



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

20th CONGRESS
1st Regular Session

HOUSE BILL NO. 6912



Introduced by Representative SITTIE SHAHARA “BAI DIMPLE” I. MASTURA

AN ACT

CREATING MANDATORY POSITIONS FOR A HUMAN RESOURCE MANAGEMENT OFFICER FOR MUNICIPALITIES, CITIES, AND PROVINCES, PRESCRIBING THEIR QUALIFICATIONS AND DEFINING THEIR POWERS AND DUTIES, 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”

EXPLANATORY NOTE

This bill seeks to create the position of a human resource management officer, mandatory in all municipalities, cities and provinces, because Sections 443, 454 and 463 of Republic Act No. 7160 otherwise known as the “Local Government Code of 1991”, as amended, did not include the position of a human resource management officer in the list of mandated positions.

The human resource management officer plays a key role in any organization more so in the public sector. Tasked with personal development and management functions, human resource management officers also serve as liaison between the Civil Service Commission and the local government units as persons in-charge of the public sector’s human resource capital.

To effectively manage the government’s workforce, human resource management officers take the lead in harnessing the collective strength of human resource management practitioners in responding to personnel needs, ensure dynamism and energy as they contribute to the over-all goal of delivering quality services to the general public.

In view of such importance, passage of this bill is earnestly sought.


SITTIE SHAHARA “BAI DIMPLE” I. MASTURA

Representative

Maguindanao del Norte with Cotabato City, Lone District



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

Section 1. Section 443 of Republic Act No. 7160 is hereby amended to read as follows:

Sec. 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.**

SEC. 2. Section 454 of Republic Act No. 7160 is hereby amended to read as follows:

Sec. 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 [.] **A CITY HUMAN RESOURCE MANAGEMENT OFFICER.**

SEC. 3. Section 463 of Republic Act No. 7160 is hereby amended to read as follows:

Sec. 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 A PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICER.**

SEC. 4. New sections to be denominated as Section 490-A, Article XXI, is hereby inserted between Title V and Title VI after Section 490, Article XX, of the Local Government Code of 1991, as amended to read as follows:

“ARTICLE XXI

“SEC. 490-A. APPOINTMENT, QUALIFICATIONS, POWERS, AND DUTIES. – (A) NO PERSON SHALL BE APPOINTED AS HUMAN RESOURCE MANAGEMENT OFFICER UNLESS SUCH PERSON IS A CITIZEN OF THE PHILIPPINES, A RESIDENT OF THE MUNICIPALITY, CITY, OR PROVINCE, AS THE CASE MAY BE, OF GOOD MORAL CHARACTER, A HOLDER OF A COLLEGE DEGREE PREFERABLY IN PSYCHOLOGY, PUBLIC ADMINISTRATION, OR LAW FROM A RECOGNIZED COLLEGE OR UNIVERSITY, A FIRST-GRADE CIVIL SERVICE ELIGIBLE OR ITS EQUIVALENT, AND MUST HAVE ACQUIRED EXPERIENCE IN HUMAN RESOURCE MANAGEMENT OR ORGANIZATIONAL DEVELOPMENT FOR AT LMST FIVE (5) YEARS IN THE CASE OF THE PROVINCIAL OR CITY HUMAN RESOURCE MANAGEMENT OFFICER, AND THREE (3) YEARS IN THE CASE OF 24 THE MUNICIPAL RESOURCE MANAGEMENT OFFICER, IMMEDIATELY PRECEDING THE DATE OF APPOINTMENT.

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) RANKING ELIGIBLE RECOMMENDEES OF THE GOVERNOR OR MAYOR, AS THE CASE MAY BE, SUBJECT TO CIVIL SERVICE LAW, RULES AND REGULATIONS. SUCH APPOINTMENT SHALL NOT BE SUBJECT TO CONCURRENCE OF THE SANGGUNIAN CONCERNED.

THE APPOINTMENT OF A HUMAN RESOURCE MANAGEMENT OFFICER SHALL BE MANDATORY FOR PROVINCIAL, CITY, AND MUNICIPAL GOVERNMENTS: PROVIDED, HOWEVER, THAT THE ESTABLISHMENT OF A HUMAN RESOURCE MANAGEMENT OFFICE SHALL BE OPTIONAL IN FOURTH TO SIXTH CLASS MUNICIPALITIES.

THE HUMAN RESOURCE MANAGEMENT OFFICER SHALL BE UNDER THE ADMINISTRATIVE SUPERVISION OF THE GOVERNOR OR MAYOR, AS THE CASE MAY BE.

(B) THE HUMAN RESOURCE MANAGEMENT OFFICER SHALL REPORT ON MATTERS PERTAINING TO PERSONNEL MANAGEMENT PROCESSES, WHICH INCLUDE RECRUITMENT AND SELECTION OF PERSONNEL, CAREER DEVELOPMENT, PERFORMANCE MANAGEMENT, WELFARE, REWARDS AND INCENTIVES FOR SERVICE EXCELLENCE, RULES AND REGULATIONS ON APPOINTMENTS AND LEAVE BENEFITS.

(C) 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 PERSONAL MANAGEMENT PROCESSES IN THE LOCAL GOVERNMENT CONCERNED WITH EMPHASIS IN AREAS OF RECRUITMENT AND SELECTION, CAREER DEVELOPMENT, PERFORMANCE MANAGEMENT, WELFARE, REWARDS, AND INCENTIVES FOR SERVICE EXCELLENCE;**
- 2. CREATE AND MAINTAIN A CENTRAL RECORD OF PERSONNEL DEVELOPMENT DOCUMENTS SUCH AS APPOINTMENTS, PERSONNEL DATA SHEETS, SERVICE RECORDS, STATEMENTS OF ASSETS AND LIABILITIES, LEAVE CREDITS, AND OTHER PERSONNEL RECORDS;**
- 3. CONDUCT CONTINUING HUMAN RESOURCE DEVELOPMENT PROGRAMS AND OTHER CAPACITY BUILDING INTERVENTIONS TO ENHANCE THE COMPETENCY OF OFFICIALS AND EMPLOYEES;**
- 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 MAYOR, AS THE CASE MAY BE, AND THE CONCERNED SANGGUNIAN ON MATTERS PERTAINING TO THE CIVIL SERVICE RULES AND REGULATIONS ON APPOINTMENTS AND LEAVE BENEFITS OF EMPLOYEES;**
- 6. ENSURE THAT CIVIL SERVICE LAWS, RULES, AND REGULATIONS AND ITS IMPLEMENTING RULES AND REGULATIONS ON PERSONNEL MATTERS ARE PROPERLY EXECUTED;**
- 7. ESTABLISH LINKAGES OR PARTNERSHIPS WITH HUMAN RESOURCE ORGANIZATIONS AND OTHER LOCAL GOVERNMENT UNITS; AND**
- 8. PERFORM SUCH OTHER DUTIES AND FUNCTIONS, AND EXERCISE SUCH OTHER POWERS AS MAY BE PRESCRIBED BY LAW OR ORDINANCE.**

SEC. 5. Officers and employees of local government units concerned holding permanent positions shall be given preference in the selection and appointment to the positions herein created with those who are eligible and qualified for the position, given priority by the Selection and Promotion Board.

No new employees shall be hired until all current qualified employees have been considered and duly appointed. Temporary and casual employees who possess the necessary qualifications and appropriate civil service eligibility for permanent positions shall likewise be

given preference in the selection and appointment to positions vacated by those who have been appointed to the newly-created positions.

SEC. 6. The appropriations for the permanent positions herein created, including other related budget for their respective offices, shall be included in the annual budget of the local government unit concerned of the year following the approval of this Act, and thereafter.

SEC. 7. This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

Approved,