



OFFICE OF THE MUNICIPAL HEALTH FUNCTIONAL CHART

Municipal Health Officer

1. Take charge of the office on health services, supervise the personnel and staff of said office, formulate program implementation guidelines and rules and regulations for the operation of the said office for the approval of the mayor, as the case may be, in order to assist him in the efficient, effective and economical implementation of the health services program geared to implementation of health-related projects and activities.
2. Formulate and implement policies, plans, programs and projects to promote the health of the people.
3. Advise the Mayor and the Sanggunian on matters pertaining to health.
4. Execute and enforce all laws, ordinances and regulations relating to public health
5. Recommend to the Sanggunian, through the local health board, the passage of such ordinances as he may deem necessary for the preservation of public health.
6. Recommend the prosecution of any violation of sanitary laws, ordinances or regulations.
7. Direct the sanitary inspection of all business establishments selling food items or providing accommodations such as hotels, motels, lodging houses and the like in accordance with the Sanitation Code.
8. Conduct health information campaigns and render health intelligence services.
9. Coordinate with other government agencies and non-governmental organizations involved in the promotion and delivery of health services.

Rural Health Physician

1. Attends to the administration of Rural health services (Ensures that core programs of the Department of Health (DOH) be implemented)
2. Assists the Municipal Health Officer (Planning health plan and activities of the Rural Health Unit; Administrative works; Medico-legal officer of the municipality)
3. Serves as the clinician of the department/unit
4. Assists in the supervision of the Rural Health Unit staff. Supervises and monitors the implementation of health programs
5. Ensures the continuing education of the public in matters of health
6. Provides epidemiological and environmental health services in the community
7. Attends to other health related activities.

Public Health Nurse

1. Assists MHO in the preparation of Comprehensive Municipal Health Plan
2. Implements activities of the different health programs as planned and other special program activities such as the following:
 - A) Renders comprehensive nursing services by conducting clinics and lectures on personal and therapeutic care of unhospitalized sick and proper care to long term patients at home, referral of patients to hospital and schedule/conducts visits to schools and barrios with other members of health team; and assists in physical examinations and medical treatments.
 - B) Participates in the control of communicable diseases through several preventive measures, care finding, reporting early identification of diseases, provision of care and supervision, administration of immunizations and participates in epidemiologic alerts and investigations.
 - C) Conducts a well body clinical thus providing assessment of the physical and psychological development of the child; immunizes children against diseases; counsels on child rearing nearest clinics for pre-natal and post-natal checkups; administers tetanus-toxoid to pre-natal mothers, conducts home-visits to follow up cases.
 - D) Conducts clinics in the barrios with the end in view to change people's concept regarding modern trends in illness treatment with emphasis on general health education and information.
 - E) Gives injections during immunization to children, home visits ill patients with the MHO and insert IVF if necessary
 - a. Conducts operation timbang and recommend clerical remedies; invites resources persons to lecture on nutrition
 - b. Motivates expectant mothers and potential mothers about modern trends in family planning, assists other agencies such as POPCOM
 - c. Conducts food handler's class, supervises centers of distribution, administration, water supplies, severe disposal
 - d. Assists physician by admitting patients and taking the necessary data such as present illness, history of post illness and family history.
3. Supervises RHM's and other health volunteers in the community.
4. Prepares, analyzes and consolidates reports of the different health programs from the different reporting health stations
5. Trains BHW's and other health volunteers
6. Performs other assigned health and non-health related works.

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Municipal Health Officer

Rural Health Physician

Rural Health Midwife

1. Plans health activities of the community annually. Sets targets for every health program.
2. Implements health program/services in the community:
 - a. Attends normal deliveries by assisting the expectant mother from labor to delivery
 - b. Promotes maternal and child health through the conduct of prenatal and postnatal check-up; under five clinics and referrals
 - c. Promotes prevention and control of communicable diseases by administration and maintain monthly schedule of immunization; case finding; reporting and early detection of the sign and symptoms of such disease in the clinic or home visits.
 - d. Assist community in the promotion of environmental sanitation by conducting food handlers class/seminar, inspection of business establishments and home visits
 - e. Conducts parents class/purok class/bench conference and individual health teaching to advocate existing health programs and other related matters
 - f. Assist in the promotion of family planning by motivating potential mothers thru lectures and demonstrations in coordination with other agencies
 - g. Assist BHW's/BNS' and other volunteers in the conduct of operation timbang (OPT) and follow-up of cases by clinic or home visits
 - h. Conduct health surveillance in case of epidemics and assist health team in the conduct of preventive measures
 - i. Assist physician in the admission of patients; data gathering and dispense medicines prescribed
 - j. Supervises BHW's/BNS' and other volunteer workers in the community
 - k. Refer patients in hospital and other health agencies for further management
 - l. Keeps records and submit reports of above activities monthly/quarterly and annually
 - m. Performs other related works.

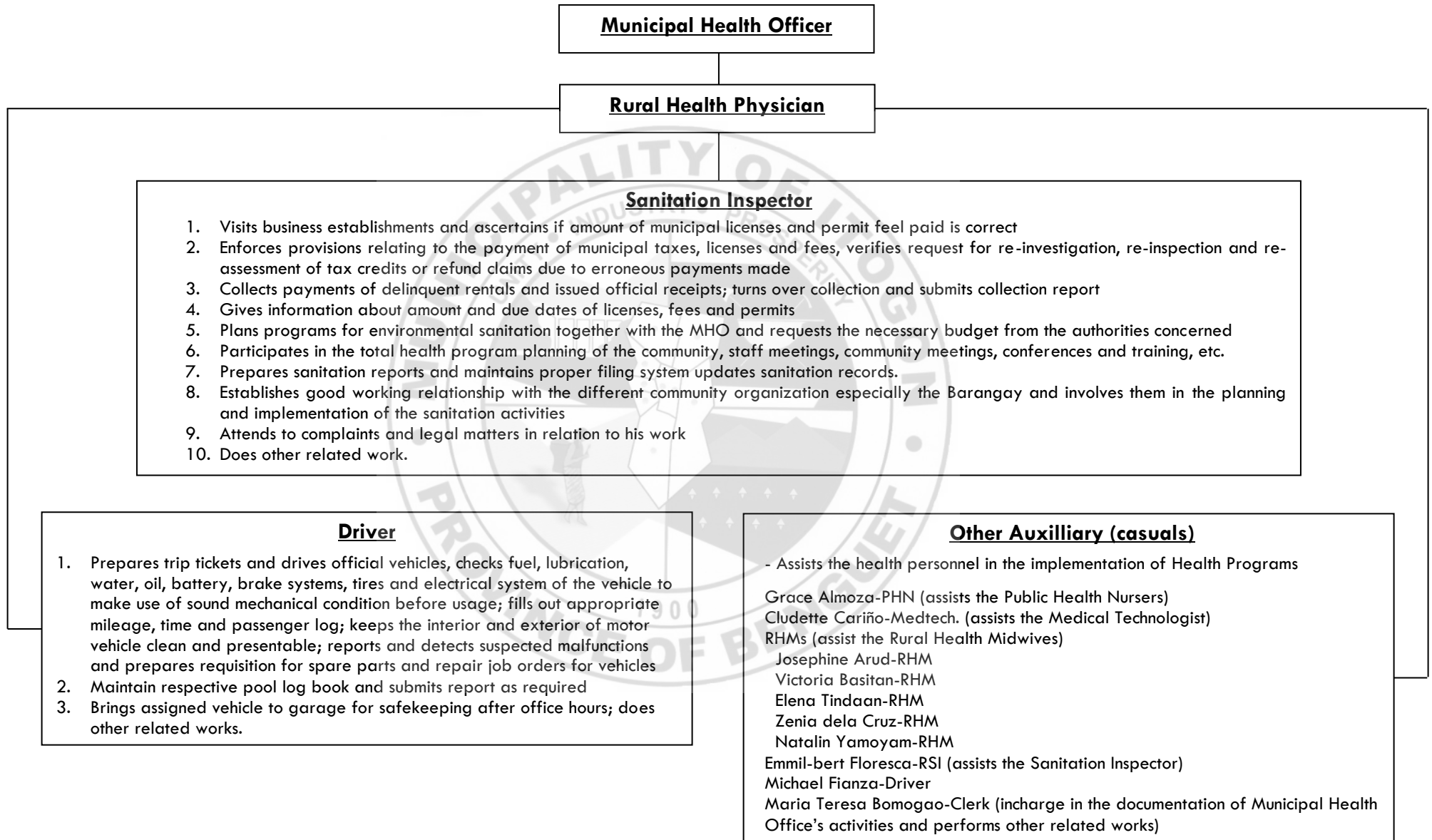
Municipal Dentist

1. Participate in program of public dental health by operating a dental clinic available to municipal residents
2. Performs basic dental services such as:
 - a. Mouth examination to pre-schoolers, schoolers, pregnant mothers and other adults
 - b. Extraction and temporary filling of carious teeth to pre-schoolers
 - c. Temporary filling, permanent filling, scaling and polishing and extraction of carious teeth to schoolers.
 - d. Temporary filling, permanent filling and scaling to pregnant mothers
 - e. Extraction of carious teeth to other adults
 - f. Atraumatic Restorative Treatment (ART) to school children
3. Give lectures like importance and advantages of good oral hygiene to food handlers class, school children, pre-schoolers and mother class. Also gives chairside lecture to patient while treating.
4. Prescribed medicines and referral of patient to hospital
5. Keeps record of above activities and performs related work.

Medical Technologist

1. Performs strategic planning on the various laboratory services at the beginning of the year
2. Computes for the annual targets on the National TB Program (TB-DOTS) and other laboratory services
3. Performs physical, chemical and microscopic examination of urine and pregnancy tests as requested by the Physician
4. Performs hematological examinations (hemoglobin and hematocrit count) as requested by the Physician
5. Performs fecal analysis for parasitic worms
6. Does direct sputum smear microscopy (DSSMO for diagnosis and follow-up of TB cases
7. Allocate TB medicines for TB cases
8. Provides health education among patients
9. Does orientation on DSSM among health workers when needed
10. Keeps and maintains records of NTP and other laboratory examination done.

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**MUNICIPAL HEALTH SERVICES OFFICE (MHSO)
External Services**

- 1. Maternal Care (Pre-natal, Post-natal, Family Planning)**
- 2. Dental Health Services (Dental Examination, Tooth Extraction, Oral Prophylaxis, Tooth Fillings, Dental Certificates)**
- 3. Child Care**
- 4. Laboratory Services**
- 5. Environmental and Sanitation Services (Sanitary Permit and Health Certificate)**
- 6. Environmental and Sanitation Services (Provision of Plastic Toilet Bowls)**
- 7. TB-DOTS Services**
- 8. Animal Bite Treatment**
- 9. Medical Certificate**
- 10. Requests for Office Documents**

