



Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City



Twentieth Congress
1st Regular Session
HOUSE BILL NO. 2117

Introduced by Rep. Elisa T. Kho and Rep. Antonio T. Kho

EXPLANATORY NOTE

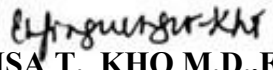
The Local Government Code of 1991 (Republic Act No. 7160) created mandatory positions with specific functions and duties to assist the local chief executives in the administration of their respective Local Government Units (LGU). Under the same code, however, the position of Human Resource Management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

Similarly, while the Civil Service Memorandum (CSC) Memorandum Circular No. 19, s. 1992 (Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units), allows cities and municipalities to create the office of the HRMO, the same is not mandatory. Apparently, the creation of the position of an HRMO with the rank of a department head and the requisite Human Resource Department/Office to cater to the multifarious human resources needs and processes of the LGUs have not been prioritized and even disregarded in most LGUS.

Presently, the responsibility for human resources and development is lodged under the tutelage of the local chief executive of each LGU as explicitly provided under section 77 of the LGC or Republic Act 7160. Hence, most HRMO positions are created under the Office of the Mayor or the Governor, in the case of provincial governments.

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

Considering that most facets of local governance and operations depend largely on an effective and efficient human resource management, the passage and immediate consideration of this measure is earnestly sought.


REP. ELISA T. KHO M.D.,FPCCP


REP. ANTONIO T. KHO



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**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**

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

Section 1. Amendatory Provision.- 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. The local chief executive 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. –

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 a provincial human resource management officer.

xxx”

Section 5. A new and 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 human resource management 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 preferably in human resource management, psychology, public administration or law, and a holder of second level eligibility or its equivalent. He must have acquired experience in human resource management for at least five (5) years in the case of the provincial or city human resources management officer, or three (3) years in the case of a municipal human resources management officer, and has undergone the certificate program for human resource management officer conducted by the Civil Service Commission. The appointment of a human resource management officer shall be mandatory for Provincial, City and Municipal Governments.
- (b) 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 processes in the local government unit concerned with emphasis in the areas of recruitment, selection, 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 the civil service rules and regulations;
 3. Institutionalize a centralized records depository of human resource documents such as appointment papers, personal data sheets, service records, statement of assets and liabilities, leave credits and other pertinent employee 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 service laws and rules on personnel matters are properly executed;
 6. Advise on matters related to civil service rules and regulations on recruitment, selection, 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 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- If any provision of this Act is subsequently declared unconstitutional, the validity of the remaining provisions hereof shall remain in full force and effect.

Section 8. Effectivity- This Act shall take effect fifteen days (15) after its complete publication in at least two (2) newspapers of general circulation in the Philippines,

Approved,