

**EXCERPT FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF GERONA, HELD AT THE SESSION HALL, ON MONDAY, 30 JUNE 2014 AT 9:00 A.M.**

**PRESENT:**

Hon. Holden N. Sembrano	- Vice Mayor and Presiding Officer
Hon. Eloy C. Eclar	- Municipal Councilor
Hon. Agerico S. Batenga	- -do-
Hon. Edwin R. Yamoyam	- -do-
Hon. Eufrocino A. Bartolome, Jr.	- -do-
Hon. Pacifico L. Agudo	- -do-
Hon. Daisy Diamsay-Mamba	- -do-
Hon. Raul P. Cruz	- -do-
Hon. Leopoldo S. Trivinio	- -do-

**ABSENT:**

Hon. Ronnie R. Jumawid, Sr.	- ABC President
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**ORDINANCE NO. 443**

Series of 2014

**AN ORDINANCE**

**CREATING THE HUMAN RESOURCE AND MANAGEMENT OFFICE (HRMO) AS AN OFFICE OF THE LOCAL GOVERNMENT UNIT OF GERONA, ADOPTING ITS PRESENT AND EXISTING ORGANIZATIONAL STRUCTURE, DEFINING THE POWERS, DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCES AND MANAGEMENT OFFICER AND FOR OTHER PURPOSES.**

**WHEREAS**, the present Human Resource and Management is headed by a Human Resources And Management Officer with salary grade twenty four (SG-24) equivalent to a department head but the same is under or within the Executive Department;

**WHEREAS**, while it is true that the first sentence of Section 77 of the Local Government Code of 1991 states that the Chief Executive of every Local Government Unit shall be responsible for human resources and development in his unit, the same code also provides and instituted process of devolution, wherein local government units, effectively allocated their respective powers, functions, duties and responsibilities;

**WHEREAS**, it is a step in the right direction to create the Human Resources and Management as distinct and separate office.

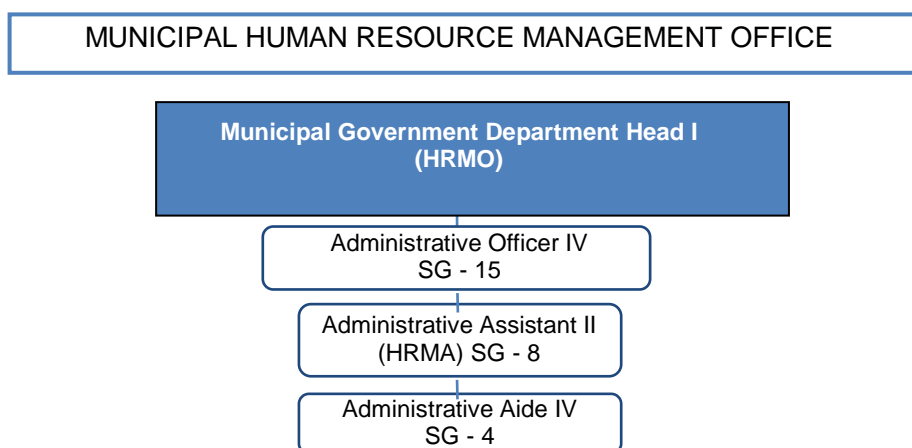
**NOW THEREFORE, BE IT ORDAINED** by the Sangguniang Bayan of Gerona, Tarlac, in session assembled, that:

**Section 1.** The Human Resource and Management Office (HRMO) is hereby created as an office of the Local Government Unit of Gerona.

**Section 2.** The Human Resource and Management Office shall be headed by the Human Resource and Management Officer with the rank and salary grade of a department head.

The present and existing organizational structure is hereby adopted and all persons occupying positions thereat shall continue to function as it is. In the interpretation of this provision, all doubts shall be resolved in favor of and for the best interest of personnel in the said office.

**Section 3.** The organization structure of this office is indicated below:



**Section 4.** For the purpose of this ordinance and in the event of vacancy, no person shall be appointed department head of the Human Resource and Management Office unless he/she is a citizen of the Philippines, a resident of the local government 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 and human resource management or organization management for at least three (3) years.

**Section 5.** The Human Resource and Management Officer shall take charge of the Human Resource and Management Office and shall perform the following powers and duties:

1. Provides supervision in the preparation of appointments, payrolls and other personnel record of the municipality.
2. Responsible for the publication and recruitment of vacant positions in the LGU, and assist the Local Chief Executive in the selection of applicants for available positions, except those classified by law or competent authority as policy determining, primarily confidential, or highly technical in nature, according to merit and fitness to be determined by a competitive examinations.
3. Assist the Local Chief Executive in the screening of applicants for promotions available in the LGU.
4. Assist the Local Chief Executive in the implementation of personnel policies and programs on personnel management.
5. Provides information and advise the local chief executive in the preparation of circularized memoranda, circulars and other issuances issued by the civil service commission, other offices/agencies regarding personnel work/actions.
6. Prepares report of accomplishments as required by the Local Chief Executive.
7. Conducts performance evaluation system among employees of the Local Government Units as required by the Civil Service Commission.
8. Conducts trainings and seminars for the development of personnel in the government service.
9. Does other related work as may be required by the immediate superior from time to time.
10. Exercise such other powers and perform other functions and duties as may be prescribed by law or ordinance

**Section 6.** The provisions of any ordinance, local executive order, or issuances which are inconsistent herewith are hereby repealed or amended accordingly.

**Section 7.** This ordinance shall take effect upon its approval.

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I certify that the above quoted ordinance was unanimously approved by this Sanggunian during its regular session held on 30 June 2014.

**JECIEL M. IGLESIA**  
Secretary to the Sangguniang Bayan

**ATTESTED TO BE DULY ENACTED:**

**HOLDEN N. SEMBRANO**  
Municipal Vice Mayor and Presiding Officer

**APPROVED:** \_\_\_\_\_, 2014

**DENNIS NORMAN T. GO**  
Municipal Mayor