

Republic of the Philippines
HOUSE OF REPRESENTATIVES

Quezon City

Seventeenth Congress
First Regular Session

HOUSE BILL NO. **8945**



Introduced by Honorable Mark O. Go

EXPLANATORY NOTE

Under the Local Government Code of 1991 (Republic Act No. 7160), mandatory and optional offices and positions are created to assist the Local Chief Executives. Unfortunately, Human Resource Management Officer (HRMO) positions are not included.

It is in consideration of the role of LGU personnel as frontliners in the delivery of basic services to the people that this proposed bill is filed in the hopes of prioritizing the need for a professional and competent personnel in government. The hiring of employees or officials to fill important positions should not be left to chance. 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.

Among other duties, the Human Resource Management Officer shall take charge of the Human Resource Management Office and shall formulate and institute a human resource development plan that will enhance personnel management processes with emphasis in the areas of recruitment and selection, career development, performance management, welfare, rewards and incentives for service excellence.

Human resources is the most important aspect of an organization. Thus, an office should be created in LGUs to take care of the recruitment, career development, rewards and incentives, performance management, discipline, employee relations and the whole gamut of Human Resource and Management.

Approval of this bill is earnestly sought.

MARK O. GO

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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 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 Management 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 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 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 sheets, service records, statement of assets and liabilities, leave credits, and other pertinent personnel 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 item number 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,