



Republic of the Philippines
CITY COUNCIL
City of Manila

REGULAR SESSION NO. 79

13TH CITY COUNCIL

Begun and held in the City Council on Wednesday,
the sixth day of May, Two Thousand Twenty-Six

ORDINANCE NO. 9185

AN ORDINANCE RENAMING THE CITY PERSONNEL OFFICE TO HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE AND REDEFINING ITS FUNCTIONS

PRINCIPAL AUTHORS: **HON. RAYMUNDO "Mon" R. YUPANGCO**, Majority Floor Leader, **HON. TIMOTHY OLIVER "Tol" I. ZARCAL**, President Pro-Tempore, **HON. ATTY. JAYBEE S. HIZON**, **HON. LOUISA MARIE "Lady" J. QUINTOS-TAN**, **HON. DRA. IRMA C. ALFONSO-JUSON**, **HON. ROSALINO "Jhun" P. IBAY, JR.**, **HON. DARWIN "Awi" B. SIA**, **HON. EDWARD M. TAN**, **HON. VOLTAIRE "Caloy" D. CASTAÑEDA**, **HON. CHRISTIAN PAUL L. UY**, **HON. JOAQUIN ANDRE "JD" D. DOMAGOSO**, **HON. KUYA DOK FRANCIS MICHAEL U. ALMIRON**, **HON. ROBERTO "Bobby" S. ESPIRITU II**, **HON. LUCIANO "Lou" M. VELOSO**, **HON. MARK ANTHONY "Tol Mac" A. IGNACIO**, **HON. JOHN CHRISTOPHER "Bolong" SY**, **HON. ARLENE MAILE I. ATIENZA**, **HON. ENRIQUETA "Erika" O. PLATON**, **HON. DON JUAN "DJ" BAGATSING**, **HON. JESUS "Taga" E. FAJARDO, JR.**, **HON. RAFAEL "Che" P. BORROMEO**, **HON. ELMER "Joel" M. PAR**, **HON. EUNICE ANN DENICE G. CASTRO**, **HON. JULIANA RAE "Yanyan" M. IBAY**, **HON. FERNANDO "Doc" S. MERCADO**, **HON. ERICK IAN O. NIEVA**, **HON. KUYA RYAN B. PONCE**, **HON. PAMELA "Fa" G. FUGOSO-PASCUAL**, **HON. KAREN C. ALIBARBAR**, **HON. JEFFERSON "Jeff" C. LAU** and **HON. ATTY. ERNESTO "Jong" C. ISIP, JR.**



EXPLANATORY NOTE

Section 77 of Republic Act No. 7160 otherwise known as the "Local Government Code of 1991", provides that: *"The chief executive of every local government unit shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, pertinent laws, and rules and regulations thereon, including such policies, guidelines and standards as the Civil Service Commission may establish".*

The City Personnel Office serves as the central personnel unit responsible for general human resource management and a broad range of functions covering human resource planning, recruitment, selection and placement, learning and development, performance management, function evaluation, rewards, compensation and benefits, personal well-being, and administrative responsibilities. This office oversees the entire City Government of Manila, which currently has more than eight thousand (8,000) filled regular plantilla positions and non-government service or contract of service (such as Job Order, Other Professionals, Consultants).

With the rapid change in the technological, competitive, and economic environment, there is a need to have a meaningful and substantial task of managing the organization's most important asset -the human resources.

To strengthen the performance of human resource management practices and to attain global excellence in human resource systems.


RAYMUNDO "Mon" R. YUPANGCO
Councilor, Fifth District
Manila

Be it ordained by the City Council of Manila, in session assembled, *THAT*:

SECTION 1. Renaming of Office. – The City Personnel Office is hereby renamed and shall be known and referred to as HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE.

SEC. 2. General Functions. – The HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE, as the central human resource office of the City of Manila, shall perform the following functions, to wit:

- a. Plan and implement recruitment, selection, and placement programs;
- b. Develop and conduct continuing learning and development programs for employees in coordination with the Civil Service Commission and other government or private agencies;
- c. Implement the Performance Management System to evaluate employee productivity and efficiency, and reward employee performance;
- d. Undertake program development and HR systems evaluation;
- e. Establish and maintain Human Resource Management Database;
- f. Ensure implementation of the HR Plan in the City Government of Manila;
- g. Enforce Civil Service Commission (CSC) rules and regulations on areas such as employee welfare and benefits, government hours, etc.;
- h. Act on other human resource actions, in conformance with pertinent laws, established policies, rules and regulations; and
- i. Perform all other functions as may be provided by law.

SEC. 3. Services. – The HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE shall have five (5) division services and their specific functions, namely:

- a. Appointments and Human Resource Actions Services (AHRAs)
 - Publish and post vacant positions in accordance with Republic Act No. 7041 (Publication Law);
 - Review and evaluate qualification requirements of applicants/candidates for promotion to ensure compliance with Civil Service Commission standards;
 - Process appointments of regular City employees, contract of services for job order workers, other professionals, and consultants in accordance with the existing laws, rules and regulations of the Civil Service Commission (CSC) and the Commission on Audit (COA);
 - Act as Secretariat of the City Human Resource Merit Promotion and Selection Board;
 - Post announcement of appointment of new/promoted employee/s;
 - Prepare and submit reports on vacancies, appointment issued, and other required human resource reports for submission to CSC and COA;
 - Maintain and regularly update the Plantilla of Personnel;
 - Ensure that all human resource actions are in accordance with the existing CSC laws, rules, and regulations; and
 - Provide technical assistance to departments/offices/bureaus on matters relating to appointments and other human resource actions.
- b. Career and Employee Development Services (CEDS)
 - Design and implement annual learning and development programs for City employees at all levels based on the identified learning and development needs assessment;
 - Facilitate the conduct of comprehensive in-house training, seminars, and orientation programs for newly hired employees, and other related learning and development interventions;

- Disseminate information regarding training and scholarship opportunities from both public and private sectors;
- Process Authority to Attend Training, seminars, and other related activities on official time for City Officials and employees;
- Process and facilitate documentary requirements for the request of foreign travel authority (FTA) on official time for City Officials and Employees;
- Plan, coordinate, and facilitate Gender and Development Activities;
- Manage the Official Social Media Account of the Office;
- Act as Secretariat of the City Human Resources Development Team (HRDT) and Program on Awards and Incentives for Service Excellence (PRAISE) Committee; and
- Process other human resources actions as may be required.

c. Programs and Systems Evaluation Services (PSEs)

- Conduct periodic work performance reviews for improvement plans;
- Act as a TWG Member of the City Performance Management Team;
- Review and evaluate proposed programs, projects, policies on recruitment, appointment, performance management, and employee benefits;
- Monitor the implementation of the HR Systems to ensure compliance with civil service laws and rules;
- Provide technical assistance in the management and implementation of HR Systems and other HR matters; and
- Review and process other human resources actions as may be required.

d. Human Resource Information Management Services (HRIMS)

- Establish a computer-based system to maintain data on RSP, LD, PM, PRAISE, and other HR data;
- Generate reports and HR analytics;
- Convert physical records into digital formats for improved efficiency; and
- Maintain and update statistical records on City Government human resources, and submit periodic reports to the Civil Service Commission (CSC), Commission on Audit (COA), and other government agencies as may be required.

e. Employee Welfare, Benefits, and General Administrative Services (EWBGAs)

- Process all kinds of leave applications and enforce Civil Service Commission (CSC) rules and regulations on areas such as employee welfare and benefits, government hours, etc.;
- Coordinate with government and private entities such as GSIS, Pag-IBIG Funds, PhilHealth, among others, about employee welfare and benefits;
- Comply with the requirements set by the Office of the Ombudsman relative to the Statement of Assets, Liabilities, and Net Worth (SALN) and subpoenas;
- Serve as Secretariat to the City Complaint and Grievance Committee;
- Manage the inflow and outflow of official correspondence and maintain the 201 File and other general files;
- Procure, store, and distribute supplies and equipment of the Office, and conduct periodic inventories of the same;
- Prepare payrolls and vouchers for payment of the Office's obligations;
- Provide general maintenance/ utility services for the Office; and
- Perform such other functions as may be provided by law.

SEC. 4. General Provisions. – The City Council shall appropriate funds for the operations of the Human Resource Management and Development Office, the Annual Budget of which shall be included in the Executive Budget of the Office of the City Mayor as a lump sum appropriation.

PROVIDED, HOWEVER, that the City Council may appropriate additional funds for special programs and/or projects which may be deemed necessary to be undertaken by the Office, outside of its regular Annual Budget;

SEC. 5. The Office shall adopt its emblem, color, seal, and other appurtenances consistent with and reflective of Philippine culture and values that shall enhance the uniqueness and dignity of the Filipino identity.

SEC. 6. Separability Clause. – If any part, section, or provision of this Ordinance shall be held invalid, illegal, or unconstitutional, such part, section, or provision not affected thereby shall remain in full force and effect.

SEC. 7. Repealing Clause. – All ordinances or portions thereof which are contrary to the provisions of this Ordinance or positions hereof are hereby deemed modified or repealed.

SEC. 8. Effectivity Clause. – This Ordinance shall take effect upon its approval.

This Ordinance was enacted by the City Council of Manila on June 1, 2026.

PRESIDED BY:


ANGELA LEI "Chi" I. ATIENZA
Vice-Mayor and Presiding Officer
City Council, Manila

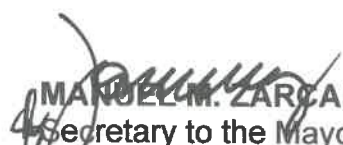
ATTESTED:


ATTY. HANS ROGER S. LUNA
City Government Department Head III
(Secretary to the City Council)

APPROVED BY HIS HONOR, THE MAYOR, ON JUN 1 6 2026.


FRANCISCO "ISKO MORENO" M. DOMAGOSO
Mayor
City of Manila

ATTESTED:


MANUEL M. ZARCAL
Secretary to the Mayor
CLN:acl/jok/cpt/jmt/hpr/jrp