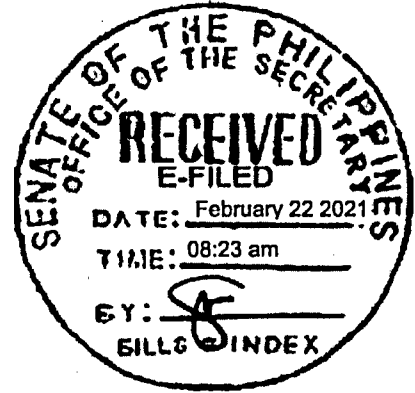


EIGHTEENTH CONGRESS OF THE)
REPUBLIC OF THE PHILIPPINES)
Second Regular Session)

SENATE
S. No. 2060



Introduced by Senator Aquilino "Koko" Pimentel III

AN ACT CREATING A MANDATORY POSITION FOR A HUMAN RESOURCE MANAGEMENT OFFICER IN LOCAL GOVERNMENT UNITS, AMENDING FOR THE PURPOSE SECTIONS 443, 454 AND 463 OF REPUBLIC ACT NO. 7160, AS AMENDED, OTHERWISE KNOWN AS THE "LOCAL GOVERNMENT CODE OF 1991," AND FOR OTHER PURPOSES

EXPLANATORY NOTE

Local Government Unit (LGU) personnel are considered as the "frontline" contact between the government and the public. Thus, recruitment and hiring of government employees in the LGUs should be done with circumspect and proper guidelines.

Under Republic Act No. 7160 or the Local Government Code of 1991, as amended, mandatory and optional offices and positions with specific functions and duties are created to assist the Local Chief Executives in running their respective local governments. However, despite the importance of human resource, LGUs do not have Human Resource Management Officers to lead the recruitment process and provide uniform and standard procedures for hiring government personnel.

Thus, this representation believes that a competent Human Resource Management Officer will play an important role in the efficient delivery of public service. With guidance from the Civil Service Commission (CSC), the central human resource institution of the government, such Officer will facilitate proper recruitment, career development, performance management, discipline, better

personnel relations, and rewards and incentives for service excellence, to ensure the competency and credibility of all government personnel.

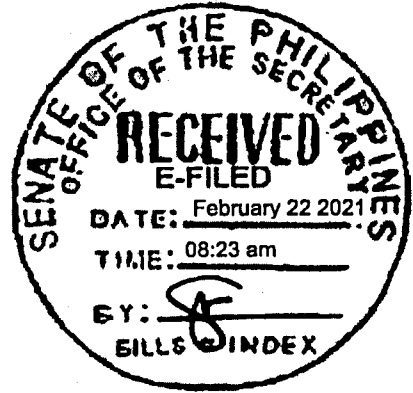
Hiring of employees or officials to fill important positions in the government should not be a "trial and error" process. It should go through a holistic assessment with uniform standards and competency levels.

In view of foregoing considerations, approval of this bill is earnestly sought.


AQUILINO "KOKO" PIMENTEL III

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

1 **SECTION 1.** Section 443 of Republic Act No. 7160 or the "Local
2 Government Code of 1991", as amended, is hereby further amended to
3 read as follows:

4 "SECTION. 443. Officials of the Municipal Government.
5 - (a) There shall be in each municipality a municipal mayor, a
6 municipal vice-mayor, Sangguniang Bayan members, a
7 secretary to the Sangguniang Bayan, a municipal treasurer, a
8 municipal assessor, a municipal accountant, a municipal budget
9 officer, a municipal planning and development coordinator, a
10 municipal engineer/building official, a municipal health officer
11 [and] a municipal civil registrar [-] **AND A MUNICIPAL**
12 **HUMAN RESOURCE MANAGEMENT OFFICER.**

13 XXX"

1 **SEC. 2.** Section 454 of the same law is hereby amended to read as
2 follows:

3 “SECTION. 454. Officials of the City Government. - (a) There
4 shall be in each city a mayor, a vice-mayor, Sangguniang
5 Panlungsod members, a secretary to the Sangguniang Panlungsod, a
6 city treasurer, a city assessor, a city accountant, a city budget officer,
7 a city planning and development coordinator, a city engineer, a city
8 health officer, a city civil registrar, a city administrator, a city legal
9 officer, a city veterinarian, a city social welfare and development
10 officer, [and] a city general services officer [-] **AND A CITY**
11 **HUMAN RESOURCE MANAGEMENT OFFICER.**

12 X X X”

13 **SEC. 3.** Section 463 of the same law is hereby amended to read as
14 follows:

15 “SECTION. 463. Officials of the Provincial Government. - (a)
16 There shall be in each province a governor, a vice-governor,
17 members of the Sangguniang Panlalawigan, a Secretary to the
18 Sangguniang Panlalawigan, a provincial treasurer, a provincial
19 assessor, a provincial accountant, a provincial engineer, a provincial
20 budget officer, a provincial planning and development coordinator,
21 a provincial legal officer, a provincial administrator, a provincial
22 health officer, a provincial social welfare and development officer,
23 a provincial general services officer, a provincial agriculturist, [and]
24 a provincial veterinarian[-] **AND A PROVINCIAL HUMAN**
25 **RESOURCE MANAGEMENT OFFICER.**

26 X X X”

27 **SEC. 4.** A new article and section to be denominated as Article XXI,
28 Section 490-A shall be inserted after Article XX, Section 490 of Title
29 Five, on Appointive Local Officials Common to all Municipalities, Cities
30 and Provinces, and shall read as follows:

31 “ARTICLE XXI

32 **THE HUMAN RESOURCE MANAGEMENT OFFICER**

1 SECTION. 490-A. *QUALIFICATIONS, POWERS AND*
2 *DUTIES.* – (A) NO PERSON SHALL BE APPOINTED AS
3 HUMAN RESOURCE MANAGEMENT OFFICER UNLESS
4 HE IS A CITIZEN OF THE REPUBLIC OF THE
5 PHILIPPINES, OF GOOD MORAL CHARACTER, A
6 HOLDER OF A COLLEGE DEGREE PREFERABLY IN
7 PSYCHOLOGY OR PUBLIC ADMINISTRATION, AND A
8 CIVIL SERVICE ELIGIBILITY OR ITS EQUIVALENT, A
9 RESIDENT OF THE LOCAL GOVERNMENT UNIT (LGU)
10 CONCERNED, HAS ACQUIRED EXPERIENCE IN HUMAN
11 RESOURCE MANAGEMENT FOR AT LEAST THREE (3)
12 YEARS IN THE CASE OF THE PROVINCE OR CITY, OR
13 TWO (2) YEARS IN THE CASE OF A MUNICIPALITY, AND
14 HAS UNDERGONE THE CERTIFICATION PROGRAM
15 FOR HUMAN RESOURCE MANAGEMENT OFFICERS TO
16 BE CONDUCTED BY THE CIVIL SERVICE COMMISSION
17 (CSC).

18 (B) THE HUMAN RESOURCE MANAGEMENT OFFICER
19 SHALL BE APPOINTED BY THE CHAIRPERSON OF THE
20 CIVIL SERVICE COMMISSION (CSC) FROM THE LIST OF
21 AT LEAST THREE (3) ELIGIBLE RECOMMENDEES OF
22 THE LOCAL CHIEF EXECUTIVE OF LGU CONCERNED,
23 SUBJECT TO CIVIL SERVICE RULES AND
24 REGULATIONS.

25 (C) THE HUMAN RESOURCE MANAGEMENT OFFICER
26 SHALL:

- 27 a. FORMULATE A HUMAN RESOURCE
28 DEVELOPMENT PLAN THAT WILL ENHANCE
29 PERSONNEL MANAGEMENT PROCESSES IN
30 THE LGU CONCERNED WITH EMPHASIS IN
31 THE AREAS OF RECRUITMENT AND
32 SELECTION, CAREER DEVELOPMENT,
33 PERFORMANCE MANAGEMENT, PERSONNEL
34 WELFARE, AND REWARDS AND INCENTIVES
35 FOR SERVICE EXCELLENCE;

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b. MONITOR AND EVALUATE THE MANAGEMENT OF PERSONNEL PERFORMANCE IN THE LOCAL GOVERNMENT UNIT CONCERNED AND ENSURE THAT SUCH IS IN ACCORDANCE WITH CIVIL SERVICE RULES AND REGULATIONS;

c. INSTITUTIONALIZE A CENTRALIZED RECORDS DEPOSITORY OF HUMAN RESOURCE DOCUMENTS SUCH AS APPOINTMENT PAPERS, PERSONAL DATA SHEETS, SERVICE RECORDS, STATEMENTS OF ASSETS AND LIABILITIES, LEAVE CREDITS AND OTHER PERTINENT RECORDS;

d. CONDUCT CONTINUING HUMAN RESOURCE DEVELOPMENT PROGRAMS, AND OTHER CAPACITY BUILDING ACTIVITIES TO ENHANCE THE COMPETENCY OF PERSONNEL AND OFFICIALS;

e. ENSURE THAT CIVIL SERVICES LAWS AND RULES ON PERSONNEL MATTERS ARE PROPERLY EXECUTED;

f. ADVISE ON MATTERS RELATED TO CIVIL SERVICE RULES AND REGULATIONS ON RECRUITMENT, SELECTION AND PLACEMENT (RSP), LEARNING AND DEVELOPMENT (L&D), PERFORMANCE MANAGEMENT (PM), AND REWARDS AND RECOGNITION (R&RO) AND OTHER HUMAN RESOURCE POLICIES;

g. ESTABLISH LINKAGES AND PARTNERSHIPS WITH HUMAN RESOURCE ORGANIZATIONS AND OTHER LOCAL GOVERNMENT AGENCIES;

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**h. EXERCISE SUCH OTHER POWERS AND
PERFORM SUCH OTHER FUNCTIONS AND
DUTIES AS MAY BE PRESCRIBED BY LAW OR
ORDINANCE.”**

SEC. 5. The position of Human Resource Management Officer shall be included in the plantilla for personnel under the CSC. The appropriation or budget item number of the position shall be approved by the CSC Commissioner.

SEC. 6. If any portion or provision of this Act is declared unconstitutional, the remainder of this Act or any provisions not affected thereby shall remain in force and effect.

SEC. 7. Any law, presidential decree or issuance, executive order, letter of instruction, rule or regulation inconsistent with the provisions of this Act is hereby repealed or modified accordingly.

SEC. 8. This Act shall take effect fifteen (15) days after its complete publication in the Official Gazette or in a newspaper of general circulation.

Approved,