



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



ORDINANCE NO. 18-227

AN ORDINANCE CREATING THE REGULAR POSITIONS AT THE OSPITAL NG MUNTINLUPA PROVIDING FOR ITS OBJECTIVES, FUNCTIONS, STAFFING PATTERNS AND APPROPRIATING FUNDS FOR OPERATION THEREOF AND FOR OTHER PURPOSES.

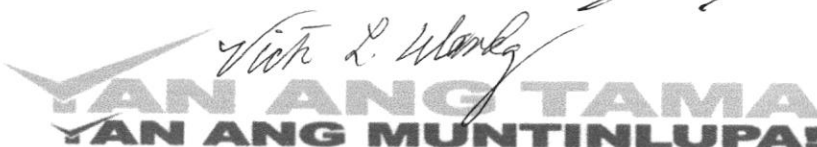
Sponsored by: Hon. City Vice-Mayor Celso C. Dioko  
Hon. Coun. Louisito A. Arciaga  
Hon. Coun. Atty. Patricio L. Boncayao, Jr.  
Hon. Coun. Bal Niefes  
Hon. Coun. Stephanie G. Teves  
Hon. Coun. Allan Rey A. Camilon  
Hon. Coun. Ringo A. Teves  
Hon. Coun. Alexander Diaz  
Hon. Coun. Ivey Rhia Arciaga-Tadefa  
Hon. Coun. Ma. Dhesiree G. Arevalo  
Hon. Coun. Marissa Cole-Rongavilla  
Hon. Coun. Lucio B. Constantino  
Hon. Coun. Victor L. Ulanday  
Hon. Coun. Grace B. Gonzaga  
Hon. Coun. Walter A. Arcilla - ABC  
Hon. Coun. Kenichi D.A. Takagi, Jr. - SK

**WHEREAS**, Section 458(a)(I)(viii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empower the Sanggunian to, approve ordinances and pass resolutions necessary for an efficient and effective city government and in this connection shall determine the positions and the salaries and wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from the city funds and provide for expenditures necessary for the proper conduct of programs, services and activities of the city government;

**WHEREAS**, the creation of *Regular Position* at the *Ospital ng Muntinlupa* to motivate and enhance efficiency and quality in the service provided, permanent/regular should be instituted;

**WHEREAS**, demography shows that Health industry is highly competitive business here and abroad. In foreign countries health profession is a very demanding career that offers a very attractive compensation. In this case a security of tenure is much needed for our health workers to established their servitude and loyalty and more passionate they become;

**WHEREAS**, the demand in their profession, health professionals should be mentally and emotionally secured. They have to detach their personal problems when dealing with the patients and clients and this burden can be eliminated if there is a security of their tenure;





REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 2

Ordinance No. 18-227

**WHEREAS**, trust should be established, the relationship between the caregiver and the patient is an important factor for the continuity of care. The familiarity of the patient to the staff is an aid to a faster recovery. In quality management system is based on set standards used to evaluate our employees. These standards can be attained and performed by a permanent employee to secure tenure in the position;

**WHEREAS**, As pronounce by the Duterte Administration that "contractualization must be stop without compromise". Ospital ng Muntinlupa will be a model to all LGU-owned hospital in the implementation of a Permanent/Regular Position in the organization;

**WHEREAS**, in compliance, the organizational structure and staffing pattern on the proposal is based on the Department of Health (DOH) standard for government hospitals. Since the Ospital ng Muntinlupa is categorized as Level 2 with 200 Bed need staffing pattern for **200 bed capacity Hospital**;

**NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED**, by the 8<sup>th</sup> Sangguniang Panlungsod in Session assembled that:

**SECTION 1. Title** – This Ordinance shall be known as, "**an ordinance creating the Regular Positions at the Ospital ng Muntinlupa (OSMUN) providing its objectives, functions, qualifications, staffing patterns and appropriating funds for operation thereof and for other purposes.**"

**SECTION 4. Creation of Ospital ng Muntinlupa** – Ospital ng Muntinlupa is hereby created to be known as the *Ospital ng Muntinlupa* to focus on and fully implement an effective, efficient office shall be headed by a Hospital Director to be assisted by the City Government Assistant Department Head II. It shall be composed of the following office, five (5) Divisions, and ten (10) Sections detailed in the Organizational Structure with the corresponding Regular Items and Functions:

**SECTION 5. Units** - The *Ospital ng Muntinlupa* which are composed of the following Organization/units:

**1. OFFICE OF THE MEDICAL CENTER CHIEF:**

- 1) *Office of the Medical Center Chief*
- 2) *Integrated Hospital Operations and Management Program*

**2. MEDICAL SERVICE:**

- 1) *Office of the Chief Medical Professional Staff*
- 2) *Out Patient Department*
- 3) *Emergency Medicine Department*
- 4) *Clinical Departments*
- 5) *Special Case Areas*
- 6) *Department of Pathology*
- 7) *Department of Radiology*
- 8) *Dental*
- 9) *Health Information Management*



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 3  
Ordinance No. 18-227

- 10) Nutrition and Dietetics
- 11) Pharmacy
- 12) Medical Social Work

**3. NURSING SERVICE:**

- 1) Office of the Chief Nurse
- 2) Clinical Nursing Units
- 3) Operating Room
- 4) Delivery Room
- 5) Special Care Areas
- 6) Central Supply and Sterilization

**4. HOSPITAL OPERATIONS AND PATIENT SUPPORT DEPARTMENT:**

- 1) Office of the Administrative Officer
- 2) Human Resource Management
- 3) Procurement
- 4) Materials Management
- 5) Engineering and Facilities Management
- 6) Budget
- 7) Accounting
- 8) Billing and Claim
- 9) Cash Operations
- 10) Cash Operations
- 11) Security

**5. OCCUPATIONAL DIVISION:**

- 1. Processing Section
- 2. Inspection and Monitoring Section

**SECTION 5.** Each Division shall have the following functions:

**A. Administrative Services Division** – The administrative division serves 24/7 for the continuous operation as the implementing arm of the Ospital ng Muntinlupa in administration of the affairs of the Hospital and oversees the day-to-day operation of the departments in order to ensure that they are properly discharging their functions in the pursuance of the development objectives of the hospital administration.

- a. Admitting
- b. Budget and Finance
- c. Human Resource Development
- d. Social Services
- e. Purchasing
- f. Property and Management Office
- g. Environmental Sanitation
- h. Engineering and Biomed
- i. Training and Health Program
- j. Billing/Phil Health/Credit and Collection/HMO
- k. Security



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 4  
Ordinance No. 18-227

**B. Patient Care Services Division** – Nursing services provides the core of essential hospital activities directly related to the physical and psychological care of the patients. It is also the repository of maintenance and coordinative functions in the hospital system by virtue of the fact that nursing is the only professional group that present with a patient twenty four hours a day. In view of this concept, the Nursing Service has undertaken the task of formulating standards that will serve as general guides needed for better understanding and more efficient coordination of services not only by the nurses but also with all the allied medical professions concerned with patient care in the Ospital ng Muntinlupa.

The Nursing Services is the largest department in the hospital. To carry out its functions and to achieve its objectives, the Nursing Service Personnel are organized into a pattern of work for more coordinated planning, supervision, and evaluation of nursing services.

- 1) Plans, organizes, Coordinates and evaluates an organized program of nursing care in the clinical and special services of the hospital.
- 2) Recommends selected nursing personnel.
- 3) Provide continues staff development program of the Nursing Services.
  - a. Nursing Services
  - b. Emergency
  - c. General Nursing Units
  - d. Out Patients
  - e. Critical Care Unit
  - f. Surgical Ward
  - g. Operating Room
  - h. Pedia Ward
  - i. Hemodialysis
  - j. Central Supply Unit
  - k. ESD
  - l. Laundry Line
  - m. Disaster Preparedness Management

**C. Clinical Services Division** – The Physicians, Dentist and other professionals practicing at this Hospital shall be known as the Medical and Dental Staff of the Ospital ng Muntinlupa, the Medical Records Department and the Clinical Committees are all under the Clinical Services Division.

**D. Ancillary Service Division** – The Division of Medical Ancillary Services is spearheaded by its Deputy Director and under his division are the Head of various departments/sections/units/Diagnostics and ancillary which include the Laboratory, Radiology, Cardiology, Pulmonary, rehabilitation medicine and Pharmacy. The functional Statement of the ancillary services division are:



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 5  
Ordinance No. 18-227

- a. Initiate short and long term plans to achieve mission, vision and objectives of the hospital within the division.
- b. Develops policies and procedures within the through under the approval of hospital director and management committee.
- c. Recommends acquisition of equipment, facilities, manpower and programs for the improvement of hospital services within the Division.
- d. Prepares a yearly consolidated budget for the division.
- e. Prepares an annual report concerning the Division before end of each year.
  - i. Laboratory
  - ii. Pharmacy
  - iii. Cardiology
  - iv. Pulmonary
  - v. Rehabilitation
  - vi. Radiology

**E. Quality Management Services Division – The Quality Management Services Department** is committed to continually improve quality healthcare services of Ospital ng Muntinlupa. To fulfill the vision/mission of Ospital ng Muntinlupa, we shall provide the most appropriate, comprehensive, effective healthcare services to exceed our clients' expectations.

Our success will be achieved through full participation of our employees at all levels of the organization guided by our Quality Objectives. The Quality Policy shall be communicated to and make understood by all employees through orientations, meetings, circulars, posters and other related means. The Quality Policy shall be reviewed annually or as necessary by management to adapt to current developments/requirements through continual improvement.

- The Ospital ng Muntinlupa's strategic and operational plans are the results of the Quality Management Services (annual, quarterly, manual, etc.) corporate planning process. This 2 is the venue where the strategic thrusts of the agency are defines, commitments are obtained, and resource requirements are determined. Objectives and targets are set at appropriate levels but specific quality objectives are defined during implementation of the management process.
- Prior to the conduct of corporate planning activities, the various units conduct pre-planning activities to asses performance, gather information on stakeholder requirements and expectations and review and align future directions. The outputs of the planning process include, among others, strategies business and operational improvement, pursuit the agency's mandates, product or service innovation and for enhancing customer/client and citizen-focused services.



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 6  
Ordinance No. 18-227

**F. Management Committee** – The Top Management Committee recognizes the importance of understanding, meeting, and enhancing customer requirements. As such, the following **Statement of Policy on Quality** is established for the purpose.

**OSMUN QUALITY POLICY:**

- As the Local Government Healthcare Institution of the city of Muntinlupa, OsMun is committed to quality service (and training).
- OsMun shall implement and continually improve the QMS to conform with requirements of patients, regulatory agencies, other stakeholders and the performance goals set by management.
- OsMun shall develop and enhance competent and compassionate human resources and ensure a safe work environment.

**FUNCTIONAL STATEMENTS**

- Establishes, reviews, and maintains the quality policy of Osmun.
- Ensures that quality objectives are established are relevant functions and levels within the Ospital of Muntinlupa.
- Ensures allocation of available resources to support the implementation of the Osmun's QMS.
- Defines the responsibilities and authorities of each function in the organization.
- Reviews the effectiveness of Osmun's quality management system and monitors the implementation of improvement action plans.
- Ensures that communication mechanisms are established and effective.

**SECTION 6.** The **Staffing Pattern of Ospital ng Muntinlupa (OSMUN)** are as follows:

Organizational/Units	No. of Position	Position Title
<b>A. OFFICE OF THE MEDICAL CENTER CHIEF:</b>		
1. Office of the Medical Center Chief		
	1	Medical Center Chief
	1	Administrative Assistant II (Secretary)
2. Integrated Hospital Operations and Management Program		
	1	Computer Maintenance Technologist II
	2	Computer Maintenance Technologist I



*Victor L. Manly*  
**TAN ANG TAMA  
TAN ANG MUNTINLUPA!**





REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 7  
Ordinance No. 18-227

**B. MEDICAL SERVICE**

1. Office of the Chief of Medical Professional Staff		
	1	Chief of Medical Professional Staff
	1	Administrative Assistant (Secretary I)
2. Out Patient Department		
	1	Medical Specialist III
	1	Medical Specialist II
	1	Medical Officer IV
	1	Nurse III
	1	Psychologist II
	1	Health Education and Promotion Officer II
	4	Nurse 1
	2	Nursing Attendant I
3. Emergency Medicine Department		
	1	Medical Specialist III
	2	Medical Specialist II
	1	Medical Officer IV
	6	Medical Officer III (A)
	1	Nurse III
	13	Nurse 1
	7	Nursing Attendant II
4. Clinical Departments		
	5	Medical Specialist III
	19	Medical Specialist II
	8	Medical Officer IV
	16	Medical Officer III (A)
5. Special Care Areas		
	2	Medical Specialist III
	4	Medical Officer III (A)
6. Department of Pathology		
	1	Medical Specialist III
	1	Administrative Aide VI (Clerk III)
a. Blood Bank		
	1	Medical Specialist II
	1	Medical Technologist III
	4	Medical Technologist II
	3	Nurse II
b. Anatomic and Clinical Laboratory		
	2	Medical Specialist II
	1	Medical Technologist III
	1	Chemist II
	3	Medical Technologist II
	4	Medical Technologist I
	4	Medical Laboratory Technician II
	5	Laboratory Aide II (A)

*[Handwritten signatures and initials on the left margin]*

*[Handwritten signatures and initials on the right margin]*



*[Handwritten signature: Victor L. Wanda]*  
**YAN ANG TAMA  
YAN ANG MUNTINLUPA!**





REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 8  
Ordinance No. 18-227

7. Department of Radiology		
	1	Medical Specialist III
	2	Medical Specialist II
	1	Radiologist Technologist III
	3	Radiologic Technologist II
	3	Radiologic Technologist I
	1	Administrative Aide IV (Clerk II)
8. Dental		
	1	Dentist IV
	1	Dentist III(A)
	1	Dentist II (B)
	1	Dental Aide
9. Health Information Management		
	1	Administrative Officer V (Records Officer III)
	1	Statistician II
	1	Administrative Officer IV (AO III)
	3	Administrative Officer I (Records Officer I)
	3	Administrative Assistant II (Data Controller II)
a. Admitting/Information		
	1	Administrative Officer II (AO I)
	6	Administrative Assistant I (Computer Operator I)
10. Nutrition and Dietetics		
	1	Nutritionist-Dietitian III
	2	Nutritionist-Dietitian I
	5	Cook II
	7	Administrative Aide III (Clerk I)
11. Pharmacy		
	1	Pharmacist III(A)
	8	Pharmacist I (C)
	1	Administrative Assistant II (Administrative Assistant)
12. Medical Social Work		
	1	Social Welfare Officer III
	4	Social Welfare Officer I
	1	Social Welfare Assistant
<b>C. NURSING SERVICE:</b>		
1. Office of the Chief Nurse		
	1	Nurse VI
	1	Nurse V
	1	Nurse IV
	1	Administrative Aide VI (Clerk III)

*[Handwritten signatures and initials on the left margin]*

*[Handwritten signatures and initials on the right margin]*



*Vick L. Monday*  
**YAN ANG TAMA  
YAN ANG MUNTINLUPA!**







REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 9  
Ordinance No. 18-227

2. Clinical Nursing Units		
	2	Nurse III
	5	Nurse II
	67	Nurse I
	34	Nursing Attendant I
3. Operating Room		
	1	Nurse III
	2	Nurse II
	16	Nurse I
	7	Nursing Attendant II
4. Delivery Room		
	1	Nurse III
	7	Nurse II
	3	Nursing Attendant II
5. Special Care Areas		
a. Post Anesthesia Care Unit		
	1	Nurse III
	7	Nurse II
	3	Nursing Attendant II
b. Intensive Care Unit		
	1	Nurse III
	7	Nurse II
	2	Nursing Attendant II
c. Neonatal Intensive Care Unit (NICU)		
	1	Nurse III
	18	Nurse II
	8	Nursing Attendant II
d. Pulmonary/Respiratory Unit		
	1	Respiratory Therapist II
	4	Respiratory Therapist I
	4	Laboratory Aide II (A)
6. Central Supply and Sterilization		
	1	Nurse II
	4	Nursing Attendant II
	6	Nursing Attendant I
D. Hospital Operations and Patient Support Department		
1. Office of the Administrative Officer		
	1	Supervising Administrative Officer (Administrative IV)
	1	Administrative Aide VI (Clerk III)



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 10  
Ordinance No. 18-227

<b>2. Human Resources Management</b>		
1	Administrative Officer V (Human Resource Management Officer III)	
1	Administrative Officer IV (Human Resource Management Officer II)	
2	Administrative Officer II (Human Resource Management Officer I)	
2	Administrative Assistant II (Human Resource Management Assistant)	
<b>3. Procurement</b>		
1	Administrative Officer V (AO III)	
1	Administrative Officer III (Supply Officer II)	
1	Administrative Assistant III (Buyer III)	
2	Administrative Assistant I (Bookbinder III)	
<b>4. Materialist Management</b>		
1	Administrative Officer V (Supply Officer III)	
1	Warehouseman II	
1	Administrative Assistant I (Bookbinder III)	
4	Administrative Aide IV (Storekeeper I)	
<b>5. Engineering and Facilities Management</b>		
1	Engineer III	
1	Engineer II	
2	Engineering Assistant	
1	Medical Equipment Technician II (C)	
2	Medical Equipment Technician I (D)	
6	Administrative Aide VI (Labor Foreman)	
2	Administrative Aide IV (Electrician I)	
<b>a. Housekeeping/Laundry</b>		
2	Hospital Housekeeper	
2	Laundry Worker 11	
1	Seamstress	
<b>6. Budget</b>		
1	Administrative Officer V (Budget Officer III)	
1	Administrative Officer II (Financial Analyst I)	
1	Administrative Assistant II (Clerk IV)	

*Manangit*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*





REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 11  
Ordinance No. 18-227

<b>7. Accounting</b>		
	1	Accountant III
	1	Accountant II
	5	Administrative Assistant II (Accounting Clerk III)
a. Billing and Claim		
	1	Administrative Officer IV (Administrative Officer II)
	1	Administrative Assistant II (Administrative Assistant)
	7	Administrative Aide VI (Clerk III)
<b>8. Cash Operations</b>		
	1	Administrative Officer V (Cashier III)
	6	Administrative Officer I (Cashier I)
	3	Administrative Assistant II (Cash Clerk III)
<b>TOTAL REGULAR POSITIONS</b>	<b>493</b>	

**SECTION 7. Appropriations** - The funds for the operation of *Ospital ng Muntinlupa* shall be appropriated from the Annual Executive Budget under the General Fund of the City.

**SECTION 8.** The positions and salaries of the staff of *Ospital ng Muntinlupa* shall be subject to the usual existing accounting and auditing rules and regulations, the *Civil Service Commission (CSC)* Guidelines and Qualifications Standard (QS), and the approval of the *Department of Budget and Management (DBM)*.

**SECTION 9.** The **Organizational Chart** of the *Ospital ng Muntinlupa* shall form part of this Ordinance.

**SECTION 10. Effectivity Clause** – This ordinance shall take effect upon its approval.

**ENACTED**, by the 8<sup>th</sup> Sangguniang Panlungsod of Muntinlupa this 3<sup>rd</sup> day of December, 2018, on its 99<sup>th</sup> Regular Session.

**CONCURRED:**

**DISTRICT I:**

**COUN. ATTY. PATRICIO L. BONCAYAO, JR.**  
Member

**COUN. BAL NIEFES**  
Member

**COUN. STEPHANIE G. TEVES**  
Member



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 12  
Ordinance No. 18-227

*[Signature]*  
COUN. ALLAN REY A. CAMILON  
Member

*[Signature]*  
COUN. RINGO A. TEVES  
Member

*[Signature]*  
COUN. LOUISITO A. ARCIAGA  
Member

*[Signature]*  
COUN. ALEXANDER B. DIAZ  
Member

*[Signature]*  
COUN. IVEE RHIA A. TADEFA  
Member

DISTRICT II:

COUN. MA. DHESIREE G. AREVALO  
Member

*[Signature]*  
COUN. MARISSA C. RONGAVILLA  
Member

(ABSENT)  
COUN. MARK LESTER M. BAES  
Member

*[Signature]*  
COUN. LUCIO B. CONSTANTINO  
Member

*[Signature]*  
COUN. VICTOR L. ULANDAY  
Member

*[Signature]*  
COUN. GRACE B. GONZAGA  
Member

*[Signature]*  
COUN. WALTER A. ARCILLA  
Sectoral Representative  
President  
League of Barangay Captains

*[Signature]*  
COUN. KENICHI D.A. TAKAGI, JR.  
Sectoral Representative  
President  
Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

*[Signature]*  
CECILIA C. LAZARTE  
Secretary to the Sanggunian



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473  
Email address: sangguniangpanlungsod2k16@gmail.com



Page 13  
Ordinance No. 18-227

ATTESTED:

  
CELSO C. DIOKO  
City Vice-Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. FRESNEDI  
City Mayor

Date: 14 DEC 2018

Norie/8<sup>th</sup> SP

