



Republic of the Philippines
PROVINCE OF NEGROS ORIENTAL
CITY OF BAYAWAN
Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL ON JULY 17, 2018 AT 2 P.M. AT THE LIGA NG MGA BARANGAY BUILDING.

RECORDS OF ATTENDANCE

HON. ISMAEL P. MARTINEZ		Present
HON. PETER PAUL F. RENACIA	(Acting Presiding Officer)	Present
HON. HENRY E. CARREON, JR.		Present
HON. ERNESTO T. TIJING		Present
HON. MARK FIDENCIO L. AURELIA		On Leave
HON. JONAS M. TRIAS		Present
HON. SHARLOU F. JAMIN		OB-Tagaytay City
HON. NARCISO N. CASIPONG		OB-Tagaytay City
HON. NICO ANGELO L. LIM		OB-Tagaytay City
HON. MERLITA R. GAUDIEL		Present
HON. DANILO G. LAMIS		Present
HON. KURT MATTHEW T. TEVES	(LNMB President)	Present
HON. TRISTAN GOLD T. TORRILLO	(SK Federated President)	Present

RESOLUTION NO. 531

“WHEREAS, Section 8 of Civil Service Commission Memorandum Circular 19, series of 1992, states that A Human Resource Management Office/Division/Section shall be created in the Local Government Unit. It shall be responsible for personnel management and maintenance of effective liaison with the Commission.

“WHEREAS, Section 9 of the same Memorandum Circular states that, Other Offices and positions in the organization structure and staffing pattern not provided under Sections 3 and 4 of these guidelines may be created by the Local Government Unit. Provided that they are the priority needs as identified by the Local Chief Executive, the Sangguniang and/or the Local Development Councils concerned consistent with Section 17 of the Code. Provided, further, that the mandatory positions shall have been created and Provided, finally, That the budgetary limitations under Sec. 325 of the Code have been complied with.

“WHEREAS, the Honorable Mayor Pryde Henry A. Teves, in his letter dated February 22, 2018 has requested the Sangguniang Panlungsod to create the Office of the Human Resource Management and Office of the Information and Communication Technology and to abolish certain vacant positions and create additional plantilla positions in the Different Offices/Departments of the Local Government Unit of Bayawan City.

“WHEREAS, the Committee on Personnel, Good Government and Ethics in its Committee Report dated April 2, 2018 has recommended for the approval of the request of the Honorable Mayor and to enact an Ordinance creating the Office of the Human Resource Management and Office of the Information and Communication Technology of the Local Government Unit of Bayawan City.

“WHEREFORE, On motion of Honorable Councilor Trias and duly seconded by Honorable Councilor Carreon, the Council

“RESOLVED, To enact, as it hereby enacts the following ordinance, to wit:

ORDINANCE NO. 31

AN ORDINANCE CREATING THE OFFICE OF THE HUMAN RESOURCE MANAGEMENT AND THE OFFICE OF THE INFORMATION AND COMMUNICATION TECHNOLOGY AND THE POSITIONS OF THE HUMAN RESOURCE MANAGEMENT OFFICER (CITY GOVERNMENT DEPARTMENT HEAD I) WITH SALARY GRADE 25 AND INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER (CITY GOVERNMENT DEPARTMENT HEAD I) WITH SALARY GRADE 25

Be it ordained that:

SECTION 1. There is hereby created the Office of the Human Resource Management in the City of Bayawan as stipulated in Section 8 of Civil Service Memorandum Circular 19, series of 1992 and Office of the Information and Communication Technology as also stipulated in Section 9 of the same Memorandum Circular.

SECTION 2. The following positions are hereby also created to be responsible for all Local Government Units organizational development strategies and efficient and effective information and communications technology systems, to wit:

1. HUMAN RESOURCE MANAGEMENT OFFICER
(CITY GOVERNMENT DEPARTMENT HEAD I) Item No. HRM 1 – SG 25
2. INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER
(CITY GOVERNMENT DEPARTMENT HEAD I) Item No. ICT 1 – SG 25

SECTION 3. Duties and Responsibilities.

HUMAN RESOURCE MANAGEMENT OFFICER
(CITY GOVERNMENT DEPARTMENT HEAD I) Item No. HRM 1 – SG 25

- 15% Take charge in the administration of official personnel action of all city officials and employees, such as leaves, promotions, retirement, change of status, performance ratings and other related personnel matters.
- 5% Advise the city officials on personnel policy, functions, practices, rules and regulations and problems.
- 10% Determine the qualification standards of all positions, salary grade and salary allocations that are in accordance with those prescribed by the Civil Service Commission, Department of Budget Management and other agencies of the government concerned.
- 10% Provide guidance to the Mayor regarding regulations that apply to equal opportunity in recruitment, performance management, learning and development, rewards and recognition and other aspect of personnel administration.
- 10% Collaborate with other department heads in the strategic planning process of the HR programs and initiatives of the LGU.
- 10% Develop and implement a schedule of recruitment activity to ensure the availability of a pool of recruits when needed.
- 10% Suggest and implement performance appraisal systems in an effective manner.
- 10% Direct and maintain various activities designed to achieve and maintain a high level of employee morale through the provision of Learning and Development activities and interventions and a sound Rewards and Recognition Program.
- 15% Monitor and evaluate all programs of the 4 Core HR Systems: Recruitment, Selection and Placement, Performance Management System, Learning and Development and Rewards and Recognition.
- 5% Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinance.

INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER
(CITY GOVERNMENT DEPARTMENT HEAD I) Item No. ICT1 – SG 25

- 15% Formulate, recommend and implement appropriate plans, policies and programs that will promote the rapid development and improved competitiveness of the City's information and communications technology services.

- 20% Ensure the provision of efficient and effective information and communications technology infrastructure, information systems and resources to support efficient, effective, transparent and accountable governance and, in particular, support the speedy and efficient enforcement of rules and delivery of accessible public services to the people.
- 10% Develop strategy to ensure Disaster Resilient and secured information and Communication Technology Systems.
- 5% Conduct continuing research and development in partnership with the academe towards improving the quality of ICT education and the production of globally competitive ICT manpower.
- 10% Manage the deployment, development, monitoring, maintenance, upgrading and support of the LGU's IT System.
- 10% Work with the user departments to develop plans and strategies so client services can be enhanced, user effectiveness improved and innovations encouraged.
- 5% Develop standard operating procedures allied to best practices and ensure written protocols and guidelines are provided for IT staff and end-users
- 15% Ensure written documentation is created and maintained, to included user and system manuals, license agreements and all documentation relating to the installation, modifications and upgrades of all information and Communication Technology systems.
- 5% Develop and provide end user trainings for existing information systems and applications.
- 5% Prepares budget estimate, technical specifications and engineering details to ensure quality and cost-effective Information and Communication Technology Investments.


SECTION 4. This ordinance shall take effect after compliance with the provisions of R.A. 7160, the Local Government Code of 1991.

"Enacted."

* * *

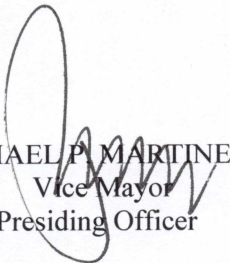
I hereby certify to the correctness of the foregoing resolution.

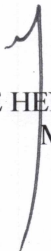
* * *


JULIUS T. ESPARTERO
 Secretary to the Sangguniang Panlungsod

ATTESTED:

APPROVED: _____


ISMAEL P. MARTINEZ
 Vice Mayor
 Presiding Officer


PRYDE HENRY A. TEVES
 Mayor

Copy for:

- The Honorable Provincial Board, Dumaguete City