Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE JOURNAL OF THE 53RD REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 13 JULY 2026, 1:00 P.M. AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Municipal Vice Mayor Robert S. Quiatchon	- Presiding Officer
Councilor Lucille T. Bacay	- Member
Councilor Marietta R. Pajila	- Member
Councilor David D. De La Cruz	- Member
Councilor King Philip B. Dimapilis	- Member
Councilor Michael O. Pongyan	- Member
Councilor Christopher Y. Carvajal	- Member
Councilor Gualberto V. Magno	- Member
Councilor Robert A. Baticos	- Member
Councilor Hermis S. Catapang	- President, Liga ng Barangay
Councilor Sheikinah Grace C. Sanz	- Member, MSKF President

Absent:

NONE

MUNICIPAL ORDINANCE NO. 27
Series of 2026

AN ORDINANCE CREATING THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (HRMO), AS AN OFFICE OF THE LOCAL GOVERNMENT UNIT OF ROXAS, ORIENTAL MINDORO, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE, DEFINING THE POWERS, DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCE MANAGEMENT OFFICER AND FOR OTHER PURPOSES, APPROPRIATING FUNDS THEREFOR

AUTHOR:
Councilor **CHRISTOPHER Y. CARVAJAL**

CO-AUTHORS:
Councilor **LUCILLE T. BACAY**
Councilor **MARIETTA R. PAJILA, PhD**
Councilor **DAVID D. DE LA CRUZ**
Councilor **MICHAEL O. PONGYAN**
Councilor **KING PHILIP B. DIMAPILIS**
Councilor **GUALBERTO V. MAGNO**
Councilor **ROBERT A. BATICOS**
Councilor **HERMIS S. CATAPANG**
Councilor **SHEIKINAH GRACE C. SANZ**

WHEREAS, pursuant to Section 76 of Republic Act 7160, also known as the Local Government Code of 1991, the Municipality recognizes the necessity of creating new positions to enhance the efficient and effective delivery of public services;

WHEREAS, considering that LGU personnel serve as the frontline contact between the government and the general public, and that human resources are the most valuable asset of the municipality, it is essential to establish a separate Human Resource

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Management Office to oversee recruitment, selection and promotion, career development, rewards and incentives, performance management, discipline, employee relations, and all aspects of Human Resource Management;

WHEREAS, Section 447 of the Local Government Code of 1991 empowers the Sangguniang Bayan to enact ordinances, approve resolutions, and appropriate funds for the general welfare of the municipality and its inhabitants, in line with Section 16 and the corporate powers of the municipality under Section 22;

WHEREAS, the Sangguniang Bayan is authorized to determine the positions, salaries, wages, allowances, and other benefits of officials and employees paid wholly or mainly from municipal funds, and to provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

NOW THEREFORE, BE IT ORDAINED by the Sangguniang Bayan of Roxas, Oriental Mindoro in session assembled, that:

Section 1. Title. - This Ordinance shall be known as the **"AN ORDINANCE CREATING THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (HRMO), AS AN OFFICE OF THE LOCAL GOVERNMENT UNIT OF ROXAS, ORIENTAL MINDORO, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE, DEFINING THE POWERS, DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCE MANAGEMENT OFFICER AND FOR OTHER PURPOSES, APPROPRIATING FUNDS THEREFOR"**

Section 2. Composition. The Human Resource Management Office (HRMO) including the Organizational Structure and staffing pattern is hereby created. The Office shall be headed by a MGDH I (Municipal Human Resource Management Officer), Salary Grade 24 and who shall be appointed by the appointing authority.

Section 3. The organizational structure of this Office is indicated below:

Municipal Human Resource Management Office

- Municipal Government Department Head I (Municipal HRMO)
- Administrative Officer IV (HRMO II)
- Administrative Assistant II (Human Resource Management Assistant)
- Administrative Aide VI (Clerk III)

Section 4. Qualification Standards and its Compensation

Position Title	Salary Grade	Education	Experience	Training	Eligibility
Municipal Government Department Head I (Municipal Human Resource Mgt. Officer)	24	Bachelor's Degree	3 years in position/s involving management and supervision	None required	Career Service (Professional) Second level eligibility
Administrative Officer IV (HRMO II) (Existing)	15	Bachelor's Degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional) Second level eligibility

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Administrative Assistant II (Human Resource Management Assistant)	8	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Aide VI (Clerk III)	6	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility

Section 5. Duties and Responsibilities of the Municipal Government Department Head I

The Municipal Human Resource and Management Officer shall take charge of the Human Resource Management Office and shall be responsible for the development and implementation of a comprehensive and balanced personnel system and programs to promote morale, integrity, efficiency, responsiveness, and courtesy in local government service. Specific duties include:

a. Institutionalize centralized records of personnel document such as appointment, personal data sheets, service records, statements of assets and liabilities, leave credits, and other pertinent personnel records;
b. Formulate a human resource development plan that will enhance personnel management processes in the Local Government Unit, with emphasis in the area of recruitment and selection, learning and career development, performance management, welfare, rewards and incentives for service excellence;
c. Provide supervision in the preparation of appointments, payrolls and other personnel record of the municipality;
d. Responsible for the publication and recruitment of vacant positions in the LGU, and assist the Local Chief Executive in the selection of applicants for available positions, except those classified by law or competent authority as policy determining, primarily confidential, or highly technical in nature, according to merit and fitness to be determined by competitive examinations;
e. Develop and maintain updated database of employees regarding education, training, experience, skills competencies and other similar information;
f. Advice the Local Chief Executive and the Sanggunian on matters pertaining to Civil Service rules and regulations on Recruitment, Selection and Placement (RSP), Learning and Development (L&D), Performance Management (PM), Rewards and Recognition (R&R), and other Human Resource policies such as leave benefits, employees' welfare and discipline.
g. Establish linkages/partnerships with the HR organizations and other LGUs.

Section 6. Appropriations for the Human Resource and Management Officer Personnel and Operations.

The financial requirements for the salaries and other monetary benefits and allowances of the personnel of the HRMO shall be provided annually from the General Fund of the Municipality of Roxas, subject to Personal Services limitations set forth under the Local Government Code of 1991 (RA 7160) and applicable DBM Circulars. The appropriations for operations of the HRMO shall also be funded annually from the General Fund.

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Section 7. Repealing Clause. All existing municipal ordinance/s, or part thereof inconsistent with the provisions of this Ordinance, are hereby repealed or modified accordingly.

Section 8. Separability Clause. If any provision, section or part of this Ordinance is declared invalid, suspended or revoked by a Court of competent jurisdiction the remaining provisions shall continue to be in full force and effect.

Section 9. Effectivity. This Ordinance shall take effect after the end of the posting period in at least three (3) conspicuous places in the municipality.

On motion of Councilor Christopher Y. Carvajal duly seconded by all this Ordinance is hereby ENACTED.

Adopted: 13 July 2026

CERTIFIED CORRECT:

MARY JANE C. RITO
Acting Secretary to the Sangguniang Bayan

ATTESTED:

ROBERT S. QUIATCHON
Municipal Vice Mayor

APPROVED:

JERWIN S. DIMAPILIS
Municipal Mayor
Date: _____

ARNEL N. ACUNA
RECEIVED BY:
8-6-26

MUNICIPALITY OF ROXAS
HUMAN RESOURCE MANAGEMENT OFFICE
RECEIVED
BY: _____
DATE: 08-06-26
TIME: _____

OFFICE OF THE MUNICIPAL MAYOR
RECEIVED
DATE: 8/6/26 TIME: 8:50
BY: _____
ROXAS

LUCKY G.
06-06-26

STEPHANIE T. PANER
06-06-26