

**Administrative Officer V \*****(Regular/Plantilla)****Designation:** Nurse**Salary:** SG 18 (PhP51,304.00)**Number of Vacant Positions:** One (1)**Office Location:** Human Resources Management Office (HRMO) - BWD Clinic, DFA Temporary Headquarters - Double Dragon Tower, EDSA Ext., Pasay City**CSC Prescribed Qualification Standards:****Education:** Bachelor's degree relevant to the job**Training:** 8 hours of relevant training**Experience:** 2 years of relevant experience**Eligibility:** Career Service

Professional/Second Level Eligibility

**Preferred Qualification Standards:****Education:** Bachelor's degree in Nursing**Training:** 8 hours of relevant training**Experience:** With at least 2 years experience as a staff nurse**Eligibility:** R.A. 1080 (Registered Nurse)**Additional Qualifications:**

- ❖ Must be willing to travel
- ❖ Preferably with Occupational Health Nurses Association of the Philippines-Basic Occupational Safety and Health (OHNAP-BOSH) training

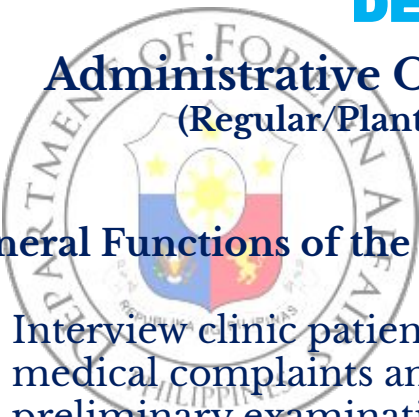
Interested applicants are requested to submit in **PDF format** the following requirements via **email** at **hrmo.recruitment@dfa.gov.ph** and write in the subject line **Application for AO V - Nurse in HRMO-BWD:**

- Duly accomplished DFA application form with **colored photo** (downloadable at [https://dfa.gov.ph/images/2022/Forms/DFA\\_Application\\_Form\\_Revision\\_02.pdf](https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf));
- Work Experience Sheet (downloadable at <https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>);
- Updated resumé;
- Copy of professional or second level civil service eligibility;
- Copy of transcript of records and diploma;
- Copy of relevant training and/or seminar certificates;
- Valid NBI clearance (or proof of renewal or new application).

## Administrative Officer V \* (Regular/Plantilla)

## Job Vacancy

### General Functions of the Position:

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- ❖ Interview clinic patients about their medical complaints and conduct preliminary examinations
  - ❖ Take blood pressure, temperature, pulse, respiration, height and weight of clinic patients
  - ❖ Provide personal care to patients under prescribed conditions such as treating surface wounds or abrasions,
  - ❖ Transport/conduct patients to hospital of choice for further evaluation and treatment of emergency cases
  - ❖ Assist the Department Physician in consultation, examination, treatment and related work
  - ❖ Keep records of patients treated and makes periodic reports on a monthly basis regarding cases held
  - ❖ Perform related duties as directed by superior
  - ❖ Provide other health care services to DFA employees, attached agencies, and the public

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

**Incomplete and late submissions of documents will not be accepted or processed.**

The most qualified applicants will be invited for a test and interview at the email address indicated in their application form.

**Deadline of submission of application is on 18 April 2025 at 5:00 P.M.**