

Republic of the Philippines  
**HOUSE OF REPRESENTATIVES**  
Constitution Hills, Quezon City



**FIFTEENTH CONGRESS**  
Second Regular Session

**HOUSE BILL NO. 5472**

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**Introduced by: REP. MEL SENEN S. SARMIENTO**

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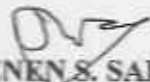
**EXPLANATORY NOTE**

The Local Government Code of 1991 (RA 7160) has created mandatory and optional offices and positions in the provinces, cities, and municipalities, and has given their respective duties and functions. The occupants of the said positions are expected to assist the Local Chief Executives (LCE) in running the affairs of the local government units.

Noteworthy to point out, however, is the absence of a Human Resources Management Officer (HRMO) position in RA 7160. As a result, the present accountability for HR is lodged in the LCE thus making human resource management in the LGU politicized. Considering that LGU personnel is the frontline of the government to the people, 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 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 services to the public it is proposed that a Human Resource Management Office be created in all local government units.

Approval of this bill is earnestly sought.

  
**MEL SENEN S. SARMIENTO**

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**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 Representatives of the Philippines in  
Congress assembled:*

1 **SECTION 1. Title** – This act shall be known as the “Act Creating the Human Resource  
2 Management Office in the Local Government Units.”

3  
4 **SECTION 2. Creation** – The Human Resource Management Office is hereby created as a  
5 mandatory office in the province, city, and first to third class municipalities. For the fourth to  
6 sixth class municipalities, the office is optional but the Human Resource Management Officer  
7 position shall be mandatory. The Human Resource Management Office shall be headed by  
8 the Human Resource Management Officer with the rank of a Department Head.

9  
10 **SECTION 3. Qualifications, Powers, and Duties.** –

11 (a) no person shall be appointed Department Head of the Human Resource Management  
12 Office unless he/she is a citizen of the Philippines, a resident of the local government unit  
13 concerned, of good moral character, a holder of a college degree preferably in psychology,

1 public administration or law, and a first grade civil service eligible or its equivalent. He/she  
2 must have acquired experience in human resource management or organization development  
3 for at least five years in the case of the province or city, and three years in the case of  
4 municipality.

5 (b) the Human Resource Management Officer shall take charge of the Human Resource  
6 Management Office and shall:

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

12 (2) Institutionalize a centralized records of personnel documents such as  
13 appointments, personnel data sheets, service records, statement of assets and  
14 liabilities, leave credits, and other pertinent personnel records;

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

17 (4) Monitor and evaluate the implementation of performance management systems in  
18 the local government unit concerned in accordance with Civil Service rules and  
19 regulations;

20 (5) Advise the governor or the mayor, as the case may be, and the sanggunian on  
21 matters pertaining to Civil Service rules and regulations on appointments and leave  
22 benefits of employees;

23 (6) Ensure that Civil Service Law and rules on personnel matters are properly  
24 executed;

25 (7) Establish linkages/partnerships with HR organizations and other LGUs; and

1           (8) Exercise such other powers and perform such other functions and duties as may be  
2           prescribed by law or ordinance.

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4   **SECTION 4. Appointment.** – The Civil Service Commission shall appoint the Human  
5   Resource Management Officer based on the three recommendations of the governor or

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7   **SECTION 5. Appropriations.** – In order to carry out the provisions of this act, the amount  
8   necessary shall be appropriated by the local sanggunian for the year following its enactment  
9   into law and every year thereafter.

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11   **SECTION 6. Separability Clause.** – If any provision of this Act is held invalid or  
12   unconstitutional, other provisions not affected thereby shall continue to be in full force and  
13   effect.

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15   **SECTION 7. Effectivity Clause.** – This act shall take effect fifteen days following its  
16   publication in the official gazette or in at least two (2) newspapers of general circulation.

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18   **Approved,**