

**Revised
Organizational Structure
and Staffing Standards
for Government
Hospitals**

CY 2013 Edition

TABLE OF CONTENTS

PART I – INTRODUCTION: CLASSIFICATION OF HOSPITALS

Classification of Hospitals	2
Categories of General Hospitals	3

PART II – MODEL ORGANIZATIONAL STRUCTURE

Organizational Configuration	8
Level 1 Hospital	10
Level 2 Hospital	13
Level 3 Hospital	17

PART III – STANDARD STAFFING PATTERN

Medical Staff	24
Nursing Staff	27
Other Hospital Professional Personnel	28
Supplemental Guidelines	29
Standard Staffing Pattern per Category	
Level 1 Hospital	
25 Beds	31
50 Beds	35
75 Beds	39
Level 2 Hospital	
100 Beds	44
150 Beds	53
200 Beds	62
Level 3: Teaching and Training Hospitals	
200 Beds	71
300 Beds	82
400 Beds	93
500 Beds	104

Annex: Tally of Positions by Level, by Bed Capacity	118
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PART I

Introduction:

CLASSIFICATION OF HOSPITALS

INTRODUCTION: CLASSIFICATION OF HOSPITALS

A. Classification of Hospitals

Hospitals are classified according to:

- Ownership
- Scope of Services

General Hospitals are further classified by functional capability.

1. Classification According to Ownership

a. Government – a hospital owned, established, established and created by law; facility may be under the national government like the, the Department of Health (DOH), Department of National Defense (DND), Philippine National Police (PNP), Department of Justice (DOJ), State Universities and Colleges (SUCs), Government Owned or Controlled Corporations (GOCC) or Local Government Units (LGUs).

b. Private – a hospital owned, established and operated with funds through donation, principal investment or other means by any individual, non-government corporation, association or organization.

2. Classification According to Scope of Services

a. General – a hospital that provides services for all kinds of illnesses, diseases, injuries or deformities. A general hospital shall provide medical and surgical care to the sick and injured, as well as maternity, newborn and child care. It shall be equipped with the service capabilities needed to support board certified/eligible medical specialists and other licensed physicians rendering services in, but not limited to, the following:

- i. Clinical Services
 - 1) Family Medicine
 - 2) Pediatrics
 - 3) Internal Medicine
 - 4) Obstetrics and Gynecology

5) Surgery

- ii. Emergency Services
- iii. Outpatient Services
- iv. Ancillary and Support Services, such as clinical laboratory, imaging facility and pharmacy.

b. Specialty – a hospital that specializes in a particular disease or condition or in one type of patient. A speciality hospital may be devoted to treatment of any of the following:

- i. Treatment of patients suffering from diseases of a particular organ or groups of organs (e.g. Lung Center of the Philippines, Philippine Heart Center, National Kidney and Transplant Institute); or a hospital dedicated to treatment of eye disorders or cancers.
- ii. Treatment of patients belonging to a particular group such as children, women, elderly and others (e.g. Philippine Children's Medical Center).

B. Categories of General Hospitals According to Functional Capacity

1. Level 1 Hospital

A Level 1 hospital shall have, as minimum, the following services and capacity:

- a. A staff of qualified medical, allied medical and administrative personnel headed by a physician duly licensed by the Professional Regulation Commission (PRC);
- b. Bed space for its authorized bed capacity in accordance with DOH Guidelines in the Planning and Design of Hospitals;
- c. An operating room with standard equipment and provision for sterilization of equipment and supplies in accordance with the:
 - i. DOH Reference Plan in the Planning and Design of an Operating Room/Theater

- ii. DOH Guidelines on Cleaning, Disinfection and Sterilization of Reusable Medical Devices in Hospital Facilities in the Philippines
- d. A post-operative recovery room;
- e. Maternity facilities, consisting of ward(s), room(s), and a delivery room exclusively for maternity patients and newborns;
- f. Isolation facilities with proper procedures for the care and control of infectious and communicable diseases as well as for the prevention of cross infections;
- g. A separate dental section/clinic;
- h. A blood station;
- i. A DOH-licensed secondary clinical laboratory with the services of consulting pathologist;
- j. A DOH-licensed Level 1 imaging facility with the services of a consulting radiologist; and
- k. A DOH-licensed pharmacy

2. Level 2

A Level 2 hospital shall have as minimum, all of Level 1 capacity, including, but not limited to, the following:

- a. An organized staff of qualified and competent personnel with Chief of Hospital/Medical Director and appropriate board-certified Clinical Department Heads;
- b. Departmentalized and equipped with service capabilities needed to support board-certified/eligible medical specialists and other licensed physicians rendering services in the specialties of Medicine, Pediatrics, Obstetrics and Gynecology, Surgery, their sub-specialties and ancillary services;
- c. A general Intensive Care Unit (ICU) for critically ill patients;
- d. A Neonatal Intensive Care Unit (NICU);
- e. A High Risk Pregnancy Unit (HRPU);

- f. Provision of respiratory therapy services;
- g. A DOH-licensed tertiary clinical laboratory; and
- h. A DOH-licensed Level 2 imaging facility with mobile x-ray inside the institution and with capability for contrast examinations.

3. Level 3

A Level 3 hospital shall have as minimum, all of Level 2 capacity, including, but not limited to, the following:

- a. Teaching and/or training hospital with accredited residency training program for physicians in the four (4) major specialties, namely: Medicine, Pediatrics, Obstetrics and Gynecology, and Surgery;
- b. A physical medicine and rehabilitation unit;
- c. An ambulatory surgical clinic;
- d. A dialysis unit;
- e. A blood bank;
- f. A DOH-licensed tertiary clinical laboratory with standard equipment /reagents/ supplies necessary for the performance of histopathology examinations; and
- g. A DOH-licensed level 3 imaging facility with interventional radiology.

In summary, the services and facilities provided by each level of General Hospital is shown below:

SERVICES	LEVEL 1	LEVEL 2	LEVEL 3
Clinical Services for in-patients	Consulting Specialists in: Medicine Pediatrics OB-Gyne Surgery	All of Level 1 plus:	All of Level 2 plus:
		Departmentalized Clinical Services	Teaching/training services with accredited residency training program in the 4 major clinical services
	Emergency and Out-patient Services	Respiratory Unit	Physical Medicine and Rehabilitation Unit
	Isolation Facilities	General ICU	
	Surgical/Maternity Facilities	High Risk Pregnancy Unit	Ambulatory Surgical Clinic
	Dental Clinic	NICU	Dialysis Clinic
Ancillary Services	Secondary Clinical Laboratory	Tertiary Clinical Laboratory	Tertiary laboratory with histopathology
	Blood Station	Blood Station	Blood Bank
	1st Level X-ray	2nd Level X-ray with mobile unit	3rd Level X-ray
	Pharmacy	Pharmacy	Pharmacy

PART II

MODEL ORGANIZATIONAL STRUCTURE

MODEL ORGANIZATIONAL STRUCTURE

A. ORGANIZATIONAL CONFIGURATION

1. The new standards on organizational structure and staffing pattern of government hospitals took into consideration the following factors:
 - a. Minimum DOH Licensing Requirements and Philhealth Accreditation Requirements
 - b. New hospital licensing category (Level 1, Level 2, Level 3 hospitals) based on Department of Health Administrative Order No. 2012-0012.
 - c. Specialty Society Training Accreditation Requirements (particularly for Medical Staff)
 - d. Distribution of Medical Staff to cover the Outpatient Department, Emergency Room and Inpatient hospital areas; and
 - e. Health Human Resource Master Plan

Level 1 and Level 2 hospitals shall have four (4) basic organizational units: the Office of the Chief of Hospital; Medical Service; Nursing Service; and Hospital Operations and Patient Support Service (HOPSS). Internal management functions are combined under one organizational unit, the HOPSS, which shall subsume both administrative and finance services.

A Level 3 hospital shall be provided with an additional division-level entity, the Finance Service, to handle accounting, budgeting, cashing, billing and claims and cash operations. Given the need to attain financial sustainability of said hospitals, this unit shall be tasked to improve revenue generating capacity.

2. The general functions of the major organizational units are as follows:

a. Office of the Chief of Hospital/ Medical Center Chief

Shall be responsible for the overall management and administration of the hospital; formulation of policies, plans, programs and strategies to ensure implementation of health standards for the attainment of quality health care and high standards of clinical training for medical and allied medical personnel; and the day-to-day supervision and administration of the functional units.

b. Medical Service

Shall be responsible for providing quality inpatient and outpatient care and high standards of clinical training for medical and allied medical personnel; provision of ancillary and allied health services to patients; promotion of research activities; implementation of clinical resource management system; and advising and assisting the chief of hospital in the formulation and implementation of policies, plans and programs of the hospital.

c. Nursing Service

Shall be responsible for implementing nursing programs for total quality health care; providing nursing care to medical cases; and developing, coordinating and implementing relevant training programs for nursing personnel.

**d. Hospital Operations and Patient Support Service
(formerly Administrative Service)**

Shall be responsible for the provision of administrative services relating to personnel management, administrative records management, property and supply management, general services, engineering, and security.

e. Finance Service

Shall be responsible for the provision of financial services relating to budgeting, accounting, cash operations, billing and claims.

3. Below these offices/services, sub-units are allowed depending on service capability, ancillary services, kind and level of care and segregation of patients, and kind and variety of support functions. The hospital administration is given the flexibility to structure/group its internal management support units in a manner deemed more efficient and effective for the hospital's organization and operation.

B. The model organizational structure for each category of hospital and authorized bed capacity is shown in the succeeding pages.

Level 1 Hospital

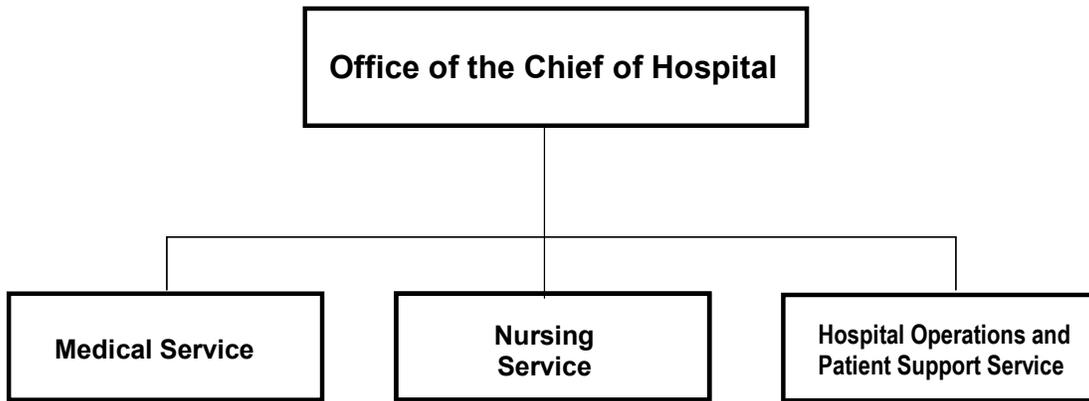
Model Organizational Structure for a Level 1 Hospital (25 to 75 Bed Capacity)

Organizational Unit	Number of Positions		
	Bed Capacity		
	25	50	75
A. Office of the Chief of Hospital	3	3	3
B. Medical Service	52	64	74
1. Outpatient	5	5	5
2. Emergency Room	5	9	12
3. Clinical Units	11	14	16
4. Clinical Laboratory	5	6	7
a. Blood Station	3	3	3
5. Radiology	4	5	6
6. Dental	2	2	2
7. Health Information Management	3	3	3
a. Admitting/Information	4	4	4
8. Nutrition and Dietetics	4	5	6
9. Pharmacy	4	5	6
10. Medical Social Work	2	3	4
C. Nursing Service	39	51	61
1. Office of the Nurse Supervisor	1	1	1
2. Clinical Nursing Units	13	24	34
3. Operating Room	6	6	6
4. Recovery Room	6	6	6
5. Isolation Room	4	4	4
6. Delivery Room	9	10	10

Organizational Unit	Number of Positions		
	Bed Capacity		
	25	50	75

D. Hospital Operations and Patient Support Service	19	26	28
1. Office of the Administrative Officer	2	2	2
2. Human Resource Management	2	2	2
3. Procurement, Property and Supply	2	2	2
4. Engineering and Facilities Management	5	9	11
5. Housekeeping/Laundry	2	3	3
6. Accounting	2	3	3
a. Billing and Claims	2	2	2
7. Cash Operations	2	3	3
8. Security	- to be contracted out -		
Total Number of Positions	113	144	166

Organizational Chart
Level 1 Hospital
25, 50, 75 Bed Capacity



Level 2 Hospital

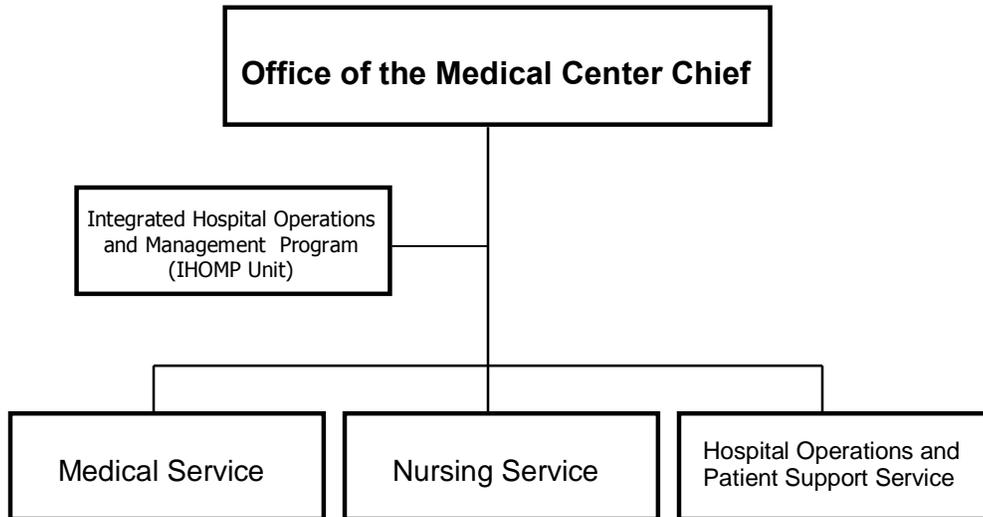
Model Organizational Structure for a Level 2 Hospital (100 to 200 Bed Capacity)

Organizational Unit	Number of Positions		
	Bed Capacity		
	100	150	200
A. Office of the Medical Center Chief	4	4	5
1. Office of the Medical Center Chief	2	2	2
2. Integrated Hospital Operations and Management Program	2	2	3
B. Medical Service	122	161	192
1. Office of the Chief of Medical Professional Staff	2	2	2
2. Outpatient Department	9	11	12
3. Emergency Medicine Department	19	26	31
4. Clinical Departments	26	35	48
5. Special Care Areas	4	6	6
6. Department of Pathology	2	2	2
a. Blood Bank	6	8	9
b. Anatomic and Clinical Laboratory	13	18	20
7. Department of Radiology	8	11	11
8. Dental	3	3	4
9. Health Information Management	5	7	9
a. Admitting/Information	5	6	7
10. Nutrition and Dietetics	9	13	15
11. Pharmacy	7	8	10
12. Medical Social Work	4	5	6
C. Nursing Service	122	180	227
1. Office of the Chief Nurse	4	4	4
2. Clinical Nursing Units	55	83	108
3. Operating Room	14	21	26
4. Delivery Room	11	17	21
5. Special Care Areas			

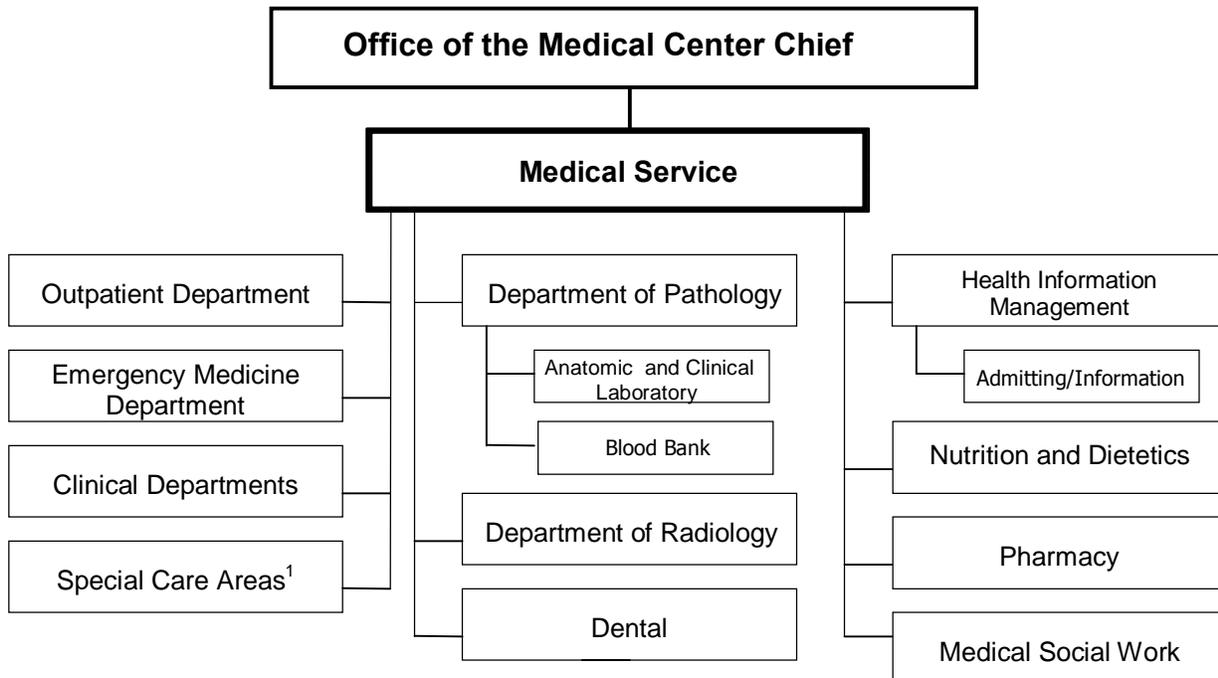
Organizational Unit	Number of Positions		
	Bed Capacity		
	100	150	200
a. Post Anesthesia Care Unit	7	10	11
b. Intensive Care Unit	6	9	10
c. Neonatal Intensive Care Unit (NICU)	14	21	27
d. Pulmonary/Respiratory Unit	5	7	9
6. Central Supply and Sterilization	6	8	11
D. Hospital Operations and Patient Support Department	44	59	69
1. Office of the Administrative Officer	2	2	2
2. Human Resource Management	4	5	6
3. Procurement	4	5	5
4. Materials Management	5	6	7
5. Engineering and Facilities Management	8	13	15
a. Housekeeping/Laundry	3	5	5
6. Budget	3	3	3
7. Accounting	5	6	7
a. Billing and Claims	5	7	9
8. Cash Operations	5	7	10
9. Security	- to be contracted out -		
Total Number of Positions	292	404	493

**Organizational Chart
Level 2 Hospital
100, 150 and 200 Bed Capacity**

Basic Structure

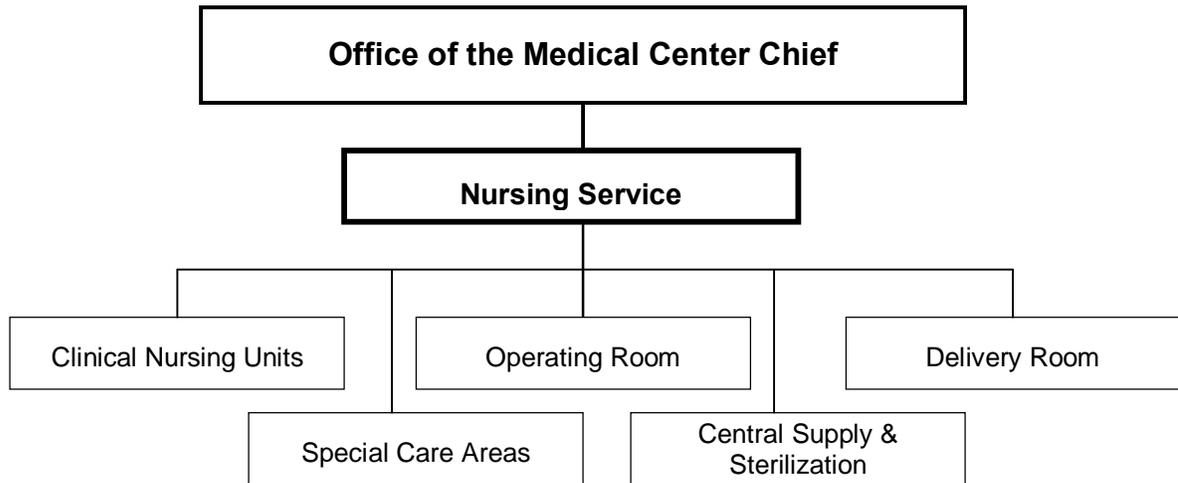


Medical Service

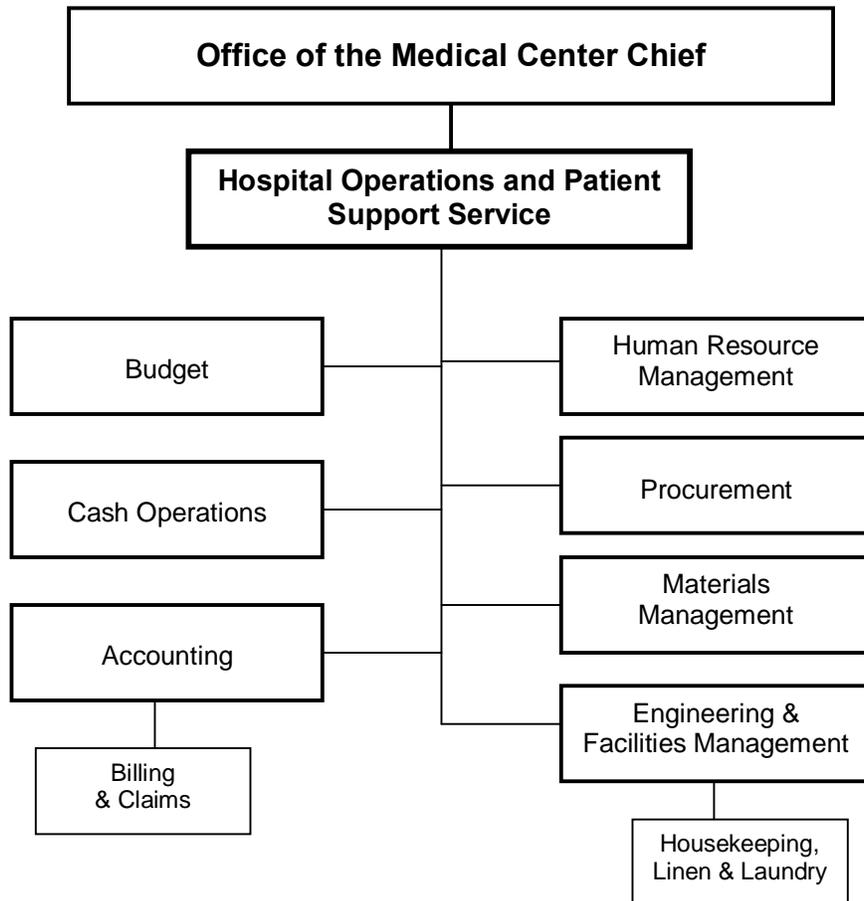


¹ Special Care Areas:
Intensive Care Units (ICU), Surgical Intensive Care Unit (SICU), Post-Intensive Care Unit (PICU), Neonatal Intensive Care Unit (NICU), etc.

Nursing Service



Hospital Operations and Patient Support Service



Level 3 Hospital

Model Organizational Structure for a Level 3 Hospital (200 to 500 Bed Capacity)

Organizational Unit	No. of Positions			
	Bed Capacity			
	200	300	400	500
A. Office of the Medical Center Chief	12	14	14	14
1. Office of the Medical Center Chief	4	4	4	4
2. Professional Education and Training	5	5	5	5
3. Integrated Hospital Operations and Management Program	3	5	5	5
B. Medical Service	306	455	592	727
1. Office of the Chief of Medical Professional Staff	2	2	2	2
2. Outpatient Department	14	19	22	25
3. Emergency Medicine Department	34	49	64	76
4. Clinical Departments	95	167	231	311
5. Special Care Areas	15	17	19	21
6. Department of Pathology				
a. Blood Bank	12	17	21	24
b. Anatomic and Clinical Laboratory	34	51	63	70
7. Department of Radiology	20	26	33	37
8. Dental	5	7	8	8
9. Health Information Management	16	18	22	25
a. Admitting/Information	8	12	15	17
10. Nutrition and Dietetics	23	26	34	37
11. Pharmacy	20	32	42	54
12. Medical Social Work	8	12	16	20
C. Nursing Service	211	299	389	469
1. Office of the Chief Nurse	5	5	5	5
2. Clinical Nursing Units	84	125	165	205
3. Operating Room	32	44	57	69

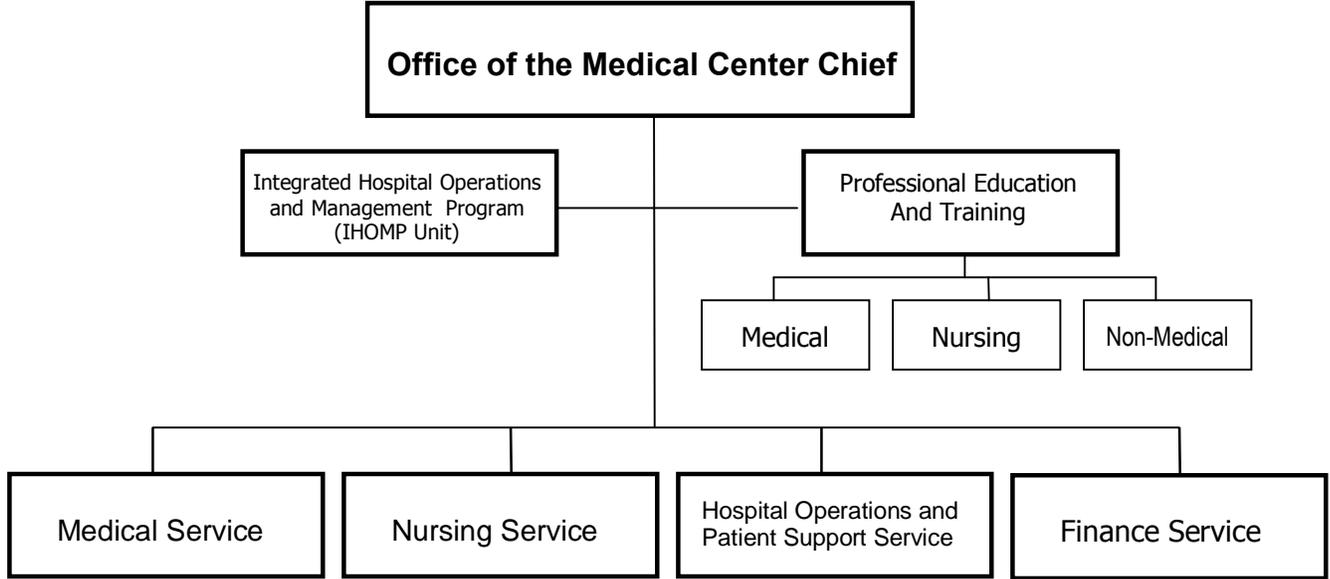
Organizational Unit	No. of Positions			
	Bed Capacity			
	200	300	400	500
4. Special Care Areas	31	44	57	69
5. Pulmonary/Respiratory Unit	11	14	19	21
6. Obstetric Complex	5	7	9	9
a. Labor Room	5	8	10	12
b. Delivery Room	16	21	26	31
c. Obstetrical OR				
i. Caesarean Section(CS) Operating Room (OR)	8	12	16	19
ii. Ligation Room	2	2	3	3
d. Recovery Room/PACU	5	8	10	12
7. Central Supply and Sterilization	7	9	12	14
D. Hospital Operations and Patient Support Service	44	58	72	76
1. Office of the Administrative Officer	3	3	3	3
2. Human Resource Management	8	9	11	11
3. Procurement	5	7	8	8
4. Materials Management	5	7	8	8
5. Engineering and Facilities Management	18	25	32	35
a. Housekeeping/Laundry	5	7	10	11
6. Security				- to be contracted out -
E. Finance Service	36	44	55	63
1. Office of the Finance Officer	2	2	2	2
2. Budget	3	4	4	4
3. Accounting	8	10	12	13
a. Billing and Claims	13	15	20	24
4. Cash Operations	10	13	17	20
Total Number of Positions	609	869	1,122	1,349

F. Specialty and Sub-specialty Services (Optional)

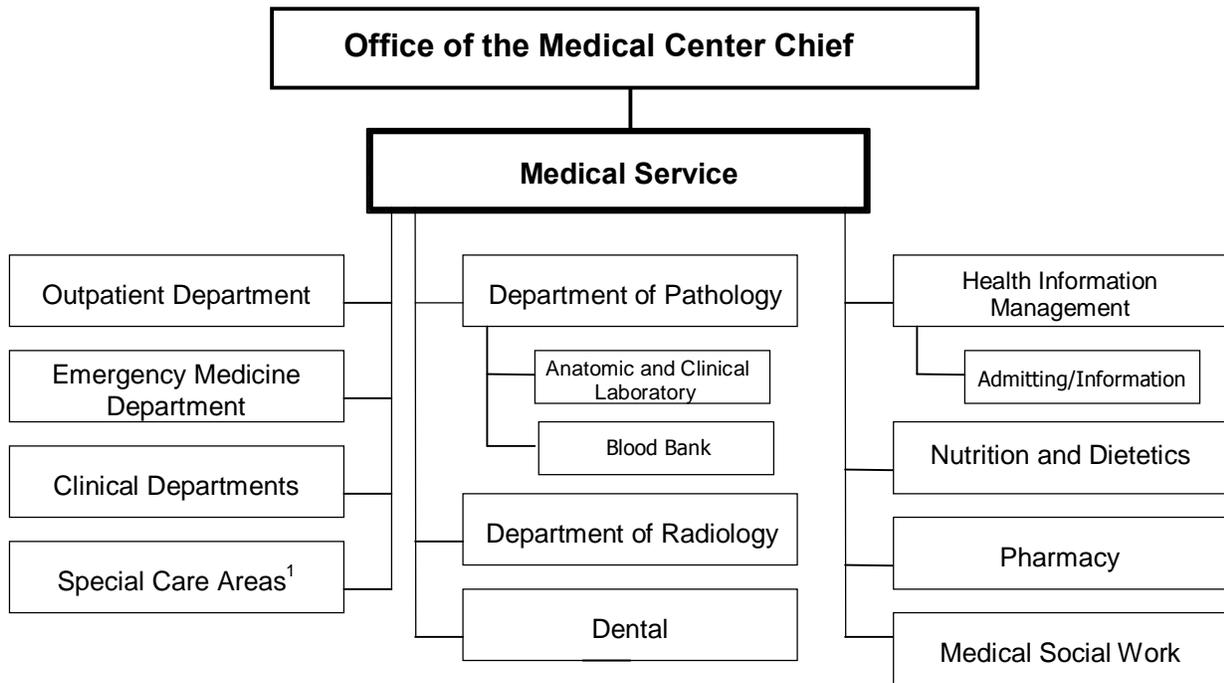
1. Burn Unit
2. Rehabilitation Medicine
3. Respiratory Therapy Unit
4. Dialysis Unit
5. Heart Station
6. Electrophysiology Unit
7. Endoscopy Unit
8. Radiation Oncology
9. Nuclear Medicine
10. MRI Section
11. Interventional Radiology
12. Mammography

Organizational Chart
Level 3 Hospital
200, 300, 400 and 500 Bed Capacity

Basic Organizational Structure

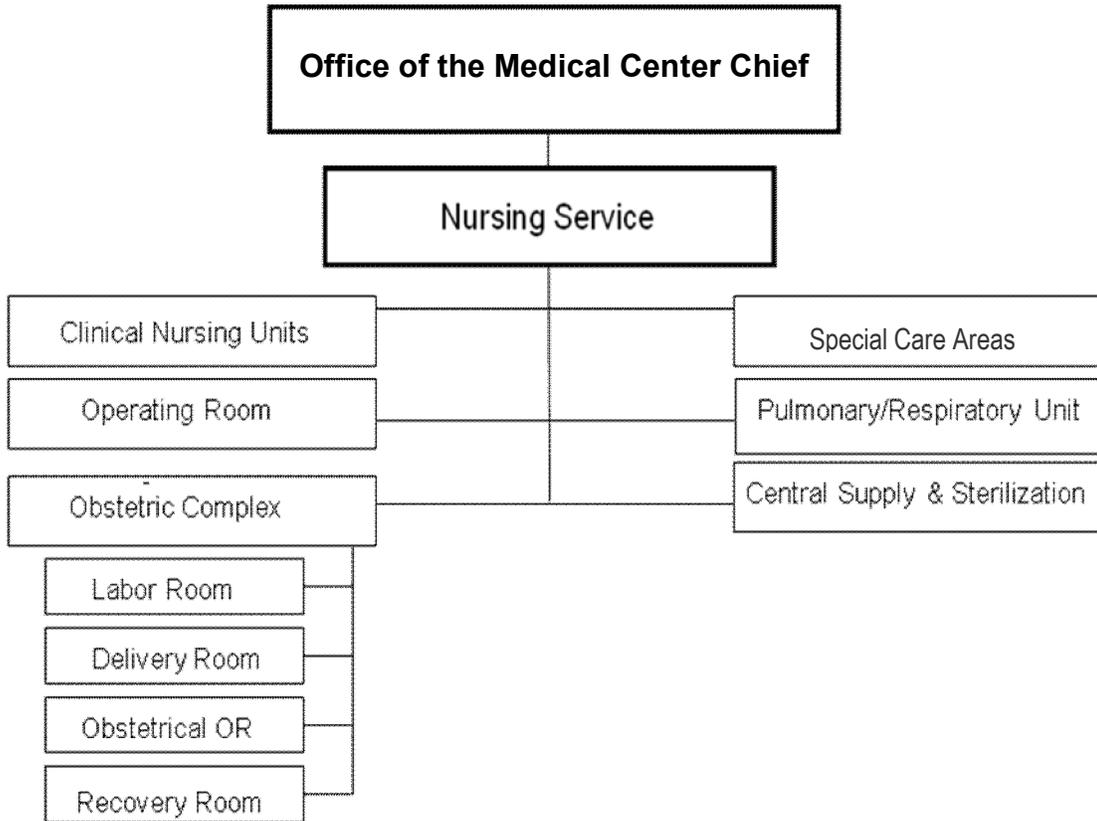


Medical Service

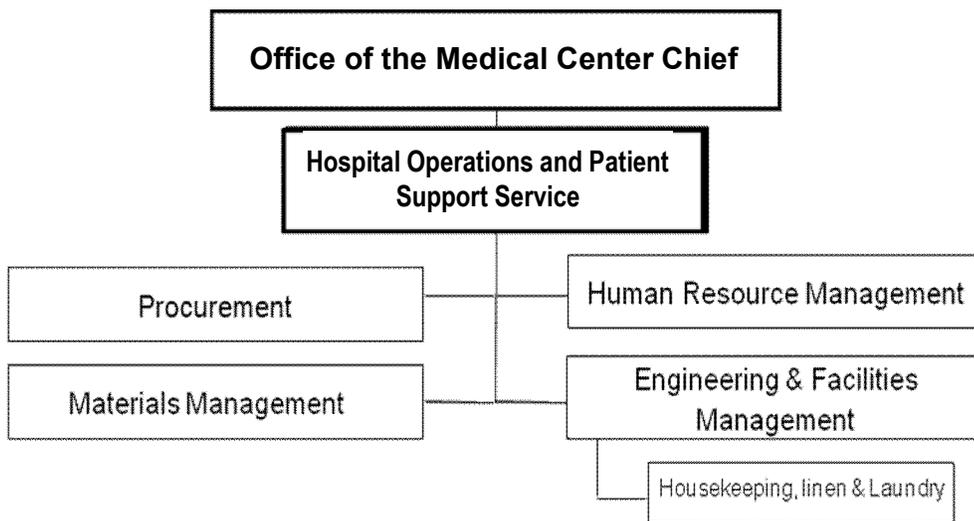


¹ **Special Care Areas:**
 Intensive Care Units (ICU), Surgical Intensive Care Unit (SICU), Post-Intensive Care Unit (PICU), Neonatal Intensive Care Unit (NICU), etc.

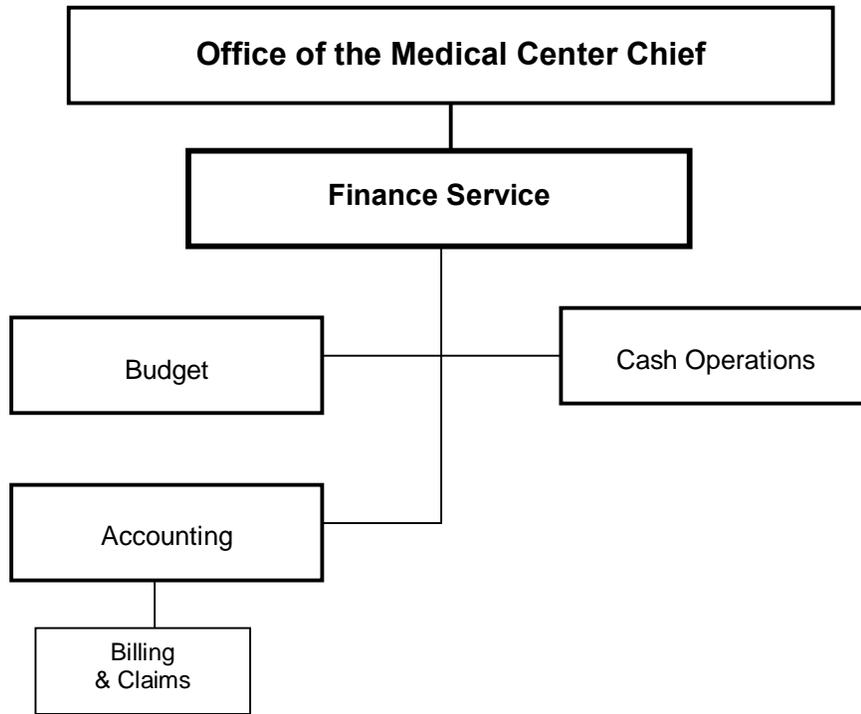
Nursing Service



Hospital Operations and Patient Support Service



Finance Service



PART III

**STANDARD
STAFFING PATTERN**

STANDARD STAFFING PATTERN

The staffing pattern of a hospital is determined based on the assigned classification, bed capacity and organizational structure of the hospital.

A. Medical Staff

The medical staff is divided into general practitioners and specialists such as surgeons, eye, ear, nose and throat specialists, internist, obstetricians, roentgenologists, pathologists, radiologists, urologists, orthopedic surgeons, dermatologists and psychiatrists.

The number of general practitioners needed for each hospital is based on the ratio of one general practitioner for every 1,000 population.

The number and type of specialists required to staff a hospital are variable depending on the services offered and the specialties and sub-specialties.

1. Medical Staff Positions

The Philippine hospitals' standard for medical staffing is derived from the study entitled "Developing Metrics for Hospital Medical Workforce Allocation" (Shannon, et al, 2007) which is used internationally.

In addition, the DOH Administrative Order No. 2012-0012 dated July 18, 2012 entitled "Rules and Regulations Governing New Classification of Hospitals and Health Facilities in the Philippines" is used as reference.

Based on the Shannon formula, DOH considered the last 3 years' average increase in inpatient discharges and outpatient visits for each level of hospitals to determine the needed staff per level and bed capacity of the hospitals. The formula applied follows:

- a. Computation of the Required Number of Medical Specialist

$$\frac{(\text{Average Inpatients} \times 0.489)}{1,000} + \frac{(\text{Average Outpatients} \times 0.252)}{1,000}$$

b. Computation of the Required Number of Medical Officers

$$\frac{(\text{Average Inpatients} \times 0.737)}{1,000} + \frac{(\text{Average Outpatients} \times 0.181)}{1,000}$$

The total number of the required medical staff is based on the sum of the computed number of Medical Specialists and Medical Officers. However, this does not include the following:

- a. Chief of the Medical Service
- b. Head of the different Medical Departments
- c. Medical Specialist and Medical Officers of the Pathology Department
- d. Medical Specialist and Medical Officers of the Radiology Department

2. Computation of Additional Medical Staff for Teaching and Training Hospital

The number of resident physicians and interns will be governed by the type of hospital or level of care delivered by a teaching and training hospital; and the accreditation requirement of Specialty Societies¹.

The considerations in number and types of medical specialists depend on the level of care, number of inpatients and outpatients, authorized and implementing bed capacity, specialty services, capability of the hospital based on the physical structure, availability of equipment, presence of accredited residency training program, wherein the ratio of medical specialist to resident physician depends on the particular specialty. In general, the standard ratio of one surgeon for every 50 beds is applied.

¹ Philippine Society of Anesthesiologists, Philippine Academy of Family Physicians, Philippine College of Physicians, Obstetrical and Gynecological Society of Pathologists, Philippine Pediatric Society, Philippine College of Radiology, and Philippine College of Surgeons

The specialty requirements for training are the following:

SPECIALTY	RATIO
• Pediatrics -	1 Consultant ² : 4 Resident ³ Physicians
• Surgery -	1 Consultant : 1 Resident Physician Minimum of 3 Fellows ⁴ for 8 or fewer residents. A Fellow is added for every two (2) additional residents.
• Neurology -	3 Training Neurologists : 3 Resident Physicians 1 faculty member responsible for each of the following: Neurophysiology, Neuroanatomy, Psychiatry and Behavioral Sciences, Internal Medicine, Pediatric Neurology, Neuropathology, Neuroimaging
• Dermatology -	1 Consultant : 3 Resident Physicians
• Nuclear Medicine -	At least 3 Nuclear Medicine full time physicians, diplomate status, for every gamma machine, and at least 3 training residents for every accredited Nuclear Medicine residency training facility
• Anesthesiology -	1 Consultant : 2 Resident Physicians
• Radiation Oncology -	1 Consultant : 3 Resident Physicians
• Obstetrics and Gynecology -	1 Consultant : 2 Resident Physicians
• Urology -	1 Consultant : 1 Resident Physician
• Otolaryncology (head and neck surgery) -	1 Consultant : 1 Resident Physician

² Consultants refer to those occupying Medical Specialist positions. Physicians accredited by their respective specialty societies and are experts in their medical specialties act as training supervisors to residents.

³ Residents refer to Medical Officer positions that undergo specialty training program under the supervision of the Consultants.

⁴ Fellows refer to physicians who enter a training program in a medical specialty after completing residency; board-qualified specialist pursuing subspecialty training.

B. Nursing Staff

Staffing of nurses is the largest and the most crucial aspect of administration because the quality of the personnel and their performance will determine the degree of achieving the goals of the Nursing Service.

The goal of staffing is to provide the appropriate number and mix of nursing staff (nursing care hours) to the actual or projected patient care needs that will lead to the delivery of effective and efficient nursing care. This means determining the level of care, average daily census and hours of care provided for 24 hours a day, 7 days a week.

1. Factors in Determining Nursing Staffing Needs

- Patients Acuity of Illness
 - i. Level of Care
 - a) Obstetrics – Gynecology
 - b) Pediatrics
 - c) Medical
 - d) Surgical
 - ii Degree of Dependence
 - iii. Communicability
 - iv. Rehabilitation Needs
- Special treatment and procedures
- Type of hospital
- Ratio of professional to non-professional nursing personnel
- Turn-over of patients and nursing personnel
- Hospital policy
 - i. Budget
 - ii. Available equipment/materials/supplies
 - iii. Population served.
- Patient Care Classification System

Patient care classification allows a more accurate computation of nursing hours needed for different categories of care and patients.

The manner of computing the required number of nursing personnel using the patient care classification system shall consider such factors as the percentage of patients in each level of care, the number of nursing care hours, ratio of professional nurses to non-professional nursing personnel and distribution by shifts and number of relievers.

2. Required Staff to Patient/Bed Ratio

The nursing service staffing requirement shall adhere to the following staff-patient/bed ratio:

UNIT	Nurse to Staff Ratio
Ward	1 Supervising Nurse (Nurse III) : 50 Staff Nurses 1 Head Nurse (Nurse II) : 15 Staff Nurses 1 Staff Nurse (Nurse I) : 12 beds per shift 1 Nursing Attendant : 24 beds per shift
Critical Care	1 Supervising Nurse (Nurse III) : 30 Staff Nurses 1 Head Nurse (Nurse II) : 15 Staff Nurses 1 Staff Nurse (Nurse II) : 3 beds per shift 1 Nursing Attendant : 15 beds per shift

C. Other Hospital Professional Personnel in Indirect Patient Care Services

In general, units or sections needing 24 hours services will require a minimum of 5 personnel to fill the 24 hours-seven days a week schedule following the 40-hour labor law. Hence, the Emergency Room, Operating Room, Delivery Room, X-ray, Laboratory and even the Pharmacy staff requirements will need to be computed accordingly. With the operation of DOH Botikas, additional pharmacists are needed. Also, with present demands for a commercial pharmacy (service for outpatients as well), an extra pharmacist for such purpose will be needed. In Dispensing Pharmacy, the ratio of pharmacist to administrative assistant (pharmacy assistant) is: 1 pharmacist: 2 administrative assistants.

The requirement for other allied health personnel is determined based on the time and motion study conducted by DOH's National Center for Health Facility Development (NCHFD). As the result of the study, the ratios of staff to bed capacity in the following units are indicated below:

- 1. Pharmacy 1:25
- 2. Nutritionist-Dietetics 1:60
- 3. Medical Social Work 1:25
- 4. Health Information Management 1:20
(formerly Medical Records)

In addition to the hospital administrator, there will be required assistants, clerks, bookkeepers, cooks, engineers, attendants, nurse aide, orderlies, janitors, maintenance crew and others so that the total hospital personnel will amount to approximately two and one half (2.5) for each occupied bed.

D. Supplemental Guidelines

1. The number and level of positions prescribed for each hospital category shall be the maximum that will be allowed for the various organizational units. However, hospitals may adopt a lesser number and lower levels of positions and/or merge different staff offices in the internal management and support units, depending on their financial capability.
2. Hospitals that qualify for the next higher category shall adopt the corresponding organizational structure and staffing pattern (OSSP) herein prescribed. However, the hospital management has the option to adopt a leaner OSSP by merging the prescribed organizational units or using lower-level positions. If the authorized bed capacity of a hospital falls between two of the specified bed capacities in the standard staffing pattern, the higher set of standards shall be applied if the number of beds is in excess of one half of their difference.
3. Hospitals that are not qualified for upward categorization may continue to adopt their existing OSSP provided that existing positions higher than those provided in the SP prescribed for their appropriate category shall be abolished once vacated by their present incumbents. Hospitals may also be allowed to adopt the new OSSP prescribed for the category that corresponds to their existing category approved by the DOH.
4. In the case of downward categorization, the hospitals shall adopt the model OSSP for the new category, provided that incumbents of positions higher than those prescribed shall continue to retain their positions. Once vacated, the same will be abolished and replaced by those appropriate under the new category.
5. The security, dietary and utility services may be contracted out in accordance with pertinent guidelines.
6. The Housekeeping, Linen and Laundry service may be contracted out but subject to infection control mechanism.
7. As an option, additional staff per approved Specialty/Sub-specialty service may be provided as part of the Medical Staff, contingent on the service capability of the particular hospital and subject to the approval

of the Department of Health. The number of staff is not part of the regular staffing standards for Level 3 Hospitals.

The standard staffing pattern for each category of hospital and authorized bed capacity is shown in the succeeding pages.

Level 1 Hospital

Staffing Pattern for a 25 Bed Capacity Hospital

Level 1: 25 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

A. Office of the Chief of Hospital

1	Chief of Hospital II	25
1	Administrative Assistant II	8
1	Computer Maintenance Technologist I	11
<u>3</u>		

B. Medical Service

1. Outpatient Unit

1	Medical Officer IV	23
1	Health Education and Promotion Officer II	14
1	Psychologist I	11
1	Nurse I	11
1	Nursing Attendant I	4
<u>5</u>		

2. Emergency Room

1	Medical Officer IV	23
3	Nurse II	15
1	Nursing Attendant I	4
<u>5</u>		

3. Clinical Units

5	Medical Specialist II	23
1	Medical Officer IV	23
5	Medical Officer III	21
<u>11</u>		

4. Clinical Laboratory

1	Medical Specialist II	23
1	Medical Technologist II	15
2	Medical Technologist I	11
1	Laboratory Technician I	6
<u>5</u>		

a. Blood Station

2	Medical Technologist I	11
1	Laboratory Technician I	6
<u>3</u>		

Level 1: 25 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
5. Radiology			
	1	Medical Specialist II	23
	1	Radiologic Technologist II	13
	1	Radiologic Technologist I	11
	1	Administrative Aide IV	4
	<u>4</u>		
6. Dental			
	1	Dentist II	17
	1	Dental Aide	4
	<u>2</u>		
7. Health Information Management			
	1	Administrative Officer III	14
	2	Data Controller I	6
	<u>3</u>		
a. Admitting/Information			
	4	Administrative Assistant II	8
	<u>4</u>		
8. Nutrition and Dietetics			
	1	Nutritionist-Dietitian II	15
	2	Cook II	5
	1	Administrative Aide III	3
	<u>4</u>		
9. Pharmacy			
	1	Pharmacist II	15
	2	Pharmacist I	11
	1	Administrative Aide IV	4
	<u>4</u>		
10. Medical Social Work			
	1	Social Welfare Officer II	15
	1	Social Welfare Assistant	8
	<u>2</u>		
C. Nursing Service			
1. Office of the Nurse Supervisor			
	1	Nurse V	20
	<u>1</u>		

Level 1: 25 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
2. Clinical Nursing Units			
	1	Nurse III	17
	2	Nurse II	15
	6	Nurse I	11
	4	Nursing Attendant I	4
	<u>13</u>		
3. Operating Room			
	4	Nurse II	15
	2	Nursing Attendant II	6
	<u>6</u>		
4. Recovery Room			
	4	Nurse II	15
	2	Nursing Attendant II	6
	<u>6</u>		
5. Isolation Room			
	4	Nurse II	15
	<u>4</u>		
6. Delivery Room			
	4	Nurse II	15
	4	Midwife I	9
	1	Nursing Attendant II	6
	<u>9</u>		
D. Hospital Operations and Patient Support Service			
1. Office of the Administrative Officer			
	1	Administrative Officer V	18
	1	Administrative Assistant I	7
	<u>2</u>		
2. Human Resource Management			
	1	Administrative Officer III	14
	1	Administrative Assistant II	8
	<u>2</u>		
3. Procurement, Property and Supply			
	1	Administrative Officer III	14
	1	Administrative Aide VI	6
	<u>2</u>		

Level 1: 25 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
4. Engineering and Facilities Management			
	1	Engineer II	16
	1	Medical Equipment Technician III	11
	2	Administrative Aide IV	4
	1	Administrative Aide III	3
	<u>5</u>		
5. Housekeeping/Laundry			
	1	Laundry Worker II	3
	1	Seamstress	2
	<u>2</u>		
6. Accounting			
	1	Accountant II	16
	1	Administrative Assistant II	8
	<u>2</u>		
a. Billing and Claims			
	1	Administrative Officer II	11
	1	Administrative Assistant II	8
	<u>2</u>		
7. Cash Operations			
	1	Administrative Officer I	10
	1	Administrative Assistant II	8
	<u>2</u>		
8. Security		(to be contracted out)	
Total	113		

Staffing Pattern for a 50 Bed Capacity Hospital

Level 1: 50 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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A. Office of the Chief of Hospital

1	Chief of Hospital II	25
1	Administrative Assistant II	8
1	Computer Maintenance Technologist I	11
<u>3</u>		

B. Medical Service

1. Outpatient Unit

1	Medical Officer IV	23
1	Health Education and Promotion Officer II	14
1	Psychologist I	11
1	Nurse I	11
1	Nursing Attendant I	4
<u>5</u>		

2. Emergency Room

1	Medical Officer IV	23
6	Nurse II	15
2	Nursing Attendant I	4
<u>9</u>		

3. Clinical Units

6	Medical Specialist II	23
2	Medical Officer IV	23
6	Medical Officer III	21
<u>14</u>		

4. Clinical Laboratory

1	Medical Specialist II	23
1	Medical Technologist II	15
3	Medical Technologist I	11
1	Laboratory Technician I	6
<u>6</u>		

a. Blood Station

2	Medical Technologist I	11
1	Laboratory Technician I	6
<u>3</u>		

Level 1: 50 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
5. Radiology			
	1	Medical Specialist II	23
	1	Radiologic Technologist II	13
	2	Radiologic Technologist I	11
	1	Administrative Aide IV	4
	<u>5</u>		
6. Dental			
	1	Dentist II	17
	1	Dental Aide	4
	<u>2</u>		
7. Health Information Management			
	1	Administrative Officer III	14
	2	Data Controller I	6
	<u>3</u>		
a. Admitting/Information			
	4	Administrative Assistant II	8
	<u>4</u>		
8. Nutrition and Dietetics			
	1	Nutritionist-Dietitian II	15
	2	Cook II	5
	2	Administrative Aide III	3
	<u>5</u>		
9. Pharmacy			
	1	Pharmacist II	15
	3	Pharmacist I	11
	1	Administrative Aide IV	4
	<u>5</u>		
10. Medical Social Work			
	1	Social Welfare Officer II	15
	1	Social Welfare Officer I	11
	1	Social Welfare Assistant	8
	<u>3</u>		
C. Nursing Service			
1. Office of the Nurse Supervisor			
	1	Nurse V	20
	<u>1</u>		

Level 1: 50 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
2. Clinical Nursing Units			
	2	Nurse III	17
	3	Nurse II	15
	12	Nurse I	11
	7	Nursing Attendant I	4
	<u>24</u>		
3. Operating Room			
	4	Nurse II	15
	2	Nursing Attendant II	6
	<u>6</u>		
4. Recovery Room			
	4	Nurse II	15
	2	Nursing Attendant II	6
	<u>6</u>		
5. Isolation Room			
	4	Nurse II	15
	<u>4</u>		
6. Delivery Room			
	4	Nurse II	15
	4	Midwife I	9
	2	Nursing Attendant II	6
	<u>10</u>		
D. Hospital Operations and Patient Support Service			
1. Office of the Administrative Officer			
	1	Administrative Officer V	18
	1	Administrative Assistant I	7
	<u>2</u>		
2. Human Resource Management			
	1	Administrative Officer III	14
	1	Administrative Assistant II	8
	<u>2</u>		
3. Procurement, Property and Supply			
	1	Administrative Officer III	14
	1	Administrative Aide VI	6
	<u>2</u>		

Level 1: 50 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
4. Engineering and Facilities Management			
	1	Engineer II	16
	2	Medical Equipment Technician III	11
	4	Administrative Aide IV	4
	2	Administrative Aide III	3
	<u>9</u>		
5. Housekeeping/Laundry			
	2	Laundry Worker II	3
	1	Seamstress	2
	<u>3</u>		
6. Accounting			
	1	Accountant II	16
	2	Administrative Assistant II	8
	<u>3</u>		
a. Billing and Claims			
	1	Administrative Officer II	11
	1	Administrative Assistant II	8
	<u>2</u>		
7. Cash Operations			
	1	Administrative Officer I	10
	2	Administrative Assistant II	8
	<u>3</u>		
8. Security		(to be contracted out)	
Total	144		

Staffing Pattern for a 75 Bed Capacity Hospital

Level 1: 75 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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A. Office of the Chief of Hospital

1	Chief of Hospital II	25
1	Administrative Assistant II	8
1	Computer Maintenance Technologist I	11
3		

B. Medical Service

1. Outpatient Unit

1	Medical Officer IV	23
1	Health Education and Promotion Officer II	14
1	Psychologist I	11
1	Nurse I	11
1	Nursing Attendant I	4
5		

2. Emergency Room

1	Medical Officer IV	23
8	Nurse II	15
3	Nursing Attendant I	4
12		

3. Clinical Units

7	Medical Specialist II	23
2	Medical Officer IV	23
7	Medical Officer III	21
16		

4. Clinical Laboratory

1	Medical Specialist II	23
1	Medical Technologist II	15
4	Medical Technologist I	11
1	Laboratory Technician I	6
7		

Level 1: 75 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
a. Blood Station			
	2	Medical Technologist I	11
	1	Laboratory Technician I	6
	<u>3</u>		
5. Radiology			
	1	Medical Specialist II	23
	1	Radiologic Technologist II	13
	3	Radiologic Technologist I	11
	1	Administrative Aide IV	4
	<u>6</u>		
6. Dental			
	1	Dentist II	17
	1	Dental Aide	4
	<u>2</u>		
7. Health Information Management			
	1	Administrative Officer III	14
	1	Administrative Officer I	10
	1	Data Controller I	6
	<u>3</u>		
a. Admitting/Information			
	4	Administrative Assistant II	8
	<u>4</u>		
8. Nutrition and Dietetics			
	1	Nutritionist-Dietitian II	15
	2	Cook II	5
	3	Administrative Aide III	3
	<u>6</u>		
9. Pharmacy			
	1	Pharmacist II	15
	4	Pharmacist I	11
	1	Administrative Aide IV	4
	<u>6</u>		

Level 1: 75 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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10. Medical Social Work

1	Social Welfare Officer II	15
2	Social Welfare Officer I	11
<u>1</u>	Social Welfare Assistant	8
4		

C. Nursing Service

1. Office of the Nurse Supervisor

<u>1</u>	Nurse V	20
1		

2. Clinical Nursing Units

2	Nurse III	17
4	Nurse II	15
18	Nurse I	11
<u>10</u>	Nursing Attendant I	4
34		

3. Operating Room

4	Nurse II	15
<u>2</u>	Nursing Attendant II	6
6		

4. Recovery Room

4	Nurse II	15
<u>2</u>	Nursing Attendant II	6
6		

5. Isolation Room

<u>4</u>	Nurse II	15
4		

6. Delivery Room

4	Nurse II	15
4	Midwife I	9
<u>2</u>	Nursing Attendant II	6
10		

Level 1: 75 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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D. Hospital Operations and Patient Support Service

1. Office of the Administrative Officer

1	Administrative Officer V	18
<u>1</u>	Administrative Assistant I	7
2		

2. Human Resource Management

1	Administrative Officer III	14
<u>1</u>	Administrative Assistant II	8
2		

3. Procurement, Property and Supply

1	Administrative Officer III	14
<u>1</u>	Administrative Aide VI	6
2		

4. Engineering and Facilities Management

1	Engineer II	16
2	Medical Equipment Technician III	11
5	Administrative Aide IV	4
<u>3</u>	Administrative Aide III	3
11		

5. Housekeeping/Laundry

2	Laundry Worker II	3
<u>1</u>	Seamstress	2
3		

6. Accounting

1	Accountant II	16
<u>2</u>	Administrative Assistant II	8
3		

a. Billing and Claims

1	Administrative Officer II	11
<u>1</u>	Administrative Assistant II	8
2		

Level 1: 75 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
7. Cash Operations			
	1	Administrative Officer I	10
	2	Administrative Assistant II	8
	3		
8. Security		(to be contracted out)	
Total	166		

Level 2 Hospital

Staffing Pattern for a 100 Bed Capacity Hospital

Level 2: 100 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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A. Office of the Medical Center Chief

1. Office of the Medical Center Chief

1	Medical Center Chief I	26
1	Administrative Assistant III	9
2		

2. Integrated Hospital Operations and Management Program

1	Computer Maintenance Technologist II	15
1	Computer Maintenance Technologist I	11
2		

B. Medical Service

1. Office of the Chief of Medical Professional Staff

1	Chief of Medical Professional Staff I	25
1	Administrative Assistant I	7
2		

2. Outpatient Department

1	Medical Specialist III	24
1	Medical Specialist II	23
1	Medical Officer IV	23
1	Nurse III	17
1	Psychologist II	15
1	Health Education and Promotion Officer II	14
2	Nurse I	11
1	Nursing Attendant I	4
9		

Level 2: 100 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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3. Emergency Medicine Department

1	Medical Specialist III	24
1	Medical Specialist II	23
1	Medical Officer IV	23
4	Medical Officer III	21
1	Nurse III	17
7	Nurse II	15
<u>4</u>	Nursing Attendant II	6

19**4. Clinical Departments**

5	Medical Specialist III	24
7	Medical Specialist II	23
4	Medical Officer IV	23
<u>10</u>	Medical Officer III	21

26**5. Special Care Areas**

2	Medical Specialist III	24
<u>2</u>	Medical Officer III	21

4**6. Department of Pathology**

1	Medical Specialist III	24
<u>1</u>	Administrative Aide VI	6

2**a. Blood Bank**

1	Medical Specialist II	23
1	Medical Technologist III	18

Level 2: 100 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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	2	Medical Technologist II	15
	<u>2</u>	Nurse II	15
	6		

b. Anatomic and Clinical Laboratory

	1	Medical Specialist II	23
	1	Medical Technologist III	18
	1	Chemist II	15
	2	Medical Technologist II	15
	3	Medical Technologist I	11
	2	Medical Laboratory Technician II	8
	<u>3</u>	Laboratory Aide II	4
	13		

7. Department of Radiology

	1	Medical Specialist III	24
	1	Medical Specialist II	23
	1	Radiologic Technologist III	15
	2	Radiologic Technologist II	13
	2	Radiologic Technologist I	11
	<u>1</u>	Administrative Aide IV	4
	8		

8. Dental

	1	Dentist IV	23
	1	Dentist II	17
	<u>1</u>	Dental Aide	4
	3		

Level 2: 100 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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9. Health Information Management

1	Administrative Officer V	18
1	Statistician II	15
1	Administrative Officer IV	15
1	Administrative Officer I	10
<u>1</u>	Data Controller II	8

5**a. Admitting/Information**

1	Administrative Officer II	11
<u>4</u>	Administrative Assistant I	7

5**10. Nutrition and Dietetics**

1	Nutritionist-Dietitian III	18
1	Nutritionist-Dietitian I	11
3	Cook II	5
<u>4</u>	Administrative Aide III	3

9**11. Pharmacy**

1	Pharmacist III	18
5	Pharmacist I	11
<u>1</u>	Administrative Assistant II	8

7**12. Medical Social Work**

1	Social Welfare Officer III	18
2	Social Welfare Officer I	11

Level 2: 100 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

1	Social Welfare Assistant	8
4		

C. Nursing Service

1. Office of the Chief Nurse

1	Nurse VI	22
1	Nurse V	20
1	Nurse IV	19
1	Administrative Aide VI	6
4		

2. Clinical Nursing Units

1	Nurse III	17
3	Nurse II	15
34	Nurse I	11
17	Nursing Attendant I	4
55		

3. Operating Room

1	Nurse III	17
1	Nurse II	15
8	Nurse I	11
4	Nursing Attendant II	6
14		

4. Delivery Room

1	Nurse III	17
4	Nurse II	15
3	Nurse I	11

Level 2: 100 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

3	Midwife I	9
11		

5. Special Care Areas

a. Post Anesthesia Care Unit

1	Nurse III	17
4	Nurse II	15
2	Nursing Attendant II	6
7		

b. Intensive Care Unit

1	Nurse III	17
4	Nurse II	15
1	Nursing Attendant II	6
6		

c. Neonatal Intensive Care Unit (NICU)

1	Nurse III	17
9	Nurse II	15
4	Nursing Attendant II	6
14		

d. Pulmonary/Respiratory Unit

1	Respiratory Therapist II	14
2	Respiratory Therapist I	10
2	Laboratory Aide II	4
5		

Level 2: 100 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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6. Central Supply and Sterilization

1	Nurse II	15
2	Nursing Attendant II	6
<u>3</u>	Nursing Attendant I	4
6		

D. Hospital Operations and Patient Support Department

1. Office of the Administrative Officer

1	Supervising Administrative Officer	22
<u>1</u>	Administrative Aide VI	6
2		

2. Human Resource Management

1	Administrative Officer V	18
1	Administrative Officer IV	15
1	Administrative Officer II	11
<u>1</u>	Administrative Assistant II	8
4		

3. Procurement

1	Administrative Officer V	18
1	Administrative Officer III	14
1	Administrative Assistant III	9
<u>1</u>	Administrative Assistant I	7
4		

4. Materials Management

1	Administrative Officer V	18
1	Warehouseman II	8

Level 2: 100 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

1	Administrative Assistant I	7
<u>2</u>	Administrative Aide IV	4
5		

5. Engineering and Facilities Management

1	Engineer III	19
1	Engineer II	16
1	Medical Equipment Technician II	8
1	Medical Equipment Technician I	6
3	Administrative Aide VI	6
<u>1</u>	Administrative Aide IV	4
8		

a. Housekeeping/Laundry

1	Hospital Housekeeper	8
1	Laundry Worker II	3
<u>1</u>	Seamstress	2
3		

6. Budget

1	Administrative Officer V	18
1	Administrative Officer II	11
<u>1</u>	Administrative Assistant II	8
3		

7. Accounting

1	Accountant III	19
1	Accountant II	16
<u>3</u>	Administrative Assistant II	8
5		

Level 2: 100 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
a. Billing and Claims			
	1	Administrative Officer IV	15
	1	Administrative Assistant II	8
	3	Administrative Aide VI	6
	<u>5</u>		
8. Cash Operations			
	1	Administrative Officer V	18
	3	Administrative Officer I	10
	1	Administrative Assistant II	8
	<u>5</u>		
9. Security (to be contracted out)			
Total	292		

Staffing Pattern for a 150 Bed Capacity Hospital

Level 2: 150 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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A. Office of the Medical Center Chief

1. Office of the Medical Center Chief

1 Medical Center Chief I 26

1 Administrative Assistant III 9

2

2. Integrated Hospital Operations and Management Program

1 Computer Maintenance Technologist II 15

1 Computer Maintenance Technologist I 11

2

B. Medical Service

1. Office of the Chief of Medical Professional Staff

1 Chief of Medical Professional Staff I 25

1 Administrative Assistant I 7

2

2. Outpatient Department

1 Medical Specialist III 24

1 Medical Specialist II 23

1 Medical Officer IV 23

1 Nurse III 17

1 Psychologist II 15

1 Health Education and Promotion Officer II 14

3 Nurse I 11

2 Nursing Attendant I 4

11

Level 2: 150 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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3. Emergency Medicine Department

1	Medical Specialist III	24
2	Medical Specialist II	23
1	Medical Officer IV	23
5	Medical Officer III	21
1	Nurse III	17
10	Nurse II	15
<u>6</u>	Nursing Attendant II	6
26		

4. Clinical Departments

5	Medical Specialist III	24
12	Medical Specialist II	23
6	Medical Officer IV	23
<u>12</u>	Medical Officer III	21
35		

5. Special Care Areas

2	Medical Specialist III	24
<u>4</u>	Medical Officer III	21
6		

6. Department of Pathology

1	Medical Specialist III	24
<u>1</u>	Administrative Aide VI	6
2		

a. Blood Bank

1	Medical Specialist II	23
1	Medical Technologist III	18

Level 2: 150 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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3 Medical Technologist II 15

3 Nurse II 15

8

b. Anatomic and Clinical Laboratory

1 Medical Specialist II 23

1 Medical Technologist III 18

1 Chemist II 15

3 Medical Technologist II 15

4 Medical Technologist I 11

4 Medical Laboratory Technician II 8

4 Laboratory Aide II 4

18

7. Department of Radiology

1 Medical Specialist III 24

2 Medical Specialist II 23

1 Radiologic Technologist III 15

3 Radiologic Technologist II 13

3 Radiologic Technologist I 11

1 Administrative Aide IV 4

11

8. Dental

1 Dentist IV 23

1 Dentist II 17

1 Dental Aide 4

3

Level 2: 150 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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9. Health Information Management

1	Administrative Officer V	18
1	Statistician II	15
1	Administrative Officer IV	15
2	Administrative Officer I	10
<u>2</u>	Data Controller II	8
7		

a. Admitting/Information

1	Administrative Officer II	11
<u>5</u>	Administrative Assistant I	7
6		

10. Nutrition and Dietetics

1	Nutritionist-Dietitian III	18
2	Nutritionist-Dietitian I	11
4	Cook II	5
<u>6</u>	Administrative Aide III	3
13		

11. Pharmacy

1	Pharmacist III	18
6	Pharmacist I	11
<u>1</u>	Administrative Assistant II	8
8		

12. Medical Social Work

1	Social Welfare Officer III	18
3	Social Welfare Officer I	11

Level 2: 150 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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1	Social Welfare Assistant	8
5		

C. Nursing Service

1. Office of the Chief Nurse

1	Nurse VI	22
1	Nurse V	20
1	Nurse IV	19
1	Administrative Aide VI	6
4		

2. Clinical Nursing Units

2	Nurse III	17
4	Nurse II	15
51	Nurse I	11
26	Nursing Attendant I	4
83		

3. Operating Room

1	Nurse III	17
2	Nurse II	15
12	Nurse I	11
6	Nursing Attendant II	6
21		

4. Delivery Room

1	Nurse III	17
6	Nurse II	15

Level 2: 150 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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5	Nurse I	11
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5	Midwife I	9
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17

5. Special Care Areas

a. Post Anesthesia Care Unit

1	Nurse III	17
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6	Nurse II	15
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3	Nursing Attendant II	6
---	----------------------	---

10

b. Intensive Care Unit

1	Nurse III	17
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6	Nurse II	15
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2	Nursing Attendant II	6
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9

c. Neonatal Intensive Care Unit (NICU)

1	Nurse III	17
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14	Nurse II	15
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6	Nursing Attendant II	6
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21

d. Pulmonary/Respiratory Unit

1	Respiratory Therapist II	14
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3	Respiratory Therapist I	10
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3	Laboratory Aide II	4
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7

Level 2: 150 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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6. Central Supply and Sterilization

1	Nurse II	15
2	Nursing Attendant II	6
<u>5</u>	Nursing Attendant I	4
8		

D. Hospital Operations and Patient Support Department

1. Office of the Administrative Officer

1	Supervising Administrative Officer	22
<u>1</u>	Administrative Aide VI	6
2		

2. Human Resource Management

1	Administrative Officer V	18
1	Administrative Officer IV	15
1	Administrative Officer II	11
<u>2</u>	Administrative Assistant II	8
5		

3. Procurement

1	Administrative Officer V	18
1	Administrative Officer III	14
1	Administrative Assistant III	9
<u>2</u>	Administrative Assistant I	7
5		

4. Materials Management

1	Administrative Officer V	18
1	Warehouseman II	8

Level 2: 150 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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1	Administrative Assistant I	7
<u>3</u>	Administrative Aide IV	4
6		

5. Engineering and Facilities Management

1	Engineer III	19
1	Engineer II	16
1	Engineering Assistant	8
1	Medical Equipment Technician II	8
2	Medical Equipment Technician I	6
5	Administrative Aide VI	6
<u>2</u>	Administrative Aide IV	4
13		

a. Housekeeping/Laundry

2	Hospital Housekeeper	8
2	Laundry Worker II	3
<u>1</u>	Seamstress	2
5		

6. Budget

1	Administrative Officer V	18
1	Administrative Officer II	11
<u>1</u>	Administrative Assistant II	8
3		

7. Accounting

1	Accountant III	19
1	Accountant II	16

Level 2: 150 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
	4	Administrative Assistant II	8
	6		
a. Billing and Claims			
	1	Administrative Officer IV	15
	1	Administrative Assistant II	8
	5	Administrative Aide VI	6
	7		
8. Cash Operations			
	1	Administrative Officer V	18
	5	Administrative Officer I	10
	1	Administrative Assistant II	8
	7		
9. Security (to be contracted out)			
<hr/>			
Total	404		
<hr/> <hr/>			

Staffing Pattern for a 200 Bed Capacity Hospital

Level 2: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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A. Office of the Medical Center Chief

1. Office of the Medical Center Chief

1	Medical Center Chief I	26
<u>1</u>	Administrative Assistant III	9
2		

2. Integrated Hospital Operations and Management Program

1	Computer Maintenance Technologist II	15
<u>2</u>	Computer Maintenance Technologist I	11
3		

B. Medical Service

1. Office of the Chief of Medical Professional Staff

1	Chief of Medical Professional Staff I	25
<u>1</u>	Administrative Assistant I	7
2		

2. Outpatient Department

1	Medical Specialist III	24
1	Medical Specialist II	23
1	Medical Officer IV	23
1	Nurse III	17
1	Psychologist II	15
1	Health Education and Promotion Officer II	14
4	Nurse I	11
<u>2</u>	Nursing Attendant I	4

12

Level 2: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

3. Emergency Medicine Department

1	Medical Specialist III	24
2	Medical Specialist II	23
1	Medical Officer IV	23
6	Medical Officer III	21
1	Nurse III	17
13	Nurse II	15
<u>7</u>	Nursing Attendant II	6
31		

4. Clinical Departments

5	Medical Specialist III	24
19	Medical Specialist II	23
8	Medical Officer IV	23
<u>16</u>	Medical Officer III	21
48		

5. Special Care Areas

2	Medical Specialist III	24
<u>4</u>	Medical Officer III	21
6		

6. Department of Pathology

1	Medical Specialist III	24
<u>1</u>	Administrative Aide VI	6
2		

Level 2: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

a. Blood Bank

1	Medical Specialist II	23
1	Medical Technologist III	18
4	Medical Technologist II	15
3	Nurse II	15
<hr/>		
9		

b. Anatomic and Clinical Laboratory

2	Medical Specialist II	23
1	Medical Technologist III	18
1	Chemist II	15
3	Medical Technologist II	15
4	Medical Technologist I	11
4	Medical Laboratory Technician II	8
5	Laboratory Aide II	4
<hr/>		
20		

7. Department of Radiology

1	Medical Specialist III	24
2	Medical Specialist II	23
1	Radiologic Technologist III	15
3	Radiologic Technologist II	13
3	Radiologic Technologist I	11
1	Administrative Aide IV	4
<hr/>		
11		

8. Dental

1	Dentist IV	23
1	Dentist III	20

Level 2: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

	1	Dentist II	17
	<u>1</u>	Dental Aide	4
	4		

9. Health Information Management

	1	Administrative Officer V	18
	1	Statistician II	15
	1	Administrative Officer IV	15
	3	Administrative Officer I	10
	<u>3</u>	Data Controller II	8
	9		

a. Admitting/Information

	1	Administrative Officer II	11
	<u>6</u>	Administrative Assistant I	7
	7		

10. Nutrition and Dietetics

	1	Nutritionist-Dietitian III	18
	2	Nutritionist-Dietitian I	11
	5	Cook II	5
	<u>7</u>	Administrative Aide III	3
	15		

11. Pharmacy

	1	Pharmacist III	18
	8	Pharmacist I	11
	<u>1</u>	Administrative Assistant II	8
	10		

Level 2: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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12. Medical Social Work

1	Social Welfare Officer III	18
4	Social Welfare Officer I	11
<u>1</u>	Social Welfare Assistant	8
6		

C. Nursing Service

1. Office of the Chief Nurse

1	Nurse VI	22
1	Nurse V	20
1	Nurse IV	19
<u>1</u>	Administrative Aide VI	6
4		

2. Clinical Nursing Units

2	Nurse III	17
5	Nurse II	15
67	Nurse I	11
<u>34</u>	Nursing Attendant I	4
108		

3. Operating Room

1	Nurse III	17
2	Nurse II	15
16	Nurse I	11
<u>7</u>	Nursing Attendant II	6
26		

Level 2: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

4. Delivery Room

1	Nurse III	17
8	Nurse II	15
6	Nurse I	11
<u>6</u>	Midwife I	9
21		

5. Special Care Areas

a. Post Anesthesia Care Unit

1	Nurse III	17
7	Nurse II	15
<u>3</u>	Nursing Attendant II	6
11		

b. Intensive Care Unit

1	Nurse III	17
7	Nurse II	15
<u>2</u>	Nursing Attendant II	6
10		

c. Neonatal Intensive Care Unit (NICU)

1	Nurse III	17
18	Nurse II	15
<u>8</u>	Nursing Attendant II	6
27		

d. Pulmonary/Respiratory Unit

1	Respiratory Therapist II	14
4	Respiratory Therapist I	10

Level 2: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

4	Laboratory Aide II	4
9		

6. Central Supply and Sterilization

1	Nurse II	15
4	Nursing Attendant II	6
6	Nursing Attendant I	4
11		

D. Hospital Operations and Patient Support Department

1. Office of the Administrative Officer

1	Supervising Administrative Officer	22
1	Administrative Aide VI	6
2		

2. Human Resource Management

1	Administrative Officer V	18
1	Administrative Officer IV	15
2	Administrative Officer II	11
2	Administrative Assistant II	8
6		

3. Procurement

1	Administrative Officer V	18
1	Administrative Officer III	14
1	Administrative Assistant III	9
2	Administrative Assistant I	7
5		

Level 2: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

4. Materials Management

1	Administrative Officer V	18
1	Warehouseman II	8
1	Administrative Assistant I	7
<u>4</u>	Administrative Aide IV	4
7		

5. Engineering and Facilities Management

1	Engineer III	19
1	Engineer II	16
2	Engineering Assistant	8
1	Medical Equipment Technician II	8
2	Medical Equipment Technician I	6
6	Administrative Aide VI	6
<u>2</u>	Administrative Aide IV	4
15		

a. Housekeeping/Laundry

2	Hospital Housekeeper	8
2	Laundry Worker II	3
<u>1</u>	Seamstress	2
5		

6. Budget

1	Administrative Officer V	18
1	Administrative Officer II	11
<u>1</u>	Administrative Assistant II	8
3		

Level 2: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
7. Accounting			
	1	Accountant III	19
	1	Accountant II	16
	<u>5</u>	Administrative Assistant II	8
	7		
a. Billing and Claims			
	1	Administrative Officer IV	15
	1	Administrative Assistant II	8
	<u>7</u>	Administrative Aide VI	6
	9		
8. Cash Operations			
	1	Administrative Officer V	18
	6	Administrative Officer I	10
	<u>3</u>	Administrative Assistant II	8
	10		
9. Security (to be contracted out)			
Total		493	

Level 3 Hospital (Teaching and Training)

Staffing Pattern for a 200 Bed Capacity Hospital

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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A. Office of the Medical Center Chief

1. Office of the Medical Center Chief

1	Medical Center Chief II	27
1	Attorney IV	23
1	Administrative Officer IV	15
1	Administrative Assistant III	9
<hr style="width: 50%; margin-left: 0;"/>		
4		

2. Professional, Education and Training

1	Medical Specialist IV	25
1	Nurse VI	22
1	Training Specialist IV	22
2	Training Assistant	8
<hr style="width: 50%; margin-left: 0;"/>		
5		

3. Integrated Hospital Operations and Management Program

1	Computer Maintenance Technologist III	17
2	Computer Maintenance Technologist II	15
<hr style="width: 50%; margin-left: 0;"/>		
3		

B. Medical Service

1. Office of the Chief of Medical Professional Staff

1	Chief of Medical Professional Staff II	26
1	Administrative Assistant I	7
<hr style="width: 50%; margin-left: 0;"/>		
2		

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

2. Outpatient Department

1	Medical Specialist IV	25
2	Medical Specialist III	24
1	Health Education and Promotion Officer III	18
1	Nurse III	17
1	Psychologist II	15
5	Nurse I	11
3	Nursing Attendant I	4
<hr/>		
14		

3. Emergency Medicine Department

1	Medical Specialist IV	25
1	Medical Specialist III	24
2	Medical Specialist II	23
8	Medical Officer IV	23
2	Nurse III	17
13	Nurse II	15
7	Nursing Attendant II	6
<hr/>		
34		

4. Clinical Departments

8	Medical Specialist IV	25
6	Medical Specialist III	24
15	Medical Specialist II	23
26	Medical Officer IV	23
32	Medical Officer III	21
8	Administrative Assistant I	7
<hr/>		
95		

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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5. Special Care Areas

5	Medical Specialist III	24
10	Medical Officer III	21
15		

6. Department of Pathology

a. Blood Bank

1	Medical Specialist III	24
1	Medical Officer IV	23
1	Medical Technologist III	18
4	Medical Technologist II	15
4	Nurse II	15
1	Administrative Assistant I	7
12		

b. Anatomic and Clinical Laboratory

1	Medical Specialist IV	25
2	Medical Specialist III	24
2	Medical Officer IV	23
1	Medical Technologist V	22
5	Medical Officer III	21
2	Medical Technologist IV	20
3	Medical Technologist III	18
1	Chemist III	18
3	Medical Technologist II	15
5	Medical Technologist I	11
5	Medical Laboratory Technician III	10
1	Administrative Assistant I	7
3	Laboratory Aide II	4
34		

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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7. Department of Radiology

(Diagnostic Radiology and Ultrasound, CT-Scan)

1	Medical Specialist IV	25
2	Medical Specialist III	24
1	Health Physicist III	22
2	Medical Officer IV	23
4	Medical Officer III	21
1	Radiologic Technologist IV	18
2	Radiologic Technologist III	15
3	Radiologic Technologist II	13
3	Radiologic Technologist I	11
1	Administrative Assistant I	7

20

8. Dental

1	Dentist V	24
1	Dentist III	20
1	Dentist II	17
2	Dental Aide	4

5

9. Health Information Management

1	Supervising Administrative Officer	22
1	Statistician III	18
1	Administrative Officer V	18
1	Statistician II	15
3	Administrative Officer III	14
4	Administrative Officer I	10

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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1	Administrative Assistant II	8
4	Administrative Assistant I	7

16**a. Admitting/Information**

1	Administrative Officer III	14
2	Administrative Officer II	11
5	Administrative Assistant I	7

8**10. Medical Social Work**

1	Social Welfare Officer IV	22
2	Social Welfare Officer II	15
4	Social Welfare Officer I	11
1	Social Welfare Assistant	8

8**11. Nutrition and Dietetics**

1	Nutritionist-Dietitian V	22
1	Nutritionist-Dietitian IV	20
2	Nutritionist-Dietitian II	15
1	Administrative Assistant II	8
6	Cook II	5
12	Administrative Aide III	3

23**12. Pharmacy**

1	Pharmacist V	22
1	Pharmacist IV	20

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
	6	Pharmacist II	15
	12	Administrative Assistant II	8
	20		

C. Nursing Service**1. Office of the Chief Nurse**

1	Nurse VII	24
1	Nurse VI	22
2	Nurse V	20
1	Administrative Assistant I	7
5		

2. Clinical Nursing Units

2	Nurse III	17
4	Nurse II	15
48	Nurse I	11
30	Nursing Attendant II	6
84		

3. Operating Room

1	Nurse IV	19
13	Nurse III	17
13	Nurse II	15
3	Nursing Attendant II	6
2	Administrative Aide VI	6
32		

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

4. Special Care Areas

4	Nurse III	17
23	Nurse II	15
4	Nursing Attendant II	6
31		

5. Pulmonary/Respiratory Unit

1	Respiratory Therapist III	17
2	Respiratory Therapist II	14
4	Respiratory Therapist I	10
4	Physical Therapy Technician I	6
11		

6. Obstetric Complex

1	Nurse IV	19
2	Nurse III	17
2	Administrative Assistant I	7
5		

a. Labor Room

5	Midwife II	11
5		

b. Delivery Room

4	Nurse II	15
4	Midwife II	11
8	Midwife I	9
16		

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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c. Obstetrical OR

i. Caesarean Section OR

6	Nurse II	15
2	Midwife I	9
<u>8</u>		

ii. Ligation Room

2	Midwife II	11
<u>2</u>		

d. Recovery Room/PACU

5	Midwife II	11
<u>5</u>		

7. Central Supply and Sterilization

1	Nurse II	15
2	Nursing Attendant II	6
4	Nursing Attendant I	4
<u>7</u>		

D. Hospital Operations and Patient Support Department

1. Office of the Administrative Officer

1	Chief Administrative Officer	24
1	Administrative Officer II	11
1	Administrative Assistant I	7
<u>3</u>		

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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2. Human Resource Management

1	Supervising Administrative Officer	22
1	Administrative Officer IV	15
1	Administrative Officer III	14
2	Administrative Officer II	11
3	Administrative Assistant II	8
<hr/>		
8		

3. Procurement

1	Supervising Administrative Officer	22
1	Administrative Officer III	14
1	Administrative Assistant III	9
2	Administrative Assistant I	7
<hr/>		
5		

4. Materials Management

1	Supervising Administrative Officer	22
1	Administrative Officer III	14
1	Warehouseman III	11
2	Administrative Assistant I	7
<hr/>		
5		

5. Engineering and Facilities Management

1	Engineer IV	22
1	Engineer III	19
1	Medical Equipment Technician IV	13
1	Medical Equipment Technician III	11
2	Administrative Assistant III	9
2	Medical Equipment Technician II	8
2	Medical Equipment Technician I	6

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

	6	Administrative Aide VI	6
	2	Administrative Aide V	5
	18		

a. Housekeeping/Laundry

	2	Hospital Housekeeper	8
	2	Laundry Worker II	3
	1	Seamstress	2
	5		

6. Security (contracted out)

E. Finance Service

1. Office of the Finance Officer

	1	Financial and Management Officer II	24
	1	Administrative Assistant I	7
	2		

2. Budget

	1	Supervising Administrative Officer	22
	1	Administrative Officer IV	15
	1	Administrative Assistant II	8
	3		

3. Accounting

	1	Accountant IV	22
	1	Accountant III	19
	1	Administrative Officer IV	15
	1	Administrative Assistant III	9

Level 3: 200 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
	4	Administrative Assistant II	8
	8		
a. Billing and Claims			
	1	Administrative Officer IV	15
	2	Administrative Officer II	11
	10	Administrative Assistant III	9
	13		
4. Cash Operations			
	1	Supervising Administrative Officer	22
	1	Administrative Officer III	14
	6	Administrative Officer I	10
	2	Administrative Assistant II	8
	10		
Total	609		

Staffing Pattern for a 300 Bed Capacity Hospital

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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A. Office of the Medical Center Chief

1. Office of the Medical Center Chief

1	Medical Center Chief II	27
1	Attorney IV	23
1	Administrative Officer IV	15
1	Administrative Assistant III	9
<u>4</u>		

2. Professional, Education and Training

1	Medical Specialist IV	25
1	Nurse VI	22
1	Training Specialist IV	22
2	Training Assistant	8
<u>5</u>		

3. Integrated Hospital Operations and Management Program

1	Computer Maintenance Technologist III	17
3	Computer Maintenance Technologist II	15
<u>4</u>		

B. Medical Service

1. Office of the Chief of Medical Professional Staff

1	Chief of Medical Professional Staff II	26
1	Administrative Assistant I	7
<u>2</u>		

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

2. Outpatient Department

1	Medical Specialist IV	25
2	Medical Specialist III	24
1	Health Education and Promotion Officer III	18
1	Nurse III	17
2	Psychologist II	15
8	Nurse I	11
<u>4</u>	Nursing Attendant I	4
19		

3. Emergency Medicine Department

1	Medical Specialist IV	25
2	Medical Specialist III	24
2	Medical Specialist II	23
11	Medical Officer IV	23
3	Nurse III	17
20	Nurse II	15
<u>10</u>	Nursing Attendant II	6
49		

4. Clinical Departments

8	Medical Specialist IV	25
10	Medical Specialist III	24
18	Medical Specialist II	23
59	Medical Officer IV	23
64	Medical Officer III	21
<u>8</u>	Administrative Assistant I	7
167		

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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5. Special Care Areas

5	Medical Specialist III	24
<u>12</u>	Medical Officer III	21
17		

6. Department of Pathology

a. Blood Bank

1	Medical Specialist III	24
2	Medical Officer IV	23
1	Medical Technologist III	18
6	Medical Technologist II	15
6	Nurse II	15
<u>1</u>	Administrative Assistant I	7
17		

b. Anatomic and Clinical Laboratory

1	Medical Specialist IV	25
3	Medical Specialist III	24
3	Medical Officer IV	23
1	Medical Technologist V	22
8	Medical Officer III	21
3	Medical Technologist IV	20
5	Medical Technologist III	18
1	Chemist III	18
4	Medical Technologist II	15
8	Medical Technologist I	11
8	Medical Laboratory Technician III	10

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
	1	Administrative Assistant I	7
	<u>5</u>	Laboratory Aide II	4
	51		

7. Department of Radiology**(Diagnostic Radiology and Ultrasound, CT-Scan)**

1	Medical Specialist IV	25
3	Medical Specialist III	24
1	Health Physicist III	22
2	Medical Officer IV	23
6	Medical Officer III	21
2	Radiologic Technologist IV	18
2	Radiologic Technologist III	15
4	Radiologic Technologist II	13
4	Radiologic Technologist I	11
<u>1</u>	Administrative Assistant I	7
26		

8. Dental

1	Dentist V	24
2	Dentist III	20
2	Dentist II	17
<u>2</u>	Dental Aide	4
7		

9. Health Information Management

1	Supervising Administrative Officer	22
1	Statistician III	18
1	Administrative Officer V	18

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

1	Statistician II	15
4	Administrative Officer III	14
6	Administrative Officer I	10
2	Administrative Assistant II	8
<u>2</u>	Administrative Assistant I	7

18

a. Admitting/Information

1	Administrative Officer III	14
3	Administrative Officer II	11
<u>8</u>	Administrative Assistant I	7

12

10. Medical Social Work

1	Social Welfare Officer IV	22
3	Social Welfare Officer II	15
5	Social Welfare Officer I	11
<u>3</u>	Social Welfare Assistant	8

12

11. Nutrition and Dietetics

1	Nutritionist-Dietitian V	22
1	Nutritionist-Dietitian IV	20
3	Nutritionist-Dietitian II	15
1	Administrative Assistant II	8
8	Cook II	5
<u>12</u>	Administrative Aide III	3

26

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

12. Pharmacy

1	Pharmacist V	22
1	Pharmacist IV	20
10	Pharmacist II	15
<u>20</u>	Administrative Assistant II	8
32		

C. Nursing Service

1. Office of the Chief Nurse

1	Nurse VII	24
1	Nurse VI	22
2	Nurse V	20
<u>1</u>	Administrative Assistant I	7
5		

2. Clinical Nursing Units

3	Nurse III	17
6	Nurse II	15
71	Nurse I	11
<u>45</u>	Nursing Attendant II	6
125		

3. Operating Room

1	Nurse IV	19
19	Nurse III	17
19	Nurse II	15
3	Nursing Attendant II	6
<u>2</u>	Administrative Aide VI	6
44		

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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4. Special Care Areas

6	Nurse III	17
33	Nurse II	15
<u>5</u>	Nursing Attendant II	6
44		

5. Pulmonary/Respiratory Unit

1	Respiratory Therapist III	17
3	Respiratory Therapist II	14
5	Respiratory Therapist I	10
<u>5</u>	Physical Therapy Technician I	6
14		

6. Obstetric Complex

1	Nurse IV	19
3	Nurse III	17
<u>3</u>	Administrative Assistant I	7
7		

a. Labor Room

<u>8</u>	Midwife II	11
8		

b. Delivery Room

6	Nurse II	15
5	Midwife II	11
<u>10</u>	Midwife I	9
21		

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

c. Obstetrical OR

i. Caesarean Section OR

9	Nurse II	15
<u>3</u>	Midwife I	9
12		

ii. Ligation Room

<u>2</u>	Midwife II	11
2		

d. Recovery Room/PACU

<u>8</u>	Midwife II	11
8		

7. Central Supply and Sterilization

1	Nurse II	15
3	Nursing Attendant II	6
<u>5</u>	Nursing Attendant I	4
9		

D. Hospital Operations and Patient Support Department

1. Office of the Administrative Officer

1	Chief Administrative Officer	24
1	Administrative Officer II	11
<u>1</u>	Administrative Assistant I	7
3		

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

2. Human Resource Management

1	Supervising Administrative Officer	22
1	Administrative Officer IV	15
1	Administrative Officer III	14
3	Administrative Officer II	11
<u>3</u>	Administrative Assistant II	8
9		

3. Procurement

1	Supervising Administrative Officer	22
1	Administrative Officer III	14
2	Administrative Assistant III	9
<u>3</u>	Administrative Assistant I	7
7		

4. Materials Management

1	Supervising Administrative Officer	22
1	Administrative Officer III	14
2	Warehouseman III	11
<u>3</u>	Administrative Assistant I	7
7		

5. Engineering and Facilities Management

1	Engineer IV	22
2	Engineer III	19
1	Medical Equipment Technician IV	13
1	Medical Equipment Technician III	11
2	Administrative Assistant III	9
3	Medical Equipment Technician II	8

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

3	Medical Equipment Technician I	6
9	Administrative Aide VI	6
<u>3</u>	Administrative Aide V	5

25

a. Housekeeping/Laundry

3	Hospital Housekeeper	8
3	Laundry Worker II	3
<u>1</u>	Seamstress	2

7

6. Security (contracted out)

E. Finance Service

1. Office of the Finance Officer

1	Financial and Management Officer II	24
<u>1</u>	Administrative Assistant I	7

2

2. Budget

1	Supervising Administrative Officer	22
1	Administrative Officer IV	15
<u>2</u>	Administrative Assistant II	8

4

3. Accounting

1	Accountant IV	22
1	Accountant III	19
1	Administrative Officer IV	15

Level 3: 300 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
	2	Administrative Assistant III	9
	<u>5</u>	Administrative Assistant II	8
	10		
a. Billing and Claims			
	1	Administrative Officer IV	15
	3	Administrative Officer II	11
	<u>11</u>	Administrative Assistant III	9
	15		
4. Cash Operations			
	1	Supervising Administrative Officer	22
	1	Administrative Officer III	14
	9	Administrative Officer I	10
	<u>2</u>	Administrative Assistant II	8
	13		
<hr/>			
Total	869		
<hr/>			

Staffing Pattern for a 400 Bed Capacity Hospital

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

A. Office of the Medical Center Chief

1. Office of the Medical Center Chief

1	Medical Center Chief II	27
1	Attorney IV	23
1	Administrative Officer IV	15
1	Administrative Assistant III	9
<u>4</u>		
4		

2. Professional, Education and Training

1	Medical Specialist IV	25
1	Nurse VI	22
1	Training Specialist IV	22
2	Training Assistant	8
<u>5</u>		
5		

3. Integrated Hospital Operations and Management Program

1	Computer Maintenance Technologist III	17
4	Computer Maintenance Technologist II	15
<u>5</u>		
5		

B. Medical Service

1. Office of the Chief of Medical Professional Staff

1	Chief of Medical Professional Staff II	26
1	Administrative Assistant I	7
<u>2</u>		
2		

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

2. Outpatient Department

1	Medical Specialist IV	25
2	Medical Specialist III	24
1	Health Education and Promotion Officer III	18
1	Nurse III	17
2	Psychologist II	15
10	Nurse I	11
<u>5</u>	Nursing Attendant I	4
22		

3. Emergency Medicine Department

1	Medical Specialist IV	25
2	Medical Specialist III	24
3	Medical Specialist II	23
15	Medical Officer IV	23
4	Nurse III	17
26	Nurse II	15
<u>13</u>	Nursing Attendant II	6
64		

4. Clinical Departments

8	Medical Specialist IV	25
15	Medical Specialist III	24
24	Medical Specialist II	23
80	Medical Officer IV	23
96	Medical Officer III	21
<u>8</u>	Administrative Assistant I	7
231		

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

5. Special Care Areas

5	Medical Specialist III	24
<u>14</u>	Medical Officer III	21
19		

6. Department of Pathology**a. Blood Bank**

1	Medical Specialist III	24
2	Medical Officer IV	23
1	Medical Technologist III	18
8	Medical Technologist II	15
8	Nurse II	15
<u>1</u>	Administrative Assistant I	7
21		

b. Anatomic and Clinical Laboratory

1	Medical Specialist IV	25
4	Medical Specialist III	24
4	Medical Officer IV	23
1	Medical Technologist V	22
10	Medical Officer III	21
4	Medical Technologist IV	20
6	Medical Technologist III	18
1	Chemist III	18
5	Medical Technologist II	15
10	Medical Technologist I	11
10	Medical Laboratory Technician III	10
1	Administrative Assistant I	7

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

6	Laboratory Aide II	4
63		

7. Department of Radiology**(Diagnostic Radiology and Ultrasound, CT-Scan)**

1	Medical Specialist IV	25
4	Medical Specialist III	24
1	Health Physicist III	22
3	Medical Officer IV	23
8	Medical Officer III	21
2	Radiologic Technologist IV	18
3	Radiologic Technologist III	15
5	Radiologic Technologist II	13
5	Radiologic Technologist I	11
1	Administrative Assistant I	7
33		

8. Dental

1	Dentist V	24
2	Dentist III	20
2	Dentist II	17
3	Dental Aide	4
8		

9. Health Information Management

1	Supervising Administrative Officer	22
1	Statistician III	18
1	Administrative Officer V	18
1	Statistician II	15

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

	5	Administrative Officer III	14
	8	Administrative Officer I	10
	2	Administrative Assistant II	8
	3	Administrative Assistant I	7
	<u>22</u>		

a. Admitting/Information

	1	Administrative Officer III	14
	4	Administrative Officer II	11
	10	Administrative Assistant I	7
	<u>15</u>		

10. Medical Social Work

	1	Social Welfare Officer IV	22
	4	Social Welfare Officer II	15
	7	Social Welfare Officer I	11
	4	Social Welfare Assistant	8
	<u>16</u>		

11. Nutrition and Dietetics

	1	Nutritionist-Dietitian V	22
	1	Nutritionist-Dietitian IV	20
	5	Nutritionist-Dietitian II	15
	1	Administrative Assistant II	8
	10	Cook II	5
	16	Administrative Aide III	3
	<u>34</u>		

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

12. Pharmacy

1	Pharmacist V	22
2	Pharmacist IV	20
13	Pharmacist II	15
<u>26</u>	Administrative Assistant II	8
42		

C. Nursing Service**1. Office of the Chief Nurse**

1	Nurse VII	24
1	Nurse VI	22
2	Nurse V	20
<u>1</u>	Administrative Assistant I	7
5		

2. Clinical Nursing Units

4	Nurse III	17
8	Nurse II	15
93	Nurse I	11
<u>60</u>	Nursing Attendant II	6
165		

3. Operating Room

1	Nurse IV	19
25	Nurse III	17
25	Nurse II	15
4	Nursing Attendant II	6
<u>2</u>	Administrative Aide VI	6
57		

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

4. Special Care Areas

8	Nurse III	17
43	Nurse II	15
<u>6</u>	Nursing Attendant II	6
57		

5. Pulmonary/Respiratory Unit

1	Respiratory Therapist III	17
4	Respiratory Therapist II	14
7	Respiratory Therapist I	10
<u>7</u>	Physical Therapy Technician I	6
19		

6. Obstetric Complex

1	Nurse IV	19
4	Nurse III	17
<u>4</u>	Administrative Assistant I	7
9		

a. Labor Room

<u>10</u>	Midwife II	11
10		

b. Delivery Room

8	Nurse II	15
6	Midwife II	11
<u>12</u>	Midwife I	9
26		

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

c. Obstetrical OR

i. Caesarean Section OR

12	Nurse II	15
4	Midwife I	9
<hr style="width: 100%;"/>		
16		

ii. Ligation Room

3	Midwife II	11
<hr style="width: 100%;"/>		
3		

d. Recovery Room/PACU

10	Midwife II	11
<hr style="width: 100%;"/>		
10		

7. Central Supply and Sterilization

1	Nurse II	15
4	Nursing Attendant II	6
7	Nursing Attendant I	4
<hr style="width: 100%;"/>		
12		

D. Hospital Operations and Patient Support Department

1. Office of the Administrative Officer

1	Chief Administrative Officer	24
1	Administrative Officer II	11
1	Administrative Assistant I	7
<hr style="width: 100%;"/>		
3		

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

2. Human Resource Management

1	Supervising Administrative Officer	22
1	Administrative Officer IV	15
1	Administrative Officer III	14
4	Administrative Officer II	11
4	Administrative Assistant II	8
11		

3. Procurement

1	Supervising Administrative Officer	22
1	Administrative Officer III	14
2	Administrative Assistant III	9
4	Administrative Assistant I	7
8		

4. Materials Management

1	Supervising Administrative Officer	22
1	Administrative Officer III	14
2	Warehouseman III	11
4	Administrative Assistant I	7
8		

5. Engineering and Facilities Management

1	Engineer IV	22
2	Engineer III	19
1	Medical Equipment Technician IV	13
1	Medical Equipment Technician III	11
3	Administrative Assistant III	9
4	Medical Equipment Technician II	8
4	Medical Equipment Technician I	6

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

12	Administrative Aide VI	6
<u>4</u>	Administrative Aide V	5
32		

a. Housekeeping/Laundry

4	Hospital Housekeeper	8
4	Laundry Worker II	3
<u>2</u>	Seamstress	2
10		

6. Security (contracted out)

E. Finance Service

1. Office of the Finance Officer

1	Financial and Management Officer II	24
<u>1</u>	Administrative Assistant I	7
2		

2. Budget

1	Supervising Administrative Officer	22
1	Administrative Officer IV	15
<u>2</u>	Administrative Assistant II	8
4		

3. Accounting

1	Accountant IV	22
1	Accountant III	19
1	Administrative Officer IV	15

Level 3: 400 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
	2	Administrative Assistant III	9
	<u>7</u>	Administrative Assistant II	8
	12		
a. Billing and Claims			
	1	Administrative Officer IV	15
	4	Administrative Officer II	11
	<u>15</u>	Administrative Assistant III	9
	20		
4. Cash Operations			
	1	Supervising Administrative Officer	22
	1	Administrative Officer III	14
	12	Administrative Officer I	10
	<u>3</u>	Administrative Assistant II	8
	17		
<hr/>			
Total	1,122		
<hr/> <hr/>			

Staffing Pattern for a 500 Bed Capacity Hospital

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

A. Office of the Medical Center Chief

1. Office of the Medical Center Chief

1	Medical Center Chief II	27
1	Attorney IV	23
1	Administrative Officer IV	15
1	Administrative Assistant III	9
<hr/>		
4		

2. Professional, Education and Training

1	Medical Specialist IV	25
1	Nurse VI	22
1	Training Specialist IV	22
2	Training Assistant	8
<hr/>		
5		

3. Integrated Hospital Operations and Management Program

1	Computer Maintenance Technologist III	17
4	Computer Maintenance Technologist II	15
<hr/>		
5		

B. Medical Service

1. Office of the Chief of Medical Professional Staff

1	Chief of Medical Professional Staff II	26
1	Administrative Assistant I	7
<hr/>		
2		

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

2. Outpatient Department

1	Medical Specialist IV	25
2	Medical Specialist III	24
1	Health Education and Promotion Officer III	18
1	Nurse III	17
2	Psychologist II	15
12	Nurse I	11
<u>6</u>	Nursing Attendant I	4
25		

3. Emergency Medicine Department

1	Medical Specialist IV	25
2	Medical Specialist III	24
3	Medical Specialist II	23
18	Medical Officer IV	23
4	Nurse III	17
32	Nurse II	15
<u>16</u>	Nursing Attendant II	6
76		

4. Clinical Departments

8	Medical Specialist IV	25
22	Medical Specialist III	24
30	Medical Specialist II	23
115	Medical Officer IV	23
128	Medical Officer III	21
<u>8</u>	Administrative Assistant I	7
311		

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
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5. Special Care Areas

5	Medical Specialist III	24
<u>16</u>	Medical Officer III	21
21		

6. Department of Pathology

a. Blood Bank

1	Medical Specialist III	24
2	Medical Officer IV	23
1	Medical Technologist III	18
<u>10</u>	Medical Technologist II	15
9	Nurse II	15
<u>1</u>	Administrative Assistant I	7
24		

b. Anatomic and Clinical Laboratory

1	Medical Specialist IV	25
2	Medical Specialist III	24
4	Medical Officer IV	23
1	Medical Technologist V	22
<u>12</u>	Medical Officer III	21
2	Medical Technologist IV	20
6	Medical Technologist III	18
1	Chemist III	18
9	Medical Technologist II	15
<u>12</u>	Medical Technologist I	11
12	Medical Laboratory Technician III	10
1	Administrative Assistant I	7

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
	7	Laboratory Aide II	4
	70		

7. Department of Radiology**(Diagnostic Radiology and Ultrasound, CT-Scan)**

1	Medical Specialist IV	25
5	Medical Specialist III	24
1	Health Physicist III	22
3	Medical Officer IV	23
9	Medical Officer III	21
2	Radiologic Technologist IV	18
3	Radiologic Technologist III	15
6	Radiologic Technologist II	13
6	Radiologic Technologist I	11
1	Administrative Assistant I	7
37		

8. Dental

1	Dentist V	24
2	Dentist III	20
2	Dentist II	17
3	Dental Aide	4
8		

9. Health Information Management

1	Supervising Administrative Officer	22
1	Statistician III	18
1	Administrative Officer V	18
1	Statistician II	15

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

	6	Administrative Officer III	14
	10	Administrative Officer I	10
	2	Administrative Assistant II	8
	3	Administrative Assistant I	7
	<u>25</u>		

a. Admitting/Information

	1	Administrative Officer III	14
	4	Administrative Officer II	11
	12	Administrative Assistant I	7
	<u>17</u>		

10. Medical Social Work

	1	Social Welfare Officer IV	22
	4	Social Welfare Officer II	15
	8	Social Welfare Officer I	11
	7	Social Welfare Assistant	8
	<u>20</u>		

11. Nutrition and Dietetics

	1	Nutritionist-Dietitian V	22
	1	Nutritionist-Dietitian IV	20
	6	Nutritionist-Dietitian II	15
	1	Administrative Assistant II	8
	12	Cook II	5
	16	Administrative Aide III	3
	<u>37</u>		

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

12. Pharmacy

1	Pharmacist V	22
2	Pharmacist IV	20
17	Pharmacist II	15
<u>34</u>	Administrative Assistant II	8
54		

C. Nursing Service**1. Office of the Chief Nurse**

1	Nurse VII	24
1	Nurse VI	22
2	Nurse V	20
<u>1</u>	Administrative Assistant I	7
5		

2. Clinical Nursing Units

4	Nurse III	17
10	Nurse II	15
116	Nurse I	11
<u>75</u>	Nursing Attendant II	6
205		

3. Operating Room

1	Nurse IV	19
31	Nurse III	17
31	Nurse II	15
4	Nursing Attendant II	6
<u>2</u>	Administrative Aide VI	6
69		

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

4. Special Care Areas

10	Nurse III	17
53	Nurse II	15
6	Nursing Attendant II	6
<u>69</u>		

5. Pulmonary/Respiratory Unit

1	Respiratory Therapist III	17
4	Respiratory Therapist II	14
8	Respiratory Therapist I	10
8	Physical Therapy Technician I	6
<u>21</u>		

6. Obstetric Complex

1	Nurse IV	19
4	Nurse III	17
4	Administrative Assistant I	7
<u>9</u>		

a. Labor Room

12	Midwife II	11
<u>12</u>		

b. Delivery Room

10	Nurse II	15
7	Midwife II	11
14	Midwife I	9
<u>31</u>		

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
-----------	-------------	----------------	--------------

c. Obstetrical OR

i. Caesarean Section OR

15	Nurse II	15
4	Midwife I	9
<hr style="width: 50%; margin: 0;"/>		
19		

ii. Ligation Room

3	Midwife II	11
<hr style="width: 50%; margin: 0;"/>		
3		

d. Recovery Room/PACU

12	Midwife II	11
<hr style="width: 50%; margin: 0;"/>		
12		

7. Central Supply and Sterilization

1	Nurse II	15
5	Nursing Attendant II	6
8	Nursing Attendant I	4
<hr style="width: 50%; margin: 0;"/>		
14		

D. Hospital Operations and Patient Support Department

1. Office of the Administrative Officer

1	Chief Administrative Officer	24
1	Administrative Officer II	11
1	Administrative Assistant I	7
<hr style="width: 50%; margin: 0;"/>		
3		

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

2. Human Resource Management

1	Supervising Administrative Officer	22
1	Administrative Officer IV	15
1	Administrative Officer III	14
4	Administrative Officer II	11
4	Administrative Assistant II	8

11**3. Procurement**

1	Supervising Administrative Officer	22
1	Administrative Officer III	14
2	Administrative Assistant III	9
4	Administrative Assistant I	7

8**4. Materials Management**

1	Supervising Administrative Officer	22
1	Administrative Officer III	14
2	Warehouseman III	11
4	Administrative Assistant I	7

8**5. Engineering and Facilities Management**

1	Engineer IV	22
2	Engineer III	19
1	Medical Equipment Technician IV	13
1	Medical Equipment Technician III	11
3	Administrative Assistant III	9
4	Medical Equipment Technician II	8

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
------------------	--------------------	-----------------------	---------------------

	5	Medical Equipment Technician I	6
	14	Administrative Aide VI	6
	<u>4</u>	Administrative Aide V	5
	35		

a. Housekeeping/Laundry

	4	Hospital Housekeeper	8
	5	Laundry Worker II	3
	<u>2</u>	Seamstress	2
	11		

6. Security (contracted out)**E. Finance Service****1. Office of the Finance Officer**

	1	Financial and Management Officer II	24
	<u>1</u>	Administrative Assistant I	7
	2		

2. Budget

	1	Supervising Administrative Officer	22
	1	Administrative Officer IV	15
	<u>2</u>	Administrative Assistant II	8
	4		

3. Accounting

	1	Accountant IV	22
	1	Accountant III	19
	1	Administrative Officer IV	15

Level 3: 500 Beds

Org. Unit	No. of Pos.	Position Title	Salary Grade
	2	Administrative Assistant III	9
	<u>8</u>	Administrative Assistant II	8
	13		
a. Billing and Claims			
	1	Administrative Officer IV	15
	5	Administrative Officer II	11
	<u>18</u>	Administrative Assistant III	9
	24		
4. Cash Operations			
	1	Supervising Administrative Officer	22
	1	Administrative Officer III	14
	15	Administrative Officer I	10
	<u>3</u>	Administrative Assistant II	8
	20		
Total	1,349		

**Optional Staffing Standards for Specialty/Sub-specialty Service
in Level 3 (Teaching and Training Hospitals)**

Org. Unit	Position Title	Salary Grade	Number of Positions			
			Bed Capacity			
			200	300	400	500
Burn Unit						
	Nurse III	17	1	1	1	1
	Nurse II	15	4	6	8	10
	Nursing Attendant II	6	6	6	8	10
	Total		11	13	17	21
Rehabilitation Medicine						
	Medical Specialist IV	25	1	1	1	1
	Medical Specialist III	24	1	1	1	1
	Medical Officer IV	23	4	4	4	4
	Medical Officer III	21	9	9	9	9
	Occupational Therapist III	18	1	1	1	1
	Physical Therapist III	18	1	1	1	1
	Occupational Therapist II	15	3	3	3	3
	Physical Therapist II	15	3	3	3	3
	Speech Therapist II	14	2	2	2	2
	Occupational Therapist I	11	3	4	6	8
	Speech Therapist I	11	1	1	1	1
	Physical Therapist I	11	4	5	7	9
	Total		33	35	39	43
Respiratory Therapy Unit						
	Respiratory Therapist III	17	1	1	1	1
	Respiratory Therapist II	14	4	4	4	4
	Respiratory Therapist I	10	2	3	3	4
	Laboratory Aide II	4	2	3	4	5
	Total		9	11	12	14
Dialysis Unit						
	Nurse III	17	1	1	1	1

Org. Unit	Position Title	Salary Grade	Number of Positions			
			Bed Capacity			
			200	300	400	500
	Nurse II	15	2	2	3	3
	Nurse I	11	1	1	1	1
	Medical Laboratory Technician I	6	1	1	1	1
	Nursing Attendant II	6	1	1	1	2
	Total		6	6	7	8
Heart Station						
	Medical Specialist III	24	2	2	2	2
	Medical Equipment Technician III	11	2	2	2	2
	Medical Equipment Technician II	8	3	4	5	6
	Total		7	8	9	10
Electrophysiology Unit						
	Medical Equipment Technician II	8	2	2	3	4
	Total		2	2	3	4
Endoscopy Unit						
	Nurse II	15	1	1	1	1
	Medical Equipment Technician II	8	1	1	1	1
	Nursing Attendant I	4	1	2	3	3
	Total		3	4	5	5
Radiation Oncology						
	Medical Specialist IV (Radiation Med.)	25	1	1	1	1
	Medical Specialist II	23	2	2	2	2
	Radiologic Technologist V	20	1	1	1	1
	Radiologic Technologist IV	18	1	1	1	1
	Health Physicist III	18	1	1	1	1
	Radiologic Technologist III	15	1	2	2	3
	Total		7	8	8	9
Department of Nuclear Medicine						
	Medical Specialist IV (Nuclear Med.)	25	1	1	1	1

Org. Unit	Position Title	Salary Grade	Number of Positions			
			Bed Capacity			
			200	300	400	500
	Medical Specialist II	23	2	2	2	2
	Health Physicist III	18	1	1	1	1
	Chemist II	15	1	1	1	1
	Medical Technologist II	15	1	2	3	4
	Total		6	7	8	9
MRI Section						
	Medical Specialist III	24	2	2	2	2
	Radiologic Technologist III	15	1	1	1	1
	Radiologic Technologist II	13	1	2	2	3
	Total		4	5	5	6
Interventional Radiology						
	Medical Specialist III	24	2	2	2	2
	Radiologic Technologist III	15	1	1	1	1
	Radiologic Technologist II	13	2	2	3	3
	Total		5	5	6	6
Mammography						
	Medical Specialist III	24	2	2	2	2
	Radiologic Technologist III	15	1	1	1	1
	Radiologic Technologist II	13	2	2	2	2
	Total		5	5	5	5

ANNEX

TALLY OF POSITIONS

TALLY OF POSITIONS (Level 1)

Position Title	Salary Grade	Number of Positions		
		25 Beds	50 Beds	75 Beds
Medical and Allied Medical Positions				
Chief of Hospital II	25	1	1	1
Medical Specialist II	23	7	8	9
Medical Officer IV	23	3	4	4
Medical Officer III	21	5	6	7
Nurse V	20	1	1	1
Nurse III	17	1	2	2
Dentist II	17	1	1	1
Social Welfare Officer II	15	1	1	1
Pharmacist II	15	1	1	1
Nutritionist-Dietitian II	15	1	1	1
Nurse II	15	21	25	28
Medical Technologist II	15	1	1	1
Health Education and Promotion Officer II	14	1	1	1
Radiologic Technologist II	13	1	1	1
Social Welfare Officer I	11		1	2
Radiologic Technologist I	11	1	2	3
Psychologist I	11	1	1	1
Pharmacist I	11	2	3	4
Nurse I	11	7	13	19
Medical Technologist I	11	4	5	6
Medical Equipment Technician III	11	1	2	2
Midwife I	9	4	4	4
Social Welfare Assistant	8	1	1	1
Nursing Attendant II	6	5	6	6
Laboratory Technician I	6	2	2	2
Nursing Attendant I	4	6	10	14
Dental Aide	4	1	1	1

Position Title	Salary Grade	Number of Positions		
		25 Beds	50 Beds	75 Beds
Subtotal		81	105	124
General Administrative Services Positions				
Administrative Officer V	18	1	1	1
Engineer II	16	1	1	1
Accountant II	16	1	1	1
Administrative Officer III	14	3	3	3
Computer Maintenance Technologist I	11	1	1	1
Administrative Officer II	11	1	1	1
Administrative Officer I	10	1	1	2
Administrative Assistant II	8	9	11	11
Administrative Assistant I	7	1	1	1
Data Controller I	6	2	2	1
Administrative Aide VI	6	1	1	1
Cook II	5	2	2	2
Administrative Aide IV	4	4	6	7
Laundry Worker II	3	1	2	2
Administrative Aide III	3	2	4	6
Seamstress	2	1	1	1
Subtotal		32	39	42
Grand Total		113	144	166

Percentage Distribution

Particulars	Number of Positions		
	25 Beds	50 Beds	75 Beds
Medical and Allied Medical Positions	71.7%	72.9%	74.7%
General Administrative Positions	28.3%	27.1%	25.3%

TALLY OF POSITIONS (Level 2)

Position Title	Salary Grade	Number of Positions		
		100 Beds	150 Beds	200 Beds
Medical and Allied Medical Positions				
Medical Center Chief I	26	1	1	1
Chief Medical Professional Staff I	25	1	1	1
Medical Specialist III	24	11	11	11
Medical Specialist II	23	12	19	27
Medical Officer IV	23	6	8	10
Dentist IV	23	1	1	1
Nurse VI	22	1	1	1
Medical Officer III	21	16	21	26
Nurse V	20	1	1	1
Dentist III	20	0	0	1
Nurse IV	19	1	1	1
Social Welfare Officer III	18	1	1	1
Pharmacist III	18	1	1	1
Nutritionist-Dietitian III	18	1	1	1
Medical Technologist III	18	2	2	2
Nurse III	17	8	9	9
Dentist II	17	1	1	1
Radiologic Technologist III	15	1	1	1
Psychologist II	15	1	1	1
Nurse II	15	35	52	64
Medical Technologist II	15	4	6	7
Respiratory Therapist II	14	1	1	1
Health Education and Promotion Officer II	14	1	1	1
Radiologic Technologist II	13	2	3	3
Social Welfare Officer I	11	2	3	4
Radiologic Technologist I	11	2	3	3
Pharmacist I	11	5	6	8

Position Title	Salary Grade	Number of Positions		
		100 Beds	150 Beds	200 Beds
Nutritionist-Dietitian I	11	1	2	2
Nurse I	11	47	71	93
Respiratory Therapist I	10	2	3	4
Midwife I	9	3	5	6
Social Welfare Assistant	8	1	1	1
Medical Laboratory Technician II	8	2	4	4
Medical Equipment Technician II	8	1	1	1
Nursing Attendant II	6	17	25	31
Medical Equipment Technician I	6	1	2	2
Nursing Attendant I	4	21	33	42
Laboratory Aide II	4	5	7	9
Dental Aide	4	1	1	1
Sub Total		221	312	385
General Administration Services Positions				
Supervising Administrative Officer	22	1	1	1
Accountant III	19	1	1	1
Engineer III	19	1	1	1
Administrative Officer V	18	6	6	6
Engineer II	16	1	1	1
Accountant II	16	1	1	1
Statistician II	15	1	1	1
Computer Maintenance Technologist II	15	1	1	1
Chemist II	15	1	1	1
Administrative Officer IV	15	3	3	3
Administrative Officer III	14	1	1	1
Medical Technologist I	11	3	4	4
Computer Maintenance Technologist I	11	1	1	2
Administrative Officer II	11	3	3	4
Administrative Officer I	10	4	7	9

Position Title	Salary Grade	Number of Positions		
		100 Beds	150 Beds	200 Beds
Administrative Assistant III	9	2	2	2
Warehouseman II	8	1	1	1
Hospital Housekeeper	8	1	2	2
Engineering Assistant	8	0	1	2
Data Controller II	8	1	2	3
Administrative Assistant II	8	8	10	13
Administrative Assistant I	7	7	9	10
Administrative Aide VI	6	9	13	16
Cook II	5	3	4	5
Administrative Aide IV	4	4	6	7
Laundry Worker II	3	1	2	2
Administrative Aide III	3	4	6	7
Seamstress	2	1	1	1
Sub Total		71	92	108
GRAND TOTAL		292	404	493

Percentage Distribution

Particulars	Number of Positions		
	100 Beds	150 Beds	200 Beds
Medical and Allied Medical Positions	75.7%	77.2%	78.1%
General Administrative Positions	24.3%	22.8%	21.9%

TALLY OF POSITIONS (Level 3)

Position Title	Salary Grade	Number of Positions			
		200 Beds	300 Beds	400 Beds	500 Beds
Medical and Allied Medical Positions					
Medical Center Chief II	27	1	1	1	1
Chief of Medical Professional Staff II	26	1	1	1	1
Medical Specialist IV	25	13	13	13	13
Nurse VII	24	1	1	1	1
Medical Specialist III	24	19	26	33	39
Dentist V	24	1	1	1	1
Medical Specialist II	23	17	20	27	33
Medical Officer IV	23	39	77	104	142
Social Welfare Officer IV	22	1	1	1	1
Pharmacist V	22	1	1	1	1
Nutritionist-Dietitian V	22	1	1	1	1
Nurse VI	22	2	2	2	2
Medical Technologist V	22	1	1	1	1
Health Physicist III	22	1	1	1	1
Dentist III	20	1	2	2	2
Medical Officer III	21	51	90	128	165
Pharmacist IV	20	1	1	2	2
Nutritionist-Dietitian IV	20	1	1	1	1
Nurse V	20	2	2	2	2
Medical Technologist IV	20	2	3	4	2
Nurse IV	19	2	2	2	2
Radiologic Technologist IV	18	1	2	2	2
Medical Technologist III	18	4	6	7	7
Health Education and Promotion Officer III	18	1	1	1	1
Dentist II	17	1	2	2	2
Respiratory Therapist III	17	1	1	1	1
Nurse III	17	24	35	46	54

Position Title	Salary Grade	Number of Positions			
		200 Beds	300 Beds	400 Beds	500 Beds
Social Welfare Officer II	15	2	3	4	4
Radiologic Technologist III	15	2	2	3	3
Psychologist II	15	1	2	2	2
Pharmacist II	15	6	10	13	17
Nutritionist-Dietitian II	15	2	3	5	6
Nurse II	15	68	100	131	161
Medical Technologist II	15	7	10	13	19
Respiratory Therapist II	14	2	3	4	4
Radiologic Technologist II	13	3	4	5	6
Medical Equipment Technician IV	13	1	1	1	1
Radiologic Technologist I	11	3	4	5	6
Nurse I	11	53	79	103	128
Midwife II	11	16	23	29	34
Medical Technologist I	11	5	8	10	12
Medical Equipment Technician III	11	1	1	1	1
Medical Laboratory Technician III	10	5	8	10	12
Respiratory Therapist I	10	4	5	7	8
Midwife I	9	10	13	16	18
Social Welfare Assistant	8	1	3	4	7
Medical Equipment Technician II	8	2	3	4	4
Physical Therapy Technician I	6	4	5	7	8
Nursing Attendant II	6	46	66	87	106
Medical Equipment Technician I	6	2	3	4	5
Nursing Attendant I	4	7	9	12	14
Laboratory Aide II	4	3	5	6	7
Dental Aide	4	2	2	3	3
Sub total		449	670	877	1,077
General Administrative Positions					
Financial and Management Officer II	24	1	1	1	1

Position Title	Salary Grade	Number of Positions			
		200 Beds	300 Beds	400 Beds	500 Beds
Chief Administrative Officer	24	1	1	1	1
Attorney IV	23	1	1	1	1
Training Specialist IV	22	1	1	1	1
Supervising Administrative Officer	22	6	6	6	6
Engineer IV	22	1	1	1	1
Accountant IV	22	1	1	1	1
Engineer III	19	1	2	2	2
Accountant III	19	1	1	1	1
Statistician III	18	1	1	1	1
Chemist III	18	1	1	1	1
Administrative Officer V	18	1	1	1	1
Computer Maintenance Technologist III	17	1	1	1	1
Statistician II	15	1	1	1	1
Computer Maintenance Technologist II	15	2	3	4	4
Administrative Officer IV	15	5	5	5	5
Administrative Officer III	14	8	9	10	11
Warehouseman III	11	1	2	2	2
Social Welfare Officer I	11	4	5	7	8
Administrative Officer II	11	7	10	13	14
Administrative Officer I	10	10	15	20	25
Administrative Assistant III	9	15	18	23	26
Training Assistant	8	2	2	2	2
Hospital Housekeeper	8	2	3	4	4
Administrative Assistant II	8	24	35	45	54
Administrative Assistant I	7	30	34	40	42
Administrative Aide VI	6	8	11	14	16
Cook II	5	6	8	10	12
Administrative Aide V	5	2	3	4	4
Laundry Worker II	3	2	3	4	5
Administrative Aide III	3	12	12	16	16

Position Title	Salary Grade	Number of Positions			
		200 Beds	300 Beds	400 Beds	500 Beds
Seamstress	2	1	1	2	2
Sub total		160	199	245	272
Grand Total		609	869	1,122	1,349

Percentage Distribution

Particulars	Number of Positions			
	200 Beds	300 Beds	400 Beds	500 Beds
Medical and Allied Medical Positions	73.7%	77.1%	78.2%	79.8%
General Administrative Positions	26.3%	22.9%	21.8%	20.2%