

### VISION

An empowered human resource towards excellent service.

### MISSION

- We provide opportunities for the capacity building for employees.
- We advocated transparency and accountability among employees.
- We inspire collaboration among employees towards the realization of organizational goals.

### FUNCTIONS

The Office of the Assistant Hospital Director for Administration and Finance has the following functions:

- Implement administrative services.
- Render support services to healthcare providers, clients, other government and non-government agencies, professional groups and other requiring assistance.
- Provide internal administrator management, financial management, patient support services and general services.
- Coordinate, consolidate and implement the hospital development plans and programs.
- Determine requirements, placement and development staff.
- Implement and monitor compliance to policies, systems and procedures.
- Evaluate and report progress of plans, systems and continuing quality improvement.

## Administration & Finance

Written by WVSU Medical Center

---

- [Accounting](#)
- [Budget](#)
- [Cash](#)
- [PhilHealth](#)
- [Billing](#)
- [Property & Supply Management](#)
- |                     |
|---------------------|
| Credit & Collection |
|---------------------|

### | | |-------------------------| | <b>General Services</b> | |-------------------------|

- [Security](#)
- [Public Assistance & Information](#)
- [Housekeeping](#)
- [Linen](#)
- [Dormitory](#)
- [PPMDO](#)
- |       |
|-------|
| Civil |
|-------|
- |          |
|----------|
| Plumbing |
|----------|
- |           |
|-----------|
| Carpentry |
|-----------|
- |            |
|------------|
| Blacksmith |
|------------|
- |            |
|------------|
| Electrical |
|------------|
- |             |
|-------------|
| Electronics |
|-------------|
- |            |
|------------|
| Mechanical |
|------------|
- |           |
|-----------|
| Motorpool |
|-----------|
- |                 |
|-----------------|
| Airconditioning |
|-----------------|
- |                         |
|-------------------------|
| Printing / Reproduction |
|-------------------------|
- |               |
|---------------|
| Refrigeration |
|---------------|

### | | |---| | <b>Human Resource &amp; Development</b> | |---|

- [Human Resource & Development](#)