



Republic of the Philippines
CARAGA Region XIII
Province of Surigao del Norte
Municipality of San Benito



Office of the 10th Sangguniang Bayan

AN EXCERPT FROM THE MINUTES OF THE 39TH REGULAR SESSION OF THE 10TH SANGGUNIAN BAYAN MEMBERS OF THE MUNICIPALITY OF SAN BENITO, SURIGAO DEL NORTE HELD AT SANGGUNIAN BAYAN SESSION HALL ON OCTOBER 07, 2024 AT EXACTLY 9:00 O' CLOCK IN THE MORNING

PRESENT:

Hon. Wellybel A. Requirme	Municipal Vice Mayor / Presiding Officer
Hon. Puyat P. Sumando	Sangguniang Bayan Member
Hon. Charlito E. Mendavia	Sangguniang Bayan Member
Hon. Delfin P. Labola	Sangguniang Bayan Member
Hon. William A. Polican	Sangguniang Bayan Member
Hon. Jayrom P. Caballejos	Sangguniang Bayan Member
Hon. Ruella T. Rulete	Ex-Officio / LNMB President
Hon. Aira Mae C. Galano	Ex-Officio / SKF President

ABSENT:

Hon. Cindy R. Agati	Sangguniang Bayan Member
Hon. Aldrein C. Glimane	Sangguniang Bayan Member
Hon. Felix B. Sumando Sr.	Sangguniang Bayan Member

MUNICIPAL ORDINANCE NO. 166 - 24 Series of 2024

“AN ORDINANCE ENACTING THE CREATION OF A SEPARATE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (HRMO) IN THE MUNICIPALITY OF SAN BENITO, SIARGAO ISLAND, SURIGAO DEL NORTE, INCLUDING THE CREATION OF PLANTILLA POSITIONS, PROVIDING FUNDS THEREOF AND FOR OTHER PURPOSES”

WHEREAS, consistent with local autonomy and decentralization as mandated under R.A. No. 7160 also known as the Local Government Code of 1991, Local Government Units shall endeavor to be self-reliant and shall exercise such powers and discharge such other functions and responsibilities for the provision of basic services and facilities;

WHEREAS, Section 76 of the local Government Code provides that “Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission”;

WHEREAS, Section 443 (c) of the Local Government Code likewise provides that: “The Sangguniang Bayan may: (1) maintain existing offices not mentioned in subsection (a) and (b) hereof (mandatory and optional position); (2) create such other offices as may be necessary to carry out the purposes of the municipal government; or (3) consolidate the functions of any office with those of another in the interest of efficiency and economy”;

WHEREAS, under Section 447 (vii) of the Local Government Code, it is the responsibility of the Sangguniang Bayan to determine the powers and duties of officials and employees of the Municipality subject to the relevant provisions of the Code;

WHEREAS, Section 447 (viii) empowers the Sangguniang Bayan to determine the positions and salaries, wages, allowances and other emoluments and benefits of the officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

WHEREAS, considering that LGU personnel is the "frontline" contact between the government and the public, and that human resources is the most important resource, an office should be created in each LGU to take care of recruitment, career development, rewards and incentives, performance management, discipline, employee relations and the whole gamut of HRM;

WHEREFORE, foregoing premises considered and upon the motion of Sangguniang Bayan Member William A. Polican duly seconded by Sangguniang Bayan Member Charlito E. Mendavia, be it:

ENACTED by the 10th Sangguniang Bayan of San Benito, Surigao del Norte in session assembled, that:

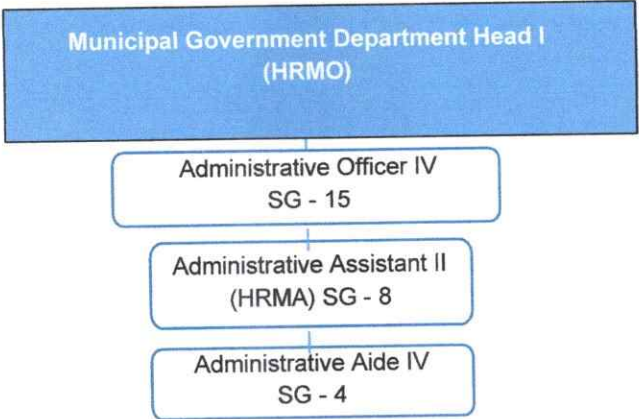
ARTICLE I
CREATION OF A SEPARATE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE AND ITS ORGANIZATIONAL STRUCTURE

Section 1. Title. This Ordinance shall be known as the "Human Resource Management Office Creation Ordinance of San Benito, Surigao del Norte."

Section 2. Purpose. The purpose of this Ordinance is to recognize the importance of human resource development and its management as one of the very important resources of the LGU. It shall establish a sound recruitment and selection system within the organization, develop and implement policies in all aspects of personnel administration and process appointment and other personnel related transactions in accordance with policies and laws.

Section 3. Creation of Municipal Human Resource Management Office and its Organizational Structure. There is hereby **CREATED** a Human Resource Management Office including its Organizational Structure in the Municipality of San Benito, Siargao Island, Surigao del Norte, separate from the Office of the Municipal Mayor, which will have its Organizational Structure, subject to modification as the need arises, to wit:

MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE



ARTICLE II
CREATION OF MUNICIPAL HUMAN RESOURCE MANAGEMENT
OFFICER (MGDH-1) POSITION AND THE QUALIFICATIONS, INCLUDING ITS DUTIES,
FUNCTIONS AND RESPONSIBILITIES

Section 4. Creation of the Human Resource Management Officer Position and its qualifications. There is hereby established qualification standards set by the Civil Service Commission (CSC) for the position of Human Resource Management Officer in the Local Government Unit which will be appointed by the Municipal Mayor, to wit:

Position / Office : Municipal Government Department Head I (Human Management Officer)
Salary Grade : 24

QUALIFICATION STANDARDS

Education : Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields
Work Experience : Three (3) Year's in position/s involving Management and Supervision
Training : Twenty-Four (24) hours Training in Management and
Eligibility : Career Service (Professional; Second Level Eligibility

Section 5. Duties, Functions and Responsibilities of the Human Resource Management Officer (MGDH 1). As provided for by this Ordinance, the following are the duties, functions and responsibilities of the HRMO, to wit:

- a) Formulate for approval by the Municipal Mayor, a human resource development plan that will enhance personnel management processes in the local government unit concerned with emphasis in the areas of recruitment and selection, career development, performance management, welfare, rewards and incentives for service excellence;
- b) Institutionalize a centralized records of human resource documents such as appointments, personal data sheets, service records, statement of assets and liabilities, leave credits, and other pertinent personnel records;
- c) Conduct continuing human resource development programs, and other capacity building interventions to enhance the competency of employees and officials;
- d) Monitor and evaluate the implementation of performance management systems in the local government unit concerned in accordance with Civil Service rules and regulations;
- e) Advise the Municipal Mayor and the Sanggunian on matters pertaining 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&R) and other HR policies such as leave benefits, employee welfare, and discipline;
- f) Ensure that Civil Service Law and rules on personnel matters are properly executed;
- g) Provides supervision in the preparation of appointments, payrolls and other personnel record of the municipality;
- h) 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 examination;

- i) Assist the Local Chief Executive in the screening of applicants for promotions available in the LGU;
- j) Assist the Local Chief Executive in the implementation of personnel policies and programs on personnel management;
- k) 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;
- l) Prepares report of accomplishments as required by the Local Chief Executive;
- m) Conducts performance evaluation system among employees of the Local Government Units as required by the Civil Service Commission.
- n) Establish linkages/partnership with HR organizations and other LGUs; and,
- o) Exercise such other powers and perform such other functions and duties as may be prescribed by law or ordinance.

ARTICLE III BUDGET

Section 6. Budget Preparation. The budget of HRMO shall be prepared by the HRM Officer and approved by the Municipal Mayor through the Municipal Budget Officer for inclusion in the executive budget every year not later than the month of June for the ensuing year of operation. It shall be approved by the Sangguniang Bayan and the Local Chief Executive.

Section 7. Appropriations. The position of Department Head and other staff for Municipal HRM Office (MHRMO) shall be included in the plantilla of personnel in this local government unit approved by an appropriate body. The appropriation or budget item number of the position shall be approved by the Sanggunian concerned. In addition, the Personal Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) will form part and indispensable in the total annual appropriation of this newly created office and shall be appropriated annually.

Section 8. Limitation. The budget must not exceed the estimated expenses for the maintenance of the HRM Office. Further, it shall likewise follow whatever limitations as provided by laws, rules and regulations especially to the preparation of the budget.

ARTICLE IV FINAL PROVISION

Section 9. Separability Clause. If for any reason, any section or provision of this Ordinance is declared unconstitutional or invalid, other sections or provisions hereof which are not affected by such declaration shall continue to be in full force and effect.

Section 10. Repealing Clause. All Ordinances, local issuances or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

Section 11. Effectivity. This Ordinance shall take effect upon approval and after publication in a newspaper of general circulation.

RESOLVED FINALLY, that copies of this Ordinance be furnished to all concerned agencies for information and appropriate action.

ENACTED this, 07th day of October 2024 at Sangguniang Bayan Session Hall, San Benito, Surigao del Norte.

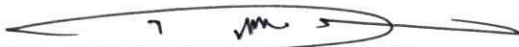
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We hereby certify to the correctness of the foregoing Ordinance.

HON. PUYAT P. SUMANDO
SB Member

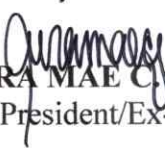

HON. CHARLITO E. MENDAVIA
SB Member


HON. DELFIN P. LABOLA
SB Member


HON. WILLIAM A. POLICAN
SB Member

HON. JAYROM P. CABALLEJOS
SB Member


HON. RUELLA T. RULETE
LNMB President Ex-Officio

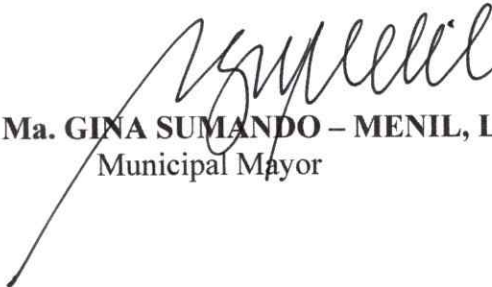

HON. AIRA MAE C. GALANO
SKF President/Ex-Officio


HON. WELLYBEL A. REQUIRME
Municipal Vice Mayor
Presiding Officer

Attested:


MELQUIADES G. MANTILLA, MA, MPA
Municipal Government Department Head 1
Sangguniang Bayan Secretary

APPROVED: 10/09/2024


HON. Ma. GINA SUMANDO – MENIL, LCB
Municipal Mayor