



De La Salle Santiago Zobel School-VERMOSA is in need of the following personnel for Academic Year 2017-2018:

TWO (2) Medical Doctors

GENERAL RESPONSIBILITY

- Coordinate with the medical team consultant and the CSO Head in implementing the school health program for diagnosis, management and treatment of referred patients, preventive health care and wellness in accordance with the standards set by the Department of Health and Department of Education.

SPECIFIC RESPONSIBILITIES

- Provide medical consultations, first aid treatment to minor injuries, ailments and medical emergencies such as immobilization of joints, dispensing medications to various sectors of the community.
- Implement the completion of the annual physical examination for regular students.
- assessment, care and treatment of minor illnesses and injuries and refer
- Document all medical cases, annual physical examination and other walk-in referral in the student incident report or medical data as reference for reports, further medical assessment and evaluation.
- Collaborate with various internal and external agencies for further medical assessments, programs and activities in coordination and with the approval of the CSO Head. These agencies are:
 - a. Ambulance service c/o Lifeline Ambulance Rescue
 - b. School counselors
 - c. AAVA clinic or adjacent hospital
 - d. Health Maintenance Provider
 - e. Red Cross
 - f. DLSU Health Science Institute
 - g. FLWI

- Updating and validating data/ records of students and employees on pre-employment, APE, drug-test results and observed communicable or persistent illnesses.
- Participate in regular monthly meetings related to medical concerns
- Advise the community on prevention, occurrences, outbreaks, alternative medicines or current trends on health, disease and accident prevention through different available mediums.
- Prepare summary via medical database and provide recommendation as reference for procurement, assessment and evaluation.
- Coordinate with the school nurses in-charge and CSO Head for the procurement or repair of required tools, equipment, materials, medicines, medical supplies needed for the conduct of medical services.
- Attend meetings and participate in school-related activity (e.g. professional, spiritual, social, and civic development) as per recommendation/requirements set by the school.
- Assess, countercheck and give recommendations to students/personnel related to the results of their physical examination and issue required medical clearance to identify if they are fit to go back to class/work.
- Participate in the mid-year and year-end evaluation of the school nurses and other medical staff.
- Perform other relevant functions designated by the CSO Head.

Interested applicants may apply at the Human Resource Management and Development Department (HRMDD) with the following documents:

Application letter
Resume
Transcript of records and diploma

Human Resource Management and Development Department
 2nd floor, St. Mutien Marie Bldg. of De La Salle Santiago Zobel
 University Avenue, Ayala Alabang Village, Muntinlupa City
 jobs@dlszobel.edu.ph
 Tel. #: 7713579 loc. 133
 Fax #: 8422681