

1 Republic of the Philippines
2 HOUSE OF REPRESENTATIVES
3 Quezon City



4 SEVENTEENTH CONGRESS

5 First Regular Session

6 HOUSE BILL NO. **4482**

7 Introduced by REP. EDGAR MARY S. SARMIENTO

8
9 EXPLANATORY NOTE

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

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15 Noteworthy to point out, however is the absence of a Human Resources
16 Management officer (HRMO) position in RA 7160. As a result, the present accountability for
17 HR is lodged in the LCE thus making human resource management in the LGU politicized.
18 Considering that LGU personnel is the frontline of the government to the people, and that
19 human resources is our most important resource an office should be created in each LGU to
20 take care of recruitment, career development, rewards and incentives, performance
21 management, discipline, employee relations, and the whole gamut of HRM

22
23 The HR Office plays an important role in the delivery of public service. In order to
24 perform the mandate of every office in the LGU, it is important that competent and credible
25 employees or officials are placed in the different positions in the plantilla of the LGUs.

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

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7 Approval of this bill is earnestly sought.
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EDGAR MARY S. SARMIENTO

1 Republic of the Philippines
2 HOUSE OF REPRESENTATIVES
3 Constitution Hills, Quezon City
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6 SEVENTEENTH CONGRESS
7 First Regular Session
8

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10 HOUSE BILL NO. 4482
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13 Introduced by : REP. EDGAR MARY S. SARMIENTO
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18 AN ACT CREATING THE HUMAN RESOURCE MANAGEMENT OFFICE IN THE
19 LOCAL GOVERNMENT UNITS AND DEFINING ITS FUNCTIONS
20

21 *Be it enacted by the Senate and House of Representatives of the Philippines in*
22 *Congress assembled:*
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24 **SECTION 1. Title** – This act shall be known as the “Act Creating the Human Resource
25 Management Office in the Local Government Units”.
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27 **SECTION 2. Creation** – The Human Resource Management Office is hereby created as a
28 mandatory office in the province, city, and, first to third class municipalities. For the fourth to
29 sixth class municipalities, the office is optional but the Human Resource Management Officer
30 position shall be mandatory. The Human Resource Management Office shall be headed by
31 the Human resource Management Officer with the rank of a Department Head.
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33 **SECTION 3. Qualifications, Powers and Duties** –

34 (a) no person shall be appointed Department Head of the Human Resource Management
35 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 services eligible or its equivalent. He/She must have acquired experience in human resource management or organization development for at least five years in the case of the province or city, and three years in the case of municipality.

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

- (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, personnel 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;

- 1 (6) Ensure that civil service Law and rules on personnel matters are properly
2 executed;
- 3 (7) Establish linkages/partnerships with HR organizations and other LGUs;
4 and
- 5 (8) Exercise such other powers and perform such other functions and duties as
6 may be required by law or ordinance.
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8 **SECTION 4. Appointment** – The Civil Service Commission shall appoint the Human
9 Resource Management Officer based on the three recommendations of the governor or
10 mayor.

11

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

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

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

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24 **Approved,**