

DUTIES AND RESPONSIBILITIES

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CITY HUMAN RESOURCE MANAGEMENT OFFICE

Plantilla Item No. 1 – City Government Department Head I (SG 25)

- 1) Responsible for the development of plans and strategies on personnel management and, upon the approval of the LCE, implements the same;
- 2) Responsible for assisting the LCE in all matters pertinent to the Human Resource and its development & other personnel matters;
- 3) Responsible for the establishment and maintenance of a sound personnel program for the City of San Fernando, designed to promote career development and uphold the merit principle;
- 4) Develop and implement strategic plans on human resource management to attain organizational goals;
- 5) Spearhead and lead the organization into identifying its strength and capabilities particularly on human resources, with the end goal of realizing organizational changes and increased capability; and;
- 6) Formulate programs for a continuing career and personnel development at all levels.