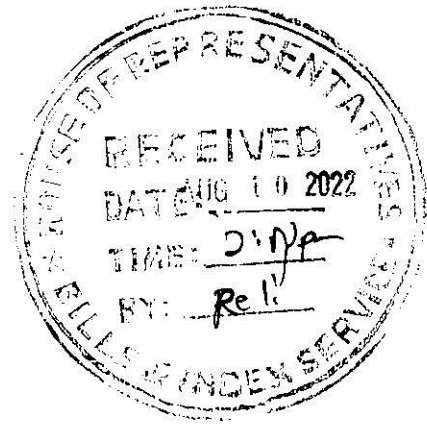


Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City, Metro Manila

NINETEENTH CONGRESS
First Regular Session

HOUSE BILL NO. **3459**



Introduced by Representative **WOWO FORTES**

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).

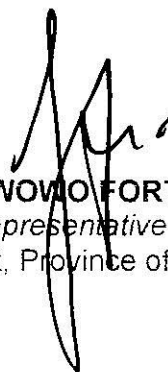
Noteworthy to point out, however, is the absence of a Human Resource Management Officer (HRM Officer) and General Services Officer (GS Officer) positions in RA 7160.

Considering that LGU personnel is 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. Meanwhile, the General Services Office (GSO) plays one of the vital roles in the local government as it provides diverse range of routine general services such as, but not limited to: 1) supply and procurement works, 2) building and ground maintenance, 3) inventory of government property and vehicles and 4) other duties and functions as may be prescribed by the Local Government Code.

It is imperative to have a GSO in an LGU for the acceleration of the delivery of its services by smoothing out the congestion in the bureaucracy and ensuring the uniformity of general services management of the local government unit. Along with this, is the importance of the Human Resource Management Office (HRMO) 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. The 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.

In order to deliver efficient and effective service to the public, it is highly proposed that HRMO and GSO be created in all local government units.

On behalf of the people of the Second District of Sorsogon and for the common good of the people, approval of this bill is earnestly sought.

A handwritten signature in black ink, appearing to read 'Womio Fortes', is written over the printed name and title.

ATTY. WOMIO FORTES
Representative
Second District, Province of Sorsogon

Nineteenth Congress of the
Republic of the Philippines
First Regular Session

HOUSE OF REPRESENTATIVES

H. B. No. **3459**

Introduced by Representative **WOWO FORTES**

**AN ACT CREATING THE HUMAN RESOURCE MANAGEMENT OFFICE AND
GENERAL SERVICES OFFICE IN THE LOCAL GOVERNMENT UNITS, AND
DEFINING THEIR FUNCTIONS**

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

SECTION 1. *Title.* - This Act shall be known as "An Act Creating the Human Resource Management Office (HRMO) and General Services Office (GSO) in the Local Government Units (LGUs)."

SEC. 2. *Creation.* - The HRMO and GSO are hereby created as mandatory offices in the province, city, and in the first to third-class municipalities. For the fourth to sixth-class municipalities, the creation of the office is optional but the creation of the Human Resource Management Officer (HRM Officer) and General Services Officer (GS Officer) position shall be mandatory. The HRMO and GSO shall be headed by the HRM Officer and GS Officer, respectively, with the rank of a Department Head. The HRMO and GSO or the position of HRM Officer and GS Officer shall be created within one (1) year from the effectivity of this Act.

The creation of the HRM Officer and GS Officer in the fourth to sixth class municipalities shall be exempted from the budget ceiling on personnel services.

SEC. 3. *Qualifications, Powers, and Duties of HRM Officer.* -

(a) No person shall be appointed Department Head of the HRMO 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 organization 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, and have undergone a certification program for HRMO to be conducted by the Civil Service Commission.

(b) The HRM Officer shall take charge of the HRMO and shall:

1. Formulate 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, for the approval of the Local Chief Executive (LCE);
2. Institutionalize a centralized record of human resource 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 recruitment, selection and placement (RSP), learning and development (L&D), performance management (PM) and rewards and recognition (R&R) and other HR policies such as leave benefits, employee welfare and discipline;
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

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

SEC. 4. Qualifications, Powers, and Duties of GS Officer. -

(a) No person shall be appointed general services officer unless he is a citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of a college degree on public administration, business administration and management from a recognized college or university, and a first-grade civil service eligible or its equivalent. He must have acquired experience in general services, including management of supply, property, solid waste disposal, and general sanitation of at least five (5) years in the case of the provincial or city general services officer, and at least three (3) years in the case of the municipal general services officer.

(b) The GS Officer shall take charge of the GSO and shall:

1. Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the LCE in carrying out measures to ensure the basic services and provision of adequate

facilities pursuant to Section 17 of the Local Government Code of 1991 which general services expertise and technical support services;

2. Develop plans and strategies and upon approval thereof by the Local Chief Executive implement the same, particularly those which have to do with the general services supportive of the welfare of their constituents;
3. Take custody of and be accountable for all properties, real properties, real or personal, owned by the local government unit and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;
4. Assign building or land space to local officials or other public officials, who by law, are entitled to such space, with the approval of LCE;
5. Recommend to the LCE, as the case may be, the reasonable rental rates for local government properties, whether real or personal, which will be leased to public or private entities by the local government;
6. Perform archival and record management with respect to records of offices and departments of the LGU; and
7. Perform all other functions pertaining to supply and property management hereto performed by the local government treasurer and enforce policies on records, creation, maintenance and disposal.

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

SEC. 5. *Appropriations.* – The position of Department Heads for HRMO and GSO shall be included in the plantilla of personnel in the LGU concerned approved by the appropriate body. The appropriation or budget item number of the position shall be approved by the Sanggunian concerned.

SEC. 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.

SEC. 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,