



June 7, 2016

CIRCULAR
NO. 2016-09

SUBJECT: DELINEATION OF FUNCTIONS OF THE DILG CENTRAL OFFICE HUMAN RESOURCE MANAGEMENT DIVISION (HRMD), PERSONNEL DIVISION AND THE LOCAL GOVERNMENT ACADEMY'S HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

The Department's Rationalization Plan (Rat Plan) which took effect on July 2013 has created two human resource units in the Central Office and the Local Government Academy namely: The Human Resource Management Division (HRMD) and Human Resource Development Division (HRDD), respectively.

Silent in the Rat Plan are the specific roles of the two divisions hence, the need to delineate to enable them to perform and communicate their functions in the Department. The delineation will also cover the Personnel Division and will be based on the general mandates specified in the Rat Plan as well as, on the output of the Philippines-Australia Human Resource Organization Facility (PAHRODF) technical assistance on the development of the DILG Strategic Competency-based Human Resource Development (HRD) Plan particularly, the Learning the Development (L & D) component which was agreed upon by the Steering Committee and the HR Core Teams of DILG CO and LGA.

The **Human Resource Management Division (HRMD)** – DILG Central Office shall be responsible for the following:

1. Performance Management
2. Career Pathing/Development
3. Succession Management
4. Training on office and government policies (core training programs)
5. Dissemination of Training Calendar
6. Preparation of Department Orders (Activity Design/Legal Basis and confirmed list of participants to be provided by the concerned offices)

7. Scholarships (Department's Educational Support Program (ESP), and foreign/local scholarships)
 - Policy making
 - Process/Standards setting
8. Monitoring the Re-entry Action Plans (REAPs) and Activity Reports of Department personnel who attended foreign/local trainings.

The **Personnel Division** shall be primarily responsible for the following:

1. Recruitment, Selection and Placement
2. Employee Welfare and Relations
3. Rewards & Recognition
4. Workforce Planning
5. HR System (HRIS, etc.)

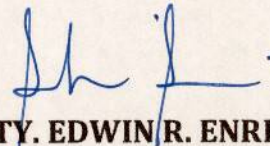
The **Human Resource Development Division (HRDD)** – LGA shall be primarily responsible for the Learning and Development function:

1. Job Analysis (with support from the Personnel Division and HRMOs of Regions)
2. Competency Modelling and Profiling (Regions shall use the competency model and contextualize in their respective offices)
3. Competency Assessment
4. Preparation and conduct of actual HRD Planning wherein all DILG units meet to identify the L & D interventions (who will conduct, source of funds, etc.) to serve as bases for proposing which type(s) of L & D interventions will be conducted by HRDD-LGA and which ones will be farmed out to other operating units.
5. Monitoring and Evaluation of the HRD Plan Implementation
6. Developing HRD Monitoring and Evaluation Tools
7. Designing of Learning Interventions
8. Managing Learning Interventions
9. Competency-Based Trainings (training conducted by Bureaus which include bureau personnel except if intended for non-DILG personnel)
10. L & D Database
11. As the driver of L & D, shall be responsible for convening the services and bureaus to plan and harmonize the L & D activities of the Department.
12. Mapping out the interim and final L & D processes in the Department.

Considering the transition period for HRDD-LGA as process owner of the L & D function, the following arrangements shall be observed until such time that the HRDD-LGA can fully perform the L & D function:

1. Services and bureaus will continue to conduct L & D activities where the contents/topics are directly related to their mandate and for which they have technical knowledge e.g. Training/Orientation on SPMS by HRMD, GMIS by Personnel Division, BAC-Procurement Training by GSD, etc.
2. Gender and Development (GAD) programs may continue to be handled by the services/bureaus using their budgets allocated for GAD. HRMD-AS must be provided with Reports on GAD trainings/activities conducted to be included in the GAD Report to COA.
3. Bureaus may continue to implement L & D activities for its own programs with the technical support of the HRDD-LGA for in-service and bureau-based training e.g. development of modules and referral to learning service providers/learning resource institutes.
4. L & D programs on core competencies for LGA personnel will be HRDD-LGAs responsibility as well as, in the case of cross-cutting functional training.
5. HRMD-AS to conduct L & D programs for core competencies for DILG Central Office personnel.
6. HRMD-AS to closely monitor the conduct of the trainings included in the OPB and to maintain a database of L & D interventions provided to Department Central Office personnel.

For strict compliance.



ATTY. EDWIN R. ENRILE
Undersecretary