



CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

**BACHELOR OF SCIENCE IN
SECONDARY EDUCATION
MAJOR IN ENGLISH**

PRELIMINARY SURVEY VISIT

AREA VIII.

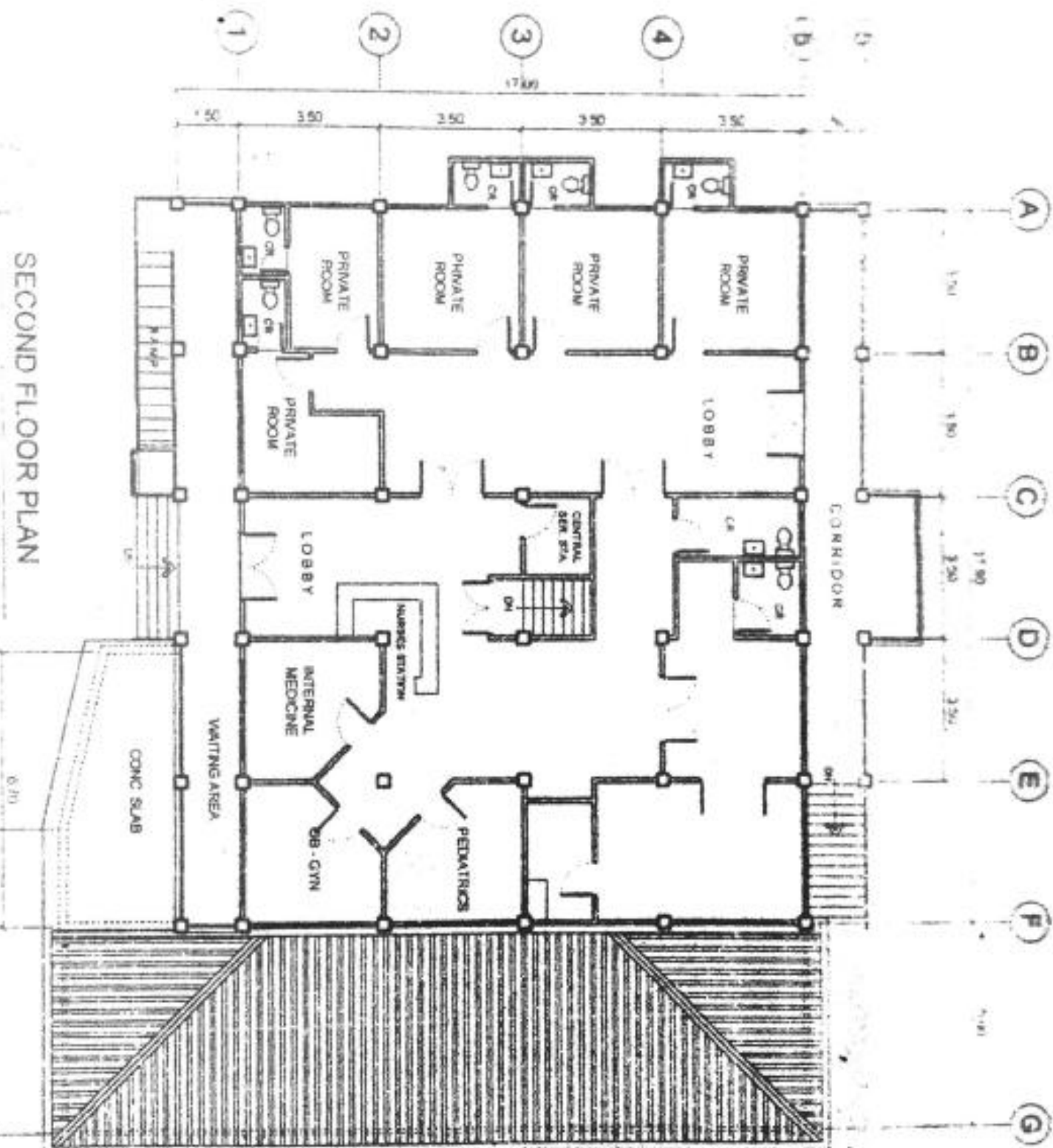
PHYSICAL PLANT AND FACILITIES

G. Medical and Dental Clinic

G.1 Floor plan of the Medical and Dental Clinic



SECOND FLOOR PLAN



G.2 Qualification of the medical and dental staff clinic.



Jing Jing Reyes Suing, RN

Permanent Address: 240 Langkaan I, Dasmariñas City, Cavite

Contact Number: +639608481398

Email Address: jingjing.reyes17@yahoo.com

CAREER OBJECTIVE

A highly resourceful, flexible, innovative, and enthusiastic nurse who possesses a considerable amount of knowledge regarding nursing and administrative procedures that aims to provide preventive and curative medical services and to promote health and well-being. Looking for a career advancement opportunity with an institution that enables its workforce to escalate their competence and aptitude into a higher level of competitiveness.

SKILLS AND COMPETENCIES

School/Company Health Nursing Abilities

- Assists in the operation and maintenance of medical and dental clinic.
- Assists the physician in physical examination of patients seeking medical attention and treatment.
- Assists in the implementation of preventive and curative health programs.
- Assists in taking the vital signs and other first aid measure such as nebulization and wound dressing.
- Accompany patients for conduction to hospital.
- Prepare requisition for medical supplies and medicines necessary to maintain operation of the school clinic.
- Prepare annual report with regards to patients seen and treated by the physician and on the medications given to students and employees and other medical case in the school clinic.
- Prepare monthly health campaign and awareness through posting and providing health seminars and trainings among employees.
- Performs other duties and responsibilities analogous, germane or related to and/or implied in the ones enumerated above.

Administrative Abilities

- Maintaining an electronic and hard copy filing system.
- Coordinating and arranging repairs to office equipment.
- Comprehensive knowledge of Microsoft Office and Open Office.
- Scheduling meetings and preparing agendas.

- Effective organizational skills.
- Resolving administrative problems.
- Creating presentations and writing up reports.
- Providing secretarial services such as minute taking.
- Ensuring office procedures and systems operate efficiently.
- Handling request for information and data.
- Circulating documents via post and email.
- Scanning and copying contracts, notes and other documents.
- Checking stationary and ordering new supplies.
- Opening, dating, copying and circulating incoming post.
- Recording, compiling and transcribing minutes of meetings.
- Operates standard office equipment.
- Establishes and maintains office files, logs, control records.
- Processing of Budget Requests
- Liquidating of Receipts
- Creating and maintaining filing systems

PERSONAL PARTICULARS

Age:31 years old

Gender: Female

Date of Birth: December 22, 1990

Marital Status: Married

Nationality: Filipino

Languages Spoken: English and Filipino

ACADEMIC TRAINING

Bachelor's	BACHELOR OF SCIENCE IN NURSING <i>with Certificate in Information Systems Management</i> Cavite State University, Indang, Cavite Graduated on 26 April 2011
Associate's	ASSOCIATE IN HEALTH SCIENCE EDUCATION Cavite State University, Indang, Cavite Graduated on 13 April 2009

WORKING EXPERIENCE

- **Company Nurse**

Hocheng Philippines Corporation

FCIE, Brgy. Langkaan I, Dasmariñas City, Cavite

March 2018- Present

- **University Nurse**

Lyceum of the Philippines University-Cavite

General Trias, Cavite

November 2012 – June 2017

- **Medical Secretary**

Lyceum of the Philippines University-Cavite

General Trias, Cavite

June 2012-November 2012

- **Company Nurse-Reliever** (Healthway Medical-Corporate Clinics Services)

December 2011- June 2012

Client: San Miguel Yamamura Fuso Molds Corporation (General Trias, Cavite)

Cypress Manufacturing Limited (Gateway Business Park, General Trias, Cavite)

- **Volunteer Nurse** (Rural Health Unit I- Dasmariñas City, Cavite)

November 2011-February 2011

AFFILIATION AND INVOLVEMENTS

- **Philippine Nurses Association**

- **Association of Nursing Services Administration of the Philippines**

- **World Safety Organization**

I hereby declare that the above information is true and correct to the best of my knowledge and belief.


Jing Jing R. Suing, RN



Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION

Manila



PROFESSIONAL REGULATION COMMISSION PROFESSIONAL REGULATION COMMISSION PROFESSIONAL REGULATION COMMISSION PROFESSIONAL REGULATION COMMISSION

PROFESSIONAL IDENTIFICATION CARD

LAST NAME ▶ **REYES**
FIRST NAME ▶ **JING JING**
MIDDLE INITIAL/NAME ▶ **MANGUBAT**
REGISTRATION NO. ▶ **0722341**
REGISTRATION DATE ▶ **10/03/2011**
VALID UNTIL ▶ **12/22/2022**



NURSE



12/22/1990
08/16/2019

Cavite State University

Cavite, Philippines

To All Men To Whom These Presents May Come:

GREETINGS

Be it known that the Board of Regents, by the authority of the
Republic of the Philippines and on the Recommendation of the Academic Council, conferred upon

JING JING M. REYES

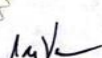
the degree of


ASSOCIATE BACHELOR OF SCIENCE IN NURSING

With all the rights, honors, and privileges, as well as the obligations and responsibilities thereunto appertaining.

In Testimony whereof, the seal of the University and the signatures of the President,
the Vice President for Academic Affairs and the Dean are hereto affixed.

Given in Cavite, Philippines this 26th day of April
in the year of our Lord two thousand and eleven.


LENILA A. DE VERA
Dean


LORNA L. PENALES
Vice President for Academic Affairs


DIVINIA C. CHAVEZ
President

OMEIO M. SANCHEZ, M.D.

Cavite State University Faculty Village
Indang, Cavite 4122
+639178825923



RELATED WORK EXPERIENCE

- 1. CAVITE STATE UNIVERSITY**
Indang, Cavite
University Physician
1990-present
- 2. SCA HYGIENE PRODUCT CORPORATION**
FIRST CAVITE INDUSTRIAL ESTATE (FCIE)
Brgy. Langkaan Dasmarinas, Cavite
Company Physician
1997-present
- 3. METROLAB INDUSTRIAL CORPORATION**
Gateway Javalera, General Trias, Cavite
Company Physician
1997-mid-1999
- 4. MERTROBOTTLE WATER CORPORATION**
Gateway Javalera, General Trias, Cavite
1997-mid-1999
- 5. HILLSIDE GENERAL HOSPITAL**
Alabang, Muntinlupa
Resident Physician (Occupational Medicine)

EDUCATIONAL BACKGROUND

POST GRADUATE COURSE	Occupational Health and Safety (1989) University of the Philippines, Manila
COLLEGE	Medical Degree (1986) Fatima College of Medicine Valenzuela, Metro Manila
	B.S. CHEMISTRY (1981) Far Eastern University Claro M. Recto, Manila
SECONDARY	Timoteo Paez Integrated Pilot School Balut Tondo, Manila
PRIMARY	Timoteo Paez Integrated Pilot School Balut Tondo, Manila

MEMBERSHIP/ ORGANIZATION

Philippine Medical Association (Cavite Chapter)
Philippine College of Occupational Medicine, Inc.

Supervisory Development Workshop
CvSU CEd – AVR
August 4-5, 2010

Philippine National Red Cross Seminar / Training on First Aid and Disaster Preparedness
CvSU Quadrangle
July 27, 2010

Annual National Convention
Philippine College and Occupational Medicine
1993, 1996, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008

8th Asia - Pacific Environmental & Occupational Dermatology Symposium
Westin Philippine Plaza Manila
October 25 -27, 2005

Workshop on Relaxation Therapy for Relief of Stress and Pain
Association of Psychological & Educational Counselor of Asia, 1996

Courtesy as a Way of Life
Civil Service Commission, 1994

National School Health and Nutrition Congress
Department of Education Culture and Sport, 1993

Aids Awareness
Don Severino Agricultural College, 1993

Shared Management Workshop
Don Severino Agricultural College, 1992

Sports Medicine re: Sports injuries
Philippine Sports Commission, 1991

Team Building Seminar
Cavite State University Indang, Cavite
November 19-20, 2003

Awareness Seminar on ISO 9000
Cavite State University Indang, Cavite
October 23, 2003

Echo Seminar on Total Quality Management
Cavite State University Indang, Cavite
December 12, 2003

Write shop on Quality Management System Documentation
Rosario, Batangas
February 22-24, 2005

Strategic Planning Workshop
Calauan, Laguna
July 29-30, 2003

Quality Management System Planning
Cavite State University Indang, Cavite
January 28, 2005

SUMMARY OF
PERSONAL DATA

Name : Romeo M. Sanchez M.D
Address : CvSU Faculty Village Indang, Cavite
Age : 46 years old
Date of Birth : February 12, 1961
Citizenship : Filipino
Religion : Protestant
Civil Status : Married
Spouse : Mrs. Rocellie R. Sanchez
No. of Children: 3
GSIS No. : 61021261056
TIN : 143-384-476
PhilHealth No.: 08-000020749-0

CHARACTER
REFERENCES

Dr. Hernando D. Robles

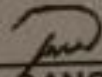
Vice President, Administrative & Support Services
Cavite State University
Indang, Cavite
Tel. # (046)4150010

Mr. Armando de Guzman

Vice President, Finance & Administration
SCA Hygiene Product Corporation
First Cavite Industrial Estate
Brgy. Langkaan Dasmarinas, Cavite
Tel. # (046)4020194

Mr. Nemencio Blanco

Director, Human Resource Department
Metro lab Industrial Corporation
Gateway Javalera Gen. Trias, Cavite


ROMEO M. SANCHEZ, M.D.
PRC License No. 67844

THER J. NOVERO, D.M.D

1, Barangay Kaytambog, Indang, Cavite
(27) 2813596

EDUCATIONAL BACKGROUND

1. CAVITE STATE UNIVERSITY

Multi-Specialty Clinic

Indang, Cavite

University Dentist I

April 28, 2014 to present

2. BRIGHTSMILE PROFESSIONAL TEETH WHITENING CLINIC

SM Mall of Asia, Pasay City, Robinsons Galleria, Pasig City

Associate Dentist

November 13, 2009 to April 25, 2013

3. NOVEL DENTAL CLINIC

Mother Ignacia Ave. cor. Timog Ave., Q.C.

Associate Dentist

June 2011- August 2012

4. DELGADO DENTAL CLINIC

Dr. Jesus Delgado Hospital, Kamuning Road, Q.C.

Feb. 07, 2012 to March 01, 2012

5. EXERDENT DENTAL CLINIC

East Ave., near Philippine Heart Center, Q.C.

EDUCATIONAL BACKGROUND

COLLEGE : University of East
Claro M. Recto, Mla
Doctor of Dental Medicine
Graduated, October 19, 1995

SECONDARY: St. Mary's College, Q.C.
Mother Ignacia Avenue, Q.C.
Graduated, 1987

ELEMENTARY: St. Mary's College, Q.C.
Mother Ignacia Avenue, Q.C.
Graduated, 1983

- **Philippine Dental Association (PDA)**

- **Dental Board Licensure Examination Passer**
 - *Professional Regulation Commission License No. 0037389*
 - *December 09, 1996 & the ff. days*
 - *January 06, 1997 & the ff. days*

- **SEMINAR on GENDER MAINSTREAMING**
Dec. 06, 2016

- **GENDER and DEVELOPMENT RESEARCH CONFERENCE**
 - November 29, 2016
 -
- **GENDER and DEVELOPMENT FOCAL POINT SYSTEM**
"Seminar-Workshop on Gender Analysis"
October 3-4, 2016

- **17th NATIONAL ASSOCIATION OF DENTAL TRADERS, INC. SCIENTIFIC SYMPOSIUM "EXCELLENCE IN DENTISTRY THROUGH WORLD-CLASS TECHNOLOGY"**
September 30- October 2, 2016

- **PHILIPPINE DENTAL ASSOCIATION 107th ANNUAL CONVENTION and SCIENTIFIC SESSIONS with the theme " Professional Excellence for Global Competitiveness"**

May 25-30, 2016

- **PHILIPPINE DENTAL ASSOCIATION 91st ANNUAL SCIENTIFIC CONVENTION**

May 09, 1999 – May 14, 1999

- **QUEZON CITY DENTAL SOCIETY INC., 48th ANNUAL CONVENTION AND SCIENTIFIC MEETING**

March 12, 1999 – March 12, 1999

- **QUEZON CITY DENTAL SOCIETY INC., 2nd SCIENTIFIC SEMINAR**

August 09, 1998 – August 09, 1998

- **PHILIPPINE DENTAL ASSOCIATION 90th ANNUAL SESSION AND SCIENTIFIC MEETING**

May 13, 1998 – May 18, 1998

- **QUEZON CITY DENTAL SOCIETY INC., 47TH ANNUAL CONVENTION AND SCIENTIFIC MEETING**

March 19, 1998 – March 20, 1998

- **PHILIPPINE DENTAL ASSOCIATION 89TH ANNUAL CONVENTION**
May 25, 1997 – May 29, 1997

SUMMARY OF PERSONAL DATA

Date of Birth	:	March 29, 1970
Citizenship	:	Filipino
Civil Status	:	Single
Religious Affiliation	:	Roman Catholic
Father	:	Cornelio Novero
Mother	:	Marilou Jamandre
Mobile No.	:	(0927) 281 3596
Telephone No.	:	N/A
SSS No.	:	33-4764930-9
TIN	:	284 161 997 000

CHARACTER REFERENCES

ROMEO M. SANCHEZ, M.D.

Director of Medical Services

Cavite State University Infirmary System

Indang, Cavite

(046) 415-0113 local 218

(0916) 468-6188

ESTHER J. NOVERO, DMD

PRC License No. 0037389



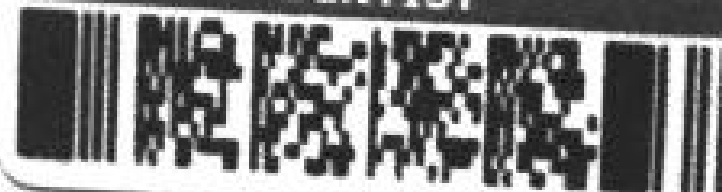
Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
Manila



PROFESSIONAL IDENTIFICATION CARD

LAST NAME ▶ **NOVERO**
FIRST NAME ▶ **ESTHER**
MIDDLE INITIAL NAME ▶ **JAMANDRE**
REGISTRATION NO. ▶ **0037389**
REGISTRATION DATE ▶ **2/25/1997**
VALID UNTIL ▶ **3/29/2018**

DENTIST



3/29/1970
3/13/2015

Professional Regulation Commission
P. Paredes St., corner N. Reyes St., Sampaloc, Manila
www.prc.gov.ph Hotline Number: 735-1535

000824323

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked, or withdrawn.

Esther Jamandre Novero
Signature of Professional

Florentino C. Dolle
FLORENTINO C. DOLLE
Chairman

G.3 Inventory of Equipment supplies and other material resources.

CAVITE STATE UNIVERSITY
GENERAL TRIAS CAMPUS

PHYSICIAN SUPPLIES REQUEST

ITEM	UOM	QTY
BED LINENS		
Fitted Sheets	piece	4
Blanket	piece	4
Pillow	piece	4
Pillow cases	piece	8
Face Towel	piece	5
EQUIPMENTS		
Blood Pressure Apparatus	piece	1
Wheelchair	piece	1
Stretcher	piece	1
Spine board	piece	1
Weighing Scale	piece	1
Nebulizer Unit	piece	1
Pulse Oximeter	piece	1
Thermo Scanner	piece	2
Treatment Cart	piece	1
Medicine Cabinet	piece	1
EDICATIONS		
Paracetamol	box	1
Mefenamic Acid	box	1
Ibuprofen	box	1
Antacid	box	1
Antihistamine	box	1
Loperamide	box	1
Salbutamol Nebules	box	1
Cinnarizine	box	1
Captopril	tab	25
Bisacodon	box	1
Oral Rehydration Solution (ORS)	box	1
Burn Ointment	tube	3
Eye Drops	bottle	5
EDICAL SUPPLIES		
Povidone Iodine 500ml	Bottle	1
Gauze Pad 4x4	piece	50
Micropore tape 2"	piece	5
Leukoplast 2"	piece	3
Disposable gloves	box	1
Sterile Gloves 6.5	piece	3
White Flower	piece	3
Eucalyptus Oil	piece	3
Band Aid	box	5
Elastic Bandage 2"	piece	6
Alcohol	gallon	2
Digital Thermometer	piece	5
Warm compress(rubber)	piece	4
Cold Compress(Gel pack)	piece	4
Kidney basin	piece	2
Mini Basin	piece	1
Cannister	piece	4
Nebulizer Kit	piece	5
ER SUPPLIES		
Bulletin Board	piece	1
Mini Refrigerator	piece	1
Curtain/Panel Drape Curtain	piece	4

ed by:

for
Ayres-Suing, RN

Received by:
B. Samuel

2/8/22