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Republic of the Philippines
SANGGUNIANG PANLUNGSOD
Pasig City

Ordinance No. 14
Series of 2014

AN ORDINANCE CREATING THE POSITIONS OF THREE (3) MEDICAL TECHNOLOGIST III UNDER THE CITY HEALTH OFFICE (CHO), PRESCRIBING ITS QUALIFICATIONS, APPOINTMENT, COMPENSATION, DUTIES AND FUNCTIONS, APPROPRIATING FUNDS THERETO AND FOR OTHER PURPOSES.

Authored By: Councilor Richard C. Eusebio
Co-Authored By: Councilors Christian G. Sia, Reynaldo R. San Buenaventura III, Augustin Alexee C. Santiago, Ferdinand A. Avis, Gregorio P. Rupisan, Jr., Rhichie Gerard T. Brown, Orlando R. Benito, Charmie Q. Benavides, Rosalio D. Martires, Wilfredo F. Sityar, and Liga President Celestino U. Chua

BE IT ORDAINED BY THE CITY COUNCIL IN SESSION DULY ASSEMBLED THAT:

Section 1. CREATION - There is hereby created the position of Three (3) Medical Technologist III under the City Health Office (CHO).

Section 2. QUALIFICATIONS – appointee to the position of Medical Technologist III shall be Filipino citizen, residents of Pasig in addition to the following qualifications prescribed by the Civil Service Commission.

Section 3. APPOINTMENT AND COMPENSATION – The Three (3) Medical Technologist III under the City Health Office (CHO) shall be appointed by the City Mayor in accordance with existing Civil Service laws, rules and regulations and shall receive a monthly salary of Thirty One Thousand Three Hundred Fifty One Pesos (P31,351.00) with a Salary Grade 18, plus allowances and other emoluments provided for by law.

Section 4. DUTIES AND FUNCTIONS – The Medical Technologist III shall perform the following duties and functions, to wit:

1. Supervises junior medical technologists in their daily activities and routine clinical examinations in all sections as requested from day to day.
2. Supervises the tasks of the clerks and laboratory aides.
3. Ensures that the rules and regulations of the section are enforced in all matter pertaining to the work performance, attendance, discipline, safety and decorum in the section.
4. Responsible for the section's cleanliness and orderliness and for an organized and efficient work flow.
5. Prepares schedule of duties of junior medical technologists.
6. Attends and conducts meetings with staff to discuss problems, changes, etc.

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7. Attends conferences, seminars in medical laboratory management, new laboratory procedures.
8. Supervises/performs quality control testing, calibration and troubleshooting equipment's problems for Clinical Chemistry, Clinical Microscopy and hematology.
9. Performs, evaluates and identifies problem with quality control and quality assurance and take measure to effectively correct them.
10. Supervises junior medical technologists to complete assignment to positively respond to implemented change.
11. Provides technical direction to other employees' effective working knowledge of testing procedure and excellent mathematical, interpersonal communication and supervisory skill.
12. Verifies reagent expiration date and volume, specimen preservation and refrigerator temperature.
13. Assists in the implementation of safety laboratory practices in order to protect self and others in the laboratory.
14. As Sputum Controller, performs validation of 7 Microscopy Centers and 4 PPMDs (Medical City, RMC, PCGH, St. Camillus Hospital) in Tuberculosis Program.
15. Supervises and performs blood typing, CBC and urinalysis during Lingap and medical Mission.
16. Countersigns results prior for release in the unavailability of the chief medical technologist.
17. Participates in the performance rating of all personnel under supervision for evaluation.
18. Assists the chief medical technologist in making annual Operational Plan, Project Procurement and Management Plan and other significant paper works.
19. Compiles and keeps records of the Annual Operational Plan, Project Procurement and Management Plan and other significant papers related to work.
20. Assists the chief medical technologist in preparing weekly, monthly, quarterly and annual laboratory accomplishment and financial reports, Review and analyzes there reports along with the chief medical technologist, pathologist and the City Health Officer.
21. Does communication letters, certifications and other important paper works.
22. Receives specimen (urine, stool, blood) from the patient and issues Order of Payment to the patient. Done of receptionist is not available.

Olivera R. B. B. B.



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23. Extracts blood from patient for Hematology/ Analytical Chemistry/ Serology/Blood Bank.
24. Processes received specimen (urine, stool) if Laboratory Aide is not available. Processes extracted blood for Hematology/ Serology/ blood Chemistry/ Blood Bank.
25. Assists in blood letting in the absence of the blood coordinator and if necessary.
26. In the absence of the junior medical technologist, performs microscopic examination of processed specimen (urine and stool), analyze blood for Hematology/ Serology/ Analytical Chemistry/ Blood Bank.
27. Supervises skin slit smear preparation for Leprosy Examination (smearing, staining and reading).
28. Does other duties assigned by the Chief Medical Technologist from time to time.

Section 5. APPROPRIATIONS – There is hereby appropriated the sum of **One Million Four Hundred Ninety Seven Thousand Nine Hundred Forty One Pesos and 40/100 (P1,497,941.40)** to cover the payment of the salary, allowances and other mandatory personal expenses of Medical Technologist III created under Section 1 hereto computed as follows:

(3) MEDICAL TECHNOLOGIST III – S.G. 18 / P31,351.00/mo.
Effective January 1 to December 31, 2014

SALARY	P31,351.00 x 3 x 12 mos.	₱1,128,636.00
GSIS (Life & Retirement)	1,128,636.00 x 12%	135,436.32
HDMF (Pag-ibig)	100.00 x 3 x 12 mos.	3,600.00
ECC	313.51 x 3 x 12 mos.	11,286.36
PhilHealth	470.27 x 3 x 12 mos.	16,929.72
PERA	2,000.00 x 3 x 12 mos.	72,000.00
13 th Month Pay	31,351.00 x 3	94,053.00
Cash Gift	5,000.00 x 3	15,000.00
Productivity	2,000.00 x 3	6,000.00
Clothing Allowance	5,000.00 x 3	15,000.00
	TOTAL	₱ 1,497,941.40

Thereafter, said appropriation shall be included in the annual City Budget.

Section 6. This Ordinance shall take effect immediately upon its approval.



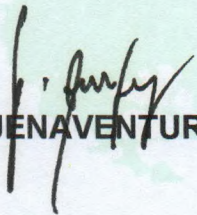
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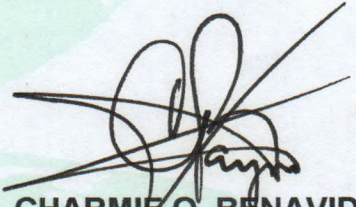
APPROVED, this 7th day of August 2014 at Pasig City.


REYNALDO R. SAN BUENAVENTURA III
Councilor


ORLANDO R. BENITO
Councilor

AUGUSTIN ALEXEE C. SANTIAGO
Councilor

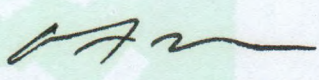

FERDINAND A. AVIS
Councilor

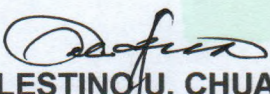

CHARMIE Q. BENAVIDES
Councilor


GREGORIO P. RUFISAN JR.
Councilor


ROSALIO D. MARTIRES
Councilor


RHICHIE GERARD T. BROWN
Councilor


WILFREDO F. SITYAR
Councilor


CELESTINO U. CHUA
LIGA President


CHRISTIAN G. SIA
Councilor
Minority Floor Leader

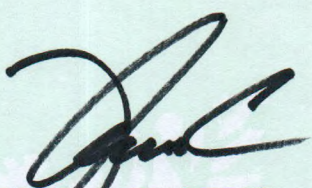


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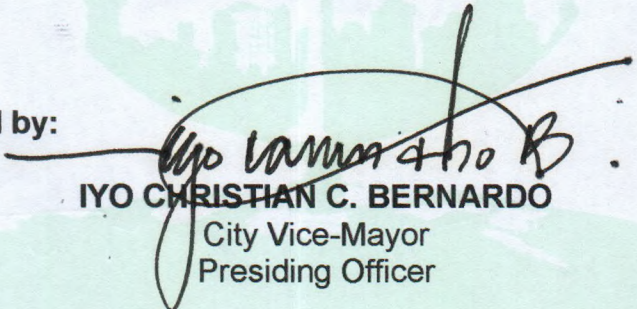
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RICHARD C. EUSEBIO
Councilor
Majority Floor Leader
(Acting Presiding Officer)

Attested by:


IYO CHRISTIAN C. BERNARDO
City Vice-Mayor
Presiding Officer

APPROVED:


MARIA BELEN A. EUSEBIO
City Mayor

Attested by:


LOIDA U. VILLANUEVA
Acting City Council Secretary