

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

10 (B) THE HUMAN RESOURCE MANAGEMENT OFFICER SHALL BE
11 APPOINTED BY THE CHAIRPERSON OF THE CIVIL SERVICE
12 COMMISSION (CSC) FROM THE LIST OF AT LEAST THREE (3)
13 ELIGIBLE RECOMMENDEES OF THE LOCAL CHIEF EXECUTIVE OF
14 THE LGU CONCERNED, SUBJECT TO CIVIL SERVICE RULES AND
15 REGULATIONS.

16 (C) THE HUMAN RESOURCE MANAGEMENT OFFICER SHALL:

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

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

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

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

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

8 e. ENSURE THAT CIVIL SERVICE LAWS AND RULES ON
9 PERSONNEL MATTERS ARE PROPERLY EXECUTED;

10 f. ADVISE ON MATTERS RELATED TO CIVIL SERVICE
11 RULES AND REGULATIONS ON RECRUITMENT,
12 SELECTION AND PLACEMENT (RSP), LEARNING AND
13 DEVELOPMENT (L&D), PERFORMANCE
14 MANAGEMENT (PM), AND REWARDS AND
15 RECOGNITION (R&RO) AND OTHER HUMAN
16 RESOURCE POLICIES;

17 g. ESTABLISH LINKAGES AND PARTNERSHIPS WITH
18 HUMAN RESOURCE ORGANIZATIONS AND OTHER
19 LOCAL GOVERNMENT AGENCIES;

20 h. EXERCISE SUCH OTHER POWERS AND PERFORM
21 SUCH OTHER FUNCTIONS AND DUTIES AS MAY BE
22 PRESCRIBED BY LAW OR ORDINANCE.”

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

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

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

Approved,