

## FUNCTIONAL STATEMENT, OBJECTIVES AND EXPECTED RESULTS

Office/Department : HUMAN RESOURCE MANAGEMENT OFFICE

Budget Year: : 2012

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### I. FUNCTIONAL STATEMENT

1. To provide effective liaison with the Civil Service Commission in accordance with applicable CSC law, rules and regulations;
2. To assist and advise the city officials in the development, formulation and execution of policies, rules and regulations in all areas of personnel management in accordance with Civil Service law and rules;
3. To establish a sound recruitment and personnel selection system within the city government;
4. To administer the position classification and compensation system ( a prescribed by the Department of Budget and Management) and other employee welfare programs such as medical and hospitalization benefits, health and safety standards, disability, retirement and other benefits;
5. To help create an atmosphere conducive to good supervisor-employee relations and improvement of employee welfare and morale and recognize the employees right to self-organization;
6. To assist the departments in the development and implementation of performance evaluation system and employee recognition programs;
7. To provide inputs in the development and implementation of human resource training and development programs;
8. To establish and administer a continuing employee suggestions incentives and awards systems for the improvement of employee performance and productivity;
9. To maintain a complete and up-to-date personnel information system;
10. To implement memorandum circulars of the Civil Service Commission and other agencies on personnel related matters.
11. Perform such other functions as mandated by the Local Government Code.

### II. THE OBJECTIVES

1. To assist in the realization of the city's mission and vision;
2. To see it that all appointments issued by the appointing authority are all in order and comply with existing CSC requirements;
3. To maintain the accreditation given by the Civil Service Commission to the city government to take final action on its own appointments;
4. To implement and continuously come up with new and improved ideas in the implementation and maintenance of the personnel systems, such as the Merit Promotion Plan System of Ranking Positions; the Qualification Standards; the Performance Evaluation System, the Grievance Procedure; the Suggestions and Incentives Awards System and career and personnel development plans.
5. To sustain the Productivity Improvement Program of the city government and the Public Service Excellence Program (PSEP).
6. To improve the computerization of personnel information system;
7. To comply with required personnel records and reports, personnel system and procedures, position classification and pay plan, organizational development plans, and office rules and regulations.

### III. PROJECTS/ACTIVITIES

Reference Code	Program/Project /Activity Description	Cost ('000)	Performance/ Output Indicator	Annual Targets	Implementation Schedule	
					FROM	TO
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1032-1-1	<i>Recruitment &amp; personnel selection system</i>	400	<i>All appts. Issued are in order &amp; approved by CNS.</i>	550	Jan	Dec
1032-1-2	<i>Records keeping reports personnel info system</i>	400	<i>201 files of employees maintained, reliable &amp; updated</i>	1000	Jan	Dec
1032-1-3	<i>Personnel Mgt. System</i>	725	<i>Personnel Mgt. System such as PSB, GM, GSP etc. Operational</i>	-	Jan	Dec
1032-1-4	<i>PIP/PSEP</i>	1,000	<i>PIP/PSEP sustained</i>	-	Jan	Dec
1032-1-5	<i>Human resource dev't</i>	1,876	<i>No. of personnel trained</i>		Jan	Dec
TOTAL		4,401				