



Republic of the Philippines  
Province of Cavite  
**MUNICIPALITY OF BACOR**  
*Office of the Sangguniang Bayan*

**MUNICIPAL ORDINANCE NO. 14**  
**Series of 2011**

**AN ORDINANCE CREATING THE HUMAN RESOURCES DEVELOPMENT AND MANAGEMENT DEPARTMENT (HRDMD) AND CREATING VARIOUS POSITIONS RELATED THERETO.**

Authored by **Hon. Reynaldo D. Palabrica**

**WHEREAS**, Section 76 of Republic Act No. 7160 empowers local government units to design and implement its own organizational structure and staffing pattern.

**WHEREAS**, there is a need to overhaul the organizational structure and staffing pattern of the municipal government in order to eradicate inefficiency and corruption therein and promote a culture of efficiency and integrity in public service.

**WHEREAS**, the creation of a Human Resources Development and Management Department (HRDMD) and the concomitant abolition of the Human Resources Management Division will enable the municipal government to more effectively train and develop its employees.

**NOW THEREFORE, BE IT ORDAINED AS IT IS HEREBY ORDAINED that:**

**Section 1. Title.**—This Ordinance shall also be known as the "HRDMD Ordinance".

**Section 2. Statement of Policy.**—It shall be the policy of the Local Government of Bacoor to:

2.1 Help its employees develop their personal and organizational skills, knowledge, and abilities;

2.2. Eradicate the prevailing culture of incompetence, corruption, inefficiency, and lack of patriotism in government service and replace it with a corporate mindset prevalent in the private sector that is steeped in patriotism, efficiency, integrity, productivity, and honesty;

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2.3. Encourage highly-qualified and competent professionals to work for the local government by providing them a compensation package that is at par with the one being received by their counterparts in the private sector; and

2.4. Develop its employees so that they can be globally competitive in all aspects of their work.

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**MA. ELIZA H. BAUTISTA**  
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Secretary to the Sanggunian

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Municipal Vice Mayor/Presiding Officer

Approved by:

**STRIKE REVILLA**  
Municipal Mayor





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**Section 3. Creation of the Human Resources Development and Management Department.** -- The Human Resources Development and Management Department (HRDMD) is hereby created. The HRDMD shall replace the existing Human Resources Management Division and shall take over all its powers and functions in addition to all other powers and functions enumerated in this Ordinance or that may be given to it by the Mayor or by ordinance. Provided: that the retention of the services of any employee currently assigned to the Human Resources Management Division shall be subject to the sole discretion of the Mayor and their qualification to the various positions herein created subject to applicable civil service laws and regulations.

**Section 4. Powers and Functions of the Human Resources Development and Management Department (HRDMD).**—The HRDMD shall have the following powers and functions:

4.1 Develop such training modules that may be needed to improve the skills, abilities, knowledge, and organizational skills of all local government employees;

4.2. Regularly review and monitor the performance of employees with the goal of improving such performance;

4.3. Develop a coaching or mentoring system that will be implemented by all departments, offices, and units under the Office of the Mayor, the Office of the Vice-Mayor, and the Sangguniang Bayan;

4.4. Devise a succession planning system that will ensure the consistently smooth delivery of public service in case of the retirement, resignation, termination, or death of a local government employee;

4.5. Develop a key employee identification system that will ensure that every aspect of the operations of the local government including any public emergency is being handled, or shall be handled, by a key personnel;

4.6. Regularly review and monitor the staffing requirements of each department, office, and unit under the Office of the Mayor, Office of the Vice-Mayor, and the Sangguniang Bayan in order to determine if there is a need to reduce or increase the number of employees assigned therein due to lack of funds or to improve performance.

4.7. Design an employee development program that will allow deserving personnel to receive additional education or training from prestigious schools or institutions in the Philippines or abroad at the expense of the local government;

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4.8. Develop a public feedback system that will enable the local government to better address the valid complaints or suggestions of the public and train all its personnel to provide high quality public service at all times;

4.9. Develop a grievance machinery system that will actively and effectively address the concerns of local government employees;

4.10. Consistently uphold the right of local government employees to be insulated from partisan political activities;

4.11. Develop and maintain a system that will promote professionalism, prevent absenteeism or tardiness, and speed up the delivery of public service;

4.12. Design a compensation and retirement package that is at par with those being given by the private sector to employees handling similar functions as their counterparts in the local government;

4.13. Perform such other functions that may be assigned thereto by the Mayor or by ordinance, consistent with prevailing laws and regulations of the Civil Service Commission.

**Section 5. The Human Resources Development and Management Department Manager, his powers and functions.** – The HRDMD Manager shall be a Filipino, of legal age, a holder of a degree in law or psychology, or both, from an educational institution in the Philippines or abroad, who may or may not be a resident of Bacoor, Cavite and a first grade civil service eligible or its equivalent and shall receive a salary grade level twenty four (SG-24).

The appointment of the HRDMD Manager shall be mandatory. The HRDMD Manager shall be a career official with the rank and salary of a department head.

The HRDMD Head shall be appointed by the Mayor subject to the recommendation of the Personnel Selection Board (PSB).

The HRDMD Manager shall head the HRDMD and shall perform the following powers and functions:

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5.1. Develop such training modules that may be needed to improve the skills, abilities, knowledge, and organizational skills of all local government employees;

5.2. Regularly review and monitor the performance of employees with the goal of improving such performance;

5.3. Develop a coaching or mentoring system that will be implemented by all departments, offices, and units under the Office of the Mayor, the Office of the Vice-Mayor, and the Sangguniang Bayan;

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5.4. Devise a succession planning system that will ensure the consistently smooth delivery of public service in case of the retirement, resignation, termination, promotion or death of a local government employee;

5.5. Develop a key employee identification system that will ensure that every aspect of the operations of the local government including any public emergency is being handled, or shall be handled, by a key personnel;

5.6. Regularly review and monitor the staffing requirements of each department, office, and unit under the Office of the Mayor, the Office of the Vice-Mayor, and the Sangguniang Bayan in order to determine if there is a need to reduce or increase the number of employees assigned therein due to lack of funds or to improve performance;

5.7. Design an employee development program that will allow deserving key personnel to receive additional education or training from prestigious schools or institutions in the Philippines or abroad at the expense of the local government;

5.8. Develop a public feedback system that will enable the local government to better address the valid complaints or suggestions of the public and train all its personnel to provide high quality public service at all times;

5.9. Develop a grievance machinery system that will actively and effectively address the concerns of local government employees;

5.10. Consistently uphold the right of local government employees to be insulated from partisan political activities;

5.11. Develop and maintain a system that will promote professionalism, prevent absenteeism or tardiness, and speed up the delivery of public service;

5.12. Develop a compensation and retirement package that is at par with those being given by the private sector to employees handling similar functions as their counterparts in the local government;

5.13. Submit a quarterly report to the Mayor, the Vice-Mayor and the Sangguniang Bayan with regard employee performance;

5.14. Recommend any necessary changes in policy to the Mayor, the Vice-Mayor, or the Sangguniang Bayan pertaining to the performance or compensation of local government employees;

5.15. Implement plans and programs mandated under the Agency Merit Selection Plan of the local government;

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5.16. Implement new Civil Service Commission (CSC) mandates on recruitment and placement policies; and

5.17. Perform such other functions that may be assigned to him by the Mayor or by ordinance, consistent with prevailing laws and regulations of the Civil Service Commission.

**Section 6. The Recruitment and Placement Officer.**—The Recruitment and Placement Officer shall be a Filipino, of legal age, a holder of a degree in psychology or business management or any four-year college course from an educational institution in the Philippines or abroad, who may or may not be a resident of Bacoor, Cavite and a first grade civil service eligible or its equivalent. He shall have the rank of an Administrative Officer V and shall receive a salary grade level eighteen (SG-18).

His powers and functions are as follows:

6.1. Identify all the unfilled vacant positions in the local government;

6.2. Publish all vacant positions with corresponding Qualification Standards (QS) to the Civil Service Commission;

6.3. Receive justification for the filling up of vacant positions by the department concerned;

6.4. Post the list of vacancies in three conspicuous places, distribute the same to all departments concerned within the agency, and have such vacancies published in newspapers having national circulation;

6.5. Recruit, receive and evaluate prospective applicants;

6.6. Conduct preliminary interview of applicants;

6.7. Prepare grade sheets and other related documents;

6.8. Act as PSB Secretariat;

6.9. Schedule for deliberation and recommendation of the most qualified applicants for promotion and newly hired personnel;

6.10. Inform the newly promoted/hired employees and advise them to submit the necessary documents;

6.11. Endorse appointment to the CSC for approval;

6.12. Act as liaison officer between the local government of Bacoor and the CSC and other government agencies; and

6.13. Perform other functions that may be assigned to him by the HRDMD Manager or by the Mayor.

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**Section 7. The Personnel Records Section Officer.**—The Personnel Records Sections Officer shall be a Filipino, of legal age, a holder of a degree in psychology or business management or any four-year college course from an educational institution in the Philippines or abroad, who may or may not be a resident of Bacoor, Cavite and first grade civil service eligible or its equivalent. He shall have the rank of an Administrative Officer II and shall receive a salary grade level eleven (SG-11).

He shall have the following functions:

- 7.1. Prepare and issue appointments for newly hired and promoted employees;
- 7.2. Review and update the plantilla of the personnel of the local government;
- 7.3. Responsible for the maintenance of 201 files;
- 7.4. Issue certifications to all employees;
- 7.5. Prepares and issue service record of employees;
- 7.6. Implement plans and programs mandated under the National Archives Act;
- 7.7. Prepare and implement Record Disposition Management in the local government; and
- 7.8. Perform other functions that may be assigned to him ny the HRDMD Manager or by the Mayor.

**Section 8. The Monitoring and Performance Evaluation Officer.**—The Monitoring and Performance Evaluation Officer shall be a Filipino, of legal age, a holder of a degree in psychology or business management or any four-year college course from an educational institution in the Philippines or abroad, who may or may not be a resident of Bacoor, Cavite and a first grade civil service eligible or its equivalent. He shall have the rank of an Administrative Officer III and shall receive a salary grade level fourteen (SG-14).

He shall have the following functions,

- 8.1. Orient employees on the Correct Performance Evaluation System;
- 8.2. Monitor employee performance and productivity and recommend such measures as may be needed to further improve performance or productivity;
- 8.3. Monitor Performance Standards, targets and accomplishment of all local government employees of Bacoor;

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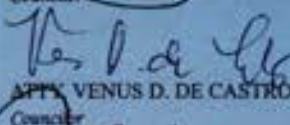



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Municipal Mayor

8.4. Coordinate with Performance Evaluation Review Committee (PERC) and Department PERC;

8.5. Receive Performance Appraisal Report from the departments of the local government;

8.6. Review and monitor all departments submission of standards, targets and accomplishments through Memorandum;

8.7. Implement performance evaluation system to all departments;

8.8. Implement plans and programs mandated in the Performance Evaluation Systems and all its modifications and new mandates; and

8.9. Perform other functions that may be assigned to him by the HRDMD Manager or by the Mayor.

**Section 9. The Benefits and Grievance Section Officer.**—The Benefits and Grievance Section Officer shall be a Filipino, of legal age, a holder of a degree in psychology or business management or any four-year college course from an educational institution in the Philippines or abroad, who may or may not be a resident of Bacoor, Cavite and a first grade civil service eligible or its equivalent. He shall have the rank of an Administrative Officer II and shall receive a salary grade level eleven (SG-11).

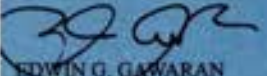
He shall have the following functions:


- 9.1. Process applications for GSIS claims;
- 9.2. Issue supporting papers for all Philhealth claims of personnel
- 9.3. Prepare application documents pertaining to PAG-IBIG claims
- 9.4. Identify employees who are retirable for the current year
- 9.5. Update leave credits of all personnel
- 9.6. Receive and recommend approval of leave applications to the HRDMD Manager or department Head concerned;
- 9.7. Manage salary administration of local government personnel;
- 9.8. Prints payroll and other monetary benefits of departments' personnel.







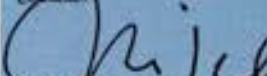
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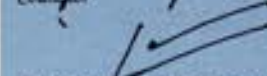
  
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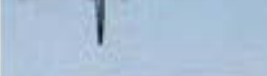
  
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Municipal Mayor

9.9. Recommend policies for employees' grievances and concerns including the establishment of a grievance machinery;

9.10. Implements new mandates and policies on Leave and benefits administration as mandated by CSC and DBM Circulars; and

9.11. Perform other functions that may be assigned to him by the HRDMD Manager or by the Mayor.

**Section 10. The Staff Development and Training Officer.**—The Staff Development and Training Officer shall be a Filipino, of legal age, a holder of a degree in psychology or business management or any four-year college course from an educational institution in the Philippines or abroad, who may or may not be a resident of Bacoor, Cavite and a first grade civil service eligible or its equivalent. He shall have the rank of an Administrative Officer IV and shall receive a salary grade level fifteen (SG-15).

He shall have the following functions:

10.1. Prepare comprehensive annual training and development plan based on periodic assessment of organizational needs and skills/knowledge, inventory of workforce considering the various levels and categories of jobs in the agency and the urgency of such skills, knowledge and work attitudes to deliver effective basic service to the public;

10.2. Conduct orientation and training seminars;

10.3. Researches on the urgency of employee training needs and recommends the best training module that will fit the unique needs of each employee;

10.4. Conducts inventories on the workforce, taking into consideration the various levels and categories of jobs in the agency;

10.5. Designs, implements and evaluates in-service trainings and development programs solely or in coordination with the Civil Service Commission and/or other government agencies and institutions;

10.6. Conducts information dissemination on the various services being offered by the HRDMD; and

10.7. Perform other functions that may be assigned to him by the HRDMD Manager or by the Mayor.

**Section 11. The Personnel Assistance and Counseling Officer.**—The Personnel Assistance and Counseling Officer shall be a Filipino, of legal age, a holder of a degree in psychology or business management or any four-year college course from an educational institution in the Philippines or abroad, who may or may not be a resident of Bacoor, Cavite and a first



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grade civil service eligible or its equivalent. He shall have the rank of an Administrative Officer II and shall receive a salary grade level eleven (SG-11)

He shall have the following functions:

11.1. Facilitates mandated membership of Philhealth, Pag-ibig and GSIS;

11.2. Assist employees on all claims (Philhealth, Pag-ibig and GSIS);

11.3. Facilitates employees' Statement of Assets, Liabilities and Networth (SALN) compliance

11.4. Conduct counseling sessions to all employees;

11.5. Make anecdotal records of employees undergoing counseling;

11.6. Recommend policies and reports to management on employees undergoing counseling;

11.7. Institutionalize the HRDMD Customer Service Counter to cater to the needs of the employees as mandated under the ARTA (Anti-Red Tape Act);

11.8. Implement programs and projects in relation to ARTA; and

11.9. Perform other functions that may be assigned to him by the HRDMD Manager or by the Mayor.

**Section 12. The Administrative Unit Officer.**—The Administrative Unit Officer shall be a Filipino, of legal age, a holder of a degree in psychology or business management or any four-year college course from an educational institution in the Philippines or abroad, who may or may not be a resident of Bacoor, Cavite and a first grade civil service eligible or its equivalent. He shall have the rank of an Administrative Officer I and shall receive a salary grade level ten (SG-10).

He shall have the following functions:

12.1. Receive incoming and outgoing communications;

12.2. Identifies all office supplies and equipment in the HRDMD;

12.3. Prepare necessary documents for purchase of supplies and equipment;

12.4. Prepare necessary documents for payment to supplier of office items and equipment;

12.5. Maintain inventory records of supplies and equipments of the HRDMD;

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12.6. Issue certifications in salary, daily time records (DTR), leave applications and other claims;

12.7. Monitor office budget of the HRDMD; and

12.8. Perform other functions that may be assigned to him by the HRDMD Manager or by the Mayor.

**Section 13. Transitory Provisions** – To prevent disruption in the delivery of basic services pending the full implementation of the HRDMD's organizational structure and staffing pattern, all officials and employees of the municipal government assigned to the Human Resources Management Division shall continue to exercise their duties and functions and receive their salaries and allowances until they shall have been given notice of change of duties and functions, or of being transferred to another office or position.

All assets and properties presently in use or under the accountability of such officials and employees of the municipal government shall be transferred to and assumed by the HRDMD as created under this Ordinance, subject to the conditions that may be established by the DBM, the Commission on Audit, and the Office of the Mayor.

The civil service laws, rules and regulations pertinent to the displacement of personnel affected by this Ordinance shall be strictly enforced. The municipal government shall provide such amounts as may be necessary to pay the benefits accruing to municipal employees who may be terminated or who may opt to retire as a consequence of this Ordinance at the rate of one and one-fourth (1 ¼) month's salary for every year of service: **Provided, that**, if qualified for retirement under existing retirement laws, said employees may opt to receive the benefits hereunder provided.

**Section 14. Separability Clause.**—If any provision or section of this Ordinance is declared invalid or unconstitutional, the other parts or provision thereof not so declared as such shall remain valid and in effect.

**Section 15. Repealing Clause.**—Any ordinance or part thereof inconsistent with the provision of this ordinance shall be deemed repealed or modified accordingly.

**Section 16. Effectivity.**— This Ordinance shall take effect immediately upon its approval and posting in at least two (2) conspicuous places within the Municipality.

**UNANIMOUSLY ENACTED** on the 7<sup>th</sup> day of March 2011 during the 31<sup>st</sup> regular session of the Sangguniang Bayan of Bacoor, Cavite.

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Councilor

JAIME A. SAPANGHILA  
Councilor

BAYANI M. DE LEON  
Councilor

CATHERINE S. EVARISTO  
Councilor / SC President

MA. ELIZA H. BAUTISTA  
Councilor - SX President

Attested by:

ATTY. KHALID A. ATEGA, JR.  
Secretary to the Sangguniang

Certified by:

On Leave

ROSETTE MIRANDA FERNANDO  
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE REVILLA  
Municipal Mayor





Republic of the Philippines  
Province of Cavite  
**MUNICIPALITY OF BACoor**  
*Office of the Sangguniang Bayan*

EDWIN G. GAWARAN

Councilor

AVELINO B. SOLIS

Councilor

REYNALDO M. FABIAN

Councilor

ATTY. VENUS D. DE CASTRO

Councilor

JANAIRO C. SAN MIGUEL

Councilor

REYNALDO D. PALABRICA

Councilor

JAIME A. SAPANGHILA

Councilor

BAYANI M. DE LEON

Councilor

CATHERINE S. EVARISTO

Councilor, PSC President

MA. ELIZA H. BAUTISTA

Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.

Secretary to the Sanggunian

Certified by:

On Leave

ROSETTE MIRANDA FERNANDO

Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE REVILLA

Municipal Mayor

*I hereby certify the correctness of the foregoing Ordinance.*

Certified by:

**HON. EDWIN G. GAWARAN**

*Acting Vice Mayor/Acting Presiding Officer*

Attested by:

**ATTY. KHALID A. ATEGA, JR.**

*Sangguniang Bayan Secretary*

Approved by:

**HON. STRIKE B. REVILLA**

*Municipal Mayor*

***BAGONG BACoor!***

*Tapat sa Serbisyo, Nagkakaisa sa Pagbabago...*