



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
Notice of Hiring

Job Order:

One (1) Hyperbaric Chamber Operator (for each location)

Qualifications

Education	:	Bachelor's Degree relevant to the job
Experience	:	None Required (preferably with background on Diving first aid and/or Medical Field)
Training	:	None Required
Eligibility	:	None Required (preferably with at least MC 10, s. 2013-Cat. III)
Place of Assignment (References from the province of each location)	:	1. Puerto Galera, Oriental Mindoro 2. Boracay 3. Coron, Palawan

Functions

1. Safely and efficiently operates the hyperbaric chamber and all associated equipment ensuring proper functioning throughout each treatment session and adjusts chamber settings as needed to accommodate specific client requirements and treatment protocols, as prescribed by the medical doctor.
2. Continuously monitoring during treatment sessions is essential, observes and assesses for signs of distress and discomfort.
3. Maintains open communication with clients to promptly address any needs, questions, or concerns and reports significant changes in client condition to the nursing staff immediately.
4. Executes detailed pre-treatment checks on the chamber equipment and safety systems to ensure all components are operational.
5. Confirms that all necessary supplies and equipment are ready and available and reports any abnormal situation/ observation on the MHC operation.
6. Accurately documents treatment session data, including recording client responses, duration and any incidents or compliance and arises, and ensure that all documentation complies with facility policies and regulatory requirements.
7. Participates in regular safety drills and training sessions to maintain a high level of preparedness for emergencies.
8. Executes emergency protocols in response to medical emergencies or equipment malfunctions.
9. Maintains readiness to assist with client evacuations and implement first aid measures as necessary.
10. Engages in ongoing professional development opportunities to enhance their knowledge and skills related to hyperbaric therapy.





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One (1) Nurse Aide (for each location)

Qualifications

Education	:	Elementary School Graduate
Experience	:	None Required
Training	:	None Required
Eligibility	:	None Required
Place of Assignment (References from the province of each location)	:	1. Panglao, Bohol 2. Boracay 3. Coron, Palawan 4. Puerto Galera, Oriental Mindoro

Functions

1. Assists clients with activities of daily living, including bathing, dressing, grooming and feeding as needed.
2. Monitors clients' vital signs and report any changes to the nursing staff and provides emotional support and comfort to clients during treatments
3. Assists in preparing clients for hyperbaric chamber sessions which includes conducting pre-treatment assessments.
4. Helps clients enter and exit the chamber safely, ensuring their comfort throughout the treatment and monitors clients during treatments, maintaining communication to ensure their well-being.
5. Supports nursing staff during procedures by preparing necessary equipment and supplies and assists in transporting clients to and from other areas of the facility as required.
6. Maintains accurate records of client care activities, vital signs, and treatment responses and documents any changes in client condition and promptly report these to the nursing theme.
7. Ensures the cleanliness and organization of client care areas and equipment. Follows infection control protocols and maintains a safe environment for clients and staff and assists with the proper handling and disposal of medical waste and supplies.
8. Maintains accurate and comprehensive client records, including treatment logs, assessments and care plans, in compliance with legal organizational standards.
9. Works closely with nursing staff and other healthcare professionals to deliver comprehensive client care and participates in team meetings and training sessions to enhance their skills and knowledge related to hyperbaric medicine.



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One (1) Registered Nurse (for each location)

Qualifications

Education	:	Bachelor of Science in Nursing
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	RA 1080 (Registered Nurse)
Place of Assignment (References from the province of each location)	:	1. Puerto Galera, Oriental Mindoro 2. Boracay 3. Coron, Palawan 4. Panglao, Bohol

Functions

1. Conducts initial and ongoing assessments of clients prior to, during, and after hyperbaric treatments.
2. Administers hyperbaric oxygen therapy as prescribed, ensuring client safety and comfort, as prescribed by medical doctor.
3. Continuously monitors clients for any adverse reactions during therapy sessions, including vital signs and oxygen saturation levels.
4. Respond to emergencies in the hyperbaric chamber, following established protocols.
5. Works closely with physicians and hyperbaric technicians to develop and implement individualized client care plans.
6. Participates in multidisciplinary team meetings to discuss client progress and outcomes.
7. Educates client about hyperbaric therapy, its benefits, potential side effects, and safety protocol.
8. Provides guidance on post-treatment care and lifestyle modifications.
9. Maintains accurate and comprehensive client records, including treatment logs, assessments and care plans, in compliance with legal and organizational standards.
10. Participates in quality assurance programs to monitor and improve client care standards.
11. Engages in continuing education and professional development opportunities related to hyperbaric medicine that will help enhance nursing skills and knowledge.



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One (1) Administrative Officer IV

Qualifications

Education	:	Bachelor's Degree
Experience	:	3 years relevant experience (preferably with background on Diving First Aid and/or Medical Field)
Training	:	16 hours relevant training
Eligibility	:	None Required (preferably with Career Service (Professional)/Second Level Eligibility)
Place of Assignment (References from the province of each location)	:	1. Puerto Galera, Oriental Mindoro 2. Boracay 3. Panglao, Bohol 4. Coron, Palawan

Functions

1. To supervise the day-to-day operations of the Hyperbaric Chamber Center, which includes managing daily administrative tasks such as scheduling appointments, answering phone calls, and responding to inquiries. The Admin Officer will also maintain accurate records of client information, treatment schedules, billing process, and operational records. Additionally, the officer will prepare and distribute internal and external communications, including memos, reports, and newsletters.
2. To supervise and manage all of the staff in the Hyperbaric Chamber Center. This includes the monitoring of staff performance and providing feedback to the staff. This also includes the implementation of training programs for the professional development of the staff. Additionally, the officer shall ensure staff compliance to accreditation and/or certification when necessary.
3. To collaborate with clinical and administrative teams to improve workflow and enhance the client experience. They will also participate in staff meetings and training sessions to stay informed about facility policies and procedures.
4. To coordinate the maintenance of the Hyperbaric Chamber to ensure optimum functionality.
5. To supervise the intake process for clients, ensuring that all necessary documentation is completed and processed. The Admin Officer will coordinate with medical staff to facilitate client appointments and treatments, and they will address client concerns and inquiries with empathy and professionalism.
6. To promote services and medical indications of the Hyperbaric Oxygen Therapy to prospective clients.



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7. To oversee financial management and budgeting, including both the expenses and revenues.
8. To manage the billing and coding for insurance claims, ensuring compliance with healthcare regulations. They will monitor and manage office supplies, inventory, and equipment maintenance while supporting budgeting and financial reporting processes.
9. To ensure that all administrative practices comply with healthcare regulations and standards.
10. To supervise the maintenance of a clean, safe, and welcoming environment for both clients and staff. The Admin Officer will coordinate with maintenance and support staff to address facility issues and ensure operational readiness. The admin officer shall also ensure strict compliance to safety, sterilization, and infection control protocols.
11. To facilitate quality check procedures to improve service and address product and service issues.
12. To ensure accurate data entry and retrieval. They will also generate reports as needed for management and regulatory compliance.

Interested applicants may submit their respective application letter with duly accomplished Personal Data Sheet or comprehensive resume, photocopy of academic Transcript of Records, a photocopy of PRC ID, photocopies of certificate of employment and seminars attended, on or before **3 July 2025** addressed to:


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