

FUNCTIONAL CHART

CITY HEALTH OFFICE

TECHNICAL SECTION

- Health Education & Promotion
- Health Programs planning and supervision
- FHSIS Reporting
- Management of Health Risk Factors & Practices
- Smoke Free Ordinance Implementation
- Preparation and celebration of health activities
- Multi-Media Campaign
- STI/HIV AIDS campaign
- Production of IEC Materials
- Conduct of trainings and orientations
- Provision of technical assistance
- Healthy Lifestyle Campaign

SANITATION SECTION

ENVIRONMENTAL SANITATION

CAMPAIGN:

A. FOOD ESTABLISHMENT:

1. Inspection of food Establishment.
2. Conduct Food Handlers Class

B. WATER SANITATION:

1. Inspection of water sources
2. Water disinfection (sources & household container)
3. Collection of water sample for Bacteriological Test.

C. TOILET FACILITIES:

1. Inspection of H.A (Sanitary/Insanitary toilet)
2. Supervise toilet construction
3. Campaign Zero open Defecation in the Barangay
4. Conduct community lead to total sanitation Activities (CLTS)

D. SOLID WASTE MANAGEMENT

1. Inspect commercial / food establishment
2. Hospitals for their waste generated especially infection waste including establishment generating Health Care Waste (laboratory, Diagnostic Center, Dental, etc.)

E. ANSWER SANITARY COMPLAINT

F. ANTI- SMOKING ENFORCER

OTHERS:

- Conduct Sanitary campaign through Barangay assembly introducing chapter XIX (Nuisance of P.D 856)

DENTAL SECTION

1. Dental Consultation
2. Oral examination
3. Dental emergency treatment
4. Tooth extraction
5. Scaling & polishing
6. Gives oral health lectures

BIRTHING CLINIC

A. Maternal Care:

1. Prenatal Consultation / Counseling / Immunization
2. Intrapartum Care/ Referral
3. Post partum Care
4. Post partum follow up
5. Family Planning

B. Child Care:

1. Immediate Essential Newborn Care
2. Newborn Screening
3. Immunization
4. Follow up/ Referral

ADMINISTRATIVE SECTION

1. Plans and supervises procedures of personnel records management.
2. Preparation of payrolls, vouchers and other supporting documents.
3. Computes earned leave credits & facilitates application for leave filed by employees.
4. Acts as custodian of all record and documents of the office and maintain systematic records safekeeping.
5. Performs various software applications as well as clerical jobs related to the accomplishment to the office.
6. Ensure proper requisition/ procurement/ utilization of supplies, maintenance of building equipment & vehicle of the office.
7. Preparation of medical and death certificate
8. Maintains office cleanliness and orderliness.

CITY HEALTH OFFICE

LABORATORY

I. HEMATOLOGY

- Complete Blood Count (CBC),
- Hematocrit only & Hemoglobin only
- Blood Typing & RH Typing
- Platelet Count
- Clotting / Bleeding Time

II. SEROLOGY

- VDRL / RPR - HBsAG
- Widal's Test - HIV - Testing
- Anti-HBS

III. PARASITOLOGY

- Routine Stool Exam

IV. CLINICAL MICROSCOPY

- Routine Urinalysis - Urine Bile Test
- Pregnancy Test

V. MICROBIOLOGY

- Sputum Microscopy - X'pert MTB/RIF Assay
- Skin Slit Smear - Urethral Cervical Smear
- Wet Smear (NSS) - Water Analysis

VI. BLOOD CHEMISTRY

- Blood Sugar - Urea (BUN)
- Creatinine - Cholesterol
- HDL & LDL - Triglycerides
- SGOT - SGPT
- Alkaline Phosphatase
- Uric Acid

VII. VACCINE-PREVENTABLE DISEASES

(Sample Collection and Preparation)

VIII. NOCTURNAL BLOOD SMEAR FOR FILARIASIS

OPD

- Assess, admits and follow-up referrals of client
- Take vital signs, weight and height of clients
- Conduct health risk assessment
- Conduct medical & medico-legal consultation
- Performs emergency treatment, wound dressing, nebulization, and other treatment room services
- Online registration of individual treatment record.

HEALTH PROGRAMS/ SERVICES

Main Health Center:

- Prenatal Services
- Family Planning Services
- TB-DOTS Services
- TB-MDR Services
- Animal Bite Treatment
- Expanded Program on Immunization
- Social Hygiene Clinic
- Stimulation & Therapeutic Activity
- Cold Chain Management

FIELD SERVICES (Health Units)

Brgy. Visits:

- Medical consultation
- Family planning services
- Prenatal services
- Immunization / EPI
- IMCI
- Philhealth Profiling
- Referral of patient/client