

**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);
- 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:

- ❖ 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.