

MUNICIPAL HEALTH OFFICE

Office Functions:

The health officer shall take charge of the office on health and shall;

- ✚ Takes charge of the office on health services, supervise the personnel and staff of said office, formulate program implementation guidelines and rules and regulations for the operation of the said office for the approval of the governor or mayor, as the case may be, in order to assist him in the efficient, effective and economical implementation of a health services program geared to implementation of health-related projects and activities;
- ✚ Formulates measures for the consideration of the sanggunian and provide technical assistance and support to the governor or mayor, as the case may be, in carrying out activities to ensure the delivery of basic services and provision of adequate facilities relative to health services provided under Section 17 of this Code;
- ✚ Develops plans and strategies and upon approval thereof by the governor or mayor as the case may be, implement the same, particularly those which have to do with health programs and projects which the governor or mayor, is empowered to implement and which the sanggunian is empowered to provide for under this Code;
- ✚ Formulates and implements policies, plans, programs and projects to promote the health of the people in the local government unit concerned;
 - ❖ Advises the governor or mayor, as the case may be, and the sanggunian on matters pertaining to health;

- ❖ Executes and enforces all laws, ordinances and regulations relating to public health;
 - ❖ Recommends to the sanggunian, through the local health board, the passage of such ordinances as he may deem necessary for the preservation of public health;
 - ❖ Recommends the prosecution of any violation of sanitary laws, ordinances or regulations;
 - ❖ Directs the sanitary inspection of all business establishments selling food items or providing accommodations such as hotels, motels, lodging houses, pension houses, and the like, in accordance with the Sanitation Code;
 - ❖ Conducts health information campaigns and render health intelligence services;
 - ❖ Coordinates with other government agencies and non-governmental organizations involved in the promotion and delivery of health services; and
 - ❖ In the case of the provincial health officer, exercises general supervision over health officers of component cities and municipalities;
- ✚ Be in the frontline of health services delivery, particularly during and in the aftermath of man-made and natural disasters and calamities; and
 - ✚ Exercises such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

FUNCTIONAL CHART

MUNICIPAL HEALTH OFFICE

Municipal Health Officer

- Provides direction and supervision of the health activities of the municipality
- Develops plans and strategies in the implementation of health programs and projects
- Manages performance of staff
- Confers with government officials on community health problems
- Collaborated with other offices in the enforcement of health laws and regulation
- Provides technical assistance and advisory services on health matters
- Provides medical services
- Attends to medico-legal cases
- Performs other related functions as may be assigned

Medical Officer V

- Participates in the development of plans and strategies for the implementation of health programs and projects.
- Gives medical attention to patients
- Assist in the analysis of community health needs.
- Ensures proper implementation of referral system

**Dentist II
(Detailed from the PHO)**

- Performs promotive, preventive, diagnostic, and curative dental health care services
- Integrated dental health services within the overall activities of the health unit in the delivery of primary health care.
- Maintains records of patient examinations and treatments.

Nurse III

- Assist in the implementation and evaluation of various health programs for the community
- Conducts health education and training
- Assists in the conduct of disease surveillance
- Prepares, analyzes and submits reports on clinic and community activities

Nurse II

- Assist in the implementation and evaluation of various health programs for the community
- Conducts health education and training
- Assists in the conduct of disease surveillance
- Prepares, analyzes and submits reports on clinic and community activities

Nurse I

- Assist in the implementation and evaluation of various health programs for the community
- Conducts health education and training
- Assists in the conduct of disease surveillance
- Prepares, analyzes and submits reports on clinic and community activities

Midwife III

- Implements health programs
- Conducts health education and counseling
- Renders primary health care services
- Assists in disease surveillance
- Collects, prepares and submits reports
- Assists in development of health plans
- Files and maintain records of patients

Midwife III

- Implements health programs
- Conducts health education and counseling
- Renders primary health care services
- Assists in disease surveillance
- Collects, prepares and submits reports
- Assists in development of health plans
- Files and maintain records of patients

Midwife II

- Renders primary health care services
- Conducts health education and counseling
- Collects, prepares and submits reports
- Implements health programs

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