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Republic of the Philippines
SANGGUNIANG PANLUNGSOD
Pasig City

Ordinance No. 24
Series of 2011

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AN ORDINANCE RENAMING THE CITY PERSONNEL OFFICE AS HUMAN RESOURCE DEVELOPMENT OFFICE, PRESCRIBING THE PERSONNEL COMPLEMENT, QUALIFICATIONS, SALARY GRADE, DEFINING THE DUTIES, AND FOR OTHER PURPOSES.

Authored By: Councilors Virgilio I. Del Rosario, Iyo Christian C. Bernardo, Christian G. Sia, Reynaldo R. San Buenaventura III, Regino S. Balderrama, Augustin Alexee C. Santiago, Lorna A. Bernardo, Richard C. Eusebio, Rodrigo B. Asilo, Reynaldo F. Raymundo, Roberto E. Benito, Charmie Q. Benavides, LIGA Pres. Ferdinand A. Avis and SK President Julia Nicole B. Pua

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BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF PASIG IN SESSION DULY ASSEMBLED THAT:

Section 1. RENAME. The City Personnel Office is hereby renamed as the Human Resource Development Office (HRDO).

Section 2. PERSONNEL COMPLEMENT. The Human Resource Development Office (HRDO) shall have the following manpower complement:

Lorna A. Bernardo

QTY.	TITLE	SG	QUALIFICATION
1	City Government Department Head II (City Human Resource Development Officer)	26	Masteral Degree; 5 years in position/s involving human resource management and supervision or other related management service; 32 hours of training in personnel management and supervision; 2 nd Level Eligibility (Career Service Professional)
1	Administrative Officer III (Records Officer II)	14	Bachelor's Degree; 1 year of relevant experience; 4 hours of relevant training; 2 nd Level Eligibility (Career Service Professional)
2	Administrative Aide III (Utility Worker II)	3	Must be able to read and write; Experience and training not required; Eligibility not required (MC 11, s. 96-Cat. III)
2	Administrative Aide 1 (Utility Worker I)	1	Must be able to read and write; Experience and training not required; Eligibility not required (MC 11, s. 96-Cat. III)
1	Administrative Aide III (Driver I)	3	Elementary School graduate; Experience and training not required; Driver's License (MC 11, s. 96-Cat. III)
EMPLOYMENT TRANSACTIONS DIVISION (Appointment, Leave, Claims & Benefits Section)			
1	Human Resource Management Officer V	24	Masteral Degree; 4 years in position/s involving management and supervision; 24 hours of training in management and supervision; 2 nd Level Eligibility (Career Service Professional)
3	Human Resource Management Officer III	18	Bachelor's Degree; 2 years in position/s involving management and supervision; 8 hours of training in management and supervision; 2 nd Level Eligibility (Career Service Professional)

Reynaldo R. San Buenaventura III

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QTY.	TITLE	SG	QUALIFICATION
3	Human Resource Management Officer I	11	Bachelor's Degree; No experience and training required; 2 nd Level Eligibility (Career Service Professional)
3	Administrative Assistant II (Human Resource Management Assistant)	8	Completion of two (2) years studies in college; 1 year of relevant experience; 1 st Level Eligibility (Career Service Sub-Professional); 4 hours of relevant training
1	Administrative Aide II (Messenger)	2	Elementary School Graduate; No experience and training required; (MC 11, s. 96-Cat. III)
PAYROLL DIVISION (Career, Non-Career, Computer Sections)			
1	Human Resource Management Officer V	24	Masteral Degree; 4 years in position/s involving management and supervision; 24 hours of training in management and supervision; 2 nd Level Eligibility (Career Service Professional)
3	Human Resource Management Officer III	18	Bachelor's Degree; 2 years in position/s involving management and supervision; 8 hours of training in management and supervision; 2 nd Level Eligibility (Career Service Professional)
3	Human Resource Management Officer I	11	Bachelor's Degree; No experience and training required; 2 nd Level Eligibility (Career Service Professional)
3	Administrative Assistant II (Human Resource Management Assistant)	8	Completion of two (2) years studies in college; 1 year of relevant experience; 1 st Level Eligibility (Career Service Sub-Professional); 4 hours of relevant training
1	Administrative Aide II (Bookbinder I)	2	Elementary School Graduate; Experience and training not required; Driver's License (MC 11, s. 96-Cat. III)
PERSONNEL DEVELOPMENT DIVISION (Training & Organizational Development Section, Employee Relationship Section, Policy Formulation Monitoring & Research Section)			
1	Human Resource Management V	24	Masteral Degree; 4 years in position/s involving management and supervision; 24 hours of training in management and supervision; 2 nd Level Eligibility (Career Service Professional)
3	Human Resource Management Officer III	18	Bachelor's Degree; 2 years in position/s involving management and supervision; 8 hours of training in management and supervision; 2 nd Level Eligibility (Career Service Professional)



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QTY.	TITLE	SG	QUALIFICATION
3	Human Resource Management Officer I	11	Bachelor's Degree; No experience and training required; 2 nd Level Eligibility (Career Service Professional)
3	Administrative Assistant II (Human Resource Management Assistant)	8	Completion of two (2) years studies in college; 1 year of relevant experience; 1 st Level Eligibility (Career Service Sub-Professional); 4 hours of relevant training;
1	Administrative Aide V (Photographer I)	5	High School Graduate; Completion of relevant vocational/trade course; (MC-11, s. 96-Cat. III)
1	Administrative Assistant II (Artist-Illustrator II)	8	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course; No experience and training required; Career Service sub-professional (Mc-11, s. 96-Cat. 1)

Section 3. APPOINTMENT. – The City Human Resource Development Officer shall be appointed by the City Mayor in accordance with Civil Service laws, rules and regulations subject to the confirmation of the Sangguniang Panlungsod. Provided, the present personnel of the former Personnel Office shall be given first preference if qualified. All other personnel are likewise to be appointed by the City Mayor upon recommendation by the City Personnel Selection Board. Provided, however, that pending the appointment of qualified personnel to fill-in aforesaid permanent positions, the City Mayor can hire or engage the services of other qualified individuals under Job-Order or casual basis prior to appointment of permanent employees. Provided, finally, that permanent employees in the existing City Personnel Office shall continue to assume their position and duties and subject position shall be automatically abolished when the same is vacated by the incumbent.

Section 4. FUNCTIONS/DUTIES. – The Human Resource Development Office shall have the following functions and duties:

1. Plan, develop, and implement a comprehensive and balanced City Human Resource Development program;
2. Provide personnel services to all the departments of the city;
3. Assist and advise the City Mayor through the City Administrator and other city officials on the formulation and execution of personnel policies, rules and regulations;



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4. Enforce civil service laws, rules and regulations relative to appointments, personnel actions, administration of the position, classification and awards, training and development, employee welfare and benefits, sports and recreation, personnel productivity, grievance machinery and personnel discipline;
5. Provide active support, cooperation and participation in the programs and activities of the Civil Service Commission and the council of personnel officers;
6. Maintain liaison with the Civil Service Commission and other government agencies;
7. Prepare payrolls for all city-paid employees and
8. Perform such other functions as may be prescribed by law or ordinance.

Section 5. The current Personnel Office is hereby renamed as Human Resource Development Office with three (3) divisions namely: Employment Transactions Division, Payroll Division, Personnel Development Division and an Administrative support.

Section 6. FUNCTIONS OF THE DIVISIONS -

1. Employment Transactions Division

(Appointment, Leave, Claims & Benefits Section)

- 1.1 Review and process documents in relation to appointment of employees;
- 1.2 Prepares monthly report of Personnel Action;
- 1.3 Updates/prepares plantilla of personnel
- 1.4 Prepares and certifies Certificate of Employment and Compensation and Employee Service Records;
- 1.5 Evaluates and processes retirement benefits/claims for separation and other benefits such as Philhealth and Pag-Ibig;
- 1.6 Updates employee database based on processed appointments and official documents submitted by employees;
- 1.7 Processes employees' applications for leave;
- 1.8 Validates and consolidates casual DTRs for accounting payroll preparation;
- 1.9 Prepares certifications of leave without pay for service records attachment;

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- 1.10 Computes employee tardiness;
- 1.11 Prepares monthly report of casual and permanent leaves for payroll purposes;
- 1.12 Verifies/authenticates submitted Personnel Documents (transcript of records, diploma, certificate of eligibility, certificate of training/employment) for Recruitment, (Screening and Appointment purposes)
- 1.13 Review/checks submitted Performance Evaluation Rating and preparation of report of submitted Performance Rating;
- 1.14 Monitors the submission of Performance Target and Performance Rating;
- 1.15 Prepares job vacancies for posting to Bulleting Board;
- 1.16 Posting of job vacancies in at least three (3) conspicuous places in the city;
- 1.17 Prepares the request for the publication of the item to the CSC Bulletin;
- 1.18 Coordinates uniform distribution of employees.

2. Payroll Division

- 2.1 Responsible for scheduling and processing payroll in compliance with the prescribed accounting and auditing rules and regulations and other applicable laws and issuances;
- 2.2 Ensure that all city employees are paid accurately and timely with the correct withholdings and deductions and the same are properly and accurately remitted in a timely manner to concerned agencies
- 2.3 Keep in custody all financial records of salaries for employee, wages, bonuses and deductions;
- 2.4 Prepare and certify pay slip of city personnel.

3. Personnel Development Division

- 3.1 Develop or source out training programs to enhance officials' and employees' capabilities and abilities (such as knowledge, skills and attitudes) for better work performance.
- 3.2 Conduct of training need analysis to determine what is required in the job and to find out reasons for performance gap and recommend training if reasons involve changes in knowledge, skills and attitudes;



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- 3.3 Source out training/scholarship programs from other institutions whether local or foreign and establish partnership and linkages with them and coordinate participation of employees to aforesaid training programs;
- 3.4 Monitor and assess impact measures for improvement of training programs and its impact;
- 3.5 Recommend necessary measures for improvement of training programs and its impact;
- 3.6 Strengthen performance management system which include provisions for performance planning including performance review and feedback;
- 3.7 Supervise the smooth implementation of the Performance Evaluation System;
- 3.8 Ensure that rewards mechanisms are in place to motivate employees to improve work performance.

4. Administrative Support

- 4.1 Identify and provide the most efficient, effective and appropriate level of support integrated with the functions and services performed and provided by the three (3) Divisions of the Human Resource Development Office (HRDO) such as but not limited to:
 - 4.1.1 Perform general clerical duties to include but not limited to: photocopying, faxing, mailing and filing, answering telephone calls and transferring to appropriate staff member;
 - 4.1.2 Maintain records and filing system.
 - 4.1.3 Keep custody of office supplies, equipment and furniture;
 - 4.1.4 Maintain the cleanliness of the office including service vehicle.
- 4.2 Maintain procedures to ensure consistent performance of routine tasks of staffs;
- 4.3 Study and review department procedures and recommend management action to improve standard operating procedures.
- 4.4 Take initiative on requests and inquiries of administrative nature.
- 4.5 Assist to provide office orientation for new employees.
- 4.6 Identify ways to provide or improve assistance to the offices;
- 4.7 Performs such other duties as maybe assigned from time to time.



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Section 7. FUNDS. The salaries and fringe benefits of the personnel to be appointed pursuant to this Ordinance shall be charged against the personal services of the former Personnel Office. *Provided* however, that the City Mayor is hereby authorized to charge any deficiency to the savings on personal services or any available funds of the city. *Provided further*, that the City Mayor furthermore, may suspend non-priority projects in order to serve as funding source of this Ordinance in case it should be necessary.

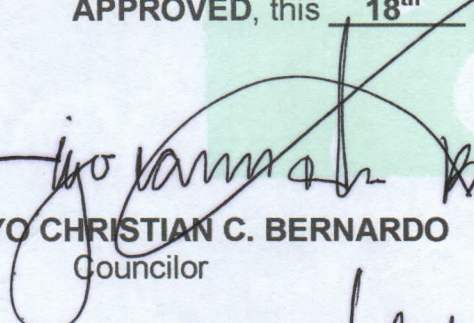
Section 8. APPROPRIATIONS – The City Budget Officer shall incorporate in the budget for Calendar Year 2012 and the succeeding years thereafter the funds necessary to sustain the budgetary requirements of this Ordinance.

Section 9. REPEALING CLAUSE – The provisions of all ordinances or resolutions inconsistent to any of the provisions of this Ordinance are hereby repealed.

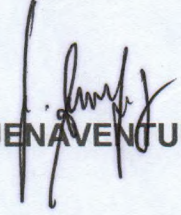
Section 10. SEPARABILITY CLAUSE – If any provision of this Ordinance or the application of such provision to any person or circumstance is declared invalid, the remainder of the Ordinance or the application of such provision to other persons or circumstances shall not be affected by such declaration.

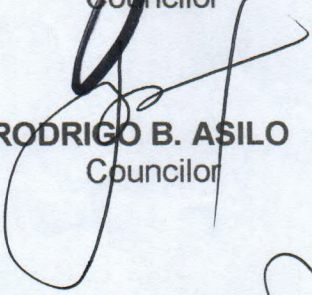
Section 11. EFFECTIVITY – This Ordinance shall take effect immediately upon approval.

APPROVED, this 18th day of **August 2011** at Pasig City


IYO CHRISTIAN C. BERNARDO
Councilor


RICHARD C. EUSEBIO
Councilor


REYNALDO R. SAN BUENAVENTURA III
Councilor


RODRIGO B. ASILO
Councilor




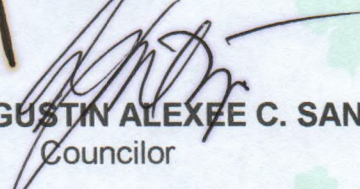
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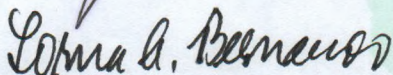
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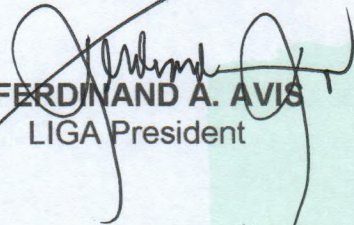
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REGINO S. BALDERRAMA
Councilor


AUGUSTIN ALEXEE C. SANTIAGO
Councilor


LORNA A. BERNARDO
Councilor


FERDINAND A. AVIS
LIGA President

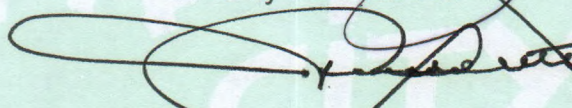

REYNALDO F. RAYMUNDO
Councilor


ROBERTO E. BENITO
Councilor

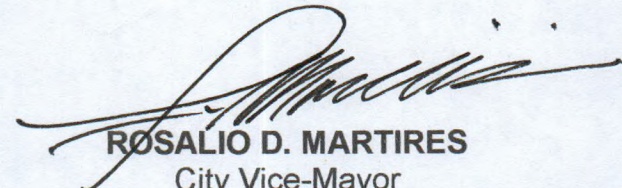

CHARMIE Q. BENAVIDES
Councilor

JULIA NICOLE B. PUA
SK Federation President


CHRISTIAN G. SIA
Councilor
Minority Floor Leader


VIRGILIO I. DEL ROSARIO
Councilor
Majority Floor Leader

Attested by:


ROSALIO D. MARTIRES
City Vice-Mayor
Presiding Officer



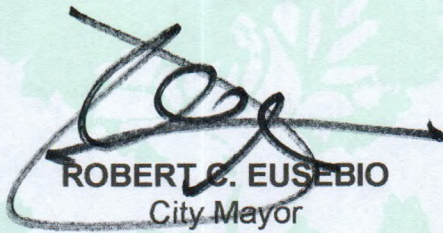
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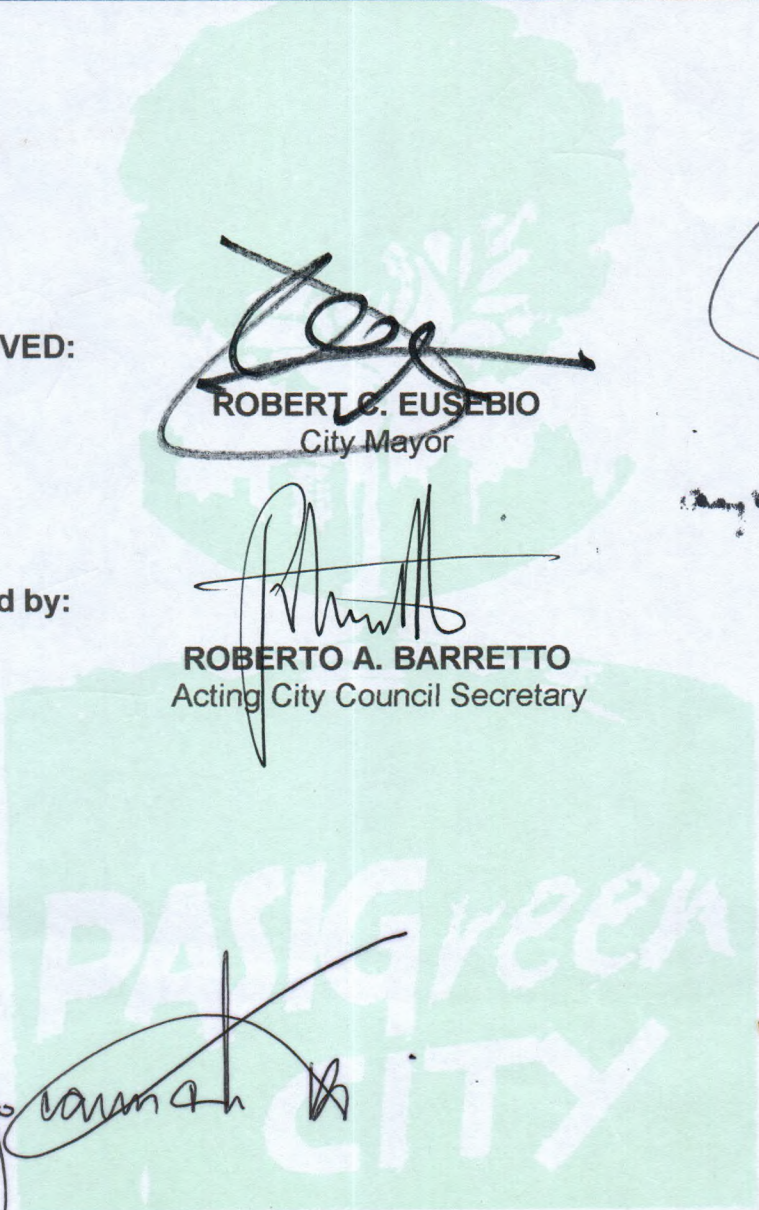
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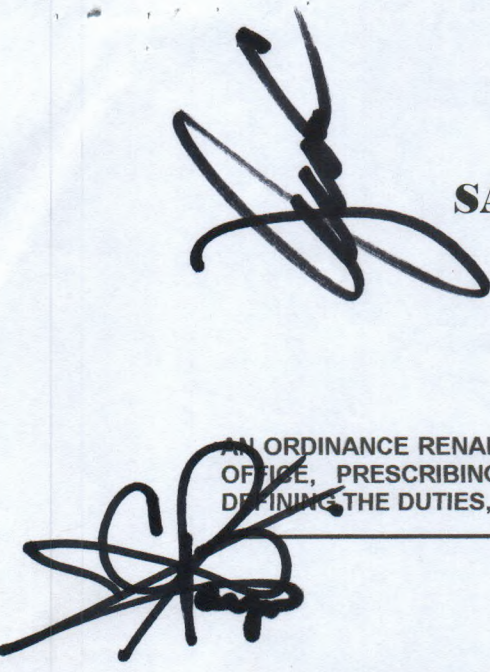
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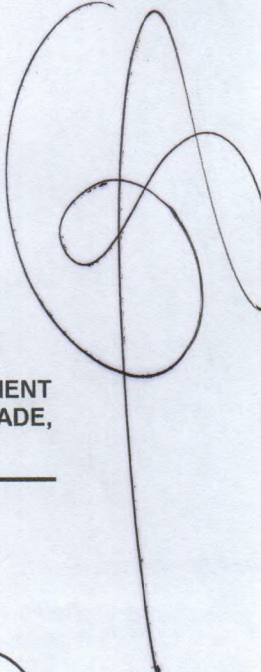

ROBERT C. EUSEBIO
City Mayor

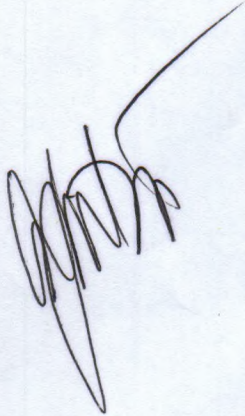
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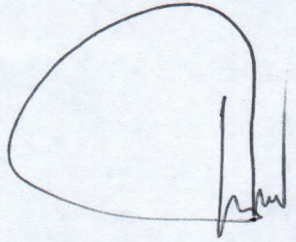

ROBERTO A. BARRETTO
Acting City Council Secretary

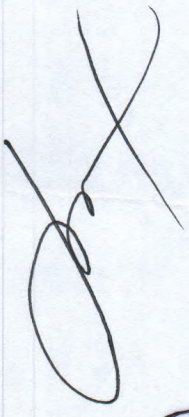


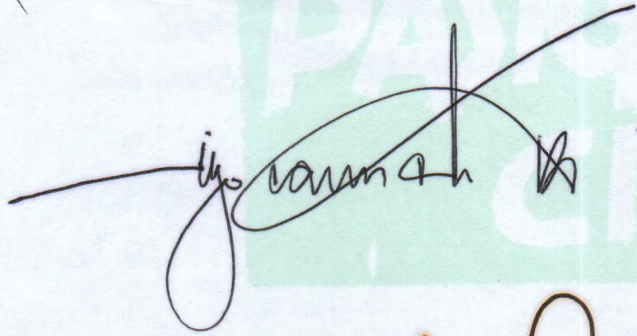












Lorna A. Barretto



