

# WE ARE HIRING EMERGENCY RESPONDER (NURSE)

DEADLINE : 22 SEPTEMBER 2025  
HRD-NOV-2025-168

Job Level 9, PhP 833.04/day  
Fixed-term Employment

## Qualification Standards

Education: *Graduate of Bachelor of Science in Nursing*

Experience: *Hospital Based Experience and with experience as EMS volunteer is an advantage.*

Training: *First aid, Basic Life Support, Operation of basic medical kits/ equipment, oSH Training is an advantage.*

Other Requirements: *Registered Nurse*

Qualified applicants are requested to  
**PERSONALLY SUBMIT** the following to the  
**HRD on or before 22 SEPTEMBER 2025:**

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

2. Barangay Certification (Residency and complaints, its nature, and status, if any

3. Diploma

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with at least three (3) character reference with email addresses and contact numbers. **PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES.** Write N/A if not applicable

6. Transcript of Records )

7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS  
SHALL NOT BE ENTERTAINED**

## General Duties and Responsibilities

1. Respond quickly to emergencies, including natural disasters, accidents, and health crises.
2. Maintain an inventory of emergency equipment, tools and supplies and ensure readiness for deployment.
3. Provide first aid and basic life support to affected individuals until more comprehensive medical assistance can arrive.
4. Participate in health maintenance examinations. Perform work activities which are within the scope allowed by the nursing profession, and if more extensive examinations are needed, to refer the same to a physician;
5. Participate in the maintenance of occupational health and safety by giving suggestions in the improvement of working environment affecting health and well-being of works;
6. Maintain a report and records system, prepare and submit an annual medical report to the company as required by standards;
7. Conduct preventive maintenance care of the mounted equipment;
8. Monitor content of medical kit and request and store medical supplies;
9. Record and keep medical examinations/ health status of employees;
10. Maintain the cleanliness of the clinic;
11. Participate in the recurring training program and in safety and health inspection program;
12. Man-alarm center in cases where assigned alarm control operator shall respond to an emergency;
13. Document actions taken during the emergency response and prepare reports for review and accountability.
14. Perform other related duties as may be assigned from time to time.