	2	2	2	2	2
Nurse III	17	10	11	12	13	14	15
Administrative Officer IV	15	1	1	1	1	1	1
Administrative Officer II	11	1	1	1	1	1	1
Administrative Assistant II	8	3	3	3	3	3	3
<b>Subtotal</b>		<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>Professional Education, Training and Research Unit</b>							
Medical Specialist IV	25	1	1	1	1	1	1
Training Specialist IV	22	1	1	1	1	1	1
Training Specialist II	15	1	1	1	1	1	1
Statistician I	11	1	1	1	1	1	1
Training Assistant	8	3	3	3	3	3	3
<b>Subtotal</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Subtotal for Office of the Medical Center Chief</b>		<b>44</b>	<b>45</b>	<b>46</b>	<b>47</b>	<b>48</b>	<b>49</b>

**B. Allied Health Professional Service**

**Office of the Chief of the Allied Health Services**

Chief Health Program Officer	24	1	1	1	1	1	1
Administrative Assistant I	7	1	1	1	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Nutrition and Dietetics Department**

Nutritionist-Dietitian V	22	1	1	1	1	1	1
Nutritionist-Dietitian IV	20	1	1	1	1	1	1
Nutritionist-Dietitian III	18	3	3	3	3	3	3
Nutritionist-Dietitian II	15	8	8	8	8	9	9
Nutritionist-Dietitian I	11	4	4	4	4	6	6
Administrative Assistant II	8	1	1	1	1	1	1
Cook II	5	21	21	21	21	21	21

<b>Position Title</b>	<b>SG</b>	<b>1000</b>	<b>1100</b>	<b>1200</b>	<b>1300</b>	<b>1400</b>	<b>1500</b>
Administrative Aide IV	4	18	18	18	20	20	20
<b>Subtotal</b>		<b>57</b>	<b>57</b>	<b>57</b>	<b>59</b>	<b>62</b>	<b>62</b>
<b>Pharmacy Department</b>							
Pharmacist V	22	1	1	1	1	1	1
Pharmacist IV	20	2	2	2	2	2	2
Pharmacist III	18	20	22	24	26	28	30
Pharmacist II	15	34	38	41	45	48	52
Pharmacist I	11	20	22	24	26	28	30
Administrative Assistant II	8	14	14	14	14	16	16
<b>Subtotal</b>		<b>91</b>	<b>99</b>	<b>106</b>	<b>114</b>	<b>123</b>	<b>131</b>
<b>Medical Social Work Department</b>							
Social Welfare Officer IV	22	1	1	1	1	1	1
Social Welfare Officer III	18	2	2	2	2	2	2
Social Welfare Officer II	15	17	17	17	18	18	20
Social Welfare Officer I	11	26	28	30	32	34	36
Social Welfare Assistant	8	16	16	16	16	18	18
<b>Subtotal</b>		<b>62</b>	<b>64</b>	<b>66</b>	<b>69</b>	<b>73</b>	<b>77</b>
<b>Health Information Management Department</b>							
Supervising Administrative Officer (Records Officer IV)	22	1	1	1	1	1	1
Administrative Officer V	18	2	2	2	2	2	2
Statistician III	18	1	1	1	1	1	1
Statistician II	15	3	3	3	4	4	4
Administrative Officer III (Records Officer II)	14	12	12	12	13	13	13
Administrative Officer I (Records Officer I)	10	28	28	30	32	34	36
Administrative Assistant II	8	4	4	4	5	5	5
Administrative Assistant I	7	7	7	7	7	7	7
<b>Subtotal</b>		<b>58</b>	<b>58</b>	<b>60</b>	<b>65</b>	<b>67</b>	<b>69</b>
<b>Subtotal for the Allied Health Professional Service</b>		<b>270</b>	<b>280</b>	<b>291</b>	<b>309</b>	<b>327</b>	<b>341</b>

Position Title	SG	1000	1100	1200	1300	1400	1500
<b>C. Nursing Service</b>							
<b>Office of Nursing Chief</b>							
Nurse VII	24	1	1	1	1	1	1
Nurse VI	22	3	3	3	3	3	3
Nurse V	20	2	2	2	2	2	2
Administrative Assistant I	7	1	1	1	1	1	1
<b>Subtotal</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Clinical Nursing Units</b>							
Nurse V	20	5	5	5	5	5	5
Nurse IV	19	4	4	4	4	4	4
Nurse III	17	6	8	8	8	10	10
Nurse II	16	29	32	34	37	39	42
Nurse I	15	292	321	350	379	408	438
Nursing Attendant II	6	146	160	175	190	204	219
Ward Assistant	7	10	10	10	10	10	14
<b>Subtotal</b>		<b>492</b>	<b>540</b>	<b>586</b>	<b>633</b>	<b>680</b>	<b>732</b>
<b>Operating Room</b>							
Nurse V	20	1	1	1	1	1	1
Nurse IV	19	4	4	4	4	4	4
Nurse III	17	140	140	140	140	140	175
Nurse II	16	21	21	21	21	23	29
Ward Assistant	7	10	10	10	10	10	14
Nursing Attendant II	6	18	21	21	21	21	25
<b>Subtotal</b>		<b>194</b>	<b>197</b>	<b>197</b>	<b>197</b>	<b>199</b>	<b>248</b>
<b>Special Care Areas</b>							
Nurse V	20	1	1	1	1	1	1
Nurse IV	19	7	10	10	10	10	14
Nurse III	17	16	16	18	18	20	20
Nurse II	16	117	128	140	152	163	175

<b>Position Title</b>	<b>SG</b>	<b>1000</b>	<b>1100</b>	<b>1200</b>	<b>1300</b>	<b>1400</b>	<b>1500</b>
Nursing Attendant II	6	23	26	28	30	33	35
<b>Subtotal</b>		<b>164</b>	<b>181</b>	<b>197</b>	<b>211</b>	<b>227</b>	<b>245</b>
<b>Obstetrics Complex</b>							
Nurse V	20	1	1	1	1	1	1
Nurse IV	19	7	10	10	10	10	14
Nurse III	17	4	6	6	6	6	6
Midwife IV	15	1	1	1	1	1	1
Midwife III	13	4	6	6	6	6	6
Midwife II	11	16	16	18	18	20	20
Ward Assistant	7	4	8	8	8	8	8
<b>Subtotal</b>		<b>37</b>	<b>48</b>	<b>50</b>	<b>50</b>	<b>52</b>	<b>56</b>
<b>Labor Room</b>							
Nurse II	16	19	23	23	23	23	23
Midwife II	11	9	12	12	12	12	12
<b>Subtotal</b>		<b>28</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
<b>Delivery Room</b>							
Nurse II	16	9	14	14	14	14	14
Midwife II	11	5	7	7	7	7	7
Midwife I	9	9	14	14	14	14	14
<b>Subtotal</b>		<b>23</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
<b>Obstetrical OR/CS OR</b>							
Nurse II	16	28	42	42	42	42	42
Midwife I	9	10	10	10	10	10	10
<b>Subtotal</b>		<b>38</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>
<b>Ligation Room</b>							
Midwife II	11	4	5	5	5	5	5
<b>Subtotal</b>		<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Recovery Room (PACU)</b>							
Nurse II	16	5	7	7	7	7	7

<b>Position Title</b>	<b>SG</b>	<b>1000</b>	<b>1100</b>	<b>1200</b>	<b>1300</b>	<b>1400</b>	<b>1500</b>
Nursing Attendant II	6	5	7	7	7	7	7
<b>Subtotal</b>		<b>10</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>Emergency Room</b>							
Nurse V	20	1	1	1	1	1	1
Nurse IV	19	3	3	3	3	3	3
Nurse III	17	35	39	42	46	49	53
Nurse II	16	117	128	140	152	163	175
Nursing Attendant II	6	17	17	17	17	17	17
<b>Subtotal</b>		<b>173</b>	<b>188</b>	<b>203</b>	<b>219</b>	<b>233</b>	<b>249</b>
<b>Out-Patient Department</b>							
Nurse IV	19	1	1	1	1	1	1
Nurse III	17	1	1	1	1	1	1
Nurse II	16	11	11	11	11	11	11
Nurse I	15	33	44	44	44	44	44
Nursing Attendant II	6	9	9	11	11	13	13
<b>Subtotal</b>		<b>55</b>	<b>66</b>	<b>68</b>	<b>68</b>	<b>70</b>	<b>70</b>
<b>Central Supply and Sterilization</b>							
Nurse IV	19	1	1	1	1	1	1
Nurse III	17	1	1	1	1	1	1
Nursing Attendant II	6	7	11	11	11	11	11
Nursing Attendant I	4	7	11	11	11	11	11
<b>Subtotal</b>		<b>16</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
<b>Dialysis Unit</b>							
<b>Hemodialysis Unit</b>							
Nurse III	17	4	4	4	4	4	4
Nurse II	16	Dependent on the Number of Machines – 1 Nurse II per 3 machines per shift (3 shifts a day)					
Medical Equipment Technician II	8	Dependent on the Number of Machines – 1 Medical Equipment Technician II per 6 machines					
<b>Subtotal</b>		-	-	-	-	-	-

Position Title	SG	1000	1100	1200	1300	1400	1500
<b>CAPD Unit</b>							
Nurse III	17	4	4	4	4	4	4
Nurse II	16	Dependent on the Number of Patients – 1 Nurse II per 3 patients per shift (3 shifts a day)					
<b>Subtotal</b>		-	-	-	-	-	-
<b>Subtotal for Nursing Service (excluding Dialysis Unit)</b>		<b>1,241</b>	<b>1,392</b>	<b>1,473</b>	<b>1,550</b>	<b>1,633</b>	<b>1,772</b>

**D. Hospital Operations and Patient Support Service**

**Office of the Chief Administrative Officer**

Chief Administrative Officer	24	1	1	1	1	1	1
Administrative Officer II	11	1	1	1	1	1	1
Administrative Assistant I	7	1	1	1	1	1	1
<b>Subtotal</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Human Resource Management Section**

Supervising Administrative Officer	22	1	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1
Administrative Officer III	14	1	1	1	1	1	1
Administrative Officer II	11	7	7	7	9	9	9
Administrative Assistant II	8	7	7	7	9	9	9
<b>Subtotal</b>		<b>18</b>	<b>18</b>	<b>18</b>	<b>22</b>	<b>22</b>	<b>22</b>

**Procurement Section**

Supervising Administrative Officer	22	1	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1	1
Administrative Officer III	14	3	3	3	4	4	4
Administrative Assistant III	9	3	3	3	4	4	4
Administrative Assistant I	7	5	5	5	5	5	5
<b>Subtotal</b>		<b>13</b>	<b>13</b>	<b>13</b>	<b>15</b>	<b>15</b>	<b>15</b>

<b>Position Title</b>	<b>SG</b>	<b>1000</b>	<b>1100</b>	<b>1200</b>	<b>1300</b>	<b>1400</b>	<b>1500</b>
<b>Materials Management Section</b>							
Supervising Administrative Officer	22	1	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1	1
Administrative Officer III	14	1	1	1	1	1	1
Warehouseman III	11	2	2	2	2	2	2
Administrative Assistant I	7	3	3	3	3	3	3
<b>Subtotal</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Engineering and Facilities Management Section</b>							
Engineer IV	22	1	1	1	1	1	1
Engineer III	19	2	2	2	2	2	2
Architect II	16	1	1	1	1	1	1
Engineer II	16	1	1	1	1	1	1
Medical Equipment Technician IV	13	1	1	1	1	1	1
Medical Equipment Technician III	11	3	3	3	4	4	4
Administrative Assistant III	9	3	3	3	4	4	4
Medical Equipment Technician II	8	4	4	4	5	5	5
Medical Equipment Technician I	6	5	5	6	6	6	6
Administrative Aide VI	6	18	18	18	21	21	21
Administrative Aide V	5	5	5	5	6	6	6
<b>Subtotal</b>		<b>44</b>	<b>44</b>	<b>45</b>	<b>52</b>	<b>52</b>	<b>52</b>
<b>Housekeeping, Linen, and Laundry Unit</b>							
Hospital Housekeeper	8	5	5	5	6	6	6
Laundry Worker II	3	6	6	6	7	7	7
Seamstress	2	2	2	2	3	3	3
<b>Subtotal</b>		<b>13</b>	<b>13</b>	<b>13</b>	<b>16</b>	<b>16</b>	<b>16</b>
<b>Integrated Management Information System Section</b>							
Supervising Health Program Officer	22	1	1	1	1	1	1
Information Systems Analyst III	19	1	1	1	1	1	1
Computer Maintenance Technologist III	17	1	1	1	1	1	1
Information Systems Analyst II	16	4	4	4	4	4	4



<b>Position Title</b>	<b>SG</b>	<b>1000</b>	<b>1100</b>	<b>1200</b>	<b>1300</b>	<b>1400</b>	<b>1500</b>
Computer Maintenance Technologist II	15	2	2	2	4	4	4
Information Systems Analyst I	12	2	2	2	4	4	4
<b>Subtotal</b>		<b>11</b>	<b>11</b>	<b>11</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>Subtotal for Hospital Operations and Patient Support Service</b>		<b>110</b>	<b>110</b>	<b>111</b>	<b>131</b>	<b>131</b>	<b>131</b>

**E. Finance Service**

**Office of the Chief Administrative Officer**

Chief Administrative Officer	24	1	1	1	1	1	1
Administrative Assistant I	7	1	1	1	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Budget Section**

Supervising Administrative Officer	22	1	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1
Administrative Assistant II	8	3	3	3	3	3	3
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**Accounting Section**

Accountant IV	22	1	1	1	1	1	1
Accountant III	19	1	1	1	1	1	1
Accountant II	16	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1
Accountant I	12	1	1	1	1	1	1
Administrative Officer I	10	1	1	1	1	1	1
Administrative Assistant III	9	3	3	3	3	3	3
Administrative Assistant II	8	6	6	6	7	7	7
<b>Subtotal</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>16</b>

**Billing and Claims Section**

Supervising Administrative Officer	22	1	1	1	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>Position Title</b>	<b>SG</b>	<b>1000</b>	<b>1100</b>	<b>1200</b>	<b>1300</b>	<b>1400</b>	<b>1500</b>
<b>Billing Unit</b>							
Administrative Officer V	18	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1
Administrative Officer II	11	1	1	1	1	1	1
Administrative Assistant III	9	18	18	18	18	20	20
<b>Subtotal</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>23</b>	<b>23</b>
<b>Claims Unit</b>							
Administrative Officer V	18	1	1	1	1	1	1
Administrative Officer IV	15	1	1	1	1	1	1
Administrative Officer II	11	1	1	1	1	1	1
Administrative Assistant III	9	18	18	18	18	20	20
<b>Subtotal</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>23</b>	<b>23</b>
<b>Cash Operations Section</b>							
Supervising Administrative Officer	22	1	1	1	1	1	1
Administrative Officer III	14	2	2	2	3	3	3
Administrative Officer I	10	18	18	18	21	21	21
Administrative Assistant I	7	7	7	7	8	8	8
<b>Subtotal</b>		<b>28</b>	<b>28</b>	<b>28</b>	<b>33</b>	<b>33</b>	<b>33</b>
<b>Subtotal for Finance Service</b>		<b>94</b>	<b>94</b>	<b>94</b>	<b>100</b>	<b>104</b>	<b>104</b>
<b>Grant Total for the Five (5) Service</b>		<b>1,759</b>	<b>1,921</b>	<b>2,015</b>	<b>2,137</b>	<b>2,243</b>	<b>2,397</b>

## **Annexes**

## Annex A

### Tally of Positions Per Office/Service

#### A. Office of the Medical Center Chief

Position Title	Salary Grade (SG)	Number of Positions				
		200	300	400	500	600
<b>Medical and Allied Medical Positions</b>						
Medical Center Chief II	27	1	1	1	1	1
Medical Specialist IV	25	1	1	1	1	1
Medical Officer IV	23	2	2	2	2	2
Nurse V	20	2	2	2	2	2
Health Education and Promotion Officer III	18	1	1	1	1	1
Nurse III	17	3	4	5	6	7
Health Education and Promotion Officer II	14	2	2	2	2	2
Health Education and Promotion Officer I	10	0	0	0	0	1
<b>Subtotal</b>		<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>17</b>
<b>Administrative and Support Positions</b>						
Attorney IV	23	1	1	1	1	1
Training Specialist IV	22	1	1	1	1	1
Planning Officer III	18	1	1	1	1	1
Administrative Officer IV	15	3	3	3	3	3
Training Specialist II	15	1	1	1	1	1
Administrative Officer III	14	1	1	1	1	1
Legal Assistant II	12	0	0	0	0	1
Administrative Officer II	11	2	2	2	2	3
Planning Officer I	11	1	1	1	1	2
Statistician I	11	1	1	1	1	1
Legal Assistant I	10	1	1	1	1	1
Administrative Assistant III	9	1	1	1	1	1
Administrative Assistant II	8	2	2	2	2	3
Training Assistant	8	2	2	2	2	2
<b>Subtotal</b>		<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>22</b>
<b>Total</b>		<b>30</b>	<b>31</b>	<b>32</b>	<b>33</b>	<b>39</b>

Position Title	Salary Grade (SG)	Number of Positions				
		700	800	900	1000	1100
<b>Medical and Allied Medical Positions</b>						
Medical Center Chief II	27	1	1	1	1	1
Medical Specialist IV	25	1	1	1	1	1
Medical Officer IV	23	2	2	2	2	2
Nurse V	20	2	2	2	2	2
Health Education and Promotion Officer III	18	1	1	1	1	1
Nurse III	17	8	9	10	11	12
Health Education and Promotion Officer II	14	2	2	2	2	2
Health Education and Promotion Officer I	10	1	1	1	1	1
<b>Subtotal</b>		<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>Administrative and Support Positions</b>						
Attorney IV	23	1	1	1	1	1
Training Specialist IV	22	1	1	1	1	1
Planning Officer III	18	1	1	1	1	1
Administrative Officer IV	15	3	3	3	3	3
Training Specialist II	15	1	1	1	1	1
Administrative Officer III	14	1	1	1	1	1
Legal Assistant II	12	1	1	1	1	1
Administrative Officer II	11	3	3	3	3	3
Planning Officer I	11	2	2	2	2	2
Statistician I	11	1	1	1	1	1
Legal Assistant I	10	1	1	1	1	1
Administrative Assistant III	9	1	1	1	1	1
Administrative Assistant II	8	3	3	3	3	3
Training Assistant	8	2	2	2	3	3
<b>Subtotal</b>		<b>22</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>23</b>
<b>Total</b>		<b>40</b>	<b>41</b>	<b>42</b>	<b>44</b>	<b>45</b>

Position Title	Salary Grade (SG)	Number of Positions			
		1200	1300	1400	1500
<b>Medical and Allied Medical Positions</b>					
Medical Center Chief II	27	1	1	1	1
Medical Specialist IV	25	1	1	1	1
Medical Officer IV	23	2	2	2	2
Nurse V	20	2	2	2	2
Health Education and Promotion Officer III	18	1	1	1	1
Nurse III	17	13	14	15	16
Health Education and Promotion Officer II	14	2	2	2	2
Health Education and Promotion Officer I	10	1	1	1	1
<b>Subtotal</b>		<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>Administrative and Support Positions</b>					
Attorney IV	23	1	1	1	1
Training Specialist IV	22	1	1	1	1
Planning Officer III	18	1	1	1	1
Administrative Officer IV	15	3	3	3	3
Training Specialist II	15	1	1	1	1
Administrative Officer III	14	1	1	1	1
Legal Assistant II	12	1	1	1	1
Administrative Officer II	11	3	3	3	3
Planning Officer I	11	2	2	2	2
Statistician I	11	1	1	1	1
Legal Assistant I	10	1	1	1	1
Administrative Assistant III	9	1	1	1	1
Administrative Assistant II	8	3	3	3	3
Training Assistant	8	3	3	3	3
<b>Subtotal</b>		<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
<b>Total</b>		<b>46</b>	<b>47</b>	<b>48</b>	<b>49</b>

## B. Allied Health Professional Service

Position Title	Salary Grade (SG)	Number of Positions				
		200	300	400	500	600
<b>Medical and Allied Medical Positions</b>						
Chief Health Program Officer	24	1	1	1	1	1
Nutritionist-Dietitian V	22	1	1	1	1	1
Pharmacist V	22	1	1	1	1	1
Social Welfare Officer IV	22	1	1	1	1	1
Nutritionist-Dietitian IV	20	1	1	1	1	1
Pharmacist IV	20	1	1	2	2	2
Nutritionist-Dietitian III	18	3	3	3	3	3
Pharmacist III	18	4	6	8	10	12
Social Welfare Officer III	18	2	2	2	2	2
Nutritionist-Dietitian II	15	2	3	5	6	6
Pharmacist II	15	6	10	13	17	20
Social Welfare Officer II	15	4	8	10	12	12
Nutritionist-Dietitian I	11	1	1	1	1	1
Pharmacist I	11	4	6	8	10	12
Social Welfare Officer I	11	7	9	11	16	18
Social Welfare Assistant	8	4	6	8	10	12
<b>Subtotal</b>		<b>43</b>	<b>60</b>	<b>76</b>	<b>94</b>	<b>105</b>
<b>Administrative and Support Positions</b>						
Supervising Administrative Officer	22	1	1	1	1	1
Administrative Officer V	18	1	1	1	1	1
Statistician III	18	1	1	1	1	1
Statistician II	15	1	1	1	1	2
Administrative Officer III	14	6	7	8	10	10
Administrative Officer I	10	11	15	20	22	24
Administrative Assistant II	8	6	9	11	13	16
Administrative Assistant I	7	5	6	6	7	7
Cook II	5	6	9	12	15	18
Administrative Aide IV	4	12	12	16	16	16
<b>Subtotal</b>		<b>50</b>	<b>62</b>	<b>77</b>	<b>87</b>	<b>96</b>
<b>Total</b>		<b>93</b>	<b>112</b>	<b>153</b>	<b>181</b>	<b>201</b>

Position Title	Salary Grade (SG)	Number of Positions				
		700	800	900	1000	1100
<b>Medical and Allied Medical Positions</b>						
Chief Health Program Officer	24	1	1	1	1	1
Nutritionist-Dietitian V	22	1	1	1	1	1
Pharmacist V	22	1	1	1	1	1
Social Welfare Officer IV	22	1	1	1	1	1
Nutritionist-Dietitian IV	20	1	1	1	1	1
Pharmacist IV	20	2	2	2	2	2
Nutritionist-Dietitian III	18	3	3	3	3	3
Pharmacist III	18	14	16	18	20	22
Social Welfare Officer III	18	2	2	2	2	2
Nutritionist-Dietitian II	15	6	7	7	8	8
Pharmacist II	15	24	27	31	34	38
Social Welfare Officer II	15	15	15	15	17	17
Nutritionist-Dietitian I	11	1	2	2	4	4
Pharmacist I	11	14	16	18	20	22
Social Welfare Officer I	11	20	22	24	26	28
Social Welfare Assistant	8	14	14	14	16	16
<b>Subtotal</b>		<b>120</b>	<b>131</b>	<b>141</b>	<b>157</b>	<b>167</b>
<b>Administrative and Support Positions</b>						
Supervising Administrative Officer	22	1	1	1	1	1
Administrative Officer V	18	1	1	1	2	2
Statistician III	18	1	1	1	1	1
Statistician II	15	2	2	2	3	3
Administrative Officer III	14	10	10	10	12	12
Administrative Officer I	10	24	24	24	28	28
Administrative Assistant II	8	16	16	16	19	19
Administrative Assistant I	7	7	7	7	8	8
Cook II	5	18	18	18	21	21
Administrative Aide IV	4	16	16	16	18	18
<b>Subtotal</b>		<b>96</b>	<b>96</b>	<b>96</b>	<b>113</b>	<b>113</b>
<b>Total</b>		<b>216</b>	<b>227</b>	<b>237</b>	<b>270</b>	<b>280</b>



Position Title	Salary Grade (SG)	Number of Positions			
		1200	1300	1400	1500
<b>Medical and Allied Medical Positions</b>					
Chief Health Program Officer	24	1	1	1	1
Nutritionist-Dietitian V	22	1	1	1	1
Pharmacist V	22	1	1	1	1
Social Welfare Officer IV	22	1	1	1	1
Nutritionist-Dietitian IV	20	1	1	1	1
Pharmacist IV	20	2	2	2	2
Nutritionist-Dietitian III	18	3	3	3	3
Pharmacist III	18	24	26	28	30
Social Welfare Officer III	18	2	2	2	2
Nutritionist-Dietitian II	15	8	8	9	9
Pharmacist II	15	41	45	48	52
Social Welfare Officer II	15	17	18	18	20
Nutritionist-Dietitian I	11	4	4	6	6
Pharmacist I	11	24	26	28	30
Social Welfare Officer I	11	30	32	34	36
Social Welfare Assistant	8	16	16	18	18
<b>Subtotal</b>		<b>176</b>	<b>187</b>	<b>201</b>	<b>213</b>
<b>Administrative and Support Positions</b>					
Supervising Administrative Officer	22	1	1	1	1
Administrative Officer V	18	2	2	2	2
Statistician III	18	1	1	1	1
Statistician II	15	3	4	4	4
Administrative Officer III	14	12	13	13	13
Administrative Officer I	10	30	32	34	36
Administrative Assistant II	8	19	20	22	22
Administrative Assistant I	7	8	8	8	8
Cook II	5	21	21	21	21
Administrative Aide IV	4	18	20	20	20
<b>Subtotal</b>		<b>115</b>	<b>122</b>	<b>126</b>	<b>128</b>
<b>Total</b>		<b>291</b>	<b>309</b>	<b>327</b>	<b>341</b>

### C. Nursing Service

Position Title	Salary Grade (SG)	Number of Positions				
		200	300	400	500	600
<b>Medical and Allied Medical Positions</b>						
Nurse VII	24	1	1	1	1	1
Nurse VI	22	3	3	3	3	3
Nurse V	20	11	11	11	11	11
Nurse IV	19	18	18	19	19	27
Nurse III	17	60	108	114	120	150
Nurse II	16	119	152	179	203	250
Nurse I	15	80	109	139	168	208
Midwife IV	15	1	1	1	1	1
Midwife III	13	2	2	2	2	4
Midwife II	11	18	21	24	28	32
Midwife I	9	12	12	12	12	16
Ward Assistant	7	16	17	18	18	18
Nursing Attendant II	6	68	85	103	121	144
Nursing Attendant I	4	3	3	3	3	7
<b>Subtotal (excluding Dialysis Unit)</b>		<b>412</b>	<b>543</b>	<b>629</b>	<b>710</b>	<b>872</b>
<b>Administrative and Support Positions</b>						
Administrative Assistant I	7	1	1	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total</b>		<b>413</b>	<b>544</b>	<b>630</b>	<b>711</b>	<b>873</b>

Position Title	Salary Grade (SG)	Number of Positions				
		700	800	900	1000	1100
<b>Medical and Allied Medical Positions</b>						
Nurse VII	24	1	1	1	1	1
Nurse VI	22	3	3	3	3	3
Nurse V	20	11	11	11	11	11
Nurse IV	19	27	27	27	27	33
Nurse III	17	154	157	165	203	211
Nurse II	16	276	300	327	356	406
Nurse I	15	237	266	296	325	365
Midwife IV	15	1	1	1	1	1
Midwife III	13	4	4	4	4	6
Midwife II	11	32	32	32	34	40
Midwife I	9	16	16	16	19	24
Ward Assistant	7	18	18	18	24	28
Nursing Attendant II	6	170	187	206	225	251
Nursing Attendant I	4	7	7	7	7	11
<b>Subtotal (excluding Dialysis Unit)</b>		<b>957</b>	<b>1,030</b>	<b>1,114</b>	<b>1,240</b>	<b>1,391</b>

Position Title	Salary Grade (SG)	Number of Positions				
		700	800	900	1000	1100
<b>Administrative and Support Positions</b>						
Administrative Assistant I	7	1	1	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total</b>		<b>958</b>	<b>1,031</b>	<b>1,115</b>	<b>1,241</b>	<b>1,392</b>

Position Title	Salary Grade (SG)	Number of Positions			
		1200	1300	1400	1500
<b>Medical and Allied Medical Positions</b>					
Nurse VII	24	1	1	1	1
Nurse VI	22	3	3	3	3
Nurse V	20	11	11	11	11
Nurse IV	19	33	33	33	41
Nurse III	17	216	220	227	266
Nurse II	16	432	459	485	518
Nurse I	15	394	423	452	482
Midwife IV	15	1	1	1	1
Midwife III	13	6	6	6	6
Midwife II	11	42	42	44	44
Midwife I	9	24	24	24	24
Ward Assistant	7	28	28	28	36
Nursing Attendant II	6	270	287	306	327
Nursing Attendant I	4	11	11	11	11
<b>Subtotal (excluding Dialysis Unit)</b>		<b>1,472</b>	<b>1,549</b>	<b>1,632</b>	<b>1,771</b>
<b>Administrative and Support Positions</b>					
Administrative Assistant I	7	1	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total</b>		<b>1,473</b>	<b>1,550</b>	<b>1,633</b>	<b>1,772</b>

## D. Hospital Operations and Patient Support Service

Position Title	Salary Grade (SG)	Number of Positions				
		200	300	400	500	600
<b>Administrative and Support Positions</b>						
Chief Administrative Officer	24	1	1	1	1	1
Engineer IV	22	1	1	1	1	1
Supervising Administrative Officer	22	3	3	3	3	3
Supervising Health Program Officer	22	1	1	1	1	1
Engineer III	19	2	2	2	2	2
Information Systems Analyst III	19	1	1	1	1	1
Administrative Officer V	18	3	3	3	3	3
Computer Maintenance Technologist III	17	1	1	1	1	1
Architect II	16	1	1	1	1	1
Engineer II	16	1	1	1	1	1
Information Systems Analyst II	16	2	3	4	4	4
Administrative Officer IV	15	1	1	1	1	1
Computer Maintenance Technologist II	15	2	2	2	2	2
Administrative Officer III	14	3	3	3	4	4
Medical Equipment Technician IV	13	1	1	1	1	1
Information Systems Analyst I	12	1	1	1	2	2
Administrative Officer II	11	4	4	4	6	6
Medical Equipment Technician III	11	2	2	2	3	3
Warehouseman III	11	1	2	2	2	2
Administrative Assistant III	9	3	3	4	5	5
Administrative Assistant II	8	3	3	4	5	5
Hospital Housekeeper	8	2	3	4	4	4
Medical Equipment Technician II	8	2	3	4	4	4
Administrative Assistant I	7	5	7	8	8	8
Administrative Aide VI	6	6	9	12	15	15
Medical Equipment Technician I	6	2	3	5	5	5
Administrative Aide V	5	2	3	4	4	4
Laundry Worker II	3	2	3	4	5	5
Seamstress	2	1	1	1	2	2
	<b>Total</b>	<b>60</b>	<b>72</b>	<b>85</b>	<b>97</b>	<b>97</b>

Position Title	Salary Grade (SG)	Number of Positions				
		700	800	900	1000	1100
<b>Administrative and Support Positions</b>						
Chief Administrative Officer	24	1	1	1	1	1
Engineer IV	22	1	1	1	1	1
Supervising Administrative Officer	22	3	3	3	3	3
Supervising Health Program Officer	22	1	1	1	1	1
Engineer III	19	2	2	2	2	2
Information Systems Analyst III	19	1	1	1	1	1
Administrative Officer V	18	3	3	3	3	3
Computer Maintenance Technologist III	17	1	1	1	1	1
Architect II	16	1	1	1	1	1
Engineer II	16	1	1	1	1	1
Information Systems Analyst II	16	4	4	4	4	4
Administrative Officer IV	15	1	1	1	1	1
Computer Maintenance Technologist II	15	2	2	2	2	2
Administrative Officer III	14	4	4	4	5	5
Medical Equipment Technician IV	13	1	1	1	1	1
Information Systems Analyst I	12	2	2	2	2	2
Administrative Officer II	11	6	6	6	8	8
Medical Equipment Technician III	11	3	3	3	3	3
Warehouseman III	11	2	2	2	2	2
Administrative Assistant III	9	5	5	5	6	6
Administrative Assistant II	8	5	5	5	7	7
Hospital Housekeeper	8	4	4	4	5	5
Medical Equipment Technician II	8	4	4	4	4	4
Administrative Assistant I	7	8	8	8	9	9
Administrative Aide VI	6	15	15	15	18	18
Medical Equipment Technician I	6	5	5	5	5	5
Administrative Aide V	5	4	4	4	5	5
Laundry Worker II	3	5	5	5	6	6
Seamstress	2	2	2	2	2	2
<b>Total</b>		<b>97</b>	<b>97</b>	<b>97</b>	<b>110</b>	<b>110</b>

Position Title	Salary Grade (SG)	Number of Positions			
		1200	1300	1400	1500
<b>Administrative and Support Positions</b>					
Chief Administrative Officer	24	1	1	1	1
Engineer IV	22	1	1	1	1
Supervising Administrative Officer	22	3	3	3	3
Supervising Health Program Officer	22	1	1	1	1
Engineer III	19	2	2	2	2
Information Systems Analyst III	19	1	1	1	1
Administrative Officer V	18	3	3	3	3
Computer Maintenance Technologist III	17	1	1	1	1
Architect II	16	1	1	1	1
Engineer II	16	1	1	1	1
Information Systems Analyst II	16	4	4	4	4
Administrative Officer IV	15	1	1	1	1
Computer Maintenance Technologist II	15	2	4	4	4
Administrative Officer III	14	5	6	6	6
Medical Equipment Technician IV	13	1	1	1	1
Information Systems Analyst I	12	2	4	4	4
Administrative Officer II	11	8	10	10	10
Medical Equipment Technician III	11	3	4	4	4
Warehouseman III	11	2	2	2	2
Administrative Assistant III	9	6	8	8	8
Administrative Assistant II	8	7	9	9	9
Hospital Housekeeper	8	5	6	6	6
Medical Equipment Technician II	8	4	5	5	5
Administrative Assistant I	7	9	9	9	9
Administrative Aide VI	6	18	21	21	21
Medical Equipment Technician I	6	6	6	6	6
Administrative Aide V	5	5	6	6	6
Laundry Worker II	3	6	7	7	7
Seamstress	2	2	3	3	3
<b>Total</b>		<b>111</b>	<b>131</b>	<b>131</b>	<b>131</b>

## E. Finance Service

Position Title	Salary Grade (SG)	Number of Positions				
		200	300	400	500	600
<b>Administrative and Support Positions</b>						
Chief Administrative Officer	24	1	1	1	1	1
Accountant IV	22	1	1	1	1	1
Supervising Administrative Officer	22	3	3	3	3	3
Accountant III	19	1	1	1	1	1
Administrative Officer V	18	3	3	3	3	3
Accountant II	16	1	1	1	1	1
Administrative Officer IV	15	3	3	3	4	4
Administrative Officer III	14	1	1	1	1	2
Accountant I	12	1	1	1	1	1
Administrative Officer II	11	2	2	2	2	2
Administrative Officer I	10	6	9	13	16	16
Administrative Assistant III	9	17	17	26	26	30
Administrative Assistant II	8	5	6	6	7	7
Administrative Assistant I	7	6	6	6	7	7
<b>Total</b>		<b>51</b>	<b>55</b>	<b>68</b>	<b>74</b>	<b>79</b>

Position Title	Salary Grade (SG)	Number of Positions				
		700	800	900	1000	1100
<b>Administrative and Support Positions</b>						
Chief Administrative Officer	24	1	1	1	1	1
Accountant IV	22	1	1	1	1	1
Supervising Administrative Officer	22	3	3	3	3	3
Accountant III	19	1	1	1	1	1
Administrative Officer V	18	3	3	3	3	3
Accountant II	16	1	1	1	1	1
Administrative Officer IV	15	4	4	4	4	4
Administrative Officer III	14	2	2	2	2	2
Accountant I	12	1	1	1	1	1
Administrative Officer II	11	2	2	2	2	2
Administrative Officer I	10	16	16	16	19	19
Administrative Assistant III	9	30	30	30	39	39
Administrative Assistant II	8	7	7	7	9	9
Administrative Assistant I	7	7	7	7	8	8
<b>Total</b>		<b>79</b>	<b>79</b>	<b>79</b>	<b>94</b>	<b>94</b>

Position Title	Salary Grade (SG)	Number of Positions			
		1200	1300	1400	1500
<b>Administrative and Support Positions</b>					
Chief Administrative Officer	24	1	1	1	1
Accountant IV	22	1	1	1	1
Supervising Administrative Officer	22	3	3	3	3
Accountant III	19	1	1	1	1
Administrative Officer V	18	3	3	3	3
Accountant II	16	1	1	1	1
Administrative Officer IV	15	4	4	4	4
Administrative Officer III	14	2	3	3	3
Accountant I	12	1	1	1	1
Administrative Officer II	11	2	2	2	2
Administrative Officer I	10	19	22	22	22
Administrative Assistant III	9	39	39	43	43
Administrative Assistant II	8	9	10	10	10
Administrative Assistant I	7	8	9	9	9
	<b>Total</b>	<b>94</b>	<b>100</b>	<b>104</b>	<b>104</b>



## Annex B

### Tally of Positions per Bed Capacity

Position Title	Salary Grade (SG)	Number of Positions				
		200	300	400	500	600
<b>Medical and Allied Medical Positions</b>						
Medical Center Chief II	27	1	1	1	1	1
Medical Specialist IV	25	1	1	1	1	1
Chief Health Program Officer	24	1	1	1	1	1
Nurse VII	24	1	1	1	1	1
Medical Officer IV	23	2	2	2	2	2
Nurse VI	22	3	3	3	3	3
Nutritionist-Dietitian V	22	1	1	1	1	1
Pharmacist V	22	1	1	1	1	1
Social Welfare Officer III	22	1	1	1	1	1
Nutritionist-Dietitian IV	20	1	1	1	1	1
Nurse V	20	13	13	13	13	13
Pharmacist IV	20	1	1	2	2	2
Nurse IV	19	18	18	19	19	27
Health Education and Promotion Officer III	18	1	1	1	1	1
Nutritionist-Dietitian III	18	3	3	3	3	3
Pharmacist III	18	4	6	8	10	12
Social Welfare Officer III	18	2	2	2	2	2
Nurse III	17	63	112	119	126	157
Nurse II	16	119	152	179	203	250
Nurse I	15	80	109	139	168	208
Midwife IV	15	1	1	1	1	1
Nutritionist-Dietitian II	15	2	3	5	6	6
Pharmacist II	15	6	10	13	17	20
Social Welfare Officer II	15	4	8	10	12	12
Health Education and Promotion Officer II	14	2	2	2	2	2
Midwife III	13	2	2	2	2	4
Midwife II	11	18	21	24	28	32
Nutritionist-Dietitian I	11	1	1	1	1	1
Pharmacist I	11	4	6	8	10	12
Social Welfare Officer I	11	7	9	11	16	18
Health Education and Promotion Officer I	10	0	0	0	0	1
Midwife I	9	12	12	12	12	16
Social Welfare Assistant	8	4	6	8	10	12
Ward Assistant	7	16	17	18	18	18
Nursing Attendant II	6	68	85	103	121	144

Position Title	Salary Grade (SG)	Number of Positions				
		200	300	400	500	600
Nursing Attendant I	4	3	3	3	3	7
<b>Subtotal</b>		<b>467</b>	<b>616</b>	<b>719</b>	<b>819</b>	<b>994</b>
<b>Administrative and Support Positions</b>						
Chief Administrative Officer	24	2	2	2	2	2
Attorney IV	23	1	1	1	1	1
Accountant IV	22	1	1	1	1	1
Engineer IV	22	1	1	1	1	1
Supervising Administrative Officer	22	7	7	7	7	7
Supervising Health Program Officer	22	1	1	1	1	1
Training Specialist IV	22	1	1	1	1	1
Accountant III	19	1	1	1	1	1
Engineer III	19	2	2	2	2	2
Information Systems Analyst III	19	1	1	1	1	1
Administrative Officer V	18	7	7	7	7	7
Planning Officer III	18	1	1	1	1	1
Statistician III	18	1	1	1	1	1
Computer Maintenance Technologist III	17	1	1	1	1	1
Accountant II	16	1	1	1	1	1
Architect II	16	1	1	1	1	1
Engineer II	16	1	1	1	1	1
Information Systems Analyst II	16	2	3	4	4	4
Administrative Officer IV	15	7	7	7	8	8
Computer Maintenance Technologist II	15	2	2	2	2	2
Statistician II	15	1	1	1	1	2
Training Specialist II	15	1	1	1	1	1
Administrative Officer III	14	11	12	13	16	17
Medical Equipment Technician IV	13	1	1	1	1	1
Accountant I	12	1	1	1	1	1
Information Systems Analyst I	12	1	1	1	2	2
Legal Assistant II	12	0	0	0	0	1
Administrative Officer II	11	8	8	8	10	11
Medical Equipment Technician III	11	2	2	2	3	3
Planning Officer I	11	1	1	1	1	2
Statistician I	11	1	1	1	1	1
Warehouseman III	11	1	2	2	2	2
Administrative Officer I	10	17	24	33	38	40
Legal Assistant I	10	1	1	1	1	1
Administrative Assistant III	9	21	21	31	32	36

Position Title	Salary Grade (SG)	Number of Positions				
		200	300	400	500	600
Administrative Assistant II	8	16	20	23	27	31
Hospital Housekeeper	8	2	3	4	4	4
Medical Equipment Technician II	8	2	3	4	4	4
Training Assistant	8	2	2	2	2	2
Administrative Assistant I	7	17	20	21	23	23
Administrative Aide VI	6	6	9	12	15	15
Medical Equipment Technician I	6	2	3	5	5	5
Administrative Aide V	5	2	3	4	4	4
Cook II	5	6	9	12	15	18
Administrative Aide IV	4	12	12	16	16	16
Laundry Worker II	3	2	3	4	5	5
Seamstress	1	1	1	1	2	2
	<b>Subtotal</b>	<b>180</b>	<b>208</b>	<b>249</b>	<b>277</b>	<b>295</b>
	<b>Total</b>	<b>647</b>	<b>824</b>	<b>968</b>	<b>1,096</b>	<b>1,289</b>

Position Title	Salary Grade (SG)	Number of Positions				
		700	800	900	1000	1100
<b>Medical and Allied Medical Positions</b>						
Medical Center Chief II	27	1	1	1	1	1
Medical Specialist IV	25	1	1	1	1	1
Chief Health Program Officer	24	1	1	1	1	1
Nurse VII	24	1	1	1	1	1
Medical Officer IV	23	2	2	2	2	2
Nurse VI	22	3	3	3	3	3
Nutritionist-Dietitian V	22	1	1	1	1	1
Pharmacist V	22	1	1	1	1	1
Social Welfare Officer IV	22	1	1	1	1	1
Nurse V	20	13	13	13	13	13
Nutritionist-Dietitian IV	20	1	1	1	1	1
Pharmacist IV	20	2	2	2	2	2
Nurse IV	19	27	27	27	27	33
Health Education and Promotion Officer III	18	1	1	1	1	1
Nutritionist-Dietitian III	18	3	3	3	3	3
Pharmacist III	18	14	16	18	20	22
Social Welfare Officer III	18	2	2	2	2	2
Nurse III	17	162	166	175	214	223
Nurse II	16	276	300	327	356	406
Midwife IV	15	1	1	1	1	1
Nurse I	15	237	266	296	325	365
Nutritionist-Dietitian II	15	6	7	7	8	8
Pharmacist II	15	24	27	31	34	38
Social Welfare Officer II	15	15	15	15	17	17
Health Education and Promotion Officer II	14	2	2	2	2	2
Midwife III	13	4	4	4	4	6
Midwife II	11	32	32	32	34	40
Nutritionist-Dietitian I	11	1	2	2	4	4
Pharmacist I	11	14	16	18	20	22
Social Welfare Officer I	11	20	22	24	26	28
Health Education and Promotion Officer I	10	1	1	1	1	1
Midwife I	9	16	16	16	19	24
Social Welfare Assistant	8	14	14	14	16	16
Ward Assistant	7	18	18	18	24	28
Nursing Attendant II	6	170	187	206	225	251
Nursing Attendant I	4	7	7	7	7	11
<b>Subtotal</b>		<b>1,095</b>	<b>1,180</b>	<b>1,275</b>	<b>1,418</b>	<b>1,580</b>
<b>Administrative and Support Positions</b>						
Chief Administrative Officer	24	2	2	2	2	2
Attorney IV	23	1	1	1	1	1

Position Title	Salary Grade (SG)	Number of Positions				
		700	800	900	1000	1100
Accountant IV	22	1	1	1	1	1
Engineer IV	22	1	1	1	1	1
Supervising Administrative Officer	22	7	7	7	7	7
Supervising Health Program Officer	22	1	1	1	1	1
Training Specialist IV	22	1	1	1	1	1
Accountant III	19	1	1	1	1	1
Engineer III	19	2	2	2	2	2
Information Systems Analyst III	19	1	1	1	1	1
Administrative Officer V	18	7	7	7	8	8
Planning Officer III	18	1	1	1	1	1
Statistician III	18	1	1	1	1	1
Computer Maintenance Technologist III	17	1	1	1	1	1
Accountant II	16	1	1	1	1	1
Architect II	16	1	1	1	1	1
Engineer II	16	1	1	1	1	1
Information Systems Analyst II	16	4	4	4	4	4
Administrative Officer IV	15	8	8	8	8	8
Statistician II	15	2	2	2	3	3
Computer Maintenance Technologist II	15	2	2	2	2	2
Training Specialist II	15	1	1	1	1	1
Administrative Officer III	14	17	17	17	20	20
Medical Equipment Technician IV	13	1	1	1	1	1
Accountant I	12	1	1	1	1	1
Information Systems Analyst I	12	2	2	2	2	2
Legal Assistant II	12	1	1	1	1	1
Administrative Officer II	11	11	11	11	13	13
Medical Equipment Technician III	11	3	3	3	3	3
Planning Officer I	11	2	2	2	2	2
Statistician I	11	1	1	1	1	1
Warehouseman III	11	2	2	2	2	2
Administrative Officer I	10	40	40	40	47	47
Legal Assistant I	10	1	1	1	1	1
Administrative Assistant III	9	36	36	36	46	46
Administrative Assistant II	8	31	31	31	38	38
Hospital Housekeeper	8	4	4	4	5	5
Medical Equipment Technician II	8	4	4	4	4	4
Training Assistant	8	2	2	2	3	3

Position Title	Salary Grade (SG)	Number of Positions				
		700	800	900	1000	1100
Administrative Assistant I	7	23	23	23	26	26
Administrative Aide VI	6	15	15	15	18	18
Medical Equipment Technician I	6	5	5	5	5	5
Administrative Aide V	5	4	4	4	5	5
Cook II	5	18	18	18	21	21
Administrative Aide IV	4	16	16	16	18	18
Laundry Worker II	3	5	5	5	6	6
Seamstress	1	2	2	2	2	2
	<b>Subtotal</b>	<b>295</b>	<b>295</b>	<b>295</b>	<b>341</b>	<b>341</b>
	<b>Total</b>	<b>1,390</b>	<b>1,475</b>	<b>1,570</b>	<b>1,759</b>	<b>1,921</b>

Position Title	Salary Grade (SG)	Number of Positions			
		1200	1300	1400	1500
<b>Medical and Allied Medical Positions</b>					
Medical Center Chief II	27	1	1	1	1
Medical Specialist IV	25	1	1	1	1
Chief Health Program Officer	24	1	1	1	1
Nurse VII	24	1	1	1	1
Medical Officer IV	23	2	2	2	2
Nurse VI	22	3	3	3	3
Nutrition-Dietitian V	22	1	1	1	1
Pharmacist V	22	1	1	1	1
Social Welfare Officer IV	22	1	1	1	1
Nurse V	20	13	13	13	13
Nutritionist-Dietitian IV	20	1	1	1	1
Pharmacist IV	20	2	2	2	2
Nurse IV	19	33	33	33	41
Health Education and Promotion Officer III	18	1	1	1	1
Nutritionist-Dietitian III	18	3	3	3	3
Pharmacist III	18	24	26	28	30
Social Welfare Officer III	18	2	2	2	2
Nurse III	17	229	234	242	282
Nurse II	16	432	459	485	518
Midwife IV	15	1	1	1	1
Nurse I	15	394	423	452	482
Nutritionist-Dietitian II	15	8	8	9	9
Pharmacist II	15	41	45	48	52
Social Welfare Officer II	15	17	18	18	20
Health Education and Promotion Officer II	14	2	2	2	2
Midwife III	13	6	6	6	6
Midwife II	11	42	42	44	44
Nutritionist-Dietitian I	11	4	4	6	6
Pharmacist I	11	24	26	28	30
Social Welfare Officer I	11	30	32	34	36
Health Education and Promotion Officer I	10	1	1	1	1
Midwife I	9	24	24	24	24
Social Welfare Assistant	8	16	16	18	18
Ward Assistant	7	28	28	28	36
Nursing Attendant II	6	270	287	306	327
Nursing Attendant I	4	11	11	11	11
<b>Subtotal</b>		<b>1,671</b>	<b>1,760</b>	<b>1,858</b>	<b>2,010</b>
<b>Administrative and Support Positions</b>					
Chief Administrative Officer	24	2	2	2	2
Attorney IV	23	1	1	1	1

Position Title	Salary Grade (SG)	Number of Positions			
		1200	1300	1400	1500
Accountant IV	22	1	1	1	1
Engineer IV	22	1	1	1	1
Supervising Administrative Officer	22	7	7	7	7
Supervising Health Program Officer	22	1	1	1	1
Training Specialist IV	22	1	1	1	1
Accountant III	19	1	1	1	1
Engineer III	19	2	2	2	2
Information Systems Analyst III	19	1	1	1	1
Administrative Officer V	18	8	8	8	8
Planning Officer III	18	1	1	1	1
Statistician III	18	1	1	1	1
Computer Maintenance Technologist III	17	1	1	1	1
Accountant II	16	1	1	1	1
Architect II	16	1	1	1	1
Engineer II	16	1	1	1	1
Information Systems Analyst II	16	4	4	4	4
Administrative Officer IV	15	8	8	8	8
Computer Maintenance Technologist II	15	2	4	4	4
Statistician II	15	3	4	4	4
Training Specialist II	15	1	1	1	1
Administrative Officer III	14	20	23	23	23
Medical Equipment Technician IV	13	1	1	1	1
Accountant I	12	1	1	1	1
Information Systems Analyst I	12	2	4	4	4
Legal Assistant II	12	1	1	1	1
Administrative Officer II	11	13	15	15	15
Medical Equipment Technician III	11	3	4	4	4
Planning Officer I	11	2	2	2	2
Statistician I	11	1	1	1	1
Warehouseman III	11	2	2	2	2
Administrative Officer I	10	49	54	56	58
Legal Assistant I	10	1	1	1	1
Administrative Assistant III	9	46	48	52	52
Administrative Assistant II	8	38	42	44	44
Hospital Housekeeper	8	5	6	6	6
Medical Equipment Technician II	8	4	5	5	5
Training Assistant	8	3	3	3	3
Administrative Assistant I	7	26	27	27	27
Administrative Aide VI	6	18	21	21	21
Medical Equipment Technician I	6	6	6	6	6
Administrative Aide V	5	5	6	6	6



Position Title	Salary Grade (SG)	Number of Positions			
		1200	1300	1400	1500
Cook II	5	21	21	21	21
Administrative Aide IV	4	18	20	20	20
Laundry Worker II	3	6	7	7	7
Seamstress	1	2	3	3	3
<b>Subtotal</b>		<b>344</b>	<b>377</b>	<b>385</b>	<b>387</b>
<b>Total</b>		<b>2,015</b>	<b>2,137</b>	<b>2,243</b>	<b>2,397</b>