



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 048
Series of 2024

AN ORDER DESIGNATING THE KEY PLAYERS IN THE DEVELOPMENT AND IMPLEMENTATION OF THE CITY GOVERNMENT OF IMUS HUMAN RESOURCE STRATEGIC PLAN (HRSP)

WHEREAS, the Civil Service Commission (CSC) as the central personnel agency of the government, designed the Human Resource (HR) Strategic Planning Toolkit anchored on Civil Service Laws and Rules to serve as guide in developing the HR Strategic Plan;

WHEREAS, the City Government of Imus adhering to the aforementioned CSC's mandate and vision for Development Reforms, recognized the need to establish a strategic plan that will provide direction for the development and implementation of programs that are aligned with the city's Executive-Legislative Agenda (ELA), Five (5)-Point Agenda, and the Comprehensive Development Plan (CDP), ensuring high employee performance and organizational productivity;

WHEREAS, it is the goal of the City Government of Imus to accomplish human resource requirements and establish a three (3)- year Human Resource Strategic Plan which aims to capture the "people element", ensuring that the agency has the right people in place, the right mix of skills, and employees who display the right attitudes and behaviors;

WHEREAS, it is the City Government of Imus' objective to comply with the CSC's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) mandate focusing on the four (4) human resource pillars of (1) Recruitment, Selection, and Placement; (2) Learning and Development; (3) Performance Management; and (4) Rewards and Recognition, as well as to integrate all human resource development programs for all levels and ranks to create a positive management climate which provides excellent public service;

WHEREAS, to achieve these goals and objectives, it is imperative that the City Government of Imus establishes a Human Resource Strategic Plan (HRSP);



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WHEREAS, an important requisite in developing the City Government of Imus Human Resource Strategic Plan is the designation of key players who will develop and implement the HRSP;

NOW, therefore I, HON. ALEX L. ADVINCULA, City Mayor of the City of Imus, by virtue of the authority vested in me by the Constitution and laws of the Republic of the Philippines, do hereby order the designation of the key players in the development and implementation of the Imus Strategic Human Resource Plan:

Section 1. Composition- The Key Players in the development and implementation of the City Government of Imus Human Resource Strategic Plan is hereby constituted to be composed of the following:

HR Champion:

Hon. Alex L. Advincula
City Mayor

HR Strategic Planning Team

Chairperson:

Mr. Hertito V. Monzon
*City Administrator/Officer In Charge –
Human Resource Management Office*

Members:

Ms. Nikki Elline Caguicla-Barco
Office Operations – Office of the City Mayor

Engr. Guiana F. Monzon
*Acting City Planning and Development
Coordinator & Zoning Administrator*

Ms. Arlene DG. Duminding
City Budget Officer

Ms. Roselie A. Pangilinan
City Accountant

Mr. Manuel Reynold W. Dela Fuente
City Treasurer



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Atty. Leonard Martin E. Syjuco
City Legal Officer

Ms. Abeline B. Arquiza
*Chairperson – City Government of Imus
Employees Multipurpose Cooperative
Section Head - Compensation and Benefits*

Ms. Van Carlyne F. Rocha
HR Strategic Plan Focal Person

Ms. Aerole Micah R. Paredes
*Section Head - Recruitment, Selection, and
Placement*

Ms. Evelyn B. Royo
Section Head - Learning and Development

Ms. Sabrina Summer S. Medina
*Section Head - Strategic Performance
Management System*

Ms. Kathryn Ann C. Pantig
Section Head - Rewards and Recognition

Mr. Rommel U. Papa
*Section Head - Administrative
Services/Employees Welfare*

Mr. Jonathan A. Campat
Anti- Red Tape Act (ARTA)- Focal Person

Ms. Ma. Carmela A. Jimenez
Administrative Officer III



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Secretariat:

**Human Resource Management Office
(HRMO)**

Ms. Terry Joie Alexis M. Juntoria
Administrative Officer I

Ms. Angelica T. Sañez
Data Entry Operator IV

Mr. Luth B. Espiloy, Jr.
Human Resource Management Assistant I

Ms. Marjane Alexa S. Santos
Administrative Officer I

Ms. Emma D. Camino
Bookbinder II

Ms. Rossana P. Parnala
Administrative Officer I

Ms. Merlita D. Bautista
Administrative Officer I

Ms. Maribel A. Bamba
Bookbinder IV

Ms. Charina D. Sacristan
Audio Visual Operator II

Ms. Jamie M. Ma. Coll
Human Resource Management Assistant I

**Section 2. Role and Responsibilities of the City Government of Imus HR
Champion**

- A. The champion of employees, recognizing their value in achieving excellent public service.



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- B. Promotes and supports the implementation of the HR Strategic Plan, and influences HR transformation.
- C. Provides advice in line with the strategic direction and development of the City Government of Imus.
- D. Provides insights for the City Government of Imus HR Strategic Planning Team in the development, promotion, and eventual implementation of the HR Strategic Plan.
- E. Leads in the progression and innovation of the City Government of Imus HR Strategic Plan.

Section 3. Role and Responsibilities of the City Government of Imus HR Strategic Planning Team

- A. Supports the goals and objectives of the HR Champion.
- B. Develops the City Government of Imus HR Strategic Plan and ensures its alignment with the Executive - Legislative Agenda (ELA), Five (5)-Point Agenda, and the Comprehensive Development Plan (CDP) of the City Government of Imus.
- C. Ensures that processes are followed, activities are done as scheduled, changes/agreements are followed as discussed, and milestones are achieved.
- D. Advocates the development, promotion, and eventual implementation of the HR Strategic Plan.
- E. As the HR Strategic Planning Team, provides relevant information and appropriate technical assistance in the development, administration, and evaluation of all HR activities necessary to complete the City Government of Imus HR Strategic Plan and other related HR initiatives.
- F. Ensures continuous review, assessment, and fine-tuning of the City Government of Imus HR Strategic Plan.

Section 4. Role and Responsibilities of the Human Resource Management Office (HRMO)

- A. Assists in the development of the necessary human resource functions/requirements for the implementation of the City Government of Imus HR Strategic Plan.
- B. Promotes the essential features of the City Government of Imus HR Strategic Plan to all levels in the organizational hierarchy.



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- C. Ensures implementation of the City Government of Imus HR Strategic Plan.
- D. Maintains and regularly updates Agency HR Inventory for reference purposes.
- E. Coordinates and receives direction from the HR Champion and HR Strategic Planning Team in the development and implementation of interventions, with the following functions:
 - a. Facilitator - Ensures that the HR interventions defined in the HR Strategic Plan are being pursued.
 - b. Monitor - Tracks the progress of activities in providing the HR interventions and reports to the HR Champion, in his capacity as the Local Chief Executive (LCE), the status of the HR Strategic Plan implementation as well as its percentage of success implementation.
 - c. Coordinator - Links, networks, and collaborates with all departments and units as an HR provision to support and assist in the implementation of HR interventions.
 - d. HR Partner and Advocate of the Civil Service Commission - Ensures the judicious implementation of Civil Service Law and Rules in the execution of the HR Strategic Plan.

Section 5. Repealing Clause- All executive issuances, orders, rules and regulations or parts thereof of inconsistent with the provision of the Executive Order are hereby repealed or modified accordingly.

Section 6. Separability Clause- Should any provision of this Executive Order be declared unconstitutional or invalid, the other section or provisions not affected thereby shall remain in full force and effect.

Section 7. Effectivity- This Executive Order shall take effect immediately.

DONE and **SIGNED** this 31st day of July 2024, City of Imus, Cavite.

ALEX L. ADVINCULA
City Mayor