



Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City



NINETEENTH CONGRESS
First Regular Session

HOUSE BILL No. 7378

AN ACT
CREATING A MANDATORY DEPARTMENT HEAD POSITION OF HUMAN
RESOURCE MANAGEMENT OFFICER IN THE LOCAL GOVERNMENT UNITS
AND DEFINING ITS FUNCTIONS, AMENDING FOR THE PURPOSE
PERTINENT SECTIONS OF REPUBLIC ACT NO. 7160, AS AMENDED,
OTHERWISE KNOWN AS THE LOCAL GOVERNMENT CODE OF 1991

Introduced by AKO BICOL REPRESENTATIVE
RAUL ANGELO "JIL" D. BONGALON

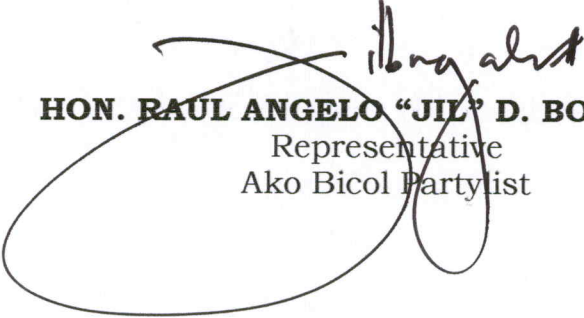
EXPLANATORY NOTE

The Local Government Code of 1991 (Republic Act No. 7160) created mandatory positions with specific functions and duties to assist the local chief executives in the administration of their respective Local Governments Units (LGU). Under the same code, however, the position of Human Resource Management Officer (HRMO), is not among those mandatorily required to be created.

Similarly, while under CSC Memorandum Circular No. 19, s. 1992 (Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units), Cities and Municipalities may create the Office of the HRMO, the same is not mandatory. Thus, the creation of the position of an HRMO with the rank of a department head and the creation of Human Resource Department to cater to the multifarious human resources needs of the LGUs have not been prioritized and sometimes even disregarded in most LGUs.

Notably, recent trends and advances in the field of human resource management and development have made the role of the HRMOs indispensable particularly in areas of recruitment selection and placement; performance management; learning and development and rewards and recognition.

Thus, as almost all facets of good local governance and operations depend largely on an effective and efficient human resource management and with the expanded functions, roles, and responsibilities of the HRMOs in LGUs, the immediate consideration and passage of this bill is earnestly sought.



HON. RAUL ANGELO "JIL" D. BONGALON
Representative
Ako Bicol Partylist



Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

NINETEENTH CONGRESS
First Regular Session

HOUSE BILL No. 7378

AN ACT
CREATING A MANDATORY DEPARTMENT HEAD POSITION OF HUMAN
RESOURCE MANAGEMENT OFFICER IN THE LOCAL GOVERNMENT UNITS
AND DEFINING ITS FUNCTIONS, AMENDING FOR THE PURPOSE
PERTINENT SECTIONS OF REPUBLIC ACT NO. 7160, AS AMENDED,
OTHERWISE KNOWN AS THE LOCAL GOVERNMENT CODE OF 1991

Introduced by AKO BICOL REPRESENTATIVE
RAUL ANGELO "JIL" D. BONGALON

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

Section 1. Section 77 of Republic Act No. 7160 or the "Local Government Code of 1991", is hereby amended to read as follows:

"Section 77. Responsibility for Human Resources and Development. - The chief executive of every local government unit, **with the assistance of the human resource management officer**, shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, pertinent laws, and rules and regulations thereon, including such policies, guidelines and standards as the Civil Service Commission may establish: Provided, That the local chief executive may employ emergency or casual employees or laborers paid on a daily wage or piecework basis and hired through job orders for local projects authorized by the sanggunian concerned, without need of approval or attestation by the Civil Service Commission: Provided, further, That the period of employment of emergency or casual laborers as provided in this Section shall not exceed six (6) months."

xxx”

Section 2. Section 443 of the same code, 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.**

xxx”

Section 3. Section 454 of the same Code is hereby further 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.**

xxx”

Section 4. Section 463 of the same Code is hereby amended to read as follows:

“Section 463. Officials of the Provincial Government.

(a) There shall be 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 provincial human resource management officer.**

xxx”

Section 5. 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 Qualification, Powers and Duties. –

(a) The human resource management officer shall be appointed by the Civil Service Commission, from the list of at least three (3) eligible recommendees of the governor or mayor, as the case may be, subject to civil service law, rules and regulations.

(b) The human resource management officer shall be under the administrative supervision of the governor or mayor, as the case may be, to whom he/she shall report regularly on the management and action on human resource of the local government unit.

(c) No person shall be appointed as human resource management officer unless he/she is a citizen of the republic of the Philippines, of good moral character, a holder of a college degree preferably in human resource management, psychology or public administration or law, and a holder of a second level eligibility or its equivalent, a resident of the local government unit concerned, has acquired experience in human resource management for at least five (5) years in the case of the province or city, or three (3) years in the case of a municipality, and has undergone the certificate program for human resource management officers conducted by the Civil Service Commission.

The appointment of a human resource management officer shall be mandatory for Provincial, City and Municipal Governments.

(d) The human resource management officer shall take charge of the human resource office and shall:

1. Formulate a human resource development plan that will enhance human resource management process in the local government unit concerned with emphasis in the areas of recruitment, selection and placement, learning and development, performance management, and rewards and recognition;

2. **Monitor and evaluate the management of personnel performance in the local government unit concerned and ensure that such is in accordance with civil service rules and regulations;**
3. **Institutionalize a centralized records depository of human resource documents such as appointment papers, personal data sheets, service records, statements of assets and liabilities, leave credits and other pertinent records;**
4. **Conduct continuing human resource development programs and other capacity building activities to enhance the competency of personnel and officials;**
5. **Ensure that civil services laws and rules on personnel matters are properly executed;**
6. **Advise on matters related to civil service rules and regulations on recruitment, selection and placement, learning and development, performance management, and rewards and recognition and other human resource policies;**
7. **Establish linkages and partnerships with human resource organizations and other local government agencies; and**
8. **Exercise such other powers and perform such other functions and duties as may be prescribed by law or ordinance.**

Section 6. Implementing Rules and Regulations – Within ninety (90) days from the promulgation of this Act, the Department of the Interior and Local Government and the Civil Service Commission shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Section 7. Separability clause – All laws, decrees, executive orders, rules and regulations or issuances or parts thereof inconsistent with the provisions of this Act, are hereby modified or repealed accordingly.

Section 8. Effectivity Clause – This Act shall take effect fifteen (15) days after its full publication in the Official Gazette or in at least two (2) newspapers of general circulations.

Approved,