



Republic of the Philippines  
Province of Ilocos Norte  
**MUNICIPALITY OF SAN NICOLAS**

## **OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPTS FROM THE MINUTES OF THE SPECIAL SESSION OF THE 9<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE 3<sup>RD</sup> DAY OF OCTOBER, 2013 AT 04:00 O'CLOCK IN THE AFTERNOON.

**PRESENT:**

Hon. Alfredo P. Valdez, Jr.	Vice-Mayor/Presiding Officer;
Hon. Aladine T. Santos	Member;
Hon. Norberto S. Dadiz, Jr.	Member;
Hon. Domingo C. Ambrocio, Jr.	Member,
Hon. Ariel B. Villa	Member;
Hon. Orlando B. Badua	Member.
Hon. Oscar V. Domingo	Member;
Hon. Reynaldo A. Corpuz	Member;
Hon. Efren C. Butay	Member;
Hon. Randy B. Andres	Member/Liga ng mga Barangay Vice-President.

**ABSENT:**

Hon. Edilon D. Ruiz	Member/PPSK President.
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### **“MUNICIPAL ORDINANCE NO. 2013-20**

#### **AN ORDINANCE CREATING THE POSITIONS OF A MUNICIPAL NURSE I AND MEDICAL TECHNOLOGIST I, DEFINING THEIR DUTIES AND FUNCTIONS AND APPROPRIATING FUNDS THEREFOR.**

**WHEREAS**, in 2004, San Nicolas was a 4<sup>th</sup> class municipality but has considerably progressed as a community due to the unprecedented and fast paced influx of businesses in the locality and is now ready to be classified as a first class town;

**WHEREAS**, the municipality has relentlessly endeavored into various noble programs, projects and activities that propelled its stature as a premiere town in the north that is now benefiting its populace;

**WHEREAS**, the LGU has to increase its health services due to the increase in demand brought about by the unprecedented rise of workforce now stationed in the municipality;

**WHEREAS**, there is an urgent need to create the positions of a Municipal Nurse I and Municipal Technologist I who will be stationed at the Rural Health Unit and will perform the duties and functions attached to their respective positions;

**WHEREAS**, the creation of the position of a Municipal Nurse I and Municipal Medical Technologist I is still within the budgetary limitation as provided for by the Local Government Code of 1991;

**NOW, THEREFORE, BE IT ORDAINED THAT:**

**SECTION 1. *Creation of Municipal Nurse.*** The position of a Municipal Nurse is hereby created, with a corresponding salary grade of 10 and which will be under the Municipal Health Office.

**SECTION 2. *Qualifications, Term, Powers and Duties of Nurse.*** – No person shall be appointed Nurse unless he is a citizen of the Philippines, a resident of the local government unit of San Nicolas, Ilocos Norte, of good moral character, and a registered Nurse.

**SECTION 3. Duties and Functions. The Municipal Nurse shall:**

- Identify patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.
- Assure quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following hospital and nursing division's philosophies and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.
- Maintain safe and clean working environment by complying with procedures, rules, and regulations; calling for assistance from health care support personnel.
- Protect patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
- Document patient care services by charting in patient and department records, and shall periodically report to the Municipal Health Office.
- Maintain patient confidence and protects operations by keeping information confidential;
- Maintain nursing supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; using equipment and supplies as needed to accomplish job results.
- Maintain a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods, and
- Contribute to team effort by accomplishing related results as needed, and performs other related works pursuant to law or ordinance.

**SECTION 4. Creation of Municipal Medical Technologist I.** The position of a Municipal Medical Technologist I is hereby created with the corresponding salary grade 11 and shall be under the direct supervision of the Municipal Health Office.

**SECTION 5. Qualifications, Term, Powers and Duties of Nurse.** – No person shall be appointed Medical Technologist unless he is a citizen of the Philippines, a resident of the local government unit of San Nicolas, Ilocos Norte, of good moral character, and a registered Medical Technologist.

**SECTION 6. Duties and Functions. The Medical Technologist shall:**

1. Perform various routine laboratory work Complete Blood Count, Hemoglobin/Homatocrit, Differential counting, Platelet count and Blood typing;
2. Perform special examination such as: Fasting Blood Sugar, Lipid Profile, Blood Urea Nitrogen, Blood uric acids, Creatinine, Sputum examination, Malarial smearing, Widal's test and Hepatitis B screening test;
3. Perform Blood extraction for Blood donors;
4. Maintain registry of TB DOTS including their outcome like supervision of case finding and treatment of tuberculosis;
5. Assist the Doctor/Nurse in performing PAP's Smearing collections;
6. Maintain the registry of examination including their findings;
7. Prepare and submits monthly, quarterly and annually reports in the laboratory, maintains proper care of equipments;
8. Maintain proper techniques including aseptic and non-aseptic techniques;
9. Ensure that the laboratory is clean and presentable and does other related work pursuant to law or ordinance

**SECTION 7. Appointing Authority.** The Municipal Nurse I and the Municipal Technologist I shall be appointed by the Local Chief Executive which shall be subject to existing rules and regulations promulgated by the Civil Service Commission and other related laws or ordinances.



**SECTION 8. Appropriation of Funds.** Funds for the salaries, allowances and benefits accruing to the said positions shall be included in the municipal Annual Budget to commence on the Calendar Year 2014.

**SECTION 9. Separability Clause.** If, for any reason any part or provision of this ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby, shall continue to be in full force and effect.

**SECTION 10. Effectivity.** This ordinance shall take effect upon approval and after all the requirements set forth under the Local Government Code shall be complied with.

**UNANIMOUSLY APPROVED.”**

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Voting on the foregoing resolution was as follows:

AYES : Members Santos, Dadiz, Jr., Ambrocio, Jr., Badua, Villa,  
Domingo, Corpuz, Butay, & Andres.  
NAYS : None.  
ABSTAINED : None.

I hereby certify to the correctness of the foregoing ordinance.

  
**ENRIQUE P. ULEP, JR.**  
Secretary to the Sangguniang Bayan I

**ATTESTED:**

  
**ALFREDO P. VALDEZ, JR., M.D.**  
Vice-Mayor/ Presiding Officer

**APPROVED:**

  
**MELANIE GRACE P. VALDEZ, M.D.**  
Mayor

Approved on: October 3, 2013