

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



Senate
Office of the Secretary

'22 AUG 31 AIO :15

SENATE
Senate Bill No. 1245

RECEIVED BY

Introduced by Senator Aquilino "Koko" Pimentel III

**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**

EXPLANATORY NOTE

Local Government Unit (LGU) personnel are considered as the "frontline" contact between the government and the public. Thus, recruitment and hiring of government employees in the LGUs should be done with circumspect and proper guidelines.

LGUs, however, do not have Human Resource Management Officers to lead the recruitment process and provide uniform and standard procedures for hiring government personnel in accordance with civil service rules.

Thus, this representation believes that a competent Human Resource Management Officer will play an important role in the efficient delivery of public service. With guidance from the Civil

Service Commission, the central human resource institution of the government, such Officer will facilitate proper recruitment, career development, performance management, discipline, better personnel relations, and rewards and incentives for service excellence, to ensure the competency and credibility of all government personnel.

Hiring of employees or officials to fill important positions in the government should not be a “trial and error” process. It should go through a holistic assessment with uniform standards and levels of competence.

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


AQUILINO “KOKO” PIMENTEL III

NINETEENTH CONGRESS OF THE)
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S E N A T E
Senate Bill No. 1245



Introduced by Senator Aquilino “Koko” Pimentel III

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:

1 **SECTION 1.** Section 443 of Republic Act No. 7160 or the
2 “Local Government Code of 1991”, as amended, is hereby further
3 amended to read as follows:
4

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

1
2 X X X”
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4 **SEC. 2.** Section 454 of the same law is hereby amended to read
5 as follows:
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7 “SECTION. 454. Officials of the City Government. -
8 (a) There shall be in each city a mayor, a vice-mayor,
9 Sangguniang Panlungsod members, a secretary to the
10 Sangguniang Panlungsod, a city treasurer, a city assessor, a
11 city accountant, a city budget officer, a city planning and
12 development coordinator, a city engineer, a city health
13 officer, a city civil registrar, a city administrator, a city legal
14 officer, a city veterinarian, a city social welfare and
15 development officer, [and] a city general services officer [.]
16 **AND A CITY HUMAN RESOURCE MANAGEMENT**
17 **OFFICER.**
18

19 X X X”
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21 **SEC. 3.** Section 463 of the same law is hereby amended to read
22 as follows:
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24 “SECTION. 463. Officials of the Provincial
25 Government. - (a) There shall be in each province a governor,
26 a vice-governor, members of the Sangguniang Panlalawigan,
27 a Secretary to the Sangguniang Panlalawigan, a provincial
28 treasurer, a provincial assessor, a provincial accountant, a
29 provincial engineer, a provincial budget officer, a provincial
30 planning and development coordinator, a provincial legal
31 officer, a provincial administrator, a provincial health officer,
32 a provincial social welfare and development officer, a
33 provincial general services officer, a provincial agriculturist,
34 [and] a provincial veterinarian[.] **AND A PROVINCIAL**
35 **HUMAN RESOURCE MANAGEMENT OFFICER.**
36

37 X X X”
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1 **SEC. 4.** A new article and section to be denominated as Article
2 XXI, Section 490-A shall be inserted after Article XX, Section 490 of
3 Title Five, on Appointive Local Officials Common to all
4 Municipalities, Cities and Provinces, and shall read as follows:

5
6 **“ARTICLE XXI**

7
8 **THE HUMAN RESOURCE MANAGEMENT OFFICER**

9
10 **SECTION. 490-A. *QUALIFICATIONS, POWERS AND***
11 ***DUTIES.*** – (A) **NO PERSON SHALL BE APPOINTED**
12 **AS HUMAN RESOURCE MANAGEMENT OFFICER**
13 **UNLESS HE IS A CITIZEN OF THE REPUBLIC OF**
14 **THE PHILIPPINES, OF GOOD MORAL**
15 **CHARACTER, A HOLDER OF A COLLEGE**
16 **DEGREE PREFERABLY IN PSYCHOLOGY OR**
17 **PUBLIC ADMINISTRATION, A FIRST GRADE**
18 **CIVIL SERVICE ELIGIBLE OR ITS EQUIVALENT,**
19 **A RESIDENT OF THE LOCAL GOVERNMENT UNIT**
20 **(LGU) CONCERNED, HAS ACQUIRED**
21 **EXPERIENCE IN HUMAN RESOURCE**
22 **MANAGEMENT FOR AT LEAST THREE (3) YEARS**
23 **IN THE CASE OF THE PROVINCE OR CITY, OR**
24 **TWO (2) YEARS IN THE CASE OF A**
25 **MUNICIPALITY, AND HAS UNDERGONE THE**
26 **CERTIFICATION PROGRAM FOR HUMAN**
27 **RESOURCE MANAGEMENT OFFICERS TO BE**
28 **CONDUCTED BY THE CIVIL SERVICE**
29 **COMMISSION (CSC).**

30
31 **(B) THE HUMAN RESOURCE MANAGEMENT**
32 **OFFICER SHALL BE APPOINTED BY THE**
33 **CHAIRPERSON OF THE CIVIL SERVICE**
34 **COMMISSION (CSC) FROM THE LIST OF AT**
35 **LEAST THREE (3) ELIGIBLE RECOMMENDEES OF**
36 **THE LOCAL CHIEF EXECUTIVE OF THE LGU**
37 **CONCERNED, SUBJECT TO CIVIL SERVICE**
38 **RULES AND REGULATIONS.**

1 (C) THE HUMAN RESOURCE MANAGEMENT
2 OFFICER SHALL:
3

4 a. FORMULATE A HUMAN RESOURCE
5 DEVELOPMENT PLAN THAT WILL
6 ENHANCE PERSONNEL MANAGEMENT
7 PROCESSES IN THE LGU CONCERNED
8 WITH EMPHASIS IN THE AREAS OF
9 RECRUITMENT AND SELECTION,
10 CAREER DEVELOPMENT,
11 PERFORMANCE MANAGEMENT,
12 PERSONNEL WELFARE, AND REWARDS
13 AND INCENTIVES FOR SERVICE
14 EXCELLENCE;
15

16 b. MONITOR AND EVALUATE THE
17 MANAGEMENT OF PERSONNEL
18 PERFORMANCE IN THE LOCAL
19 GOVERNMENT UNIT CONCERNED AND
20 ENSURE THAT SUCH IS IN
21 ACCORDANCE WITH CIVIL SERVICE
22 RULES AND REGULATIONS;
23

24 c. INSTITUTIONALIZE A CENTRALIZED
25 RECORDS DEPOSITORY OF HUMAN
26 RESOURCE DOCUMENTS SUCH
27 AS APPOINTMENT PAPERS, PERSONAL
28 DATA SHEETS, SERVICE RECORDS,
29 STATEMENTS OF ASSETS AND
30 LIABILITIES, LEAVE CREDITS AND
31 OTHER PERTINENT RECORDS;
32

33 d. CONDUCT CONTINUING HUMAN
34 RESOURCE DEVELOPMENT
35 PROGRAMS, AND OTHER CAPACITY
36 BUILDING ACTIVITIES TO ENHANCE
37 THE COMPETENCY OF PERSONNEL AND
38 OFFICIALS;
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- e. **ENSURE THAT CIVIL SERVICE LAWS AND RULES ON PERSONNEL MATTERS ARE PROPERLY EXECUTED;**
 - f. **ADVISE ON MATTERS RELATED 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&RO) AND OTHER HUMAN RESOURCE POLICIES;**
 - g. **ESTABLISH LINKAGES AND PARTNERSHIPS WITH HUMAN RESOURCE ORGANIZATIONS AND OTHER LOCAL GOVERNMENT AGENCIES;**
 - h. **EXERCISE SUCH OTHER POWERS AND PERFORM SUCH OTHER FUNCTIONS AND DUTIES AS MAY BE PRESCRIBED BY LAW OR ORDINANCE.”**

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SEC. 5. *Plantilla for personnel under the CSC.* – The position of Human Resource Management Officer shall be included in the plantilla for personnel under the CSC. The appropriation or budget item number of the position shall be approved by the CSC Commissioner.

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SEC. 6. *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.

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SEC. 7. *Repealing Clause.* – All laws, decrees, orders, proclamations, rules and regulations, or parts thereof, which are

1 inconsistent with this Act are hereby repealed, amended, or modified
2 accordingly.

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4 **SEC. 8. *Effectivity.*** – This Act shall take effect fifteen (15) days
5 after its publication in the *Official Gazette* or in at least two (2)
6 newspapers of general circulation.

Approved,