

NINETEENTH CONGRESS OF THE )  
REPUBLIC OF THE PHILIPPINES )  
*First Regular Session* )



22 OCT 13 P 6:32

**SENATE**

S. No. 1389

BY: 

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**Introduced by SENATOR RAMON BONG REVILLA, JR.**

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**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"**

**EXPLANATORY NOTE**

Republic Act No. 7160, or the "*Local Government Code of 1991*", as amended, has created mandatory and optional offices and positions, and has laid down their respective duties and functions in the provinces, cities and municipalities. 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). However there is an absence of a Human Resource Management Officer (HRMO) position in the Local Government Code.

Considering that LGU personnel are the "frontline" contact between the government and the public, and that human resources (HR) is one of the vital manpower that they must have, an office should be created in each LGU to handle recruitment, career development, rewards and incentives, performance management, employee relations and the entire range of human resources and management.

The HR Department/Office plays an important role in public service delivery. In order to perform the mandate of every office in the LGU it is vital that competent employees are placed in the different permanent positions, as it is in the best interest of the LGUs and their constituents, both financially and organizationally.

This measure is endorsed by the Civil Service Commission, in recognition of the urgent need to institutionalize HR at the LGU level. Hence, the immediate passage of this bill is highly recommended.

  
**RAMON BONG REVILLA, JR.**  


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THE PURPOSE SECTIONS 443, 454 AND 463 OF REPUBLIC ACT NO. 7160,  
AS AMENDED, OTHERWISE KNOWN AS THE "LOCAL GOVERNMENT CODE OF  
1991,"**

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

1 Section 1. Section 443 of Republic Act No. 7160, or the *Local Government Code*  
2 *of 1991*, as amended, is hereby further amended to read as follows:

3 "SECTION. 443. Officials of the Municipal Government. – (a)  
4 There shall be in each municipality a municipal mayor, a  
5 municipal vice-mayor, Sangguniang Bayan members, a secretary  
6 to the Sangguniang Bayan, a municipal treasurer, a municipal  
7 assessor, a municipal accountant, a municipal budget officer, a  
8 municipal planning and development coordinator, a municipal  
9 engineer/building official, a municipal health officer, [and] a  
10 municipal civil registrar [.] **AND A MUNICIPAL HUMAN**  
11 **RESOURCE MANAGEMENT OFFICER."**

12  
13 Sec. 2. Section 454 of the same law is hereby amended to read as follows:

14 "SECTION 454. Officials of the City Government. – (a) There shall  
15 be in each city a mayor, a vice-mayor, Sangguniang Panlungsod  
16 members, a secretary to the Sangguniang Panlungsod, a city  
17 treasurer, a city assessor, a city accountant, a city budget officer,

1 a city planning and development coordinator, a city engineer, a  
2 city health officer, a city civil registrar, a city administrator, a city  
3 legal officer, a city veterinarian, a city social welfare and  
4 development officer, [and] a city general services officer [.]  
5 **AND A CITY HUMAN RESOURCE MANAGEMENT**  
6 **OFFICER."**

7  
8 Sec. 3. Section 463 of the same law is hereby amended to read as follows:

9 "SECTION 463. Officials of the Provincial Government. – (a)  
10 There shall be in each province a governor, a vice-governor,  
11 members of the Sangguniang Panlalawigan, a secretary to the  
12 Sangguniang Panlalawigan, a provincial treasurer, a provincial  
13 assessor, a provincial accountant, a provincial engineer, a  
14 provincial budget officer, a provincial planning and development  
15 coordinator, a provincial legal officer, a provincial administrator,  
16 a provincial health officer, a provincial social welfare and  
17 development officer, a provincial general services officer, a  
18 provincial agriculturist, [and] a provincial veterinarian [.] **AND A**  
19 **PROVINCIAL HUMAN RESOURCE MANAGEMENT**  
20 **OFFICER."**

21  
22 **X X X"**

23 Sec. 4. A new article and section to be denominated as Article XXI, Section 490-  
24 A shall be inserted after Article XX, Section 490 of Title V, on Appointive Local Officials  
25 Common to all Municipalities, Cities and Provinces, and shall read as follows:

26 **"ARTICLE XXI**

27 **THE HUMAN RESOURCE MANAGEMENT OFFICER**

28 **SEC. 490-A. QUALIFICATIONS, POWERS AND DUTIES. –**

29 **a) NO PERSON SHALL BE APPOINTED AS HUMAN**  
30 **RESOURCE MANAGEMENT OFFICER UNLESS HE/SHE IS A**  
31 **CITIZEN OF THE REPUBLIC OF THE PHILIPPINES, OF**  
32 **GOOD MORAL CHARACTER, A HOLDER OF A COLLEGE**

1 DEGREE PREFERABLY IN PSYCHOLOGY OR PUBLIC  
2 ADMINISTRATION, A FIRST GRADE CIVIL SERVICE  
3 ELIGIBLE OR ITS EQUIVALENT, A RESIDENT OF THE  
4 LOCAL GOVERNMENT UNIT (LGU) CONCERNED, HAS  
5 ACQUIRED EXPERIENCE IN HUMAN RESOURCE  
6 MANAGEMENT FOR AT LEAST THREE (3) YEARS IN THE  
7 CASE OF PROVINCE OR CITY, OR AT LEAST TWO (2)  
8 YEARS IN THE CASE OF A MUNICIPALITY, AND HAS  
9 UNDERGONE THE CERTIFICATION PROGRAM FOR  
10 HUMAN RESOURCE MANAGEMENT OFFICERS  
11 CONDUCTED BY THE CIVIL SERVICE COMMISSION  
12 (CSC).

13 b) THE HUMAN RESOURCE MANAGEMENT OFFICER  
14 SHALL:

15 i. FORMULATE A HUMAN RESOURCE  
16 DEVELOPMENT PLAN THAT WILL ENHANCE  
17 PERSONNEL MANAGEMENT PROCESSES IN THE  
18 LGU CONCERNED WITH EMPHASIS IN THE  
19 AREAS OF RECRUITMENT AND SELECTION,  
20 CAREER DEVELOPMENT, PERFORMANCE  
21 MANAGEMENT, PERSONNEL WELFARE, AND  
22 REWARDS AND INCENTIVES FOR SERVICE  
23 EXCELLENCE;

24 ii. MONITOR AND EVALUATE THE MANAGEMENT  
25 OF PERSONNEL PERFORMANCE IN THE LOCAL  
26 GOVERNMENT UNIT CONCERNED AND ENSURE  
27 THAT SUCH IS IN ACCORDANCE WITH CIVIL  
28 SERVICE RULES AND REGULATIONS;

29 iii. INSTITUTIONALIZE A CENTRALIZED RECORDS  
30 DEPOSITORY OF HUMAN RESOURCE  
31 DOCUMENTS SUCH AS APPOINTMENT PAPERS,  
32 PERSONAL DATA SHEETS, SERVICE RECORDS,

1                   **STATEMENTS OF ASSETS AND LIABILITIES,**  
2                   **LEAVE CREDITS AND OTHER PERTINENT**  
3                   **RECORDS;**

4           **iv.    CONDUCT CONTINUING HUMAN RESOURCE**  
5           **DEVELOPMENT PROGRAMS AND OTHER**  
6           **CAPACITY BUILDING ACTIVITIES TO ENHANCE**  
7           **THE COMPETENCY OF PERSONNEL AND**  
8           **OFFICIALS;**

9           **v.     ENSURE THAT CIVIL SERVICE LAWS AND RULES**  
10           **AND REGULATIONS ON PERSONNEL MATTERS**  
11           **ARE PROPERLY EXECUTED;**

12           **vi.    ADVISE ON MATTERS RELATED TO CIVIL**  
13           **SERVICE RULES AND REGULATIONS ON**  
14           **REQUIREMENT, SELECTION AND PLACEMENT**  
15           **(RSP), LEARNING AND DEVELOPMENT (L&D),**  
16           **PERFORMANCE MANAGEMENT (PM), AND**  
17           **REWARDS AND RECOGNITION, AND OTHER**  
18           **HUMAN RESOURCES POLICIES;**

19           **vii.   ESTABLISH LINKAGES AND PARTNERSHIPS**  
20           **WITH HUMAN RESOURCE ORGANIZATIONS AND**  
21           **OTHER LOCAL GOVERNMENT AGENCIES; AND**

22           **viii.   EXERCISE SUCH OTHER POWERS AND PERFORM**  
23           **SUCH OTHER FUNCTIONS AND DUTIES AS MAY**  
24           **BE PRESCRIBED BY LAW OR ORDINANCE."**

25  
26           Sec. 5. The position of Human Resource Management Officer shall be included  
27 in the plantilla for personnel under the CSC. The appropriation or budget item number  
28 of the position shall be approved by the CSC Chairperson.

29  
30           Sec. 6. *Separability Clause.* - If any portion or provision of this Act is declared  
31 invalid or unconstitutional, other provisions hereof which are not affected thereby  
32 shall remain in full force and effect.

1  
2           *Sec. 7. Repealing Clause.* - All laws, decrees, orders, circulars, issuances, letter  
3 of instructions, rules and regulations or parts thereof inconsistent with this Act are  
4 hereby repealed, amended or modified accordingly.

5  
6           *Sec. 8. Effectivity Clause.* - This Act shall take effect after fifteen (15) days  
7 following its complete publication in the *Official Gazette* or in at least two (2)  
8 newspapers of general circulation in the Philippines.

*Approved,*