



Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City, Metro Manila

Sixteenth Congress
First Regular Session

1809
HOUSE BILL NO. _____

Introduced by Honorable Andres D. Salvacion, Jr

EXPLANATORY NOTE

The Local Government Code of 1991 (Republic Act No. 7160) 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 (HRMC) position in RA 7160. As a result, the present accountability for HR is lodged in the local chief executives (LCEs), thus, making human resource management in LGUs "politicized." Considering the breadth of responsibilities of the LCE, HRMOs became glorified clerks – at most like personal and confidential staff of LCEs succumbing to political pressures at the expense of merit and fitness.

LGU personnel as the "frontline" contact between government and the public, and that human resources is our most important resource, an office should be created in each of every 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.

Approval of this bill is earnestly sought.


ANDRES D. SALVACION, JR.

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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:

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

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

SECTION 3. **Qualifications, Powers and Duties.** – No person shall be appointed Department Head of the Human Resource Management Office unless he/she is a citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of a college degree preferably in psychology, public administration or law, and a first grade civil service eligible or its equivalent. He/She must have acquired experience in human resource management or organizational development for at least five (5) years in the case of the province or city, and three (3) years in the case of the municipality. The Human Resource Management Officer shall take charge of the Human Resource Management Office and shall perform the following powers and duties:

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

- (2) Institutionalize a centralized records of personnel documents such as appointments, personal data sheets, service records, statement of assets and liabilities, leave credits, and other pertinent personnel records;
- (3) Conduct continuing human resource development programs, and other capacity building interventions to enhance the competency of employees and officials;
- (4) Monitor and evaluate the implementation of performance management systems in the local government unit concerned in accordance with Civil Service rules and regulations;
- (5) Advise the governor or the mayor, as the case may be, and the sanggunian on matters pertaining to Civil Service rules and regulations on appointments and leave benefits of employees;
- (6) Ensure that Civil Service Law and rules on personnel matters are properly executed;
- (7) Establish linkages/partnership with HR organizations and other LGUs; and
- (8) Exercise such other powers and perform such other functions and duties as may be prescribed by law or ordinance.

SECTION 4. **Appointment.** – The Civil Service Commission shall appoint the Human Resource Management Officer based on the three (3) recommendations of the governor or mayor, as the case may be. The appointment need not be concurred by the sanggunian.

SECTION 5. **Appropriations.** – In order to carry out the provisions of this Act, the amount shall be appropriated by the local sanggunian of the year following its enactment into a law and thereafter.

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

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

Approved,