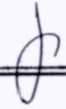


SENATE
S. No. 1020

'19 SEP -9 A9 :08

RECEIVED BY: 

Introduced by SENATOR RAMON BONG REVILLA, JR.

AN ACT
CREATING THE HUMAN RESOURCE MANAGEMENT OFFICE IN THE LOCAL
GOVERNMENT UNITS, AND DEFINING ITS FUNCTIONS

EXPLANATORY NOTE

Republic Act No. 7160 or the Local Government Code of 1991, as amended, has created mandatory and optional offices and positions in the provinces, cities and municipalities, and given their respective duties and functions. The occupants of the said positions are expected to assist the Local Chief Executives (LCEs) in running the affairs of the local government units (LGUs).

Noteworthy to point out, however, is the absence of a Human Resource Management Officer (HRMO) position in the Local Government Code.

Considering that LGU personnel is the "frontline" contact between the government and the public, and that human resources is our most important resource, an office should be created in each LGU to take care of recruitment, career development, rewards and incentives, performance management, discipline, employee relations and the whole gamut of HRM.

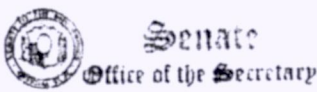
The HR Department/Office plays an important role in the delivery of public service. In order to perform the mandate of every office in the LGU, it is important that competent and credible employees or officials are placed in the different positions

in the plantilla of the LGUs. Hiring of employees or officials to fill important positions should not be thought of as a trial and error process. It is in the best interest of the LGU and of public service, both financially and organizationally, to get the right individuals for the different positions. Thus, in order to deliver efficient and effective service to the public, it is highly proposed that a Human Resource Management Office be created in all local government units.

This measure was endorsed by the Civil Service Commission in recognition of the urgent need for said office or position.

The immediate passage of this bill is highly recommended.


RAMON BONG REVILLA, JR.



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S. No. 1020

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Introduced by SENATOR RAMON BONG REVILLA, JR.

AN ACT
CREATING THE HUMAN RESOURCE MANAGEMENT OFFICE IN THE LOCAL
GOVERNMENT UNITS, AND DEFINING ITS FUNCTIONS

Be it enacted by the Senate and House of Representative of the Philippines in Congress assembled:

1 Section 1. *Short Title.* - This Act shall be known as the "*Human Resource*
2 *Management Office in the Local Government Units*".

3 Sec. 2. *Creation.* - The Human Resource Management Office is hereby created
4 as a mandatory office in the province, city, and in the first to third class municipalities.
5 For the fourth to sixth class municipalities, the creation of the office is optional but the
6 creation of the Human Resource Management Officer position shall be mandatory.
7 The Human Resource Management Office shall be headed by the Human Resource
8 Management Officer (HRMO) with the rank of a Department Head. The Human
9 Resource Management Office or the position of Human Resource Management Officer
10 shall be created within one (1) year from the effectivity of this Act.

11 The creation of the HRMO position in the fourth to sixth class municipalities
12 shall be exempted from the budget ceiling on personnel services.

13 Sec. 3. *Qualifications, Powers and Duties.* -

14 (a) No person shall be appointed Department Head of the Human Resource
15 Management Office unless he/she is a citizen of the Philippines, a
16 resident of the local government unit (LGU) concerned, of good moral
17 character, a holder of a college degree preferably in psychology, public

1 administration or law, and a first grade civil service eligible or its
2 equivalent. He/She must have acquired experience in human resource
3 (HR) management or organization development for at least five (5) years
4 in the case of the province or city, and three (3) years in the case of the
5 municipality, and have undergone certification program for HRMO to be
6 conducted by the Civil Service Commission.

7 (b) The Human Resource Management Officer shall take charge of the
8 Human Resource Management Office and shall:

- 9 (1) Formulate for approval by the governor or mayor, as the case
10 may be, a human resource development plan that will enhance
11 personnel management processes in the local government unit
12 concerned with emphasis in the areas of recruitment and
13 selection, career development, performance management,
14 welfare, rewards and incentives for service excellence;
- 15 (2) Institutionalize a centralized records of human resource
16 documents such as appointments, personal data sheets, service
17 records, statement of assets and liabilities, leave credits, and
18 other pertinent personnel records;
- 19 (3) Conduct continuing human resource development programs, and
20 other capacity building interventions to enhance the competency
21 of employees and officials;
- 22 (4) Monitor and evaluate the implementation of performance
23 management systems in the local government unit concerned in
24 accordance with Civil Service rules and regulations;
- 25 (5) Advise the governor or the mayor, as the case may be, and the
26 Sanggunian on matters pertaining to Civil Service rules and
27 regulations on recruitment, selection and placement (RSP),
28 learning and development (L&D), performance management
29 (PM) and rewards and recognition (R&R) and other HR policies
30 such as leave benefits, employee welfare, and discipline;
- 31 (6) Ensure that Civil Service Law and rules on personnel matters are
32 properly executed;

- 1 (7) Establish linkages/partnership with HR organizations and other
2 LGUs; and,
3 (8) Exercise such other powers and perform such other functions and
4 duties as may be prescribed by law or ordinance.

5 Sec. 4. *Appropriations.* – The position of Department Head for Human
6 Resource Management Office (HRM Officer) shall be included in the plantilla of
7 personnel in the local government unit concerned approved by appropriate body. The
8 appropriation or budget item number of the position shall be approved by the
9 Sanggunian concerned.

10 Sec. 5. *Separability Clause.* – If any provision of this Act is held invalid or
11 unconstitutional, other provisions not affected thereby shall continue to be in full force
12 and effect.

13 Sec. 6. *Repealing Clause.* – Any law, presidential decree or issuance, executive
14 order, letter of instruction, administrative order, rule, or regulation contrary to or
15 inconsistent with the provisions of this Act are hereby repealed, modified, or amended
16 accordingly.

17 Sec. 7. *Effectivity.* – This Act shall take effect fifteen (15) days following its
18 complete publication in the *Official Gazette* or in at least two (2) newspapers of general
19 circulation.

20
21 *Approved,*