

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

NINETEENTH CONGRESS
First Regular Session

HOUSE BILL NO. 4507



Introduced by **HON. GUS S. TAMBUNTING**

AN ACT
CREATING A MANDATORY POSITION FOR A HUMAN RESOURCE MANAGEMENT OFFICER IN LOCAL GOVERNMENT UNITS, 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," AND FOR OTHER PURPOSES

EXPLANATORY NOTE

The role of human resource management (HRM) in the public sector often concerns is still under development, in contrast to HRM in private institutions. In the public sector setting, HRM concerns forecasting and planning of human capital, selection and staffing, development and training, performance management, employee discipline, and the promotion of the productivity and welfare of each employee. To date, human resource management officers are optional positions and are not included as mandatory positions in the Republic Act No. 7160 or the Local Government Code. Without an HRMO, the management of human capital in the local government units is left to either the local chief executive or the city secretary.

Considering the importance of keeping a competent human resource in local government units, this measure seeks to institutionalize the appointment of human resource management officers across local government units. The HRMO shall be tasked to formulate and develop a human resource development plan for the enhancement of personnel management processes. HRMOs are also expected to conduct continuing human resource development programs and other capacity-building activities to enhance the competency of not only the personnel but also the officials.

On behalf of the people of Parañaque City's Second District, and for the common good of the Filipino people, the approval of the said measure is earnestly sought.

A handwritten signature in black ink, appearing to be "Gus S. Tambunting".

REP. GUS S. TAMBUNTING
2nd District, Parañaque City

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

SECTION 1. Section 443 of Republic Act No. 7160 or the "Local Government Code of 1991", as amended, is hereby further amended to read as follows:

"SECTION. 443. Officials of the Municipal Government. – (a) There shall be in each municipality a municipal mayor, a municipal vice-mayor, Sangguniang Bayan members, a secretary to the Sangguniang Bayan, a municipal treasurer, a municipal assessor, a municipal accountant, a municipal budget officer, a municipal planning and development coordinator, a municipal engineer/building official, a municipal health officer [and] a municipal civil registrar [.] **AND A MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICER.**

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SEC. 2. Section 454 of the same law is hereby amended to read as follows:

"SECTION. 454. Officials of the City Government. – (a) There shall be in each city a mayor, a vice-mayor, Sangguniang Panlungsod members, a secretary to the Sangguniang Panlungsod, a city treasurer, a city assessor, a city accountant, a city budget officer, a city planning and development coordinator, a city engineer, a city health officer, a city civil registrar, a city administrator, a city legal officer, a city veterinarian, a city social welfare and development officer, [and] a city general services officer [.] **AND A CITY HUMAN RESOURCE MANAGEMENT OFFICER.**

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SEC. 3. Section 463 of the same law is hereby amended to read as follows:

"SECTION. 463. Officials of the Provincial Government. – (a) There shall be one in each province. a governor, a vice-governor, members of the Sangguniang Panlalawigan, a Secretary to the Sangguniang Panlalawigan, a provincial treasurer, a provincial assessor, a provincial accountant, a provincial engineer, a provincial budget officer, a provincial planning and development coordinator, a provincial legal officer, a provincial administrator, a provincial health officer, a provincial social welfare and development officer, a provincial general services officer, a provincial agriculturist, [and] a provincial veterinarian [.] **AND A PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICER.**

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SEC. 4. A new article and section to be denominated as Article XXI, Section 490-A shall be inserted after Article XX, Section 490 of Title Five, on Appointive Local Officials Common to all Municipalities, Cities, and Provinces, and shall read as follows:

**"ARTICLE XXI
THE HUMAN RESOURCE MANAGEMENT OFFICER**

SECTION. 490-A. QUALIFICATIONS, POWERS, AND DUTIES. –

- a) NO PERSON SHALL BE APPOINTED AS HUMAN RESOURCE MANAGEMENT OFFICER UNLESS HE IS A CITIZEN OF THE REPUBLIC OF THE PHILIPPINES, OF GOOD MORAL CHARACTER, A HOLDER OF A COLLEGE DEGREE PREFERABLY IN PSYCHOLOGY OR PUBLIC ADMINISTRATION, AND A CIVIL SERVICE ELIGIBILITY OR ITS EQUIVALENT, A RESIDENT OF THE LOCAL GOVERNMENT UNIT (LGU) CONCERNED, HAS ACQUIRED EXPERIENCE IN HUMAN RESOURCE MANAGEMENT FOR AT LEAST THREE (3) YEARS IN THE CASE OF THE PROVINCE OR CITY, OR TWO (2) YEARS IN THE CASE OF A MUNICIPALITY, AND HAS UNDERGONE THE CERTIFICATION PROGRAM FOR HUMAN RESOURCE MANAGEMENT OFFICERS TO BE CONDUCTED BY THE CML SERVICE COMMISSION (CSC).**
- b) THE HUMAN RESOURCE MANAGEMENT OFFICER SHALL BE APPOINTED BY THE CHAIRPERSON OF THE CIVIL SERVICE COMMISSION (CSC) FROM THE LIST OF AT LEAST THREE (3) ELIGIBLE RECOMMENDEES OF THE LOCAL CHIEF EXECUTIVE OF LGU CONCERNED, SUBJECT TO CIVIL SERVICE RULES AND REGULATIONS.**
- c) THE HUMAN RESOURCE MANAGEMENT OFFICER SHALL:**
 - a. FORMULATE A HUMAN RESOURCE DEVELOPMENT PLAN THAT WILL ENHANCE PERSONNEL MANAGEMENT PROCESSES IN THE LGU CONCERNED WITH EMPHASIS IN THE AREAS OF**

RECRUITMENT AND SELECTION, CAREER DEVELOPMENT, PERFORMANCE MANAGEMENT, PERSONNEL WELFARE, AND REWARDS AND INCENTIVES FOR SERVICE EXCELLENCE;

- b. MONITOR AND EVALUATE THE MANAGEMENT OF PERSONNEL PERFORMANCE IN THE LOCAL GOVERNMENT UNIT CONCERNED AND ENSURE THAT SUCH IS by CIVIL SERVICE RULES AND REGULATIONS;**
- c. INSTITUTIONALIZE A CENTRALIZED RECORDS DEPOSITORY OF HUMAN RESOURCE DOCUMENTS SUCH AS APPOINTMENT PAPERS, PERSONAL DATA SHEETS, SERVICE RECORDS, STATEMENTS OF ASSETS AND LIABILITIES, LEA VE CREDITS AND OTHER PERTINENT RECORDS;**
- d. CONDUCT CONTINUING HUMAN RESOURCE DEVELOPMENT PROGRAMS, AND OTHER CAPACITY BUILDING ACTIVITIES TO ENHANCE THE COMPETENCY OF PERSONNEL AND OFFICIALS;**
- e. ENSURE THAT CIVIL SERVICES LAWS AND RULES ON PERSONNEL MATTERS ARE PROPERLY EXECUTED;**
- f. ADVISE ON MATTERS RELATED TO CIVIL SERVICE RULES AND REGULATIONS ON REQUIREMENT, SELECTION AND PLACEMENT (RSP), LEARNING AND DEVELOPMENT (L&D), PERFORMANCE MANAGEMENT (PM), AND REWARDS AND RECOGNITION (R&RO) AND OTHER HUMAN RESOURCES POLICIES;**
- g. ESTABLISH LINKAGES AND PARTNERSHIPS WITH HUMAN RESOURCE ORGANIZATIONS AND OTHER LOCAL GOVERNMENT AGENCIES;**
- h. EXERCISE SUCH OTHER POWERS AND PERFORM SUCH OTHER FUNCTIONS AND DUTIES AS MAY BE PRESCRIBED BY LAW OR ORDINANCE."**

SEC. 5. The position of Human Resource Management Officer shall be included in the plantilla for personnel under the CSC. The appropriation or budget item number of the position shall be approved by the CSC Commissioner.

SEC. 6. If any portion or provision of this Act is declared unconstitutional, the remainder of this Act or any provisions not affected thereby shall remain in force and effect.

SEC. 7. Any law, presidential decree or issuance, executive order, letter of instruction, rule, or regulation inconsistent with the provisions of this Act is hereby repealed or modified accordingly.

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

Approved,