



## HOUSE OF REPRESENTATIVES

**H. No. 4852**

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BY REPRESENTATIVES SALVACION, SARMIENTO (M.) AND LOBREGAT, PER  
COMMITTEE REPORT NO. 379

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AN ACT CREATING A MANDATORY POSITION FOR A HUMAN  
RESOURCE MANAGEMENT OFFICER IN EACH  
MUNICIPALITY, CITY AND PROVINCE, DEFINING THE  
POWERS AND DUTIES, FURTHER 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”

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

1           SECTION 1. Sections 443, 454 and 463 of Republic Act No. 7160, as  
2 amended, otherwise known as the “Local Government Code of 1991” are  
3 hereby amended to read as follows:

4           “SEC. 443. *Officials of the Municipal Government.* – (a)  
5           There shall be in each municipality a municipal mayor, a  
6           municipal vice-mayor, sangguniang bayan members, a secretary  
7           to the sangguniang bayan, a municipal treasurer, a municipal  
8           assessor, a municipal accountant, a municipal budget officer, a  
9           municipal planning and development coordinator, a municipal

1 engineer/building official, a municipal health officer, [and] a  
2 municipal civil registrar **AND A MUNICIPAL HUMAN RESOURCE**  
3 **MANAGEMENT OFFICER.”**

4 “xxx xxx xxx.”

5 “SEC. 454. *Officials of the City Government.* – (a)

6 There shall be in each city a mayor, a vice-mayor, sangguniang  
7 panlungsod members, a secretary to the sangguniang panlungsod,  
8 a city treasurer, a city assessor, a city accountant, a city budget  
9 officer, a city planning and development coordinator, a city  
10 engineer, a city health officer, a city civil registrar, a city  
11 administrator, a city legal officer, a city veterinarian, a city social  
12 welfare and development officer, [and] a city general services  
13 officer **AND A CITY HUMAN RESOURCE MANAGEMENT**  
14 **OFFICER.”**

15 “xxx xxx xxx.”

16 “SEC. 463. *Officials of the Provincial Government.* –

17 (a) There shall be in each province a governor, a vice-governor,  
18 members of the sangguniang panlalawigan, a secretary to the  
19 sangguniang panlalawigan, a provincial treasurer, a provincial  
20 assessor, a provincial accountant, a provincial engineer, a  
21 provincial budget officer, a provincial planning and development  
22 coordinator, a provincial legal officer, a provincial administrator,  
23 a provincial health officer, a provincial social welfare and  
24 development officer, a provincial general services officer, a  
25 provincial agriculturist, [and] a provincial veterinarian **AND A**  
26 **PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICER.”**

27 “xxx xxx xxx.”

1           SEC. 2. *Appointment, Qualifications, Powers and Duties.* – (a) The  
2 human resource management officer shall be appointed by the Chairperson of  
3 the Civil Service Commission (CSC) from a list of at least three (3) ranking,  
4 eligible recommendees of the governor or mayor, as the case may be, subject  
5 to civil service law, rules and regulations. His or her appointment shall not be  
6 subject to concurrence by the sanggunian.

7           (b) The human resource management officer shall be under the  
8 administrative supervision of the governor or mayor, as the case may be. The  
9 human resource management officer shall report on matters pertaining to  
10 personnel management processes, which include recruitment and selection of  
11 personnel, career development, performance management, welfare, rewards  
12 and incentives for service excellence, rules and regulations on appointments  
13 and leave benefits.

14           (c) The person appointed as human resource management officer must  
15 be a citizen of the Philippines, a resident of the local government unit  
16 concerned, of good moral character, a holder of a college degree preferably in  
17 psychology, public administration or law, obtained from a recognized college  
18 or university, and a first grade civil service eligible or its equivalent. The  
19 appointee must have acquired experience in human resource management or  
20 organizational development for at least five (5) years in the case of the  
21 provincial or city human resource management officer, and three (3) years in  
22 the case of the municipal human resource management officer.

23           The appointment of a human resource management officer shall be  
24 mandatory for provincial, city and municipal governments: *Provided,*  
25 *however,* That the establishment of a human resource management office shall  
26 be optional in fourth to sixth class municipalities.

1 (d) The Human Resource Management Officer shall take charge of the  
2 Human Resource Management Office, and shall perform the following powers  
3 and duties:

4 (1) Formulate, for approval by the governor or mayor, as the case may  
5 be, a human resource development plan that will enhance personnel  
6 management processes in the local government unit concerned with emphasis  
7 in the areas of recruitment and selection, career development, performance  
8 management, welfare, rewards and incentives for service excellence;

9 (2) Institutionalize a central records of personnel documents such as  
10 appointments, personnel data sheets, service records, statement of assets and  
11 liabilities, leave credits, and other personnel records;

12 (3) Conduct continuing human resource development programs, and  
13 other capacity building interventions to enhance the competency of officials  
14 and employees;

15 (4) Monitor and evaluate the implementation of performance  
16 management systems in the local government unit concerned in accordance  
17 with the civil service rules and regulations;

18 (5) Advise the governor or mayor, as the case may be, and the  
19 sanggunian on matters pertaining to the civil service rules and regulations on  
20 appointments and leave benefits of employees;

21 (6) Ensure that the Civil Service Law, and its implementing rules and  
22 regulations on personnel matters are properly executed;

23 (7) Establish linkages/partnerships with human resource organizations  
24 and other local government units; and

25 (8) Exercise such other powers and duties as may be prescribed by law  
26 or ordinance.

1           SEC. 3. *Appropriations by Local Sanggunians.* – In order to carry out  
2 the provisions of this Act, such sums as may be necessary shall be appropriated  
3 by the local sanggunian of the year following its enactment into law and  
4 thereafter.

5           SEC. 4. *Repealing Clause.* – All laws, decrees, executive orders, rules  
6 and regulations which are inconsistent with this Act are hereby amended,  
7 repealed or modified accordingly.

8           SEC. 5. *Effectivity.* – This Act shall take effect fifteen (15) days after  
9 its publication in the *Official Gazette* or in a newspaper of general circulation.

Approved,

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