



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on November 25, 2013 at Lingayen, Pangasinan, the following provincial ordinance was approved:

Sponsored by SP Members Clemente B. Arboleda, Jr. and Angel M. Baniqued, Jr.

PROVINCIAL ORDINANCE NO. 175-2013

AN ORDINANCE CREATING THE HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT OFFICE, A PROVINCIAL DEPARTMENT, AND PROVIDING BUDGETARY REQUIREMENTS THEREOF AND ADOPTING POLICIES TO GOVERN ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERNS

WHEREAS, Section 77 of the Local Government Code of 1991 provides that the local chief executive of every LGU shall be responsible for human resources and development;

WHEREAS, in order to implement and take all personnel actions in accordance with the Constitutional provisions on civil service pertinent laws and rules and regulations thereon, the Human Resources and Management Office (HRMO), a division under the Office of the Governor, was established in the Provincial Government of Pangasinan;

WHEREAS, Section 463 par. c (2) provides that the Sangguniang Panlalawigan is empowered to create such other offices as may be necessary to carry out the purposes of the provincial government;

WHEREAS the Sangguniang Panlalawigan finds it meritorious and in order to create Human Resources Management and Development Department in order to cater to a wider and increased responsibilities of the existing HRMO as a simple Division;



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OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 175-2013

Page 2

WHEREFORE, in view of the foregoing, on motion of SP Members Clemente B. Arboleda, Jr. and Angel M. Baniqued, Jr., duly seconded, to ordain the following:

SECTION 1. TITLE – This ordinance shall be known as “AN ORDINANCE CREATING THE HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT OFFICE, A PROVINCIAL DEPARTMENT, AND PROVIDING BUDGETARY REQUIREMENTS THEREOF AND ADOPTING POLICIES TO GOVERN ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN.”

SECTION 2. DECLARATION OF POLICY – As strategic partner in development, the Human Resources and Management Office (HRMO) as a Division under the Office of the Provincial Governor shall be changed to a Department and shall be known as the Human Resources Management and Development Office (HRMDO) to enable the same to fully and effectively perform its role as a change catalyst and as a strong, dynamic and strategic partner of the Provincial Government of Pangasinan in organizational development.

SECTION 3. OPERATIVE PRINCIPLES/PURPOSES. This Ordinance shall have the following principles/purposes:

1. The Office shall continue to enhance and innovate its existing Human Resources programs and services and install new ones for the purpose of promoting the welfare of employees, empowering them and boosting their morale to continuously improve organizational performance and attain its vision and mission.
2. The Office shall be provided with sufficient appropriations to fully and effectively implement its programs and services.
3. The Office shall have a manpower complement to meet its functional requirements.
4. The Office shall propose new positions under its organizational structure with functions aligned to its existing programs and services.
5. The Office shall exercise autonomy in the management of its programs and services and its human and financial resources.



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www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 175-2013
Page 3

SECTION 4. ROLES AND RESPONSIBILITIES

1. The Human Resource Management and Development Office (HRMDO) shall be responsible for:

- a. Recruitment, selection and placement through an enhanced process to hire qualified applicants based on the qualification standards set by the Civil Service Commission.
- b. Implementing an equitable welfare, benefits and rewards management system for employees.
- c. Conducting trainings and other employee development programs on regular basis.
- d. Undertaking programs intended to raise employees' morale, motivate them and create harmonious employee relations.
- e. Enhancing organizational effectiveness by efficiently implementing organizational development programs.
- f. Monitoring and evaluating its programs and services to ensure their continuous improvement and sustainability.

SECTION 5. SOURCE OF FUND

- a) The funds for the said office (Personal Services and MOOE) shall be incorporated in the Province's Annual Budget for CY 2014.
- b) New positions as a result of the upgrading of the division to a department shall be created from the abolition of vacant positions at the Provincial Health Office, Provincial Engineer's Office and the Office of the Provincial Agriculturist and the appropriations for these newly created positions shall be incorporated in the Annual Budget for Calendar Year 2014.

SECTION 6. ADMINISTRATIVE CLAUSE – This ordinance shall pertain and cover the Human Resources Management and Development Office and all its employees, programs and services.



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OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 175-2013
Page 4

SECTION 7. SEPARABILITY CLAUSE – If any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which shall not be affected shall continue to be in full force and effect.

SECTION 8. REPEALING CLAUSE – All ordinances and administrative circulars and executive orders or parts thereof which shall be found to be inconsistent with provisions of this Ordinance shall hereby be repealed and amended accordingly.

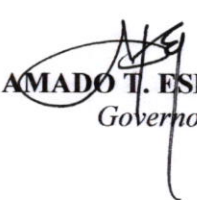
SECTION 9. EFFECTIVITY CLAUSE – This ordinance shall take effect on January 1, 2014.


ATTY. VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


VICE GOVERNOR JOSE FERMINAND Z. CALIMLIM, JR.
Presiding Officer

APPROVED:


AMADO T. ESPINO, JR.
Governor