



TERMS OF REFERENCE

I. GENERAL FUNCTIONS OF THE HUMAN RESOURCE MANAGEMENT DIVISION

Perform staff, advisory and consultative functions relative to the management and development of human resources in the administration of employee benefits, recruitment and selection, promotion of personnel, provision of learning and development programs, performance monitoring and evaluation; establishment of rewards and incentives program; implementation of policies, rules, and law in the discipline of employees; and institutionalizing retirement processes that will support and prepare employees after retirement.

II. PURPOSE

The National Museum does not have in its Personal Services Itemization and Plantilla of Personnel (PSIPOP) a regular position of Nurse Practitioner. A Nurse Practitioner is needed to provide first-aid and medical assistance to the employees and visitors of the National Museum of the Philippines.

III. SPECIFIC PROJECT / ACTIVITY / PROGRAM

To render first-aid and medical assistance to the employees and visitors of the National Museum of the Philippines.

IV. SCOPE OF WORK

- Works independently in the performance and implementation of first-aid and medical assistance to employees and visitors;
- Serves as primary and preventive health care service provider;
- Performs physical examinations;
- Takes vital signs such as temperature, pulse rate, heart rate, and blood pressure;
- Treats common minor illnesses and injuries;
- Administers medications, wound care, and other medical interventions;
- Observes and monitors patient's condition;
- Establishes whether there is a need for a referral to the nearest hospital for further evaluation and management of the patient and recommends if needed;
- Maintains medical records of patients;
- Submits inventory of supplies and medicines;
- Prepares request/s for medicine/s; and
- Suggests activities for employees' wellness programs based on employees' health records.

V. TIME FRAME

- The contract shall be from February 7, 2023, to June 30, 2023.
- Shall complete 40 hours work week at any given time or day as prescribed by the immediate supervisor.

- Regular days of work may include Saturday and Sunday. The Nurse Practitioner may be required to work during holidays when museum galleries are open.

VI. PREFERRED QUALIFICATIONS FOR NURSE PRACTITIONER

Education	:	Bachelor of Science in Nursing
Eligibility	:	RA 1080 (Nurse)
Experience	:	None required
Training	:	None required

VII. POSITION / DESIGNATION


Nurse Practitioner

VIII. COMPENSATION

- Payment on a daily rate equivalent to the daily salary of NMP employee with Salary Grade 15 (36,619.00) SSL 2023
- Payment to be made after submission of Accomplishment Report and Daily Time Record (CSC Form No. 48) for the particular salary period.

IX. DELIVERABLES

Detailed Report of Accomplishment showing the number of patients treated and services provided or actions taken and other tasks performed within the 1st to 15th and 16th to 30th days of the month.


ZENDY MAE B. GARCIA-BUDHI
Chief Administrative Officer, HRMD

Recommending Approval:


ATTY. MA. ROSENNE M. FLORES-AVILA
Deputy Director-General for Administration

Approved:


JEREMY BARNS, CESO III
Director-General