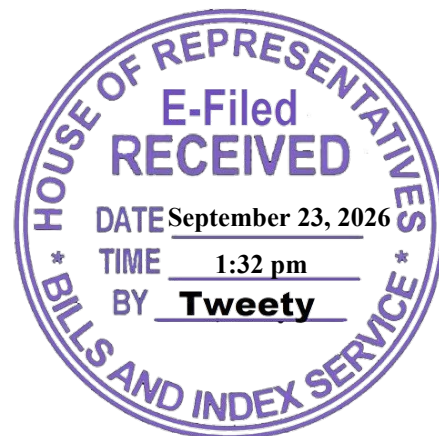


Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City, Metro Manila

TWENTIETH CONGRESS
Second Regular Session
HOUSE BILL NO. 11450



Introduced by Rep. FLORENCIO T. MIRAFLORES
2nd District, Aklan

EXPLANATORY NOTE

The Local Government Code of 1991 (Republic Act No. 7160) establishes mandatory and optional offices and positions in provinces, cities, and municipalities to assist local chief executives in the administration of local government units (LGUs). However, the Code does not provide for a dedicated Human Resource Management Officer (HRMO) position.

Human resources are among the most valuable assets of government. The quality of public service delivered by LGUs depends largely on the competence, integrity, and performance of their personnel. As frontline institutions of government, LGUs require effective human resource management systems to ensure that personnel actions are undertaken in accordance with the principles of merit, fitness, professionalism, and accountability.

The creation of a mandatory HRMO position in every province, city, and municipality seeks to institutionalize professional human resource management in LGUs. The HRMO shall provide leadership in the areas of recruitment and selection, learning and development, performance management, employee welfare, records management, rewards and recognition, and other human resource management functions necessary to support effective local governance.

The measure likewise recognizes the need to continuously strengthen the competencies of HRM practitioners in local government and provides a framework for the future implementation of a Human Resource Management Officer Certification Program, as may be established by the Civil Service Commission.

By institutionalizing the HRMO position in LGUs, the State promotes a more professional, competent, and responsive local bureaucracy capable of delivering quality public service to the Filipino people.

In view of the foregoing, the approval of this bill is earnestly sought.


FLORENCIO T. MIRAFLORES

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

TWENTIETH CONGRESS
Second Regular Session
HOUSE BILL NO. 11450

Introduced by Rep. FLORENCIO T. MIRAFLORES
2nd District, Aklan

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

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 or the "Local Government Code of 1991", as amended, is hereby 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 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.**

XXX"

SECTION 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 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. 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/SHE:

- 1. IS A CITIZEN OF THE REPUBLIC OF THE PHILIPPINES;**
- 2. IS OF GOOD MORAL CHARACTER;**
- 3. IS A HOLDER OF A COLLEGE DEGREE PREFERABLY IN HUMAN RESOURCE MANAGEMENT, PSYCHOLOGY, OR PUBLIC ADMINISTRATION;**
- 4. HAS CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY OR ITS EQUIVALENT;**
- 5. IS A RESIDENT OF THE LOCAL GOVERNMENT UNIT (LGU) CONCERNED,**
- 6. HAS EXPERIENCE IN HUMAN RESOURCE MANAGEMENT FOR AT LEAST FIVE (5) YEARS IN THE CASE OF A PROVINCE OR CITY, OR THREE (3) YEARS IN THE CASE OF A MUNICIPALITY,**
- 7. AND HAS UNDERGONE THIRTY-TWO (32) HOURS OF TRAINING IN HUMAN RESOURCE MANAGEMENT OR ITS EQUIVALENT, AS MAY BE DETERMINED BY THE CSC.**

THE APPOINTMENT OF A HUMAN RESOURCE MANAGEMENT OFFICER IS MANDATORY FOR THE PROVINCIAL, CITY AND MUNICIPAL GOVERNMENTS.

(B) THE HUMAN RESOURCE MANAGEMENT OFFICER SHALL:

- i. 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;

- ii. **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;**
- iii. **INSTITUTIONALIZE A CENTRALIZED RECORDS REPOSITORY OF HUMAN RESOURCE DOCUMENTS SUCH AS APPOINTMENT PAPERS, PERSONAL DATA SHEETS, SERVICE RECORDS, STATEMENTS OF ASSETS AND LIABILITIES, LEAVE CREDITS AND OTHER PERTINENT RECORDS;**
- iv. **DEVELOP AND CONDUCT CONTINUING HUMAN RESOURCE DEVELOPMENT PROGRAMS, AND OTHER CAPACITY BUILDING ACTIVITIES TO ENHANCE THE COMPETENCY OF LGU PERSONNEL AND OFFICIALS;**
- v. **ENSURE THAT CIVIL SERVICE LAWS AND RULES ON PERSONNEL MATTERS ARE PROPERLY EXECUTED;**
- vi. **ADVISE ON MATTERS RELATED TO CIVIL SERVICE RULES AND REGULATIONS ON RECRUITMENT, SELECTION AND PLACEMENT (RSP), LEARNING AND DEVELOPMENT, PERFORMANCE MANAGEMENT (PM), AND REWARDS AND RECOGNITION (R&R) AND OTHER HUMAN RESOURCE POLICIES;**
- vii. **ESTABLISH LINKAGES AND PARTNERSHIPS WITH HUMAN RESOURCE ORGANIZATIONS AND OTHER LOCAL GOVERNMENT AGENCIES;**
- viii. **EXERCISE SUCH OTHER POWERS AND PERFORM SUCH OTHER FUNCTIONS AND DUTIES AS MAY BE PRESCRIBED BY LAW OR ORDINANCE."**

SEC. 5. Separability Clause. - Should any provision or part of this Act be declared unconstitutional or invalid, the other provisions and parts hereof, insofar as they are separable from the invalid ones, shall remain in full force and effect.

SEC. 6. Repealing Clause. — All laws, decrees, executive orders, proclamations, rules and regulations, or parts thereof, which are inconsistent with this Act are hereby repealed, amended, or modified accordingly.

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

Approved,