



TERMS OF REFERENCE

ENGAGEMENT OF SERVICES OF INDIVIDUAL CONSULTANT (MEDICAL PRACTITIONER) FOR THE DOT MEDICAL CLINIC

JUNE 2024 MAY 2025

I. MINIMUM QUALIFICATIONS

Education : S/He is a Doctor of Medicine
Experience : S/He has at least three (3) years of relevant experience, preferably General/Family Medicine and/or with knowledge or background in occupational safety and health
Training : S/He has at least sixteen (16) hours of relevant training
Eligibility : S/He is a R.A. No. 1080 holder

II. POSITION & RATE ON A PART-TIME/RETAINER BASIS / PAY PERIOD

Position : Medical Consultant
Salary/month : PhP45,000.00 (tax inclusive/gross rate)
Pay schedule : Every 15th and 30th of the month
(List of Due and Demandable Accounts Payable [LDDAP] basis)

III. **CONTRACT DURATION** : One (1) year from issuance of Notice of Award (NOA)

IV. **CLINIC HOURS** : Monday to Friday / Four (4) hours duty – 20 hours in a week
(Reporting not earlier than 7:00AM and not later than 01:00PM)

V. **CLINIC LOCATION** : DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

VI. FUNCTIONS AND RESPONSIBILITIES

- 6.1 Render medical/consultation services for all DOT officials and employees; thru physical face-to-face meeting or tele-consult, when necessary;
- 6.2 Provide diagnosis of physical illness, disorders/injuries of DOT officials and employees;
- 6.3 Conduct health counseling;
- 6.4 Regularly monitor the health conditions of employees with medical conditions and with maintenance supplement;
- 6.5 Update the employees' medical records;
- 6.6 Report/suggest/recommend measures on occupational health and safety in the workplace as well as regarding any health related matters which need to be immediately addressed on;
- 6.7 Facilitate transport and coordination of patients to hospital in case of emergency;
- 6.8 Prepare and submit health and wellness program proposals for the year;
- 6.9 Facilitate and/or act as resource person in health talks and lectures on emergency and/or immediate health concerns, illnesses including management and prevention; and

- 6.10 Perform related tasks as may be assigned from time to time and is willing to render overtime work with no pay especially during emergency cases.

VII. OTHER INSTITUTIONAL ARRANGEMENTS

7.1 In the event of absences, change of work schedule or adjustment in office hours, the Medical Consultant should notify the Human Resource Division (HRD) and seek approval from the Director for Administrative Service at least one (1) week prior.

7.2 In cases when the medical practitioner completes the required 20 hours of work in a week and is required to render additional hours due to extraordinary situations, after the schedules identified in Item IV of this Terms of Reference, the First Party may authorize the use of compensatory time-off equivalent to the excess hours rendered therein.

VIII. TOTAL BUDGET:

Five Hundred Forty Thousand Pesos (PHP540,000.00)

PhP45,000.00 x 12 months

IX. CONTACT PERSONS:

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APPROVED BY:

ATTY. JOVENCIO M. ZARAGOZA
Director, Administrative Service