



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

Seventeenth Congress
First Regular Session

HOUSE BILL NO. 3931



Introduced by : **Cong. Manuel T. Sagarbarria**

EXPLANATORY NOTE

The Local Government Code of 1991 (Republic Act No. 7160) has created mandatory and optional offices and positions in the provinces, cities and municipalities, and given their respective duties and functions. The occupants of the said positions are expected to assist the Local Chief Executives (LCEs) in running the affairs of the local government units (LGUs).

Noteworthy to point out, however, is the absence of a Human Resource Management Officer (HRMO) position in RA 7160.

Considering that LGU personnel as the "frontline" contact between government and the public, and that human resources is our most important resource, an office should be created in each of every LGU to take care of recruitment, career development, rewards and incentives, performance management, discipline, employee relations and the whole gamut of HRM.

The HR Department/Office plays an important role in the delivery of public service. In order to perform the mandate of very office in the LGU, it is important that competent and credible employees or officials are placed in the different positions in the plantilla of the LGUs. Hiring of employees or officials to fill important positions should not be thought of as a trial and error process. It is in the best interest of the LGU and of public service, both financially and organizationally, to get the right individuals for the different positions. Thus, in order to deliver efficient and effective service to the public, it is highly proposed that a Human Resource Management Office be created in all local government units.

Approval of this bill is earnestly sought.


MANUEL T. SAGARBARRIA
Representative
2nd District, Oriental Negros



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AN ACT
CREATING THE HUMAN RESOURCE MANAGEMENT OFFICE IN THE LOCAL GOVERNMENT UNITS, AND DEFINING ITS FUNCTIONS

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

SECTION 1. Title – This Act shall be known as the “An Act Creating the Human Resource Management Office in the Local Government Units.”

SECTION 2. Creation – The Human Resource Management Office is hereby created as a mandatory office in the province, city, and in the first to third class municipalities. For the fourth to sixth class municipalities, the creation of the office is optional but the creation of the Human Resource Management Officer position shall be mandatory. The Human Resource Management Office shall be headed by the Human Resource Officer with the rank of a Department Head. The Human Resource Management Office or the position of Human Resource Management Officer shall be created within one (1) year from the effectivity of this Act.

The creation of the HRMO position in the fourth to sixth class municipalities shall be exempted from the budget ceiling on personnel services.

SECTION 3. *Qualifications, Powers and Duties.* –

(a) No person shall be appointed Department Head of the Human Resource Management Office unless he/she 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 psychology, public administration or law, and a first grade civil service eligible or its equivalent. He/she must have acquired experience in

human resource management or organization development for at least five (5) years in the case of the province or city, and three (3) years in the case of the municipality, and have undergone certification program for HRMO to be conducted by the Civil Service Commission.

(b) The Human Resource Management Officer shall take charge of my 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 personnel management processes in the local government unit concerned with emphasis in the areas of recruitment and selection, career development, performance management, welfare, rewards and incentives for service excellence;
- (2) Institutionalize a centralized records of human resource documents such as appointments, personal data sheet, service records, statement of assets and liabilities, leave credits, and other pertinent records;
- (3) Conduct continuing human resource development programs, and other capacity building interventions to enhance the competency of employees and officials;
- (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 the mayor, as the case may be, and the sanggunian on matters pertaining to Civil Service rules and regulations on recruitment, selection and placement (RSP), learning and development (L&D), performance management (PM) and rewards and recognition (R&R) and other HR policies such as, leave benefits, employee welfare and discipline;
- (6) Ensure that Civil Service Law and rules on personnel matters are properly executed;
- (7) Establish linkages/partnership with HR organizations and other LGUs; and
- (8) Exercise such other powers and perform such other functions and duties as may be prescribed by law or ordinance.

SECTION 4. Appropriations. – The position of Department Head for Human Resource Management Office (HRM Officer) shall be included in the plantilla of personnel in the local government unit concerned approved by appropriate body. The appropriation or budget of the position shall be approved by the sanggunian concerned.

SECTION 5. Separability Clause. – If any provision of this Act is held invalid or unconstitutional, other provisions not affected thereby shall continue to be in full force and effect.

SECTION 6. Effectivity Clause. – This Act shall take effect fifteen (15) days following its complete publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved,