

TERMS OF REFERENCE

I. GENERAL FUNCTIONS OF THE HUMAN RESOURCE MANAGEMENT DIVISION

Builds organizational capability through effective, efficient, and responsive delivery of human resource services and programs by managing and developing the workforce in the four HR Systems: Recruitment, Selection, and Placement; Learning and Development; Performance Management and Administration; Rewards and Recognition Planning and Administration.

II. PURPOSE

The National Museum does not have in its Personal Services Itemization and Plantilla of Personnel (PSIPOP) a plantilla 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

	POSITION	COVERING DATES	REMARKS
1	One (1) Nurse Practitioner under Contract of Service	February 7, 2023 to June 30, 2023	To replace Mr. Ralph Lorenz Entoma who resigned effective February 3, 2023 to be assigned at the National Museum of Anthropology Building
2	One (1) Nurse Practitioner under Contract of Service	July 1, 2023 to December 31, 2023	Additional Nurse Practitioner to provide medical assistance to employees and visitors at National Museum of Natural History Building



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

- Shall complete 40 hours work week at any given time or day as prescribed by the immediate supervisor.
- Regular days of work may include Saturdays and Sundays. 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 : Basic Life Support Training ✓

VII. POSITION / DESIGNATION


Nurse Practitioner under Contract of Service (COS) ✓

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. ROSEANNE M. FLORES-AVILA
Deputy Director-General for Administration

APPROVED BY:


JEREMY BARNES, CESO III
Director-General