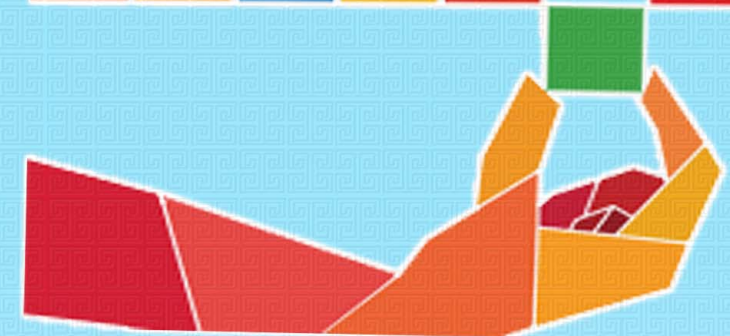




MUNICIPALITY OF PINAMALAYAN

HUMAN RESOURCE/ CAPACITY DEVELOPMENT PLAN 2022





Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN



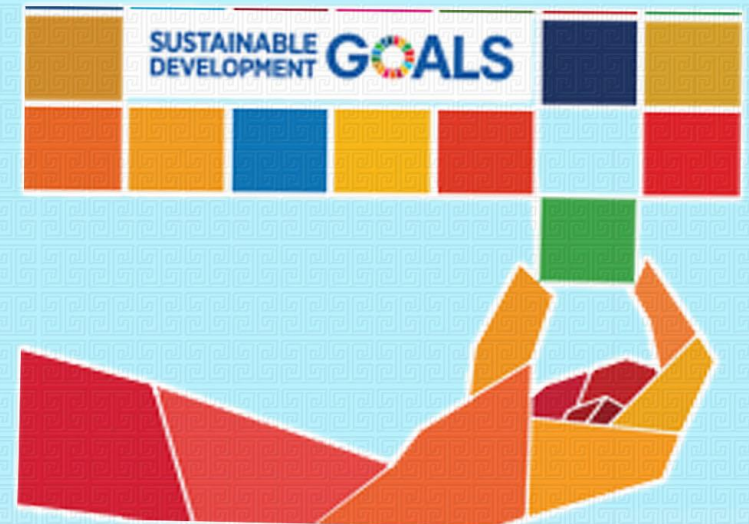
MUNICIPAL HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN 2022

PROOF OF RECEIPT

OFFICE/AGENCY/DIVISION	RECEIVED				SIGNATURE
	ON:		BY:		
	Date	Time	Printed Name	Designation	
Municipal Mayor's Office	6-9-2021	11:43	John Paul Rumbao	A. A I	<i>[Signature]</i>
Human Resource Management Office	6/28/2021	8:45 AM	Arlene M. Bugawan	A A II	<i>[Signature]</i>
Municipal Vice Mayor's Office and the Sangguniang Bayan	2 copies 6-9-2021	9:20	JAMIN E. HERRERA	DOMIN. AIDE I	<i>[Signature]</i>
Municipal Administrator's Office	6-17-21	9:36 AM	ANA MORALES	A. A. IV	<i>[Signature]</i>
Municipal Planning and Development Office	6-9-2021	9:00 AM	MARIANNE LASAC	REA	<i>[Signature]</i>
Municipal Budget Office	6-17-2021	9:17	Lovely Jane Basco	AA IV	<i>[Signature]</i>
Municipal Accounting Office	6-17	9:30	Klay	AA III	<i>[Signature]</i>
Municipal Treasurer's Office	6-17-2021	9:45	WILDA S. DE LA ROSA	AA III	<i>[Signature]</i>
Municipal Local Government Operations Office	6-17-2021	9:15	AILEEN M. LAURE	AA III	<i>[Signature]</i>
Provincial Budget Office	6-17-2021	9:17	Lovely Jane Basco	AA IV	<i>[Signature]</i>
Commission on Audit (COA)	6-17-2021	9:19	Ladylyn A. Luz	Admin. Aide III	<i>[Signature]</i>

CONTENTS

- Messages
 - Municipal Mayor
 - Municipal Vice Mayor
- Acknowledgement
- Approval/Adoption
 - Sangguniang Bayan (SB) Resolution No. 078-2021
 - Municipal Development Council (MDC) Resolution No. 05-2021
- Municipal Dashboard
- Human Resource/Capacity Development Plan (HR/CDP)





Office of the **MUNICIPAL MAYOR**

The Municipal Government of Pinamalayan (MGOP) continues to the current and eminent needs of our people. Our great desire to uplift vulnerable communities are the main considerations in all of our

These manuscripts are by-product of a meticulous multi-sectoral Government Organizations (NGO's), Civil Society Organizations of Pinamalayan (MGOP) and Local Leaders.

Our heartfelt commendation and appreciation goes to the selfless man programs possible and reliable.

Tuloy ang Serbisyo, Tuloy ang Asenso! Sama-sama po nating isigaw ang nagkaka-isang pangarap at aspirasyon ng bawat Pinamaleño "PILIPINAS PINAMALAYAN NAMAN".



develop programs and strategies for our beloved Pinamalayan based on the lives of Pinamaleños and to bring positive impact to the most endeavors.

planning with the consensus of different key individuals from Non-(CSO's), National Government Agencies (NGA), Municipal Government

and women of this Municipality who made these thematic plans and

HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor



Office of the **MUNICIPAL VICE MAYOR**

Despite of this COVID-19 pandemic still, we should be persistent will assist us in undertaking necessary actions or technical solutions in achieving this municipality's development goals and objectives.

Hence, the foregoing thematic plan includes different issues and government unit determined to address to in the year 2022 to suffice ours.

This was formulated through inquiries, careful studies, and dialogue with different stakeholders and concerned citizens, work shops, discussions, researches and other activities. All of these were conducted to ensure that all necessary programs/projects/activities to be implemented will be relevant and beneficial to all concerns. We should work and act as one towards the realization and effectiveness of this plan.

Remember: "Our unity is our strength and diversity is our power." – Kamala Harris



and courageous to serve the public by formulating a strategic plan that on any situation that may occur which likewise serves as the road map

concerns, technical findings and its implications that this local the needs and meets the demands of a fast-growing community like


HON. RODOLFO M. MAGSINO
Municipal Vice Mayor

ACKNOWLEDGEMENT

Deepest appreciation is hereby conveyed to the various stakeholders and institutions in our municipality such as the National Government Agencies, Barangay Government Units, Private Sector, Civil Society/Non-Government Organizations, and the Legislative Department and the Executive Department of the Municipal Government of Pinamalayan for the unqualified support and participation in the preparation of the Human Resource/Capacity Development Plan (HR/CDP) as completed and packaged by the:

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

GENERAL PUBLIC SERVICES

FREDELINO A. TORIANO, JR.

*Planning Officer II
Sector Coordinator
Development Management Officer II
Assistant Sector Coordinator
Programmer/Technician II
Administrative and Technical Support Staff*

EnP ORLEX H. MARAYAN

RELANIE M. GALLARDO

SOCIAL SERVICES

JAN-NEIL H. EVANGELISTA

*Information System Analyst II/CeC Manager
Sector Coordinator
Project Evaluation Assistant
Assistant Sector Coordinator
Programmer/Technician II
Administrative and Technical Support Staff*

ROMEL T. MARAYAN

MARK SHERMAN N. TAMAYO

ECONOMIC SERVICES

EnP VIRGILIO M. KING

*Project Development Officer III
Sector Coordinator
Planning Assistant
Assistant Sector Coordinator
Programmer/Technician II
Administrative and Technical Support Staff*

JOHN ERIC G. MONDOÑEDO

JAYSON MAUPAY

OTHER SERVICES

PATRICIO L. DEL VALLE

*Development Management Officer IV
Supervising Coordinator/Sector Coordinator
Community Affairs Assistant/Bookbinder III
Assistant Sector Coordinator
Programmer/Technician II
Administrative and Technical Support Staff*

REYNALDO P. LAZO

GIZELLE F. MARMOL

ADMINISTRATIVE SERVICES

RUTH D. MALING

*Project Development Officer II/Administrative Officer II
Logistic-In-Charge
Administrative Aide IV
Information System Analyst Assistant
Information System Analyst Assistant
Administrative and Technical Support Staff
Administrative Aide*

MARIANNE D. LASAC
JOHN REMUS J. JUMPAY
KEANU M. ORACION

EDEN M. HERNANDEZ

We are truly grateful as we recognize and commend the involvement of all concerned focal functionaries and Elective Officials by way of sharing their time, efforts and knowledge. Likewise, we are very thankful to the Municipal Development Council (MDC) Officials and Members, especially to the Chairpersons and Members of the Functional/Sectoral Working Committees for exerting tireless and selfless efforts that made possible the successful completion of the formulation process.

Above all, let us praise and thank the Almighty for His guidance as we are all His stewards in bringing about excellence in local governance.

THANK YOU AND GOD BLESS!!!


ROSENIO A. TORIANO, EnP
Municipal Planning and Development Coordinator



The Municipal Planning and Development Office

Telefax: (043) 284 – 4389

Email Address: mpdo.pin@gmail.com / mpdo@pinamalayan.gov.ph

Our Website: www.pinamalayan.gov.ph



REPUBLIC OF THE PHILIPPINES
PROVINCE OF ORIENTAL MINDORO
MUNICIPALITY OF PINAMALAYAN
OFFICE OF THE SANGGUNIANG BAYAN

Telephone No: (043) 284-3147 Email Address: vicemayorsoffice@pinamalayan.gov.ph
Office of Vice Mayor/Sangguniang Bayan 2nd Floor Municipal Building, Madrid Blvd., Pinamalayan, Oriental Mindoro

RESOLUTION NO. 078-2021

RESOLUTION APPROVING THE DIFFERENT THEMATIC PLANS AND PROGRAMS (TPP) 2022 OF THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO.

WHEREAS, the different Thematic Plans and Programs (TPP) 2022 of the Municipality of Pinamalayan has been adopted by the Municipal Development Council (MDC) through **MDC Resolution No. 05-2021**;

WHEREAS, subject TPP 2022 consists of the following has been indorsed to the Sangguniang Bayan for appropriate action as provided in Section 114 of the Local Government Code of 1991 (RA 7160), namely:

1. GENERAL PUBLIC SERVICES SECTOR

- Municipal Peace and Order and Public Safety Plan
- Municipal Anti-Drug Abuse Action Plan
- Municipal Indicative Annual Procurement Plan
- Municipal Revenue Generation and Mobilization Plan
- Municipal Human Resource/Capacity Development Plan
- Municipal Public Financial Management Improvement Plan

2. SOCIAL SERVICES SECTOR

- DILG-Endorsed Gender and Development Plan and Budget
- Municipal Nutrition Action Plan
- Municipal Annual Cultural Development Plan
- Municipal Plan for the Protection of Children
- Municipal Senior Citizens and Persons with Disability Plan
- Municipal Acquired Immune Deficiency Plan
- Municipal Housing/Shelter Plan

3. ECONOMIC DEVELOPMENT SECTOR

- Municipal Climate Change Action Plan
- Municipal Poverty Reduction Action Plan
- Municipal Forest & Land Use Plan
- Municipal Solid Waste Management Plan
- Municipal Tourism Development Plan

4. OTHER SERVICES SECTOR

- PDRMO- Reviewed Municipal Disaster Risk Reduction and Management Plan

WHEREAS, as per MDC Resolution No. 05-2021, the different TPP 2022 were crafted through comprehensive planning process that include researches, series of consultations, workshops, focus group discussions and other activities involving multi-sectoral representation as evidenced in the submitted compilation of planning documents;

WHEREAS, the august body firmly believes that the different TPP for 2022 has consistency to the developmental goals of the Municipal Government of Pinamalayan;

NOW THEREFORE:

On motion of Hon. Arnolito M. Madrid and seconded by all Sangguniang Bayan Members present -



REPUBLIC OF THE PHILIPPINES
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MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE SANGGUNIANG BAYAN

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Office of Vice Mayor/Sangguniang Bayan 2nd Floor Municipal Building, Madrid Blvd., Pinamalayan, Oriental Mindoro


Page two (2) of Resolution No. 078-2021:

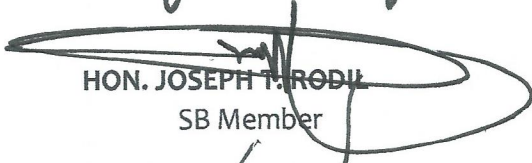
RESOLVED as it is **HEREBY RESOLVED** to approve the different Thematic Plans and Programs (TPP) 2022 of the Municipality of Pinamalayan, Oriental Mindoro.

UNANIMOUSLY APPROVED this 24th day of May 2021.


HON. ARNOLDO M. MADRID
SB Member


HON. DUMHILL MARCELO M. DELMO V
SB Member


HON. RIO S. MERCENE
SB Member


HON. JOSEPH T. RODIL
SB Member


HON. SEVERINO J. NARITO
SB Member


HON. NAPOLEON M. MANGARING
SB Member


HON. ANJUNE A. ZAMORA
SB Member


HON. LEONARDO L. PEDRAZA
SB Member


HON. ANTONIO VICTOR R. OLYMPIA
ABC President, SB Member


HON. JOVEN S. VELASCO
SKMF President, SB Member

Attested:


ARNEL G. ABRENICA
Secretary to the Sanggunian

Certified Correct:


HON. RODOLFO M. MAGSINO
Municipal Vice Mayor, Presiding Officer

Approved:


HON. ARISTEO A. BALDOS, JR.
Municipal Mayor

JUN 07 2021





Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro
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Telephone No. 043-284-3146

MUNICIPAL DEVELOPMENT COUNCIL RESOLUTION NO. 05-2021

A RESOLUTION ADOPTING THE DIFFERENT THEMATIC PLANS AND PROGRAMS (TPP) 2022 OF THE MUNICIPALITY OF PINAMALAYAN AND FAVORABLY INDORSING THE SAME TO THE SANGGUNIANG BAYAN FOR APPROVAL.

WHEREAS, thematic planning is a prescriptive planning tool that seeks the most effective and efficient technical solution to a generic development problem;

WHEREAS, the strategic value of thematic plans is that they provide guidance on the application of techniques and in drawing on best practices and experiences which have evolved into a benchmark standard;

WHEREAS, thematic plans provide a cost-benefit analysis of the technology against conventional techniques, define the role and responsibilities of the agency in relation to other stakeholders, identifying resource requirements and seek to outline a course of action, thereby defining a framework providing a problem-based analysis of techniques that helps ensure the relevance, sustainability and impact of technical cooperation;

WHEREAS, in order to validate priority areas for cooperation and strengthening public-private partnership, different thematic plans and programs were formulated through researches, series of consultations, workshops, focus group discussions and other activities involving multi-sectoral representation;

WHEREAS, the thematic plans and programs herein referred to include the following:

1. GENERAL PUBLIC SERVICES SECTOR

- Municipal Peace and Order and Public Safety Plan
- Municipal Anti-Drug Abuse Action Plan
- Municipal Indicative Annual Procurement Plan
- Municipal Revenue Generation and Mobilization Plan
- Municipal Human Resource/Capacity Development Plan
- Municipal Public Financial Management Improvement Plan



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Province of Oriental Mindoro
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2. SOCIAL SERVICES SECTOR

- DILG-Endorsed Municipal Gender and Development Plan and Budget
- Municipal Nutrition Action Plan
- Municipal Annual Cultural Development Plan
- Municipal Plan for the Protection of Children
- Municipal Senior Citizens and Persons with Disability Plan
- Municipal Acquired Immune Deficiency Syndrome Plan
- Municipal Housing/Shelter Plan

3. ECONOMIC DEVELOPMENT SECTOR

- Municipal Climate-Change Action Plan
- Municipal Poverty Reduction Action Plan
- Municipal Forest Land Use Plan
- Municipal Solid Waste Management Plan
- Municipal Tourism Development Plan

4. OTHER SERVICES SECTOR

- PDRRMO-Reviewed Municipal Disaster Risk Reduction Management Plan

WHEREAS, the Municipal Development Council in full council meeting has thoroughly reviewed and objectively considered the contents and linkages of the above-named TPPs;

NOW, THEREFORE, on motion of Punong Barangay Dante H. Mazon of Del Razon and duly seconded by Punong Barangay Norven M. Arellano of Cacawan, be it ...

RESOLVED, AS IT IS HEREBY RESOLVED, to adopt the different THEMATIC PLANS and PROGRAMS (TPPs) 2022 of the Municipality of Pinamalayan, and favorably indorsing the same to the Sangguniang Bayan for appropriate action.

RESOLVED FURTHER, that copies of this Resolution be furnished to all concerned for their information and reference.

UNANIMOUSLY ADOPTED this 18th day of May 2021.



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

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Telephone No. 043-284-3146

REPRESENTATIVES OF NON-GOVERNMENT ORGANIZATION (NGOs)


LEA S. FIEDALAN

Ranzo Farmer's Association
Member

MEREDITH C. YAP
CALSEDECO
Member


FELIX M. MAGBOO

Pinamalayan Bahaghari Farmer's Federation
Member


THELMA O. GONZALES

Kaagapay Tungo sa Maunlad na Pamumuhay
Association of Barangay Buli
Member

ESTELITA M. FIEDALAN

President, Samahan ng Lingap Pamilyang
Pinamaleño (SLNPP)
Member

LEO P. HUERTAS

Pinamalayan, Quinabigan, Del Razon
Malaya TODA
Member

QUINTIN S. MARAMOT, JR.

Federation of Rainbow Market Vendor's
Association (RMVA)
Member

CORAZON F. AGARAP

Samahan ng Kababaihan na may Livelihood
Project (SKALPRO)
Member


MARIO M. MAMBIL

Association of Senior Citizen of Wawa
Member


EDWIN C. ANDAL

Kapulungan ng Sandigang Magkakarne (KASAMA)
Member


MELVA H. ONRADE

Samahan ng Kababaihan ng Del Razon
Member


BERNIE P. SEÑORIN

Samahang Mandaragat ng Banilad (SAMBA)
Member

ANA D. LOZANO

President, Local Council for Women
Member


LORENZA R. LOLONG

Young Progressive Vendors and Vegetable
Dealers and Retailers Association of
Pinamalayan Market, Inc. (YPVDRAPMI)
Member


JOEL F. GARIN

ARTURO M. MARTIN
Knight of Columbus
Member

ANTONIO NG

Bahaghari Kapit Bisig Transport
Cooperative
Member


CECILIA L. KASILAG

United Women of Marfrancisco
Member


RICARDO B. DELA CRUZ

Bahaghari Federation of Tricycle Operators
and Driver's Association, Inc.
Member

ROSALIE LARRACAS

Rotary Club of Pinamalayan
Member


JOB L. SAWAYAN

Indigenous People Representative
Member




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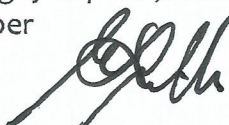
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Telephone No. 043-284-3146

THE 37 BARANGAY CAPTAINS OF PINAMALAYAN:

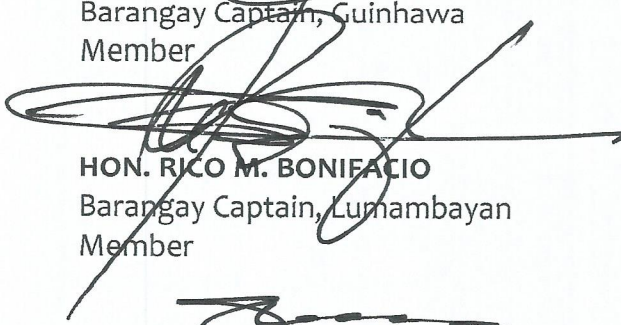

HON. GIDEON R. SARMIENTO
Barangay Captain, Anoling
Member

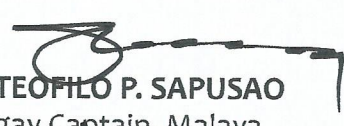

HON. EDNA L. RANILLO
Barangay Captain, Bangbang
Member

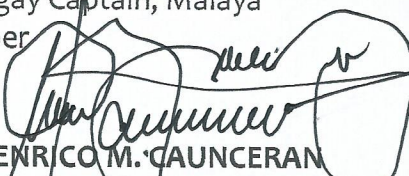

HON. ANDRES M. GANIBO
Barangay Captain, Buli
Member


HON. EUGENIO M. MANTARING
Barangay Captain, Calingag
Member

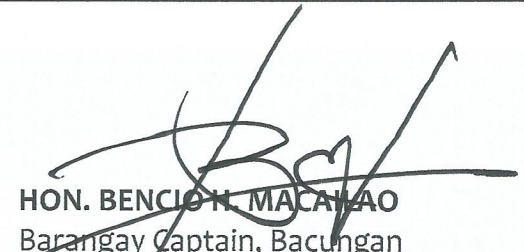

HON. JOEY C. JAMINOLA
Barangay Captain, Guinhawa
Member



HON. RICO M. BONIFACIO
Barangay Captain, Lumambayan
Member



HON. TEOFILO P. SAPUSAO
Barangay Captain, Malaya
Member

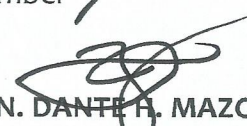

HON. ENRICO M. CAUNCERAN
Barangay Captain, Marayos
Member



HON. ANTONIO S. MOGOL
Barangay Captain, Nabuslot
Member



HON. BENCIO H. MACALAO
Barangay Captain, Bacungan
Member

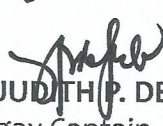

HON. JOELITO J. PERLAS
Barangay Captain, Banilad
Member



HON. NORVEN M. ARELLANO
Barangay Captain, Cacawan
Member

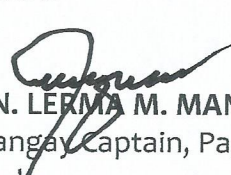

HON. DANTE H. MAZON
Barangay Captain, Del Razon
Member


HON. JOHNY A. LOLONG
Barangay Captain, Inclanay
Member


HON. BIENVINIDO V. HERRERA
Barangay Captain, Maliancog
Member


HON. JUDITH P. DE BELEN
Barangay Captain, Maningcol
Member


HON. ALBERTO M. MAGSINO
Barangay Captain, Marfrancisco
Member


HON. LERMA M. MANRIQUE
Barangay Captain, Pagalagala
Member



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THE 37 BARANGAY CAPTAINS OF PINAMALAYAN:


HON. NOLITO A. DELA CRUZ

Barangay Captain, Palayan
Member

HON. AMADEO Q. MAGTIBAY

Barangay Captain, Pambisan Munti
Member


SHEILA MARIL LAMBOLOTO

HON. RAUL M. MICIANO

Barangay Captain, Papandayan
Member


HON. EDGARDO M. SAWAY, JR.

Barangay Captain, Quinabigan
Member


HON. HIPOLITO D. ONDOY

Barangay Captain, Rosario
Member


HON. EDGAR D. ABARQUEZ

Barangay Captain, Sta. Isabel
Member


HON. EDNA D. LIMBO

Barangay Captain, Sto. Niño
Member


HON. ROY BRYAN M. MALAPOTE

Barangay Captain, Zone I
Member


HON. FERNANDO T. RODIL

Barangay Captain, Zone III
Member


HON. LORETO E. FLORES

Barangay Captain, Pambisan Malaki
Member


HON. ROBERTO A. MICIANO

Barangay Captain, Panggulayan
Member


HON. GILBERT A. SEÑO

Barangay Captain, Pili
Member


HON. ARNEL R. NAMBIC

Barangay Captain, Ranzo
Member


HON. JEFFREY D. SIBOBO

Barangay Captain, Sabang
Member

HON. RUFINO S. DIMAPILIS

Barangay Captain, Sta. Maria
Member

HON. BENIGNO M. LAMBOLOTO

Barangay Captain, Wawa
Member


HON. MARY FRANCIS DEOCORA M. FABIE

Barangay Captain, Zone II
Member

HON. VICTOR J. LINGON

Barangay Captain, Zone IV
Member


HON. ANTONIO VICTOR R. OLYMPIA

ABC President

Liga ng mga Barangay
Barangay Captain, Sta. Rita
Member



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HON. ARNOLDO M. MADRID

SB Member

Chairman, Committee on Appropriation

HON. ALFONSO V. UMALI, JR.

Congressman

2nd District, Oriental Mindoro

Attested by:


PATRICIO L. DEL VALLE

DMO IV/Assistant to the MPDC
Secretary, MDC Secretariat

Certified Correct:


ROSENIO A. TORIANO, Ph.D.

MGDH MPDC
Head, MDC Secretariat

Approved:



HON. ARISTEO APASAN BALDOS, JR.

Municipal Mayor

Chairperson, Municipal Development Council


PINAMALAYAN

“ Paraiso ng Bahaghari ”




VISION

PINAMALAYAN CITY,
the Central Trading Hub of Oriental Mindoro
and the rest of MIMAROPA
demonstrating a robust investor- and
tourist-centered economy
with diversified agro-industrial activities
anchored on sustainable growth
and social equity.



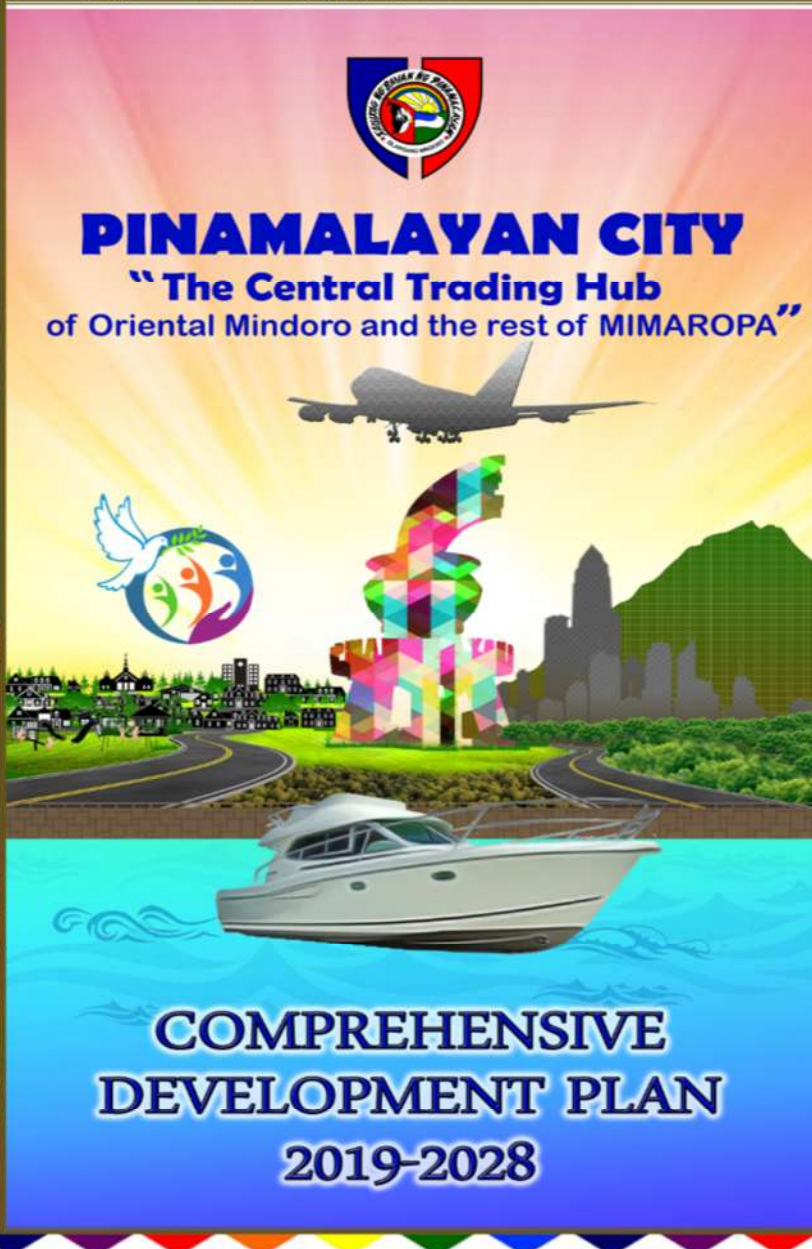

MISSION

To boost local economy
by providing dynamic investment opportunities and
creating a conducive climate for tourism, livelihood and
growth enterprises development while
ensuring rational increase in agricultural production
as well as promoting competitiveness in
diversification of trading and industrial activities,
sustained and governed by structures and mechanisms
which allow redistributive measures.

PINAMALAYAN CITY

“ The Central Trading Hub
of Oriental Mindoro and the rest of MIMAROPA ”




COMPREHENSIVE DEVELOPMENT PLAN 2019-2028

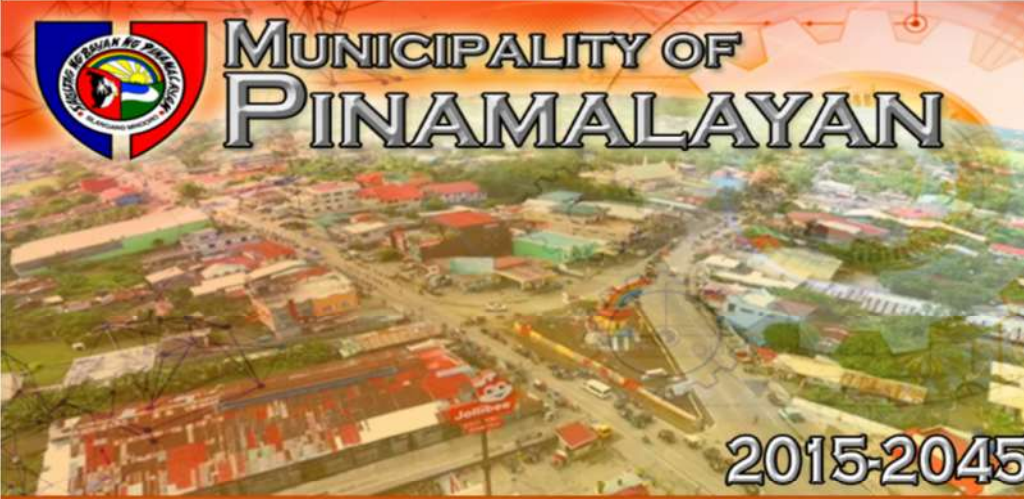


STRATEGIC THRUSTS AND DEVELOPMENT PRIORITIES

- T**RANSPARENCY, ACCOUNTABILITY AND GOOD GOVERNANCE
- O**RGANIZATIONAL DEVELOPMENT AND EMPOWERMENT
- P**EACE AND ORDER AND PUBLIC SAFETY
- C**OMMUNITY INVOLVEMENT AND INTEGRATION
- A**GRICULTURE, TOURISM, HISTORY, CULTURE & ARTS AND ENVIRONMENTAL PROTECTION
- R**EVENUE GENERATION AND LIVELIHOOD PROGRAMS
- E**DUCATIONAL AND TECHNICAL SKILLS DEVELOPMENT
- S**OCIAL PROGRAMS





MUNICIPALITY OF PINAMALAYAN



2015-2045

COMPREHENSIVE LAND USE PLAN




CORE VALUES

Recognizing the vision of becoming the
CENTRAL TRADING HUB OF
ORIENTAL MINDORO
AND THE REST OF MIMAROPA
demonstrating a robust
investor- and tourist-centered economy,
with diversified agro-industrial activities
anchored on sustainable growth
and social equity.

WE, public servants, commit ourselves
to attain the vision of the
MUNICIPAL GOVERNMENT OF
PINAMALAYAN
by living by the tenets of the following
CORE VALUES:

- R**ESPONSIBLE LEADERSHIP
- A**CCOUNTABILITY AND TRANSPARENCY IN GOVERNANCE
- I**NNOVATIVE AND EXCELLENT SERVICE
- N**URTURERS OF FAITH AND PATRIOTIC IDEALS
- B**UILDERS OF POSITIVITY AND TEAM SPIRIT
- O**BJECTIVITY AND INTEGRITY OF PURPOSE
- W**ELL-BALANCED ECOLOGY ADVOCATES



PINAMALAYAN

“ Paraiso ng Bahaghari ”

HISTORY



Pinamalayan is one of the oldest towns in the Province of Oriental Mindoro and a major political and economic center in the southern part of the province way back the latter years of Spanish regime.

Pinamalayan was organized as a permanent settlement in the 1800's under the leadership of a *Gobernadorcillo*. In 1914, the Municipal Council acted on the selection of a new town site through *viva-voce* voting. It was in 1916 that the seat of the Municipal Government

was transferred from Lumambayan to its present site, Zone III, which was then part of Panggulayan. Pinamalayan was originally composed of six big barrios namely: Panggulayan, Quinabigan, Nabuslot, Lumambayan, Tambong and Balete.

GEOGRAPHICAL AND RESOURCE ENDOWMENT

Pinamalayan having a total land area of **28,226 hectares** is located at the center of Oriental Mindoro. It is around 118 km from Puerto Galera, the northernmost town of the province; 68 km from Calapan City, the capital of Oriental Mindoro and its major entrance point from Manila; around 56 km from the town of Roxas, entrance point from the Philippines southern provinces and 120 km from Bulalacao, Oriental Mindoro southernmost town.



The town of Pinamalayan is bounded in the north by the towns of Socorro and Pola; in the west by the Province of Occidental Mindoro; in the south by the Town of Gloria and in the east by Tablas Strait. National and provincial road networks connect Pinamalayan with other local government units. Tablas Strait separates Pinamalayan from the island-province of Marinduque and the island-towns of Concepcion and Bantuin, Romblon but all are accessible by passenger boats plying the routes daily.

Local Topography is generally plain except in areas edging the boundary with the town of Pola which are hilly and mountainous. Westward from Maningcol-Rosario-Malaya area to the boundary with Occidental Mindoro is likewise hilly or rolling plains.

Soil types of Pinamalayan are San Manuel, Luisiana and Maranlig soil series. These are suitable to a wide variety of crops.

Climate falls under climatic type III which has no very pronounced maximum rain period with a short dry season lasting from one to three months. Northeast monsoon prevails from August to March.



CURRENT STATUS

Pinamalayan is a First Class Municipality by virtue of DOF Department Order No. 20-05 as implemented by BLGF Memorandum Circular No. 01-M (43) – 05 issued on January 31, 2006 and vying to become the Second City in Oriental Mindoro.

Pinamalayan stands as a proud testament to the legendary pot of gold which is found at the rainbow's origin. It continues to flourish as an indispensable trading center and investment zone in the province as it is one of the identified provincial growth centers and is extremely well positioned to be such. Its highly strategic location, being at the center of the province, augurs well for the development of facilities to serve the surrounding municipalities and nearby island-provinces. The Poblacion of Pinamalayan has grid-pattern of roads with 20-meter wide right-of-way in major segments that can still absorb further urban growth and remains a model in town planning.

DEMOGRAPHY

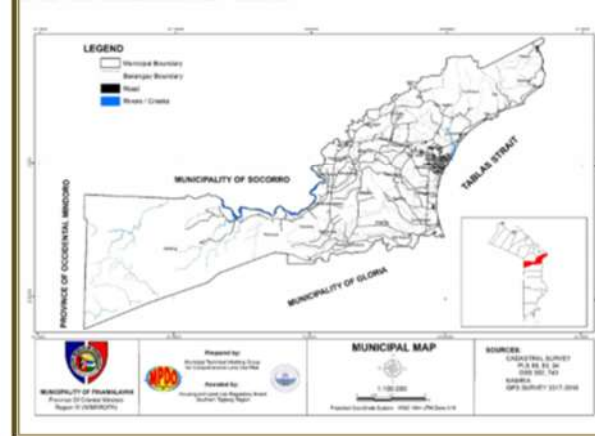
Barangay	Population (2015 PSA)			Barangay	Population (2015 PSA)		
	Total Pop.	Household Pop.	No. of HH		Total Pop.	Household Pop.	No. of HH
Anoling	2,005	2,005	442	Pambisan Malaki	1,821	1,821	420
Bacungan	1,614	1,614	365	Pambisan Munti	1,044	1,044	230
Bangbang	1,078	1,078	242	Panggulayan	2,564	2,564	625
Banilad	1,946	1,946	481	Papandayan	6,597	6,580	1,428
Buli	1,589	1,589	334	Pili	3,375	3,375	813
Cacawan	4,536	4,536	1,058	Quinabigan	2,238	2,238	555
Calingag	1,910	1,910	458	Ranzo	973	973	236
Del Razon	1,666	1,666	392	Rosario	1,778	1,778	366
Guinhawa	2,049	2,041	496	Sabang	2,942	2,931	668
Inclanay	1,344	1,344	340	Sta. Isabel	2,666	2,666	636
Lumambayan	2,858	2,858	589	Sta. Maria	1,453	1,453	284
Malaya	811	811	175	Sta. Rita	3,027	3,027	730
Maliangcoog	1,512	1,512	334	Sto. Niño	1,165	1,165	250
Maningcol	1,866	1,866	422	Wawa	5,855	5,855	1,073
Marayos	1,721	1,721	368	Zone I	2,824	2,824	581
Marfrancisco	5,787	5,773	1,395	Zone II	2,443	2,443	622
Nabuslot	2,645	2,643	591	Zone III	2,351	2,351	563
Pagalagala	1,153	1,153	285	Zone IV	1,112	940	234
Palayan	1,854	1,854	470	TOTAL	86,172	85,948	19,551

2020 TREND HIERARCHY OF CENTERS

Levels in Urban Hierarchy	Current Centres in Hierarchy (2002)	Change in Status (2002-2020) + centre moves to next level by 2020 = centre stays at same level by 2020	Future Centres in Hierarchy (2020)
1. Large Town (Primary Urban Center B)	Calapan	+ = Calapan	Calapan Pinamalayan Roxas
2. Medium Town (Primary Urban Centre A)	PINAMALAYAN Roxas	+ PINAMALAYAN + Roxas	Victoria

Source: PLUC-TWG Oriental Mindoro, 2011

PINAMALAYAN MAP



PINAMALAYAN

"Paraisong Bahaghari"

EDUCATION, 2020

Type/Level	Enrolment			No. of Teachers	No. of Classrooms	Student-Teacher Ratio	Student-Classroom Ratio	No. of Schools
	Male	Female	Total					
Public								
Kindergarten	2,807	2,619	5,426	195	194	28:1	28:1	
Elementary	4,518	4,157	8,675	304	288	29:1	30:1	33
Junior High School	3,117	2,803	5,920	240	131	25:1	45:1	13
Senior High School	699	714	1,413	52	28	27:1	50:1	4
Subtotal	11,141	10,293	21,434	791	641	27:1	33:1	50
Private								
Kindergarten	69	69	138	14	13	10:1	11:1	
Elementary	282	284	566	51	48	11:1	12:1	7
Junior High School	1,103	1,213	2,316	90	61	26:1	38:1	5
Senior High School	1,189	1,272	2,461	88	70	28:1	35:1	8
Subtotal	17,600	16,648	34,248	1,326	992	26:1	35:1	20
TOTAL	28,741	26,941	55,682	2,117	1,633	26:1	34:1	60

SOCIAL WELFARE SERVICES

Clients Served by Type of Services, Year 2020		
Services	No.	Percentage
1. Financial Assistance		
Medical Assistance	879	47.82
Burial Assistance	350	19.04
2. Certificate of Indigency	301	16.38
3. Emergency Shelter Assistance	9	0.49
4. Pre-Marriage Counseling (Couples)	0	0.00
5. Issuance of ID		
Solo Parent	97	5.28
Person with Disability	202	10.99
Total	1,838	100.00

Day Care Center (DCC), 2020	
Total No. of DCCs	61
Total Number of Preschoolers	1,680
Male	907
Female	773

Senior Citizens Center (SCC), 2020	
Total No. of SCCs	37
Total Number of Senior Citizens	7,620
Male	3,234
Female	4,386

HEALTH AND SANITATION

Medical Health Facility, Year 2020										General Health Situation, Year 2019		
Name of Health Facility	Ownership	Capacity	No. of Personnel							Total	Fertility	Morbidity
			Doctors	Nurses	Midwives	Sanitary Inspectors	Others	Total	Crude Birth Rates (CBR)			
Main Health Center	Public	None	3	6	14	1	20	44				
Pinamalayan Doctor's Hospital	Private	30 beds	28	10	10	0	48	96				
Vertucio Medical Clinic	Private	None	1	1	1	0	2	5				
Delos Reyes Medical Clinic	Private	10 beds	3	4	8	0	11	26				
St. Paul General Hospital	Private	10 beds	7	6	7	0	5	25				
Oriental Mindoro Central District Hospital	Public	25 beds	5	10	5	0	15	35				
TOTAL		75	26	40	34	1	51	152				

Crude Death Rates (CDR)	2.23
Infant Mortality Rate (IMR)	0.03
Maternal Mortality Rate (MMR)	0

PUBLIC SAFETY AND PROTECTIVE SERVICES

Protective Services by Facilities and Equipment, Year 2020						
Type of Facility	Location	Area (sq.m)	No. of Personnel	Personnel to Pop'n. Ratio	Facilities/Equipment	Condition
<i>Police (Pinamalayan Municipal Police Station)</i>						
Head-quarters	Zone III	510	48	1:1,851	Mobile Car	Good
					SJG-335	Good
<i>Police (Provincial Public Safety Company)</i>						
Head-quarters	Paraiso, Zone I	10,000	155	1:641	4 units of Toyota Hi-Lux	Good
					Mitsubishi Canter	Good
<i>Fire Protection (Bureau of Fire Protection - Pinamalayan)</i>						
Head-quarters	Del Pilar St. Corner Alvarez St., Zone IV	300	14	1:6,347	1 Monta Firetruck	Good
					1 Seagrave Firetruck	Good
					4 sets PPE's (helmet, firecoat, trousers, boots)	Poor
					1 Spineboard	Poor
					8 Firehose	Poor
					3 Nozzle	Poor
<i>Jail Management (Provincial Jail - Pinamalayan)</i>						
District Jail	Zone IV	1,200	4	1:8	No. of Inmates	
					M	F
					175	2
					T	177

HOUSING

Housing Unit, Household Population by Type of Building, Year 2018			Housing Unit by Tenure Status of House/Lot, Year 2018		
Building Type	No. of Households	%	Tenure Status	Number of Households	Percent (%)
Single house	17,773	93.76	Owner owner-like possession of house and lot	10,058	53.06
Duplex	625	3.30	Rent house/room including lot	551	2.91
Multi-Unit Residential	309	1.63	Own house rent lot	606	3.20
Commercial/industrial/agricultural building/house	141	0.74	Own house rent-free lot with consent of owner	5,587	29.48
Institutional Living Quarters	74	0.39	Own house rent-free lot without consent of owner	506	2.67
Other Housing Unit	34	0.18	Rent-free house and lot with consent of owner	1,236	6.52
Total	18,955	100	Rent-free house and lot without consent of owner	67	0.35
			Living in a public space with rent	13	0.07
			Living in a public space without rent	331	1.75
			Total	18,955	100.00

SPORTS AND RECREATION

Sports and Recreation facilities are available in all barangays. The facilities vary from sports complex, playground and basketball courts, firing range and an inland resort. A total number of sports facilities consist of 94 basketball courts, 6 baseball/softball fields, 1 tennis court, 1 public gymnasium in the municipality.

Another place of interest and relaxation is the Pinamalayan Municipal Park Plaza occupying the area in front of the Municipal Hall. It is open space with a skating rink, butterfly garden, thematic pocket parks, children's playground, basketball court, auditorium, gazebo, landmarks, mini-forest and jogging lanes.



PINAMALAYAN

"Paraisong Bahaghari"

AGRICULTURE

Major Crops	Area Harvested (ha)	Volume of Production (MT)	Value (PhP)
Rice	4,058.35	41,214.63	545,887,774.35
Banana	3,024.46	-	-
Vegetables	94.047	1,098.32	14,547,248.40
Fruit Trees	137.932	35.15	465,561.75

Agriculture Activities	Number of	Magnitude	Proportion
Agriculture/Farming	18,955	2,471	13.04
Livestock Raising		1,534	8.09
Fishing		437	2.31

Agricultural Support Facility	Number	Capacity
Rice mill	47	30 single pass; 17 single and multi-pass
Multi-purpose drying pavement/solar dryer	210	10-40 cavans
Market center	1	1,508.70 sq.m. (165 stalls)
Hand Tractor	584	1.0 hectares/day
Private thresher	398	1.5 hectares/day
Blower	398	1.5 hectares/day
Combine Harvester	20	1.5 hectares/day
Four-wheel mini tractor	7	3.0 hectares/day
Total	1,665	

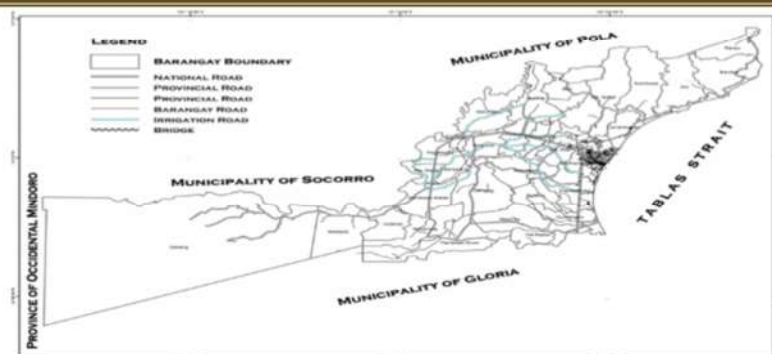
POWER

Electric power is supplied by the Oriental Mindoro Electric Cooperative (ORMECO), a privately run cooperative under the supervision of the National Electrification Administration. ORMECO has a dependable capacity of 57.8 megawatts (MW) from 9 power plants operating in the province. Currently, Pinamalayan is supplied by Mindoro Grid Corporation based in Calapan and Bongabong, both has 6.6 MW capacity. In addition, a land-based 7.5 MW Power Plant of the Global Business Holdings operates in Barangay Papandayan which serves as power source. Based on CBMS 2014, 81% of the total number of households have access to electricity.

Type of Connection	Number of Connections	Ave. Consumption (KWH/mo.)
Commercial	16,770	1,255,862
Industrial	1,213	471,281
Public Building/Institutional	16	138,104
Residential / Domestic	362	226,473
Street Light	37	11,774
Total	18,398	2,103,493

TRANSPORTATION

Classification	Total Length (km)	Road Surface Type								Road Surface Condition							
		Concrete		Asphalt		Gravel		Earth		Excellent		Good		Fair		Unpassable	
		L (km)	%	L (km)	%	L (km)	%	L (km)	%	L (km)	%	L (km)	%	L (km)	%	L (km)	%
National Road	13.0091	12.3642	95.04	0.6449	4.96	0.0000	0.00	0.0000	0.00	13.0091	100.00	0	0.00	0	0.00	0	0.00
Provincial Road	98.4163	89.6190	91.06	0.0000	0.00	8.7973	8.94	0.0000	0.00	43.3566	44.05	48.3582	49.14	6.7015	6.81	0	0.00
Municipal Road	8.1794	8.1794	100.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	6.0199	73.60	2.1595	26.40	0	0.00	0	0.00
Barangay Road	169.3913	82.7240	48.84	0.0000	0.00	72.5257	42.82	14.1416	8.35	54.7704	32.33	108.1095	63.82	4.0076	2.37	2.5038	1.48
TOTAL	288.9961	192.8866	66.74	0.6449	0.22	81.3230	28.14	14.1416	4.89	117.156	40.54	158.6272	54.89	10.7091	3.71	2.5038	0.87



WATER

Source	Number of Households	Proportion
Own use faucet, community water system	6,145	32.42
Shared faucet, community water system	1,659	8.75
Own use tubed/piped deep well	1,571	8.29
Shared tubed/piped deep well	1,942	10.25
Tubed/piped shallow well	3,689	19.46
Dug well	355	1.87
Protected spring	50	0.26
Unprotected spring	69	0.36
Lake, river, rain and others	226	1.19
Peddler	2,520	13.29
Bottled water	729	3.85
TOTAL	19,276	100.00

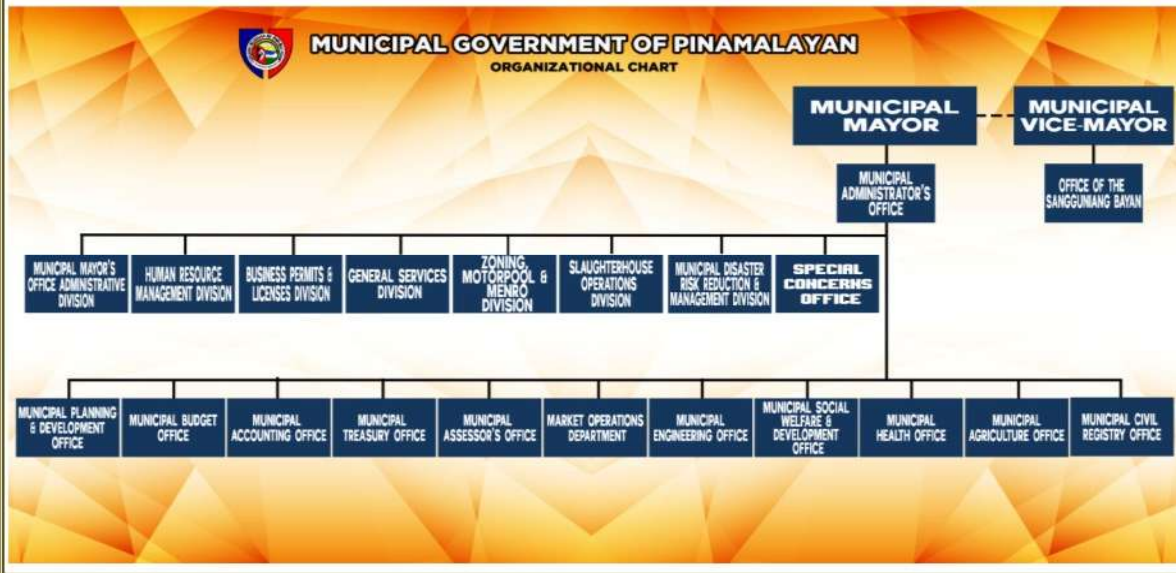
INFORMATION AND COMMUNICATION

Type	Name of Establishment	Barangay	Ownership	
			Public	Private
Postal Services	PhilPost	Zone II	0	X
	LBC	Marfrancisco	X	0
Internet Services Providers	Smart/PLDT	Marfrancisco	X	0
	Globe	Marfrancisco	X	0
	Channel Plus	Marfrancisco	X	0
Telephone Service Provider	CATSI	Zone II	X	0
	Smart/PLDT	Marfrancisco	X	0
Broadcast and Television Networks	Rainbow Cable Vision	Marfrancisco	X	0
	Channel Plus	Marfrancisco	X	0
	Signal TV	Marfrancisco	X	0
Radio Station	Radyo Natn Pinamalayan 105.3	Zone III	X	0
	Radio 102.1	Sta. Rita	X	0

PINAMALAYAN

"Paraisong Bahaghari"

ORGANIZATIONAL CHART



ORGANIZATION AND MANAGEMENT

Total Number of Employees by Department, Type, and Tenure Status, Year 2020

DEPARTMENT	REGULAR EMPLOYEES						TOTAL	JOB ORDERS		CONTRACT OF SERVICE		TOTAL	GRAND TOTAL
	Gender		Tenure Status					Gender		Gender			
	Male	Female	Elective	Permanent	Temporary	Co-Terminus		Male	Female	Male	Female		
Office of the Municipal Mayor	28	16	1	41	0	2	44	78	49	1	0	128	172
Office of the Municipal Vice-Mayor	15	3	11	6	0	1	18	20	11	0	0	31	49
Office of the Municipal Administrator	0	3	0	2	0	1	3	2	3	0	0	5	8
Office of the Municipal Planning and Development Coordinator	9	1	0	10	0	0	10	3	2	1	2	8	18
Office of the Municipal Civil Registrar	0	6	0	6	0	0	6	6	0	0	0	6	12
Office of the Municipal Budget Officer	0	6	0	6	0	0	6	3	4	1	0	8	14
Office of the Municipal Accountant	3	9	0	12	0	0	12	1	10	1	1	13	25
Office of the Municipal Treasurer	8	12	0	20	0	0	20	5	3	2	0	10	30
Office of the Municipal Assessor	7	2	0	9	0	0	9	6	6	0	0	12	21
Office of the Municipal Health Officer	8	14	0	22	0	0	22	8	13	0	2	23	45
Office of the Municipal Social Welfare and Development Officer	1	8	0	9	0	0	9	3	2	0	0	5	14
Office of the Municipal Agriculturist	4	6	0	10	0	0	10	11	4	0	0	15	25
Office of the Market Supervisor	3	5	0	8	0	0	8	16	9	0	0	25	33
Office of the Municipal Engineer	9	2	0	10	1	0	11	5	6	3	0	14	25
TOTAL	95	93	12	171	1	4	188	167	122	9	5	303	491

FISCAL MANAGEMENT

Report of the Revenue and Receipts, Year 2020

REVENUE SOURCES	ACCOUNT CODE	ESTIMATE	ACTUAL COLLECTION	OVER/UNDER COLLECTION	%
Community Tax	4-01-01-50	3,300,000.00	2,548,494.29	(751,505.71)	77.23
Real Property Tax	4-01-02-040	6,820,000.00	5,731,333.80	(1,088,666.40)	84.04
Business Tax	4-01-03-030	20,350,000.00	20,837,443.82	487,443.82	102.40
Tax on Sand, Gravel and Other Quarry Products	4-01-03-040	-	189,371.75	189,371.75	
Amusement Tax	4-01-03-060	12,000.00	12,000.00	12,000.00	
Tax Revenue - Fines & Penalties - Property Taxes	4-01-05-020		201,280.28	201,280.28	
Tax Revenue - Fines & Penalties - Goods & Services	4-01-05-030		392,605.50	392,605.50	
Share from Internal Revenue Allotment (IRA)	4-01-06-010	247,913,679.00	247,913,680.00	1.00	100.00
Permit Fees	4-02-01-010	6,475,000.00	6,516,751.24	41,751.24	100.84
Registration Fees	4-02-01-020	940,000.00	560,131.00	(379,869.00)	59.59
Registration Plates, Tags and Sticker Fees	4-02-01-030		129,465.00	129,465.00	
Clearance and Certification Fees	4-02-01-040	1,267,100.00	1,136,976.27	(130,123.73)	89.73
Occupation Fees	4-02-01-040	600,000.00	493,368.15	(106,631.85)	82.23
Fees for Sealing and Licensing of Weights and Measures	4-02-01-060	73,700.00	93,955.00	20,255.00	127.48
Other Service Income	4-02-01-990	328,288.00	221,190.00	(107,098.00)	67.38
Receipts from Market Operations	4-02-02-140	8,600,000.00	6,590,956.36	(2,009,043.64)	76.64
Receipts from Slaughterhouse Operations	4-02-02-150	4,000,000.00	4,084,539.03	84,539.03	102.11
Garbage Fees	4-02-02-190	990,000.00	1,004,271.91	14,271.91	101.44
Interest Income	4-02-02-220	300,000.00	321,696.74	21,696.74	107.23
Miscellaneous Income	4-06-01-010	4,000,000.00	532,689.96	(3,467,310.04)	13.32
Grants - BGCMM	4-06-01-010		20,572,372.27	20,572,372.27	
TOTAL		305,957,767.00	320,064,552.17	(6,465,587.10)	104.61

Income for the Last Five Years

Income	2016	2017	2018	2019	2020
Real Property Taxes	3,777,841.91	4,275,224.96	5,266,285.57	4,986,855.32	5,731,333.80
Business/Local Taxes	22,643,968.24	20,258,657.06	22,309,047.65	23,489,881.71	24,161,175.64
Revenue from Economic Enterprises	14,749,707.37	12,572,653.49	11,686,222.24	11,948,527.36	10,675,495.39
Fees / Charges	7,831,234.47	8,419,810.97	9,301,342.34	10,292,848.76	9,934,918.57
Allotments	167,199,186.00	186,360,298.00	200,030,636.00	220,304,813.00	247,913,680.00
Other Income	779,395.50	991,086.12	1,152,926.97	1,851,653.65	1,075,576.7
Subsidy from Other Funds			9,248,496.14		20,572,372.27
Total Income	216,983,349.49	232,877,721.76	258,994,955.91	272,874,579.80	320,064,552.17

Expenditure for the Last Five Years

Expenditure	2016	2017	2018	2019	2020
General Public Services Sector	81,659,836.40	97,809,051.49	113,641,298.61	141,421,628.62	129,590,598.29
Social Development Sector	16,708,034.58	18,315,276.58	32,865,211.15	25,390,996.82	30,322,277.03
Economic Development Sector	35,769,625.06	39,799,454.30	46,452,085.38	62,190,933.11	74,998,127.37
Other Services Sector	13,119,175.24	10,231,817.79	9,600,662.73	11,881,935.83	20,920,436.49
Total Expenditure	141,422,676.30	165,505,003.44	201,440,913.92	239,976,419.01	255,831,439.16

DEVELOPMENT LEGISLATION

Summary of Legislation, Year 2020

Classification	Ordinances	Resolutions
Appropriations	34	189
Ordinances and Legal Matters	4	94
Food, Agriculture and Fisheries		4
Social Welfare and Community Development		8
Health and Sanitation	1	6
Games and Amusements		1
Education and Culture	1	1
Youth and Sports Development		1
Order and Public Safety	3	4
Public Works and Infrastructure		6
Transportation and Communication	1	3
Landed Estate and Urban Development	2	2
Environmental Protection and Natural Resources		2
Barangay Affairs		3
Good Government/Public Ethics and Accountability		1
People's Organization and Non-Government Organization (NGO) Affairs		3
TOTAL	47	327

PINAMALAYAN

"Paraiso ng Bahaghari"

TOURISM/CULTURAL ACTIVITIES/LOCAL ACTIVITIES

BAHAGHARI FESTIVAL

Tracing its roots from the mythical founding of Pinamalayan, the Bahaghari Festival is a reflection of the first Pinamaleños' joy and thanksgiving for the divine guidance of a rainbow that guided them through a raging sea towards a land of promise and bounty. The Bahaghari Festival is held during the warm summer months of March and April (**Town Fiesta, 25th of April**), right after the harvest season. Aside from the festival's historical significance, locals also celebrate their bountiful agricultural yield and see the celebration as the perfect opportunity to show their appreciation for all the blessings of the previous year. This "Celebration of Colors" represents the vivid flavours of Pinamalayan that are as varied and mesmerizing as that of a rainbow.

List of Activities

1. Bahaghari Grand Parade of Colors	6. Agro-Tourism Trade Fair	11. Women's Night	16. Search for Ms. Bahaghari Tourism
2. Centurion Festival	7. Cultural Night	12. Mangyan Day	17. Grand Coronation Night
3. Bankarera	8. Barangay Night	13. Cycling Competition	18. Bahaghari Song Festival
4. Boxing at the Park	9. Senior Citizens' Night	14. Marathon	19. La Tondeña Show
5. Saranggola ng Hari Kite-flying Contest	10. Inter-Commercial Basketball Tournament	15. Takbo Para sa Kalikasan	20. Sandiwangan: The Mardi Gras

BAHAGHARI LANTERN FESTIVAL (December)

Twinkle, twinkle biggest stars! Cool December nights are set ablaze as Pinamalayan lights up in yards upon yards of Tivoli lights and the biggest, brightest and most creative lanterns this side of the archipelago. The best way to immortalize the grandeur is through the lens of the video camera.

BEST PRACTICES/INNOVATIONS

Community eCenter (CeC) - is a project started in collaboration with the National Computer Center. CeC is a self sustaining shared facility providing affordable access to ICT-enabled services and relevant content. It serves as a conduit for efficient delivery of government and other services and a potent tool for empowerment and participation of unserved and underserved communities/sectors in development. In essence, the ultimate goal is to bridge the digital divide and provide universal access to information and communication services.

Website (www.pinamalayan.gov.ph) - is a dynamic electronic operation whose scope consists of content updated add or change images & banners, upgrade site software, modules, extension and plug-ins, administer email service/webmail and monthly or weekly backups to ensure data security and continuity. This applications involves local one (1) Municipal website and 37 individual Barangay websites.

Business and Investment Promotion Division (BIPD) - was created by the Municipal Government to address the demands of existing business and social conditions, identified and acknowledged issues and concerns affecting the local economy, as well as to fulfil the expected development requirements of cityhood. It is a frontline service office that performs a non-traditional function. It partners, deals directly with, and sees to the needs of the private sector to ensure a dynamic local business environment. It is also at the forefront in the formulation and implementation of tourism action plans, as well as other related programs/projects/activities that promote the investment potentials of the municipality.

Business-One-Stop-Shop (BOSS) - is a designated place in the municipal building where local and national offices with direct participation in business permits and licenses gather for issuance of their respective document regarding business operations of businessman. Its operation start from the 2nd to 28th day of January annually.

Barangay Development Program - is an infrastructure-focused development program patterned on a cost-sharing scheme between proponent and beneficiaries. The basic idea is to provide equal distribution of development projects among the 37 barangays comprising the municipality of Pinamalayan while encouraging the direct participation of the beneficiaries, minimal in amount yet definitely with significant involvement and high sense of ownership of the project.

AWARDS/RECOGNITIONS

Rank 1 Most Improve LGU Nationwide Rankings 1st to 2nd Class Municipality
- DTI-NCC, Year 2020

Bronze Awardee Maturity Level II PRIME-HRM
- CSCROIV, Year 2019

3rd Place, Para El Mar Marine Protected Area Awards and Recognition Outstanding Network
- Para El Mar, Year 2019

1st Place, MIMAROPA's Gawad Kalasag Award
- RDRMMC, Year 2019

National Champion, digitalcitiesPH Awards First Place, Best in eGovernance Customer Empowerment - Pinamalayan Community eCenter
- DICT, Year 2018

Regional Champion, MIMAROPA's Most Child Friendly Municipality
- DILG, Year 2018

Seal of Good Local Governance
- DILG, Year 2017

MIMAROPA Most Competitive Municipality
- DTI-NCC, Year 2016, 2015 & 2014

CHECKLIST OF FUNCTIONS AND SERVICES

Functions/Services	No.	Functions/Services	No.	Functions/Services	No.	Functions/Services	No.
Financial Institutions		Commercial/Social		Commercial/Social		Telephone Services	
Banks	14	Supermarkets/Groceries	8	Meat Dealer/Retailer	87	Postal Services	1
Lending Investors	20	Fastfood	2	Dried/Fresh Fish Dealer	62	Manufacturing/Processing	
Pawnshops	11	Sari-Sari Stores	764	Fruit/Vegetable Dealer	39	Hollowblocks	9
Money Changer/Transfer	6	Dry Goods	55	Rice/Palay/Copra	37	Industries	17
Insurance Agencies	13	Gift Shop/Variety Stores	40	Machine/Welding Shops/Junk Shops	53	Sweets/Fruits Processing	7
Educational Institutions		General Merchandise	103	Fitness Center	2	Power Plant	2
Public Elem. Schools	33	Motorcycle Dealers	21	Travel Agencies	4	Ricemills	31
Private Elem. Schools	7	Motor/Auto Parts	40	Mix-used Subdivisions	15	Ice Plant	0
Public High Schools	13	Furnitures/Appliances	30	Memorial Parks	4	Recreation/Entertainment	
Private High Schools	8	Glasswares/Plasticwares	19	Lessors	137	Municipal Theme Park	1
Private Colleges	5	Bakery	27	Transportation/Telecommunication		Sports Center/Gym	5
Accommodations		Footwear	11	Seaport	2	Cockpit Arena	1
Hotels	12	ISP/Café/ICT Services	43	Airport	1	Bar House	2
Resorts	8	Cellphones/Accessories	24	Van Terminal	4	Billiard Halls	3
Restaurants/Carinderia	77	Beauty/Barber Shop	30	AUV for Hire	0	Government Facilities	
Health Facilities		Dressmaking/Tailoring	15	Radio Station	2	Government Hospital	2
Hospitals and Clinics	18	Agri Business/Supply	14	Cable TV	2	Community eCenter	1
Dental Clinics	8	Gas Filling Stations	21	Cellsites	13	Crisis Management	1
Optical Clinics	2	Warehouses	1			Center	1
Drugstores	19	Funeral Services	7			Public Cemetery	1

MUNICIPAL ELECTIVE OFFICIALS

POSITION	NAME	PARTY AFFILIATION
Municipal Mayor	Hon. Aristeo A. Baldos, Jr.	Liberal Party (LP)
Municipal Vice-Mayor	Hon. Rodolfo M. Magsino	Partido Federal ng Pilipinas
Sangguniang Bayan Members	Hon. Arnoldo M. Madrid	Liberal Party (LP)
	Hon. Dunhill Marcelo M. Delmo V	Partido Demokratiko Pilipino - Lakas ng Bayan (PDP-LABAN)
	Hon. Rio S. Mercene	Liberal Party (LP)
	Hon. Joseph T. Rodil	Partido Federal ng Pilipinas
	Hon. Severino J. Narito	Partido Federal ng Pilipinas
	Hon. Napoleon M. Mangaring	Liberal Party (LP)
	Hon. Anjune A. Zamora	Partido Federal ng Pilipinas
	Hon. Leonardo L. Pedraza	Liberal Party (LP)
ABC President	Hon. Antonio Victor R. Olympia	
SK Federation President	Hon. Joven S. Velasco	

CONTACT DETAILS





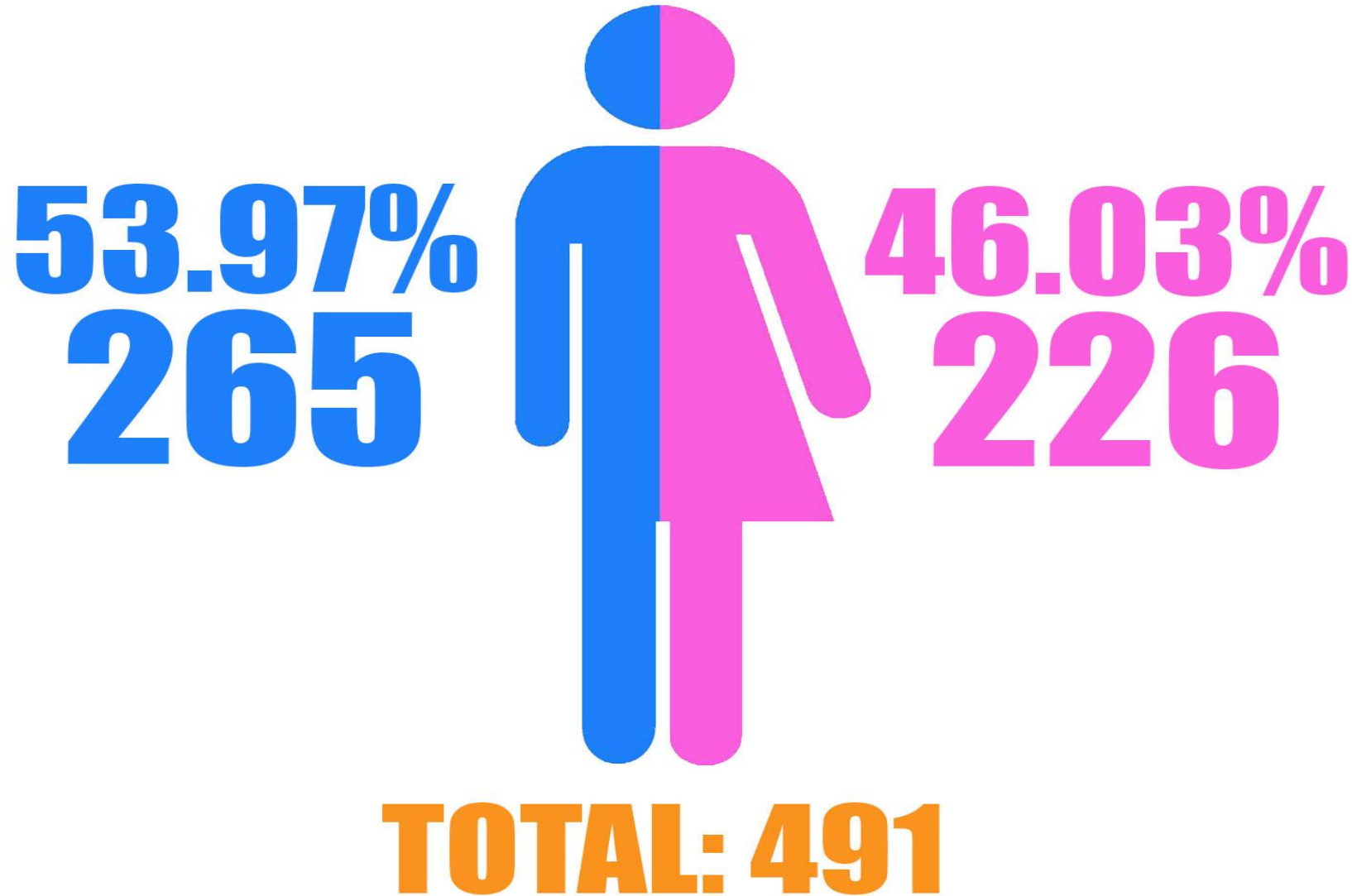
EMPLOYEE PROFILE



- Inventory of Pinamalayan Human Resource Report by Sex
- Inventory of Pinamalayan Human Resource Report by Office Distribution (Number)
- Inventory of Pinamalayan Human Resource Report by Office Distribution (Sex)
- Inventory of Pinamalayan Human Resource Report by Category of Position (Career)
- Inventory of Pinamalayan Human Resource Report by Level of Functional Classification
- Inventory of Pinamalayan Human Resource Report by Level of Position
- Inventory of Pinamalayan Human Resource Report by Age
- Inventory of Pinamalayan Human Resource Report by Educational Attainment
- Inventory of Pinamalayan Human Resource Report by Years in Public Service
- Inventory of Pinamalayan Human Resource Report by Physical Disability & Ethnicity

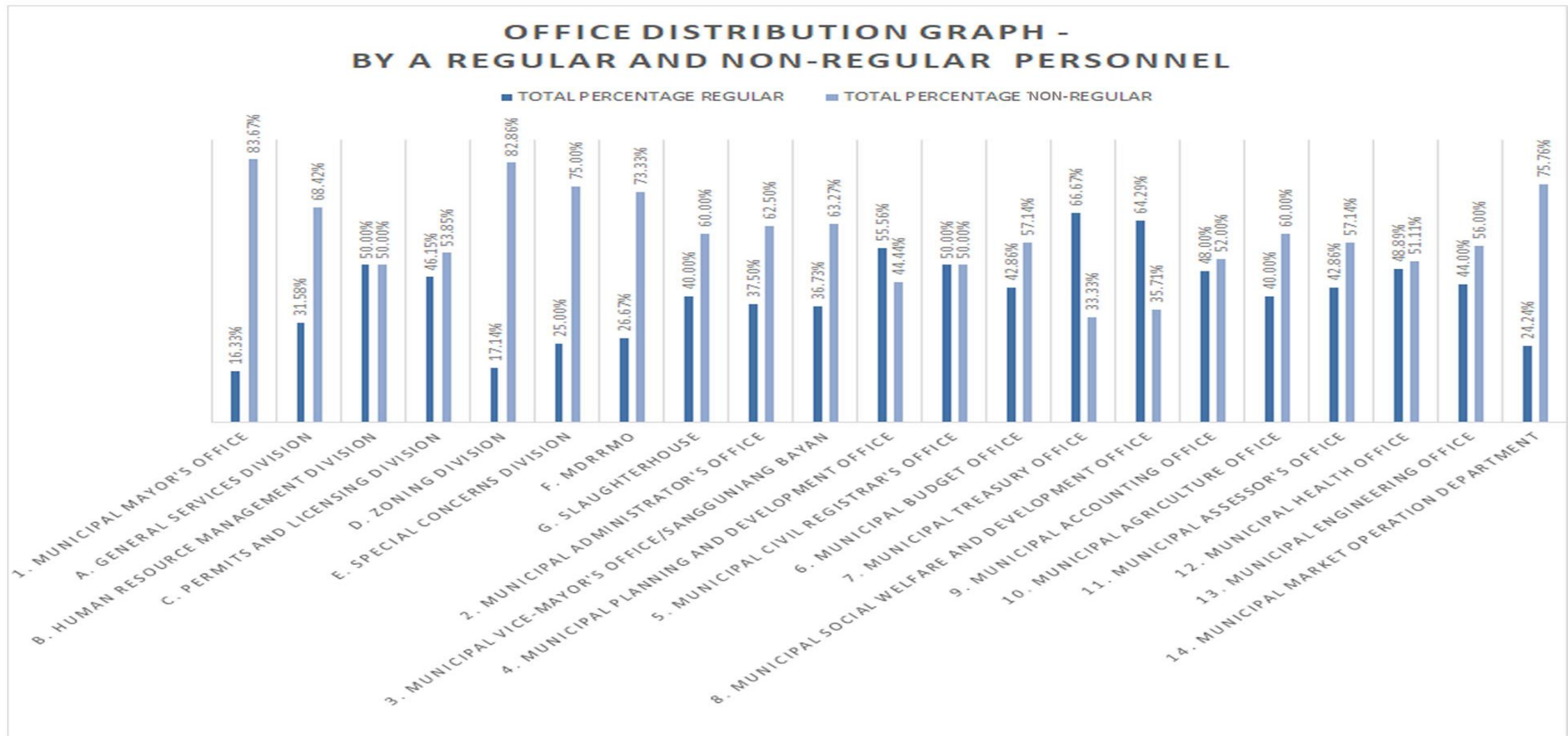


INVENTORY OF PINAMALAYAN HUMAN RESOURCE **HRMO** (AS OF DECEMBER 31, 2020) REPORT BY **SEX**





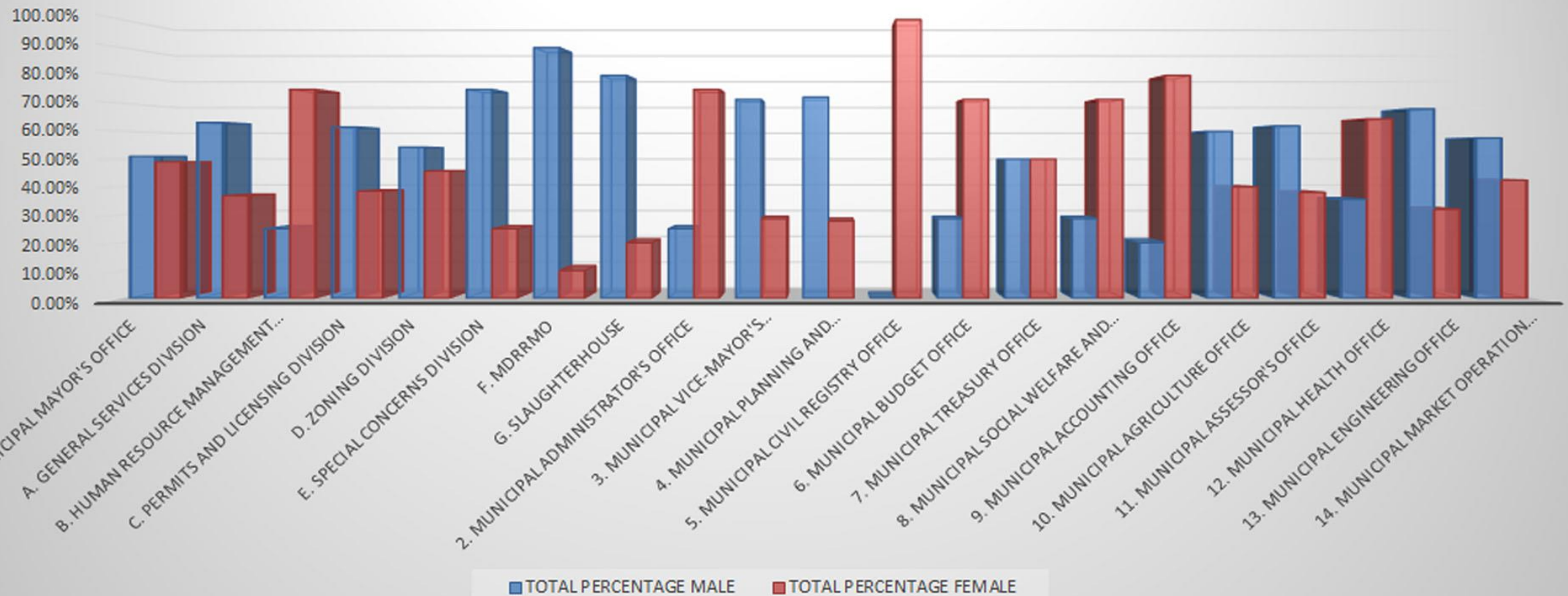
INVENTORY of PINAMALAYAN HUMAN RESOURCE **HRMO** (AS OF DECEMBER 31, 2020) REPORT BY **OFFICE DISTRIBUTION**





INVENTORY of PINAMALAYAN HUMAN RESOURCE **HRMO** (AS OF DECEMBER 31, 2020) REPORT BY **OFFICE DISTRIBUTION**

OFFICE DISTRIBUTION GRAPH





INVENTORY of PINAMALAYAN HUMAN RESOURCE **HRMO** (AS OF DECEMBER 31, 2020) REPORT BY **CATEGORIES OF POSITION**

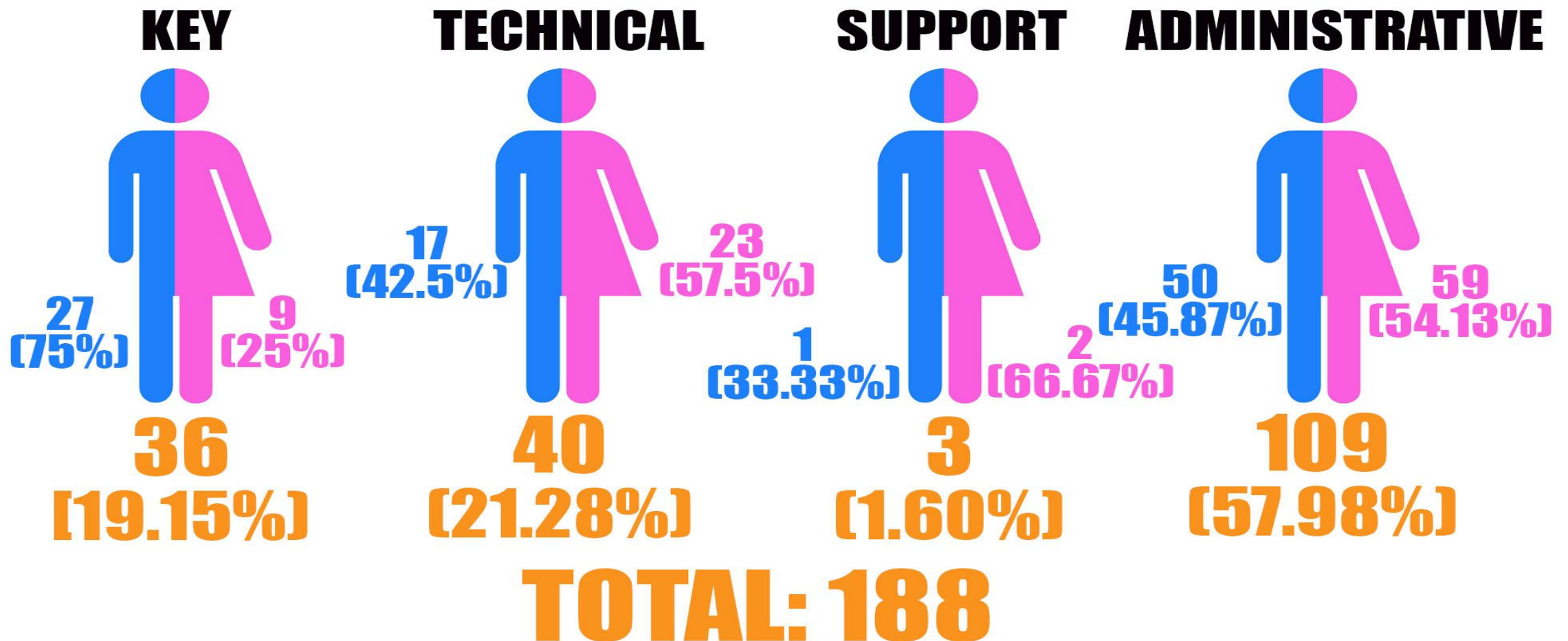


TOTAL: 188



INVENTORY of PINAMALAYAN HUMAN RESOURCE **HRMO**

(AS OF DECEMBER 31, 2020) REPORT BY **FUNCTIONAL CLASSIFICATION**



K = Key positions refer to executive, managerial and chief of division, or equivalent position
 T = technical positions refer to those directly performing the substantive and/or frontline services or functions of the agency as prescribed in its mandate
 S = support to technical positions refer to those which provide staff or technical support functions to key and technical positions, but do not perform frontline services/functions
 A = administrative positions refer to those performing general services, clerical, human resource management, financial management, records management, custodial management and other related functions



INVENTORY of PINAMALAYAN HUMAN RESOURCE **HRMO** (AS OF DECEMBER 31, 2020) REPORT BY **LEVEL OF POSITION**

CAREER

1ST LEVEL

TOTAL: 171

2ND LEVEL

47
[43.52%]



61
[56.48%]

32
[50.79%]



31
[49.21%]

THE **FIRST LEVEL** SHALL INCLUDE CLERICAL, TRADES, CRAFTS, AND CUSTODIAL SERVICE POSITIONS WHICH INVOLVE NON-PROFESSIONAL OR SUBPROFESSIONAL WORK IN A NON-SUPERVISORY OR SUPERVISORY CAPACITY REQUIRING LESS THAN FOUR YEARS OF COLLEGIATE STUDIES.

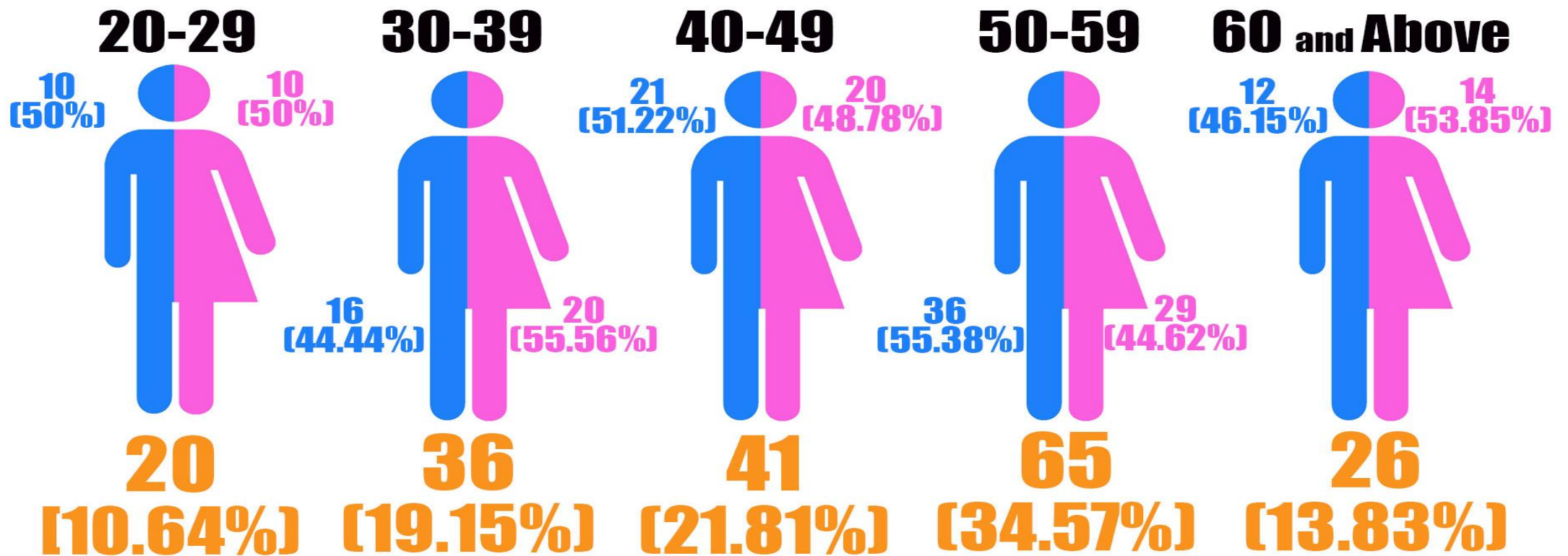
THE **SECOND LEVEL** SHALL INCLUDE PROFESSIONAL, TECHNICAL, AND SCIENTIFIC POSITIONS WHICH INVOLVE PROFESSIONAL, TECHNICAL, OR SCIENTIFIC WORK IN A NON-SUPERVISORY OR SUPERVISORY CAPACITY REQUIRING AT LEAST FOUR YEARS OF COLLEGE WORK UP TO DIVISION CHIEF LEVEL.

(EXECUTIVE ORDER NO. 292 BOOK V/TITLE I/SUBTITLE A/CHAPTER 2 - COVERAGE OF THE CIVIL SERVICE COMMISSION)



INVENTORY of PINAMALAYAN HUMAN RESOURCE **HRMO**

(AS OF DECEMBER 31, 2020) REPORT BY **AGE**



TOTAL: 188



INVENTORY of PINAMALAYAN HUMAN RESOURCE **HRMO**

(AS OF DECEMBER 31, 2020) REPORT BY **EDUCATIONAL ATTAINMENT**

HIGHEST EDUCATIONAL ATTAINMENT

DOCTORAL



4 [2.13%]

MASTERAL



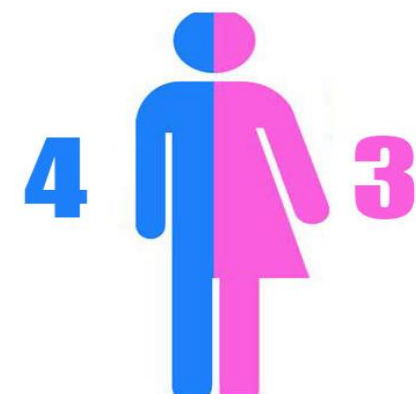
13 [6.91%]

BACHELOR



102 [54.26%]

**UNIT EARNER/
MASTERS UNDERGRADUATE**



7 [3.72%]

ELEMENTARY

1 | 0

1 [0.53%]

HIGH SCHOOL

13 | 1

14 [7.45%]

**VOCATIONAL/
ASSOCIATE**

4 | 25

29 [15.43%]

**COLLEGE
UNDERGRADUATE**

13 | 5

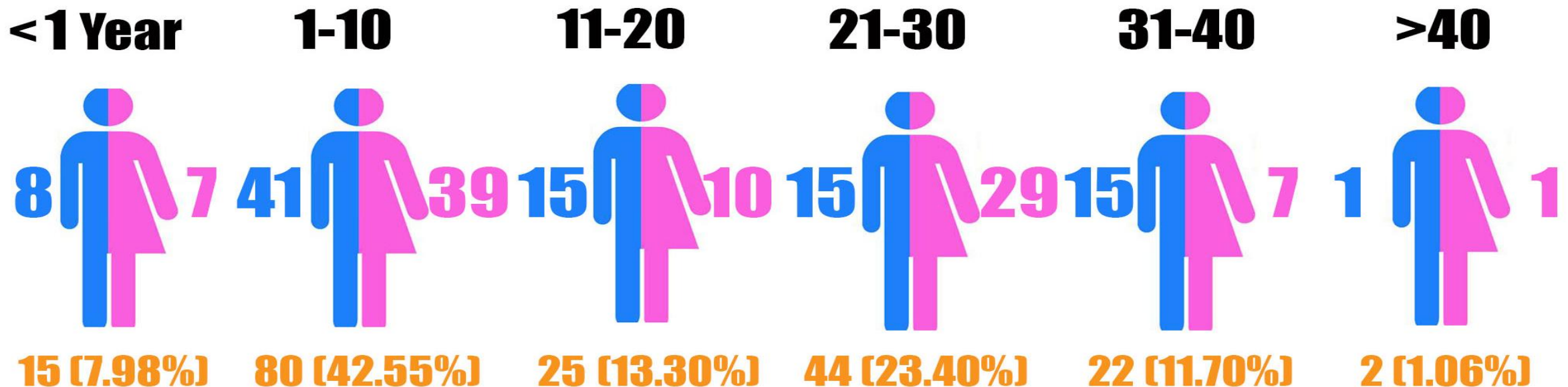
18 [9.57%]



INVENTORY of PINAMALAYAN HUMAN RESOURCE **HRMO**

(AS OF DECEMBER 31, 2020) REPORT BY **YEARS IN SERVICE**

YEARS IN PUBLIC SERVICE



TOTAL = 188



INVENTORY of PINAMALAYAN HUMAN RESOURCE **HRMO**

(AS OF DECEMBER 31, 2020) REPORT BY **PHYSICAL DISABILITY & ETHNICITY**



Profile:

The Municipal Government of Pinamalayan is aware of the multitudes of challenges it is currently faced with to ensure that strategic development directions and programs are implemented in a manner that meets the needs of its constituents. Capable, competent, well resourced and equipped personnel and a robust human resource management systems are required to meet these tasks.

Currently, this Local Government Unit has a total personnel of 491 consisting of various employment status. There are 14 major offices/departments, 7 divisions and 2 special programs/units (Community e-Center and Tourist Information Center) in the LGU, which perform service delivery functions and development planning responsibilities. Recognizing the significance of empowering and capacitating its workforce for a better service delivery, this LGU has started investing a considerable amount of its fiscal resources for human resource management and organizational development, hence, the formulation of an integrated municipal **Human Resource Capacity Development Plan (HRCDP)** that captures the complementation of the physical, fiscal, technical, technological and institutional reforms vital to the continuing enhancement in local governance. This HRCDP has been prepared as a collaboration of the Executive and Legislative level of this LGU in consultation with the different departments and divisions.

This contains the objectives of the Plan and agency profile which include among others, the organizational and functional structure, Personnel/Staffing Complement as well as the Job/Functional Classification of Officials and Employees. It is inherent and imperative for the management of the Municipal Government of Pinamalayan to enhance the capability of its workforce in order to fully carry-out its plans and targets towards achieving the agency's goals and objectives. After all, the most important asset of any organization is its human resource.

Narrative Description:

Incorporated in this municipal **HUMAN RESOURCE CAPACITY DEVELOPMENT PLAN (HRCDP)** are proposals for creation of new departments from existing work units and creation of new plantilla items to improve the staffing pattern of vital offices as well as the various programs, projects and activities for capacity development. Capacity development as defined is the process whereby the organization and society as a whole unleash, strengthen, create, adapt and maintain the capacity of the employees and personnel of this Local Government Unit.

This integrated Municipal Human Resource Capacity Development Plan (MHRCDP) focuses on empowering and strengthening the capabilities and competencies of the LGU's personnel in a judicious and sustainable manner. It can also be used to identify needed resources in order to achieve the municipality's development thrust towards organizational development and empowerment. It likewise acknowledges the capacity challenge for a sustainable human resource

The updating and enhancement of the Municipal Government of Pinamalayan's Human Resource Capacity Development Plan is most timely for the plan will provide adequate guidance to municipal leaders for appropriate implementation support - financial, policy and administrative.

Objectives of the Plan:

The HRCD Plan is formulated to serve the following purposes and objectives:

1. To enhance the skills and capacities of the human capital of the Municipal Government of Pinamalayan bureaucracy - officials, department/office heads, division/unit heads and rank-and- file employees in order to carry out targets of development plans and program to achieve the vision and mission of the municipality.
2. To further manage, develop and empower human resources towards becoming productive contributors to vision achievements and efficient service delivery.
3. To sharpen the recruitment, promotion, retention, personnel relations, performance management, rewards and incentives as well as succession planning and retirement practices and policies beneficial to both individual employees and to the Municipal Government of Pinamalayan.

Users of the Plan:

The users of the plan include the following:

1. Municipal Officials, department heads, division chiefs and the rank-and-file employees of the Municipal Government of Pinamalayan shall use the Plan as their guide in implementing human resource management and development activities to support the successful achievement of the municipality's development agenda; and

2. Funding institutions and other agencies that may use the Plan as their guide and reference in determining support and technical assistance to respond to the human resource needs and requirements of the municipal government towards the achievement of its reform agenda.

Vital Facts and Figures:

**Personnel Complement
(As of December 31, 2020)**

DEPARTMENT/OFFICE/DIVISION	POSITION LEVEL (REG)				TOTAL	TENURE STATUS (TS)										TOTAL REGULAR		TOTAL (A)	JOB ORDER		TOTAL	CONTRACT OF SERVICE		TOTAL NON-REGULAR		TOTAL (B)	OVERALL TOTAL		GRAND TOTAL	PERCENTAGE (100%)				
	1st Level		2nd Level			ELECTIVE		PERMANENT		COTERMINUS		CONTRACTUAL		TEMPORARY		M	F		M	F		M	F	M	F		M	F			M	F	M	F
	M	F	M	F		M	F	M	F	M	F	M	F	M	F	M	F		M	F		M	F	M	F		M	F			M	F	M	F
1. Municipal Mayor's Office	2	3	2	1	8	1	0	1	4	2	0	0	0	0	0	4	4	8	21	20	41	0	0	21	20	41	25	24	49	9.98%				
a. General Services Division	4	1	1	0	6	0	0	5	1	0	0	0	0	0	0	5	1	6	7	6	13	0	0	7	6	13	12	7	19	3.87%				
b. Human Resource Management Division	0	1	1	2	4	0	0	1	3	0	0	0	0	0	0	1	3	4	0	3	3	1	0	1	3	4	2	6	8	1.63%				
c. Permits and Licensing Division	1	3	2	0	6	0	0	3	3	0	0	0	0	0	0	3	3	6	5	2	7	0	0	5	2	7	8	5	13	2.65%				
d. Zoning Division	2	2	2	0	6	0	0	4	2	0	0	0	0	0	0	4	2	6	15	14	29	0	0	15	14	29	19	16	35	7.13%				
e. Special Concerns Division	1	0	1	0	2	0	0	2	0	0	0	0	0	0	0	2	0	2	4	2	6	0	0	4	2	6	6	2	8	1.63%				
f. MDRRMO	3	2	3	0	8	0	0	6	2	0	0	0	0	0	0	6	2	8	21	1	22	0	0	21	1	22	27	3	30	6.11%				
g. Slaughterhouse	2	0	1	1	4	0	0	3	1	0	0	0	0	0	0	3	1	4	5	1	6	0	0	5	1	6	8	2	10	2.04%				
2. Municipal Administrator's Office	0	2	0	1	3	0	0	0	2	0	1	0	0	0	0	0	3	3	2	3	5	0	0	2	3	5	2	6	8	1.63%				
3. Municipal Vice-Mayor's Office/Sangguniang Bayan	3	1	12	2	18	11	0	3	3	1	0	0	0	0	0	15	3	18	20	11	31	0	0	20	11	31	35	14	49	9.98%				
4. Municipal Planning and Development Office	3	0	6	1	10	0	0	9	1	0	0	0	0	0	0	9	1	10	3	2	5	1	2	4	4	8	13	5	18	3.67%				
5. Municipal Civil Registrar's Office	0	4	0	2	6	0	0	0	6	0	0	0	0	0	0	0	6	6	0	6	6	0	0	0	6	6	0	12	12	2.44%				
6. Municipal Budget Office	0	4	0	2	6	0	0	0	6	0	0	0	0	0	0	0	6	6	3	4	7	1	0	4	4	8	4	10	14	2.85%				
7. Municipal Treasury Office	6	9	2	3	20	0	0	8	12	0	0	0	0	0	0	8	12	20	5	3	8	2	0	7	3	10	15	15	30	6.11%				
8. Municipal Social Welfare and Development Office	1	5	0	3	9	0	0	1	8	0	0	0	0	0	0	1	8	9	3	2	5	0	0	3	2	5	4	10	14	2.85%				
9. Municipal Accounting Office	2	7	1	2	12	0	0	3	9	0	0	0	0	0	0	3	9	12	1	10	11	1	1	2	11	13	5	20	25	5.09%				
10. Municipal Agriculture Office	0	0	4	6	10	0	0	4	6	0	0	0	0	0	0	4	6	10	11	4	15	0	0	11	4	15	15	10	25	5.09%				
11. Municipal Assessor's Office	5	2	2	0	9	0	0	7	2	0	0	0	0	0	0	7	2	9	6	6	12	0	0	6	6	12	13	8	21	4.28%				
12. Municipal Health Office	5	12	3	2	22	0	0	8	14	0	0	0	0	0	0	8	14	22	8	13	21	0	2	8	15	23	16	29	45	9.16%				
13. Municipal Engineering Office	7	1	2	1	11	0	0	8	2	0	0	0	0	1	0	9	2	11	5	6	11	3	0	8	6	14	17	8	25	5.09%				
14. Municipal Market Operation Department	3	2	0	3	8	0	0	3	5	0	0	0	0	0	0	3	5	8	16	9	25	0	0	16	9	25	19	14	33	6.72%				
TOTAL	50	61	45	32	188	12	0	79	92	3	1	0	0	1	0	95	93	188	161	128	289	9	5	170	133	303	265	226	491	100.00%				
PERCENTAGE (%)	26.60%	32.45%	23.94%	17.0%	100.00%	6.38%	0.00%	42.0%	48.9%	1.60%	0.53%	0.00%	0.00%	0.53%	0.00%	50.5%	49.5%	100.00%	53.1%	42.2%	95.4%	2.97%	1.65%	56.1%	43.89%	100.00%	54.0%	46.0%	100.00%					

Human Resource Profile (As of December 31, 2020)

PERSONNEL/STAFFING COMPLEMENT			
Status of Appointment	Total		
	Male	Female	Total
Appointive/Elective	12	0	12
Co-terminous	3	1	4
Permanent	79	92	171
Temporary	1	0	1
Contractual/Consultants	0	0	0
Contract of Service	9	5	14
Job Order	161	128	289
Total Workforce	265	226	491

AGE			
Age Range	Number		
	Male	Female	Total
20-29	10	10	20
30-39	16	20	36
40-49	21	20	41
50-59	36	29	65
60 and above	12	14	26
Total	95	93	188

JOB/FUNCTIONAL CLASSIFICATION OF OFFICIALS AND EMPLOYEES			
Classification	Number		
	Male	Female	Total
Key	27	9	36
Technical	17	23	40
Support	1	2	3
Administrative	50	59	109
TOTAL	95	93	188

HIGHEST EDUCATIONAL ATTAINMENT			
Educational Attainment	Number		
	Male	Female	Total
Elementary Level/Graduate	1	0	1
Secondary Level/Graduate	13	1	14
Vocational/Associate Course	4	25	29
College Undergraduate	13	5	18
Bachelor's Degree	49	53	102
With Earned Units/Masters Undergraduate	4	3	7
Masteral Degree	9	4	13
Doctoral Degree	2	2	4
Total	95	93	188

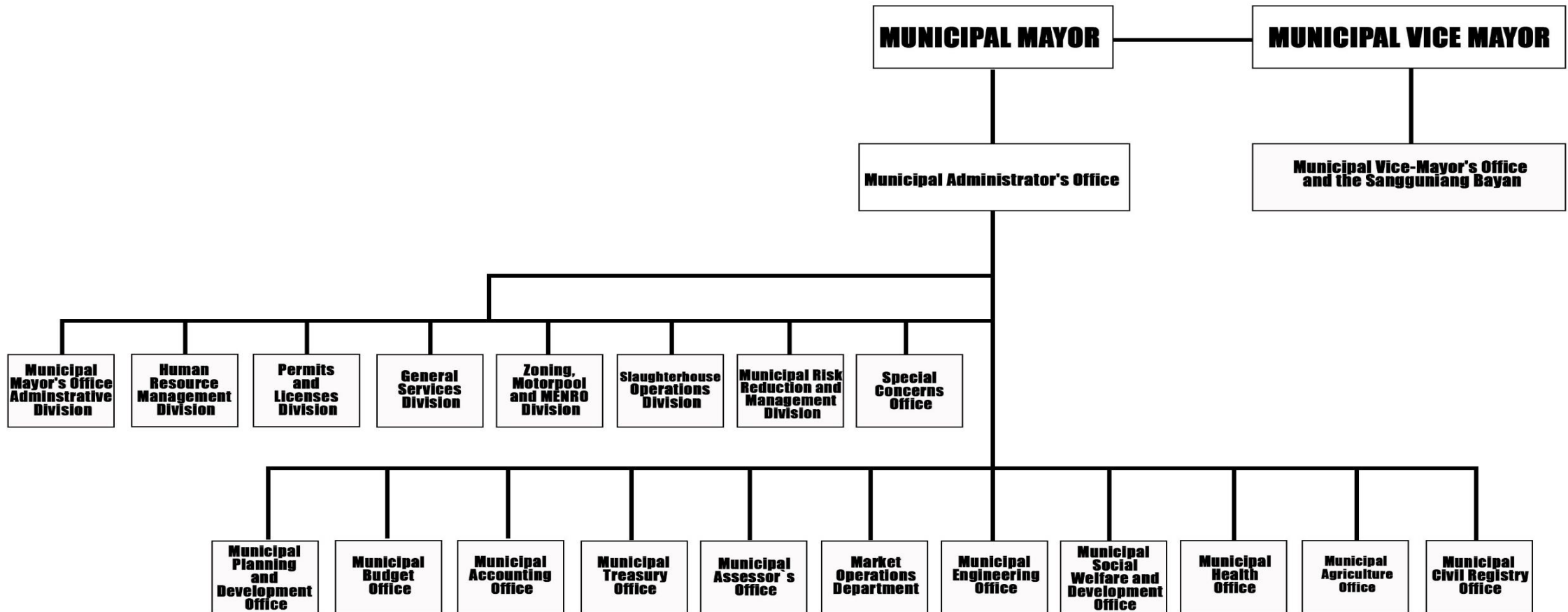
LEVEL OF POSITION			
Level	Number		
	Male	Female	Total
1st Level	50	61	111
2nd Level	33	32	65
Executive Management/Managerial	0	0	0
.CES	0	0	0
.Non-CES	0	0	0
.Elective	12	0	12
Total	95	93	188

SALARY GRADE			
Salary Grade	Male	Female	Total
1	9	9	18
2	7	5	12
3	5	5	10
4	9	12	21
5	2	4	6
6	8	7	15
7	5	3	8
8	4	6	10
9	0	0	0
10	3	9	12
11	7	12	19
12	0	1	1
13	0	3	3
14	2	2	4
15	3	3	6
16	0	0	0
17	1	1	2
18	6	3	9
19	1	0	1
22	4	1	5
24	17	7	24
25	1	0	1
27	1	0	1
TOTAL	95	93	188

NUMBER OF YEARS IN PUBLIC SERVICE			
Years in Public Service	Number		
	Male	Female	Total
Less than 1 year	8	7	15
1-10 yrs	41	39	80
11 - 20 yrs.	15	10	25
21-30	15	29	44
31-40	15	7	22
41 and above	1	1	2
Total	95	93	188

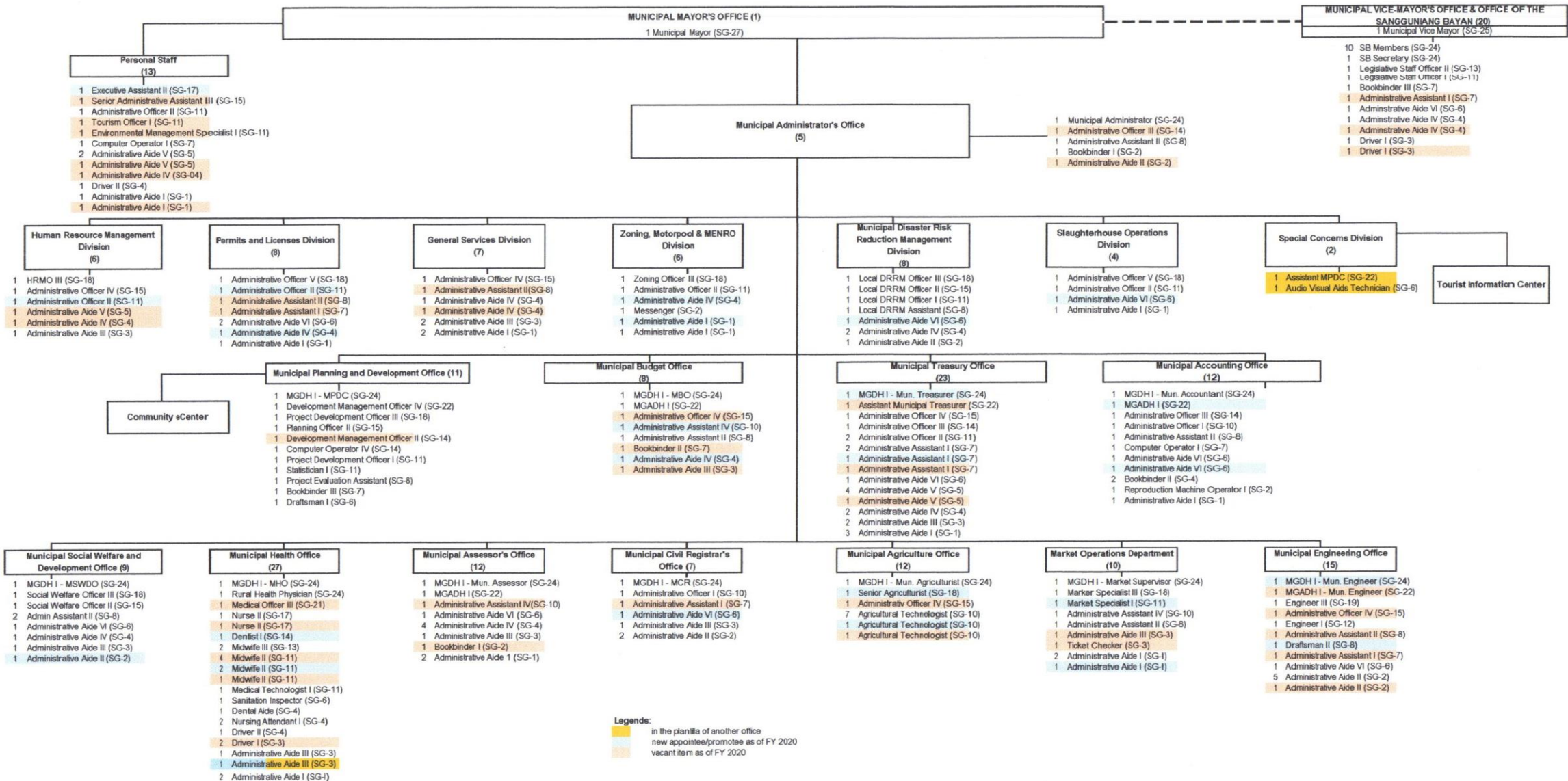
EMPLOYMENT STATUS			
Status	Number		
	Male	Female	Total
Permanent	79	92	171
Temporary	1	0	1
Elective	12	0	12
Co-Terminous	3	1	4
Contractual	0	0	0
Casual	0	0	0
Job Order	161	128	289
Contract of Service	9	5	14
Total	265	226	491

Existing Organizational Structure
(As of December 31, 2020)

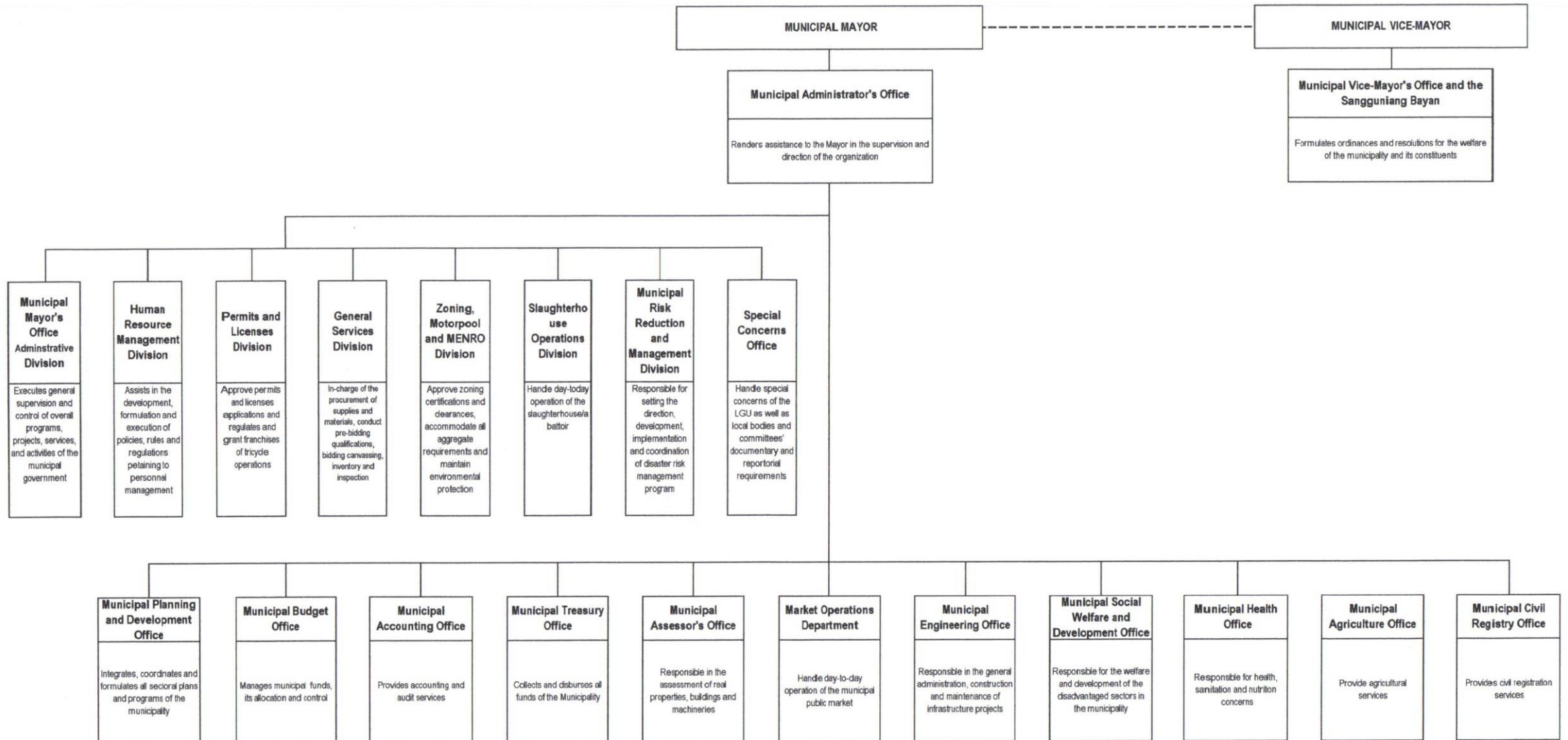


LEGEND:
 **Direct Supervision**

Existing Organizational Chart (As of December 31, 2020)

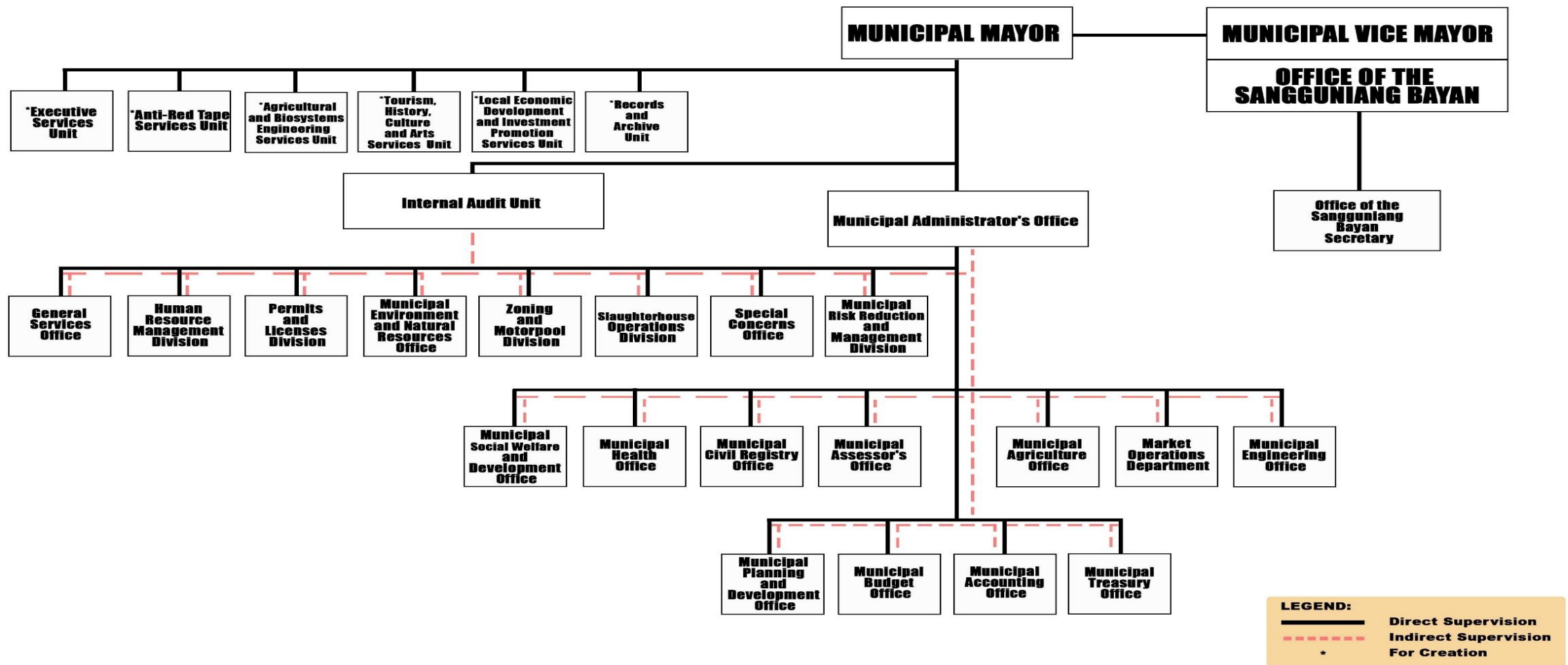


**Existing Functional Structure
(As of December 31, 2020)**



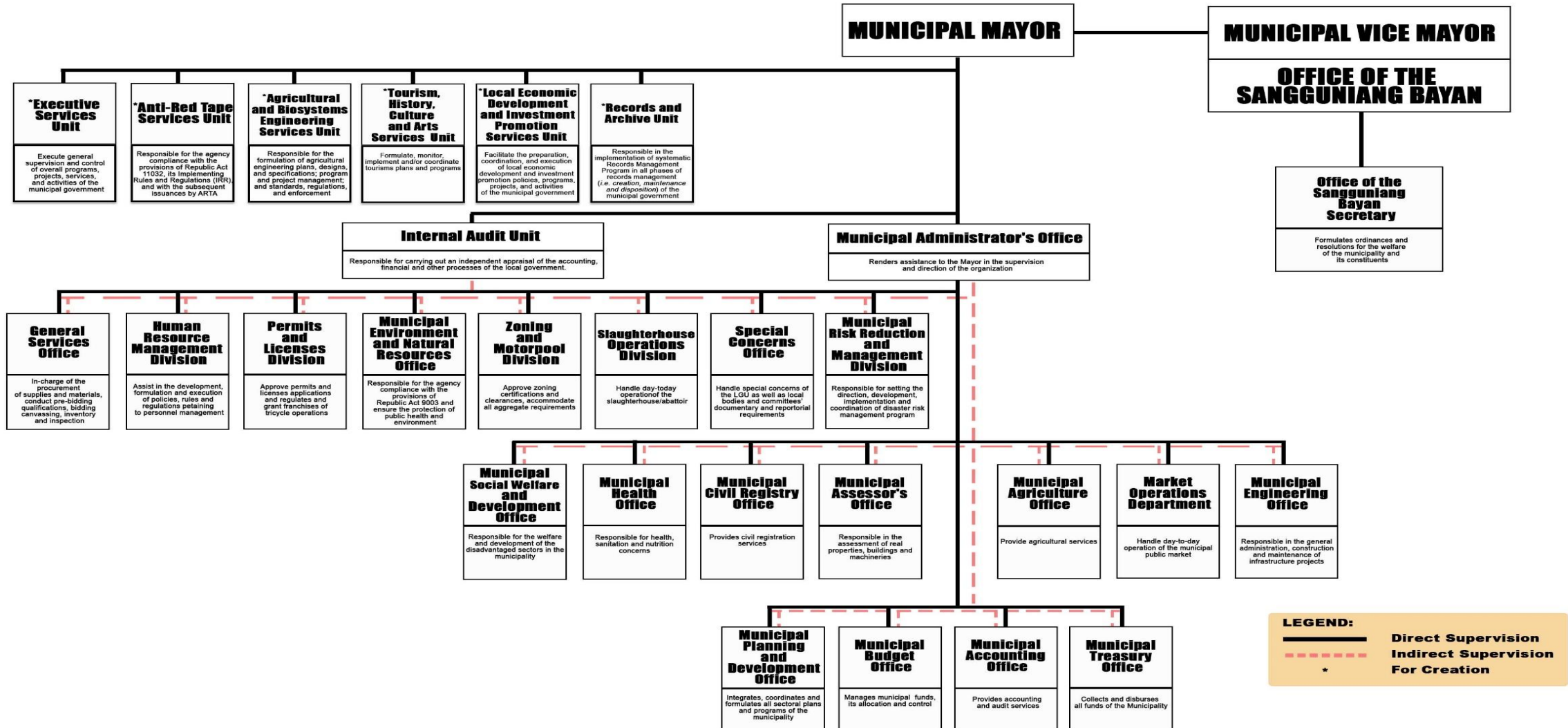
Proposed Organizational Structure
(For FY 2022)

PROPOSED ORGANIZATIONAL STRUCTURE OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN



Proposed Functional Structure
(For FY 2022)

PROPOSED FUNCTIONAL STRUCTURE OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN



Assessment:

ISSUES/CONCERNS/OBSERVATIONS/ TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/INTERVENTIONS/POSSIBLE SOLUTIONS
Insufficient and unbalanced manpower complement in major offices	Irrationalized work distribution and lack of accountability	SB Appropriations Ordinance for the creation of new items to improve the staffing pattern in vital offices; upgrading of items or creation of new departments; organizational development/improvement; hiring of additional manpower through Job Order (JO) or Contract of Service (CoS).
Limited technical capacity and insufficient knowledge in actual work/service delivery	Effectivity and efficiency of service delivery is compromised	Balanced, extensive and fully implemented HRD Program; Bigger fund allocation for Capability Building Activities in all offices.
Insufficient facility, equipment, technology and sufficient workspace to enhance efficiency	Poor work condition resulting to substandard output	Improvement and proper maintenance of office buildings; provision of gender-sensitive facilities and convenient workspaces; allocation of sufficient investment on ICT equipment, technology and infrastructure
	Isolated data accessibility among employees; unsecured record	Fund allocation for Centralized Network, Data Archiving and Backup System Management; Establishment of a central repository fire-proof safety vault.
Insufficient opportunities to intensify employee engagement	Disengaged employees that result to poor performance; a sense of "shared ownership" is not established within the office	Conduct of activities that foster team building and develop a sense of responsibility and accountability; actual exposure to work-related communities and agencies like immersion and benchmarking activities
Well-defined merit selection plan and other mechanism for career advancement	Employees lack motivation and commitment to deliver excellent performance	Conduct of simple activities in the department/division to recognize personal milestones and excellent performance or display of commendable character; prioritizing homegrown personnel and considering tenure and service orientation in promotions and appointments
Absence of an Agency Manual of Operations	Inconsistency in the application of policies and procedures that cause confusion	Formulation of an Agency Manual of Operations with corresponding SB Resolution for its approval and adoption.

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
GENERAL PUBLIC SERVICES SECTOR											
Executive Services											
Organizational Development	Overlapping of duties and responsibilities	Creation of Plantilla Position (LYDO) SG 18	Efficients and effective output from the youth sector	Jan	Dec	705,000.00	705,000.00	705,000.00	2,115,000.00	GF	Mayor's Office
		Creation of Plantilla Position 1-Assistant LYDO SG -10	Empowered, employees and efficient delivery of services.	Jan	Dec	229,020.00	229,020.00	229,020.00	687,060.00	GF	Mayor's Office
		(2) Driver I (SG-4)Creation of		Jan	Dec	738,888.00	738,888.00	738,888.00	2,216,664.00	GF	Mayor's Office
		Creation of Plantilla Position(Administrative Officer II-SG 15)		Jan	Dec	362,616.00	362,616.00	362,616.00	1,087,848.00	GF	Mayor's Office
		Creation of Platilla Position (1		Jan	Dec	211,608.00	211,608.00	211,608.00	634,824.00	GF	Mayor's Office
		Creation of Platilla Position (2 Bookbinder III -SG 7)		Jan	Dec	371,064.00	371,064.00	371,064.00	1,113,192.00	GF	Mayor's Office
		Creation of Plantilla Position (2 Driver 1 - SG4)		Jan	Dec	311,040.00	311,040.00	311,040.00	933,120.00	GF	Mayor's Office
		Creation of Platilla Position (2 Utility		Jan	Dec	293,160.00	293,160.00	293,160.00	879,480.00	GF	Mayor's Office
	Lack of Messenger (No Messenger)	Need (1) Job Order Personnel		Large scope of field works	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS
Staff Development	System & staff performance - self enhancement and target setting activity •Insufficient knowledge that lead to low performance	Seminars / Trainings / Workshops / Benchmarking	Reliable and improved staff	Mar	May	200,000.00	200,000.00	200,000.00	600,000.00	GF	MO
	Unity and camaraderie	Team building / Capacity building	Harmonious and strengthened	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MO
	Office based merit and reward system. •Low morale/un-motivated staff	Office Based employee of the month	Highly motivated staff	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MO

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
General Services											
Organizational Dev	Establishment of General Services as Department/Office •Lack of department office that can stand firm on the effective and efficient property management system	Creation of Plantilla Position for Supply Officer V (SG-24)	Plantilla position created for the additional staff of GSO and to activate operation as Department	Jan	Dec	900,780.00	900,780.00	900,780.00	2,702,340.00	GF	GSO
		Creation of Plantilla Position for Supply Officer III (SG-18)		Jan	Dec	705,444.00	705,444.00	705,444.00	2,116,332.00	GF	GSO
		Creation of Plantilla Position for Administrative Officer IV		Jan	Dec	438,876.00	438,876.00	438,876.00	1,316,628.00	GF	GSO
		Creation of Plantilla Position for Computer Operator I		Jan	Dec	329,736.00	329,736.00	329,736.00	989,208.00	GF	GSO
		Administrative Aide III (Utility Worker II)		Jan	Dec	148,140.00	148,140.00	148,140.00	444,420.00	GF	GSO
				Jan	Dec	137,484.00	137,484.00	137,484.00	412,452.00	GF	GSO
				Jan	Dec	134,440.00	134,440.00	134,440.00	403,320.00	GF	GSO
Staff Development	Personnel Year end assessment and benchmarking activity •Lack of Team work and Skills Development	Adopted standard and good policies and practices in administration and management of GSO of the LGU in line with the municipality's goal of attaining transparent, efficient and effective Property Management	Personality Development and camaraderie established	Oct	Dec	300,000.00	300,000.00	300,000.00	900,000.00	GF	GSO
Capacity	Construction of General	Construction of General Services	General Services Office with	Jan	Dec	3,000,000.00	3,000,000.00	3,000,000.00	9,000,000.00	GF	GSO
Human Resource Management Services											
Organizational Development	Need for additional permanent HR staff that will augment the current staffing pattern of the office to better improve the delivery of human resource services	Creation of the Human Resource Management Department	Perceived degree of authority and moral ascendancy in administrative functions	Jan	Mar	LS	LS	LS	LS	FFS	MO/OVM/HRMO
		Creation of plantilla items:	Balanced position functions; more pronounced delineation of responsibilities								
		<i>Personnel Specialist I (SG-13)</i>		Jan	Dec	288,948.00	288,948.00	288,948.00	866,844.00	FFS	MO/SB/HRMO
		<i>Statistician(SG-11)</i>		Jan	Dec	241,008.00	241,008.00	241,008.00	723,024.00	FFS	MO/SB/HRMO
		<i>Human Resource Management Assistant II (SG-10)</i>		Jan	Dec	218,364.00	218,364.00	218,364.00	655,092.00	FFS	MO/SB/HRMO
		<i>Computer Operator I (SG-7)</i>		Jan	Dec	177,744.00	177,744.00	177,744.00	533,232.00	FFS	MO/SB/HRMO
		<i>Bookbinder II (SG-4)</i>		Jan	Dec	149,112.00	149,112.00	149,112.00	447,336.00	FFS	MO/SB/HRMO
<i>Administrative Aide I - Utility Worker (SG-1)</i>	Jan	Dec	124,752.00	124,752.00	124,752.00	374,256.00	FFS	MO/SB/HRMO			

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022
Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
	Hiring of Non-regular personnel to support (4) PRIME Focal Point System	<i>Job Order Personnel</i>		Jan	Dec	300,000.00	300,000.00	300,000.00	900,000.00	FFS	MO/SB/HRMO
Staff Development	Insufficient knowledge in	Attendance to HR-related	Empowered, competent and primed	Jan	Dec						MO/HRMO/CSC
	Limited opportunity for self-assessment and monitoring of individual accomplishments	Mid-year Monitoring and Evaluation Activity for HRMO staff	Target-driven and output-oriented personnel	May	Jun	50,000.00	50,000.00	50,000.00	150,000.00	GF	HRMO
	Limited mechanisms for self-engagement and commitment-setting	Year-end Assessment Activity for HRMO staff conducted outside the municipality		Nov	Dec	50,000.00	50,000.00	50,000.00	150,000.00	GF	HRMO
	Need for exposure to PRIME-HRM best practices and innovative strategies	Benchmarking Activity for HRMO staff	Adaptability to changes and emerging innovations in HR systems and procedures	Feb	Mar	50,000.00	50,000.00	50,000.00	150,000.00	GF	HRMO
Capacity Development	Priority learning & development needs of employees essential for personal and professional growth	HRD PROGRAM	Competent employees groomed for higher positions; renewed commitment and enthusiasm								
		Conduct of 3 In-house trainings for both supervisors and rank-and-file employees		Jan	Dec	300,000.00	300,000.00	300,000.00	900,000.00	GF	HRMO
		Employees' Day Celebration		Sep	Dec	300,000.00	300,000.00	300,000.00	900,000.00	GF	HRMO
		CSC Month Celebration		Sep	Sep	100,000.00	100,000.00	100,000.00	300,000.00	GF	HRMO
		Employees' Team Building Activity		Sep	Dec	800,000.00	800,000.00	800,000.00	2,400,000.00	GF	HRMO
		Values Formation Program		Jan	Dec	100,000.00	100,000.00	100,000.00	300,000.00	FFS	HRMO
		Orientation/Reorientation Program		1st Qtr	3rd Qtr	50,000.00	50,000.00	50,000.00	150,000.00	FFS	HRMO
		Monthly Celebrations		Jan	Dec	100,000.00	100,000.00	100,000.00	300,000.00	GF	HRMO
		PRAISE Recognition Program		Sep	Dec	400,000.00	400,000.00	400,000.00	1,200,000.00	GF	HRMO
		Employees' Sports Olympics		Apr	Jun	300,000.00	300,000.00	300,000.00	900,000.00	GF	HRMO
		Health and Wellness Program		Jan	Dec	1,000,000.00	1,000,000.00	1,000,000.00	3,000,000.00	FFS	HRMO, MHO
		Drug Testing for Employees		Jan	Dec	100,000.00	100,000.00	100,000.00	300,000.00	GF	HRMO and other
Compliance to ARTA and PRIME-HRM	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	HRMO			

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		Gender Sensitivity Training (GST)		Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	GF	
		Women's Health Program		Jan	Dec	1,150,000.00	1,150,000.00	1,150,000.00	3,450,000.00	GF	
		Women's Month Program		Jan	Dec	250,000.00	250,000.00	250,000.00	750,000.00	GF	HRMO
	Lack of sufficient office space to hold the number of HRMO personnel and the office and IT equipment necessary for day-to-day transactions including space to hold and accommodate the volume of walk-in clients, both internal and external, that needs to be attended with utmost confidentiality, a conference area for meetings with special bodies under PRIME-HRM and a storage area for the safekeeping and proper storage of voluminous personnel records and other pertinent documents for PRIME-HRM.	Office Expansion, Repair and Maintenance	Convenience for both office personnel and clients and safety of personnel records and	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	HRMO
	Need for additional office and IT equipment, furnitures and fixtures	Procurement of the needed ICT/office equipment and office furniture and fixtures	Enhanced productivity; Fast, efficient and reliable access to personnel records								
		1 unit book binding machine		Apr	Jun	20,000.00			20,000.00	GF	HRMO
		1 unit telephone set with extension		Apr	Jun	140,000.00			140,000.00	GF	HRMO
		1 unit service vehicle		Jan	Dec	250,000.00			250,000.00	GF	HRMO
		3 units Biometric attendance monitoring system with CCTV camera		Jan	Mar	100,000.00			100,000.00	FFS	HRMO

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	DESIRED OUTCOME	IMPLEMENTATION DETAILS							
				TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		Maintenance of HRMIS (Human Resource Management Information System)	Reliable Information Systems for quick access to personnel records	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	HRMO
	Lack of career development opportunities for potential employees	Project FACE (Financial Assistance for Continuing Education)	Enhanced competence in service delivery; more-defined career path	Jan	Dec	300,000.00	600,000.00	900,000.00	1,800,000.00	GF	HRMO
		Establishment of a Gallery of Exemplars		Jan	Dec	200,000.00			200,000.00	GF	HRMO/MO
Business Permits and Licensing Services											
Organizational Development	Lack of Personnel	Creation of Plantilla of Permanent Licensing Officer IV	7 plantilla of permanent position created Personnel gap filled	Jan	Dec	755,624.90	755,624.90	755,624.90	2,266,874.70	GF	MO
		1 Licensing Officer II		Jan	Dec	415,638.82	415,638.82	415,638.82	1,246,916.46	GF	MO
		1 License Inspector		Jan	Dec	243,206.68	243,206.68	243,206.68	729,620.04	GF	MO
		1 Driver		Jan	Dec	216,195.62	216,195.62	216,195.62	648,586.86	GF	MO
		1 Utility Worker II		Jan	Dec	207,763.04	207,763.04	207,763.04	623,289.12	GF	MO
		1 Assessment Clerk		Jan	Dec	216,195.62	216,195.62	216,195.62	648,586.86	GF	MO
		1 Bookbinder I		Jan	Dec	207,763.04	207,763.04	207,763.04	623,289.12	GF	MO
Staff Development		(Team Building) Division Plan and Personnel Assessment		Jan	Dec	175,000.00	175,000.00	175,000.00	525,000.00	FFS	MO
Zoning Administration and Land Use Management Services											
Organizational Development	Lack of necessary personnel in the implementation of CLUP and Zoning Ordinance	Creation of Municipal Government	1 Municipal Government	Jan	Dec	1,294,816.74			1,294,816.74	GF	MO/SB/HRMO
		Creation of Zoning Officer II SG-15	1 Zoning Officer II SG-15 created and filled-up	Jan	Dec	652,915.74			652,915.74	GF/Other sources	MO/SB/HRMO
		Creation of Zoning Inspector SG-8	1 Zoning Inspector SG-8 created and filled-up	Jan	Dec	374,539.27			374,539.27	GF/Other sources	MO/SB/HRMO
		Creation of Administration Services Aide SG-4	1 Administration Services Aide SG-4 created and filled-up	Jan	Dec	304,581.55			304,581.55	GF/Other sources	MO/SB/HRMO
		Creation of Process Server SG-5	1 Process Server SG-5 created and filled-up	Jan	Dec	315,613.55			315,613.55	GF/Other sources	MO/SB/HRMO

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Special Concerns Services											
Organizational Development	No specific personnel to focus solely in the administrative tasks of Tourism, History, Culture and Arts program	Creation of Plantilla Position or Detailing of additional Permanent personnel	Provision of a permanent personnel for the administrative section of Tourism, History, Culture and Arts Program	Jan	Dec					GF	SCO/MBO
Staff Development	Needs for continuing learning opportunities and capability program.	Attendance/ Participation to capability building programs, training etc.	Competent staff	Jan	Dec	150,000.00	150,000.00	150,000.00		GF	SCO/MBO
Capacity Development	Insufficient knowledge on how to adopt to the new normal work scheme due to COVID 19 Pandemic	Information dissemination, Capability Buildings, Trainings, Orientation	Informed and protected staff	Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	GF	RHU/IATF
Legislative Services											
Local Legislation	Enactment of Mandated Codes/Ordinances	Conduct research, drafting, consultation, public hearing & publication for the formulation of the following:	Mandate Codes/Ordinances enacted and published								
		Tourism Code	Tourism Code	July	Sep	200,000.00				GF	SB/SCO
		Solid Waste Management Code	Solid Waste Management Ordinance	Jan	Mar	250,000.00				GF	SB/MENRO
Organizational Development	Creation of Permanent Positions	Enactment of Appropriation Ordinance for the creation of permanent positions	Permanent Position created & filled up Legislative Asst. II/SG-8 Admin. Asst. I (Comp. Operator)/SG-7 Admin. Aide IV (Driver)/SG-4 Bookbinder II/SG-4 Admin. Aide III (Messenger)/SG-3 Admin. Aide II (Utility)/SG-2	Jan	Dec	1,389,387.00				GF	SB/HR/MBO

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Capacity Development	Installation of LITS	Conduct training & orientation on system operation	LIS installed & implemented	Jan	Dec	500,000.00				GF	SB
	Installation of eLibrary Management System	Conduct training & orientation on system operation	eLibrary Management System installed & implemented	Jan	Dec	1,040,000.00				GF	SB
Treasury Services											
Organizational Development	Creation of New Plantilla Position										
	Upgrade Cashier II position to Cashier III	Cashier III Salary Grade 18	Increase of Cash position and other treasury operation responsibility	Jan	Dec	139,128.00	139,128.00	139,128.00	417,384.00	GF	LGU
	Create higher level position	1 Local Treasury Operation Officer II SG 15	Increase of Treasury operations responsibility	Jan	Dec	329,736.00	329,736.00	329,736.00	989,208.00	GF	LGU
		1 Local Revenue Collection Officer II SG 15		Jan	Dec	362,616.00	362,616.00	362,616.00			
	No permanent IT position	2 Computer Operator SG 7	availability of IT personnel to handle treasury data based system, eSRE, iTAX	Jan	Dec	371,064.00	371,064.00	371,064.00	1,113,192.00	GF	LGU
	No permanent driver	1 Driver SG 3	prompt mobilization of field work management	Jan	Dec	146,580.00	146,580.00	146,580.00	414,396.00	GF	LGU
	No proper records management	1 Book binder	systematic filing of records	Jan	Dec	185,532.00	185,532.00	185,532.00	556,596.00	GF	LGU
Staff Development	Benchmarking Activity •Limited Technical capacity of MTO personnel	undergo benchmarking activity	exposition of technology demonstration attended	Jan	Dec	600,00.00	600,00.00	600,00.00	1800,00.00	GF	LGU
		Lakbay Aral participated	study tour out of town	Jan	Dec	100,000.00	100,000.00	100,000.00	300,000.00	GF	LGU
	Trainings and Seminars •lack of relevant trainings and interpersonal relationship	attend relevant trainings and seminars	competent personnel	Jan	Dec	150,000.00	150,000.00	150,000.00	450,000.00	GF	LGU

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Assessment of Real Property Services											
Organizational Development	Large Gaps in Plantilla Positions (Salary Grade 22 and the rest is Salary Grade 6 and below)	Creation of the following Positions: 1. Two (1) Administrative Assistant IV 2. One (1) Book Binder III 3. Driver/Messenger 4. Job Order Draftsman	Created and appointed positions for more efficient Real Property assesment services.	Jan	Dec	1,150,000.00	1,150,000.00	1,150,000.00	3,450,000.00	FFS	HRMO,SB, MO
	No Computer Operator where the Office have two (2) computer systems (iTAX and ARCGIS)	Create and appoint Computer Operator I Position 1. Computer Operator - I	Efficient and capable Computer Operator in the Office	Jan	Dec	280,000.00	280,000.00	280,000.00	840,000.00	GF/FFS	HRMO,SB, MO
Staff Development	Need of additional trained personnel in iTax program, taxmapping and appraisal and assessment	Training programs/seminar workshops	Additional trained assessment personnel	Jan	Dec	75,000.00	50,000.00	50,000.00	175,000.00	FFS	HRMO,SB, MO, MALOM
	Continue Office Evaluation and Assessment and Team Building Program	Evaluation and Assessment/ Team building	Evaluation and Assessment/ Team building conducted	Jan	Dec	100,000.00	120,000.00	120,000.00	340,000.00	FFS	HRMO,MO, MAssO
Capacity Development	Lack of access of LGU's with best Assessment Practices and iTAX Operation Systems	Best Practices/Study Tour	One (1) Study Tour conducted	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	HRMO,MO, MAssO
Accounting and Internal Audit Services											
Organizational Development	Overloaded job assignment/restrained enthusiasm & commitment undercompensation	Creation of Admin Officer II	Admin Officer IV created & filled up	Jan	Jan	925,000.00			925,000.00	GF	MAccO/HRMO/SB/ MO

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	DESIRED OUTCOME	IMPLEMENTATION DETAILS							
				TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Staff Development	Financial Accountability: Limited exposure in essential and non essential functions	Supervisory Development Course	Equipped leadership and supervisory skills	Mar	Dec	25,000.00	25,000.00	25,000.00	75,000.00	GF	COA/MAccO
		Gender and Development Planning and Budgeting		Mar	Dec	25,000.00	25,000.00	25,000.00	75,000.00	GF	COA/MAccO
		Laws and Rules on Government Expenditures	Trained and competent personnel /improved technical capacity / reliable and accurate reports	Mar	Dec	25,000.00	20,000.00	15,000.00	60,000.00	GF	COA/MAccO
		Internal Control Seminar		Jul	Dec	30,000.00	15,000.00	15,000.00	60,000.00	GF	COA/MAccO
	Financial Accountability: Insufficient knowledge / Lack of Technical Capacity:	Laws and Rules on Government Expenditures	Trained and competent personnel /improved technical capacity / reliable and accurate reports	Mar	Dec	20,000.00	10,000.00	15,000.00	45,000.00	GF	COA/MAccO
		Internal Control Seminar		Jul	Dec	30,000.00	15,000.00	15,000.00	60,000.00	GF	COA/MAccO
		FMIS (eNGAS)		Apr	Dec	500,000.00	50,000.00	70,000.00	620,000.00	GF	COA/MAccO/ MBO/ MTO
		Property and Supply Management System		Mar	Dec	30,000.00	20,000.00	10,000.00	60,000.00	GF	COA/MAccO
		Appraisal and Disposal of Government Properties		Apr	Dec	30,000.00	20,000.00	20,000.00	70,000.00	GF	COA/MAccO
		Law on Procurement and the Philippine Bidding Documents		Mar	Dec	30,000.00	30,000.00	30,000.00	90,000.00	GF	<u>COA/DBM/ MAccO</u>
		Accounting for Non-Accountants		Apr	Dec	20,000.00	20,000.00	20,000.00	60,000.00	GF	COA/MAccO
		Records Management System		Apr	Dec	20,000.00	20,000.00	20,000.00	60,000.00	GF	COA/MAccO/ Archive
		Records Management System		Mar	Dec	100,000.00	100,000.00	100,000.00	300,000.00	FFS	COA/DBM / BIR DILG/ CSC
		Capacity Development		Limited motivation, dedication & commitment, Restrained Enthusiasm	Conduct of Capability, Enhancement/Performance Activity /Team Building Activities	Trained, improved, supportive and competent personnel /effective teamwork and better working	Jan	Dec	100,000.00	110,000.00	120,000.00
Barangay Fiscal Administration Seminar •Lack of knowledge in	Seminars/Trainings /Workshops		Competent barangay official/faster delivery of services	Jun	Dec	100,000.00			200,000.00	FFS	MGOP/MAccO/ MBO/ MTO/ MPDC /DILG

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Budgeting Services											
Organizational Development	Lack of competent personnel responsible in the evaluation of budgetary implications of proposed legislations and in the formulation of LGU development plan	Creation of the needed item Budget Officer II/SG-15	Efficient performance	Jan	Jan	549,236.00			549,236.00	GF	LGU, HRMO, MO, OVM, MBO
	Lack of competent personnel responsible for handing of information communication technologies, budget data base monitoring and reporting system	Creation of Administrative Assistant I (Computer Operator I) /SG -7	Efficient performance	Jan	Jan	297,254.00			297,254.00	GF	
	Lack of competent personnel responsible in processing management and control of all documents, reports	Creation of the needed item Administrative Aide V(Process Server)/SG- 5/1	Efficient performance	Jan	Jan	268,097.00			268,097.00	GF	LGU, HRMO, MO, OVM, MBO
	Lack of personnel responsible in budget evaluation, interpretation, management and control	Creation of the needed item (Budget Officer III)/SG-18	Efficient performance	Jan	Dec		719,622.00		719,622.00	GF	LGU, HRMO, MO, OVM, MBO
	Lack of personnel responsible in messengerial services	Creation of the needed item Messenger II/SG 2/1	Efficient performance	Jan	Dec	229,953.00			229,953.00	GF	LGU, HRMO, MO, OVM, MBO
	Financial Management Information System (FMIS)	Installed e-NGAS and provided funds	Established computerized system of	Jan	Dec	500,000.00	50,000.00	50,000.00	600,000.00	GF	LGU, LCE, SB, MBO, MACCO
	Absence of computerized tracking system for issuances, executive orders, memorandum circulars of other agencies	Computerized tracking system established	Database system installed and opera	Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	GF	LCE, SB, MBO

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Staff Development Program	Limited capacity and slow pace efficiency build up	System and Staff Efficiency Enhancement activity conducted out-of-town	Enhanced competency of personnel	Mar	May	100,000.00	100,000.00	100,000.00	300,000.00	GF	LGU, HRMO, OVM, MBO
	Limited motivation and strategies	System and Staff Performance Assessment & Target Setting Activity	Enhanced competency of personnel	Oct	Dec	100,000.00	100,000.00	120,000.00	320,000.00	GF	LGU
	Limited technical capacity	Performance Management System	Organizational Competitiveness Assessed	Jan	Mar	500,000.00	500,000.00	500,000.00	1,500,000.00	GF	LGU
	Limited Skills on Information and Communication Technology	Skills training on ICT participated in	Trained and competent key personnel	Jan	Mar	100,000.00	100,000.00	100,000.00	300,000.00	GF	LGU
	Limited technical capacity of staff	All necessary institutionalizing activities participated in	Trained and competent personnel	Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	GF	LGU
	Limited technical capacity of staff	Lakbay Aral Participated in	Trained and competent personnel	Jan	Dec.	70,000.00	70,000.00	70,000.00	210,000.00	GF	LGU
	Limited technical capacity of staff	1 undergraduate scholarship grantee and 2 postgraduate scholarship grantee with scholarship program	Capacitated and competent key personnel	Jan	Dec	300,000.00	300,000.00	300,000.00	900,000.00	GF	LGU
	Limited capacity on technical writing	Training on technical writing participated in	Trained and competent key personnel	Jan	Dec	100,000.00	100,000.00	100,000.00	300,000.00	GF	LGU
	Limited knowledge on office archiving	Training on office archiving participated in	Capacitated and equipped personnel on office archiving	Aug	Dec	200,000.00	200,000.00	200,000.00	600,000.00	GF	LGU
	Limited knowledge on the review of Barangay Annual and Supplemental Budgets	Training on Barangay Fiscal Management	Capacitated and competent key personnel	Jan	Dec	100,000.00	100,000.00	150,000.00	350,000.00	GF	LGU,

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Planning and Development Coordination Services											
Organizational Structure Development (Creation of Permanent Plantilla Items/Positions)	Lack of competent personnel responsible in data processing, interpretation, management and periodic survey and enumeration	Creation of Administrative Officer IV/SG-15	Fast and reliable encoding of data, archiving of vital official documents and reports, and application of relevant electronic data security and regulatory measures	Mar	Jul	525,136.00			525,136.00	FFS	MPDO, HRMO, MO
	Lack of competent personnel responsible in performance appraisal, project evaluation and research/sectoral studies	Creation of Project Evaluation Officer II/SG - 15	Efficient performance appraisal process, functional project evaluation system and purposeful research and sectoral studies	Mar	Jul	525,136.00			525,136.00	FFS	MPDO, HRMO, MO
	Lack of competent personnel responsible in the integration and coordination of sectoral plans and studies	Creation of Planning Officer I/SG - 11	Efficient integration and coordination of sectoral plans and studies	Mar	Jul	383,551.00			383,551.00	FFS	MPDO, HRMO, MO
	Lack of competent personnel responsible in office administration and in the provision of administrative support services	Creation of Administrative Assistant /SG-8	Efficient office administration and dynamic provision of administrative - support services, including messengerial and utility works	Mar	Jul	301,429.00			301,429.00	FFS	MPDO, HRMO, MO
		Creation of Administrative Aide IV/SG-05		Mar	Jul	257,993.00			257,993.00	FFS	MPDO, HRMO, MO
Performance Management System Review and Appraisal	Limited Knowledge and Skills on Enhancing Performance Management and Functional Roles	Gender and Development (GAD) Seminar/Workshop	Capacitated and competent key personnel	Jan	Mar	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MGOP
		Virtual Series - Gender and Development (GAD) Seminar/Workshop		Jan	Mar	10,000.00	10,000.00	10,000.00	30,000.00	FFS	MGOP
		Performance Management System	Organizational competencies assessed	Jan	Mar	1,000,000.00	1,000,000.00	1,000,000.00	3,000,000.00	GF	MGOP
		Strengthening of Barangay Development Council	Barangay Development Council strengthened	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Capacity/Enhancement of MDC Sectoral/Functional Committees	3 MDC Sectoral/ Functional Committees enhanced	Jan	Dec	300,000.00	300,000.00	300,000.00	900,000.00	FFS	MGOP

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Staff Development Program (Enhancement of Knowledge, Skills and Abilities)	Slow-paced efficiency build-up Limited technical information, knowledge and capacity about best practices of other institutions, organizations and LGUs	Mid-Year System and Staff Efficiency – Self Enhancement Activity/ Itinerant Observation/ Benchmarking/Team Building conducted out-of-town	Trained and competent key personnel Intensive exposure and relevant personnel immersion conducted Personal experience and first-hand information gained	May/June	May/June	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MGOP
		Year-End System and Staff Performance – Self Assessment & Target Setting Activity/ Itinerant Observation / Benchmarking/Team Building conducted out-of-town		Nov/Dec	Nov/Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MGOP
Staff Development Program (Enhancement of Knowledge, Skills and Abilities)	Lack of knowledge on various aspects of Development Planning and Investment Programming	Attendance to relevant Trainings/Seminars/Workshop	Capacitated and competent key personnel	Jan	Dec	300,000.00	300,000.00	300,000.00	900,000.00	FFS	MGOP
		Attendance to relevant Virtual Trainings/Seminars/Workshop		Jan	Dec	150,000.00	150,000.00	150,000.00	450,000.00	FFS	MGOP
	Limited Technical Capacity on Database/Information System Development and Administration	Training on Office Archiving participated in and all necessary equipment procured	Capacitated and equipped staff on new modular approach of Office Archiving	Sep	Sep	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Virtual Training on Office Archiving participated in and all necessary equipment procured		Sep	Sep	100,000.00	100,000.00	100,000.00	300,000.00	FFS	MGOP
		Training on eRecords Archiving System	Trained and knowledgeable personnel in eRecords Archiving	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
	Virtual Training on eRecords Archiving System	Jan		Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP	
	Training on eTracking System on Inspection & BAC Transactions	Trained and knowledgeable personnel in eTracking System on Inspection & BAC Transactions	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP	

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		Virtual Training on eTracking System on Inspection & BAC Transactions	Inspection & BAC Transactions	Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP
		Training on Project Monitoring and Evaluation System	Trained and knowledgeable personnel in Project Monitoring and Evaluation System	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Virtual Training on Project Monitoring and Evaluation System		Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP
		Training on eProject Monitoring System	Trained and knowledgeable personnel in eProject Monitoring System	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Virtual Training on eProject Monitoring System		Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP
		Skills Training on Information and Communication Technology	Trained and competent key personnel	Oct	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Virtual Series - Skills Training on Information and Communication Technology		Oct	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP
Staff Development Program (Enhancement of Knowledge, Skills and Abilities)	Limited Technical Capacity on Database/Information System Development and Administration	Training Series - Map Digitizing Training participated in	Trained and competent key personnel	Dec	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Virtual Training Series - Map Digitizing Training participated in		Dec	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP
		Advance Training on GIS participated in	Trained and competent key personnel	Dec	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Virtual Series - Advance Training on GIS participated in		Dec	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP
		Geographical Information System (GIS)	Improved technical capacity	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	Concerned Agency
		Virtual Series - Geographical Information System (GIS)		Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	Concerned Agency
		Community-Based Monitoring System (CBMS)	Capacitated and trained staff on new modular approach of CBMS	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		Virtual Training Series - Community-Based Monitoring System (CBMS)		Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP
		Training on Technical Writing	Trained and competent key personnel	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Virtual Training on Technical Writing		Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP
		Training of Reseach and Development	Trained and competent key personnel	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Virtual Training of Reseach and Development		Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	FFS	MGOP
	Limited Skills on Managerial Responsibilities	Career Development Program	Capacitated and competent key personnel	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MGOP
		Virtual Career Development Program		Jan	Dec	10,000.00	10,000.00	10,000.00	30,000.00	FFS	MGOP
	Disparity In Level of Educational Qualification	Availment Of The LGU-Initiated Post Graduate Education Program	Capacitated and competent key personnel	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MGOP
		Training on Environmental Planning Courses: Technical Writing, Research, Feasibility Studies, etc.		Jan	Dec	300,000.00	300,000.00	300,000.00	900,000.00	FFS	MGOP
	Establishment of Facilities and Resource Requirements	Insufficient eGovernment System	Development of Development Management System (DMS)	To have an enterprises application that supports the development process for permitting, plan review, inspections, code enforcement, case/project management economic development, and other development activities.	Jan	Dec	1,000,000.00			1,000,000.00	FFS

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalyan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Upgrading of Facilities and Resource Requirements	Lack of ICT Software	Development of eRecords Archiving System Software	Updated information readily available	Mar	Mar	500,000.00			500,000.00	FFS	MGOP
		Development of eTracking System Software	Updated information readily available	Jun	Jun	500,000.00			500,000.00	FFS	MGOP
		Development of eProject Monitoring and Evaluation System Software	Updated information readily available	Aug	Aug	500,000.00			500,000.00	FFS	MGOP
		Acquisition of GIS Software for Upgrading	Updated information readily available	Oct	Oct	500,000.00			500,000.00	FFS	MGOP
	Lack of Necessary Hardware for Databases	Acquisition of Computer Servers	Enhanced productivity	Mar	Mar	500,000.00	500,000.00	500,000.00	1,500,000.00	FFS	MGOP
		Acquisition of Desktop Computer	Enhanced productivity	Jun	Jun	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MGOP
		Acquisition of Laptop Computer	Enhanced productivity	Aug	Aug	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MGOP
		Acquisition of Tablet Computer	Enhanced productivity	Oct	Oct	150,000.00	150,000.00	150,000.00	450,000.00	FFS	MGOP
Civil Registration Services											
Organizational Development	Need additional permanent staff that will supplement the current staffing pattern of the office to improve the delivery of services	Creation of plantilla items:									
		Asst MCR (SG-22)	To filled position gaps in the office and balanced position functions and responsibilities	Jan	Dec	764,928.00	764,928.00	764,928.00	2,294,784.00	FFS	MCR
		Computer Operator I (SG-7)		Jan	Dec	169,968.00	169,968.00	169,968.00	509,904.00	FFS	MCR
		Bookbinder II (SG-4)		Jan	Dec	155,520.00	155,520.00	155,520.00	466,560.00	FFS	MCR
Bookkeeper I (SG-8)	Jan	Dec		197,112.00	197,112.00	197,112.00	591,336.00	FFS	MCR		
Staff Development	Insufficient knowledge in Civil Registry Laws	Attend trainings, seminars, convention and conferences on Civil Registry Laws	Become efficient, effective and competent MCR personnel	Jan	Dec	120,000.00	120,000.00	120,000.00	360,000.00	GF	MCR
	Lack of cooperation towards each other	Team Building	Strengthened camaraderie and have a harmonious relationship towards each other	Jan	Dec	100,000.00	100,000.00	100,000.00	300,000.00	FFS	MCR
Capacity Development	Purchase of service vehicle	Acquisition of Service Vehicle -1 unit Multicab	To be used in Free Mobile Registration	Jan	Dec	250,000.00	250,000.00	250,000.00	750,000.00	FFS	MCR

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Administrative Services											
Organizational Development	Overlapping roles and functions of LGU personnel	Organizational Improvement Plan Formulation	Improved Organizational Structure and Staffing Pattern	Nov	Dec	500,000.00	400,000.00	400,000.00	1,300,000.00	FFS	MAdO, HRMO and all offices
	Need for regular refresher course sessions on the mandates, functions, duties and responsibilities of personnel, as well as benefits	Reorientation Program and Formulation of LGU Personnel Handbook Guide	Professionalized service delivery	Jan	Mar	200,000.00	200,000.00	200,000.00	600,000.00	FFS	HRDC, HRMO and all offices
	Limited technical capacity of staff	Career Development Program participated	Capacitated and competent key personnel	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	HRDC, HRMO and all offices
	Lack of qualified personnel for Internal Audit Services	Hiring of additional competent and committed personnel	Administrative Officer V created	Jan	Dec	619,437.00	619,437.00	619,437.00	1,858,311.00	FFS	MGOP
			Administrative Officer III created	Jan	Dec	434,180.40	434,180.40	434,180.40	1,302,541.20	FFS	MGOP
	Lack of qualified personnel for ARTA Unit	Creation of ARTA Unit	ARTA Unit created	Jan	Dec						MGOP
		Hiring of additional competent and committed personnel	Administrative Officer V created	Jan	Dec	619,437.00	619,437.00	619,437.00	1,858,311.00	FFS	MGOP
			Administrative Officer III created	Jan	Dec	316,188.00	316,188.00	316,188.00	948,564.00	FFS	MGOP
			2 Job Order personnel hired	Jan	Dec	203,280.00	203,280.00	203,280.00	609,840.00	FFS	MGOP
	Lack of qualified personnel for Agricultural and Biosystem Engineering (ABE) Unit	Creation of ABE Unit	ABE Unit created	Jan	Dec						MGOP
		Hiring of additional competent and committed personnel	Engineer III created	Jan	Dec	505,344.00	505,344.00	505,344.00	1,516,032.00	FFS	MGOP
			Engineer I created	Jan	Dec	288,948.00	288,948.00	288,948.00	866,844.00	FFS	MGOP
			Engineering Assistant created	Jan	Dec	189,060.00	189,060.00	189,060.00	567,180.00	FFS	MGOP
	Lack of qualified personnel for Local Economic Development and Investmet Promotion (LEDIP) Unit	Creation of LEDIP Unit	LEDIP Unit created	Jan	Dec						MGOP
		Hiring of additional competent and committed personnel	Local Economic Development and Investment Promotion Officer created	Jan	Dec	505,344.00	505,344.00	505,344.00	1,516,032.00	FFS	MGOP
			Administrative Officer V created	Jan	Dec	619,437.00	619,437.00	619,437.00	1,858,311.00	FFS	MGOP
			Administrative Officer III created	Jan	Dec	316,188.00	316,188.00	316,188.00	948,564.00	FFS	MGOP
			Administrative Assistant II created	Jan	Dec	189,060.00	189,060.00	189,060.00	567,180.00	FFS	MGOP
	Lack of qualified personnel for Records and Archives Unit	Creation of Record and Archives Unit	Record and Archives Unit created	Jan	Dec						MGOP
		Hiring of additional competent and committed personnel	Record Officer III created	Jan	Dec	434,180.00	434,180.00	434,180.00	1,302,540.00	FFS	MGOP
Reocrd Officer I created			Jan	Dec	242,628.00	242,628.00	242,628.00	727,884.00	FFS	MGOP	
2 Job Order personnel hired			Jan	Dec	203,280.00	203,280.00	203,280.00	609,840.00	FFS	MGOP	

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalyan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	DESIRED OUTCOME	IMPLEMENTATION DETAILS							
				TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
	Lack of necessary equipment and office supplies and materials for IAS, ARTA Unit, ABE Unit, LEDIP Unit, and Records and Archives Unit operations	Procurement of all necessary equipment and office supplies and materials	All needed equipment and office supplies and materials procured	Jan	Dec	1,200,000.00	1,200,000.00	1,200,000.00	3,600,000.00	FFS	MGOP
	Limited motivation and strategies on converting weaknesses into strengths	System and Staff Performance – Self Assessment & Target Setting Activity conducted out-of-town	Trained and competent key personnel	Nov	Dec	100,000.00	100,000.00	100,000.00	300,000.00	FFS	MAdO
Capacity Development	Lack of competent personnel	Creation of plantilla position	Computer Operator 1 created	Jan	Dec	263,471.00	263,471.00	263,471.00	790,413.00	FFS	MAdO, MO and HRMO
			Driver created	Jan	Dec	226,834.00	226,834.00	226,834.00	680,502.00	FFS	
	Need for a high level of competence on basic workplace skills	All necessary capability development activities attended	Trained and competent key personnel	Jan	Dec	150,000.00	150,000.00	150,000.00	450,000.00	FFS	HRDC, HRMO and all offices
	Non-implementation of other ordinances/laws/policies	Hiring and training of municipal law enforcers	Existing ordinances/laws/policies properly implemented	Jan	Dec	500,000.00	300,000.00	300,000.00	300,000.00	FFS	HRDC, HRMO and all offices
	Lack of necessary equipment and office supplies and materials	Provision of necessary equipment, office supplies and materials	All needed equipment and office supplies and materials procured	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	FFS	MGOP
SOCIAL DEVELOPMENT SECTOR											
Health, Nutrition and Population Control Services											
Organizational Development	Insufficient ManPower	Creation and hiring of MHO staff for the following plantilla positions: 1 Rural Health Physician (S-24) 2 Nurse II (SG-15) 1 Computer Operator (SG-7) 1 Sanitary Inspector II (SG-11) 3 Midwife II II (SG-11) 1 Medical Technologist III (SG-18) 2 Administrative Aide IV (SG-4)	Permanent position created and filled up to ensure the delivery of effective and efficient services being offered by Municipal Health Office by having adequate and equal number of cstaff	Jan	Dec					GF	MHO/HRMO/MBO
						1,825,618.45			1,825,618.45		
						1,332,116.00			1,332,116.00		
						366,323.00			366,323.00		
						508,915.00			508,915.00		
						1,526,745.00			1,526,745.00		
						907,020.17			907,020.17		
						653,536.00			653,536.00		

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		1 Security Guard (SG-4)		Jan	Dec	326,768.00			326,768.00	GF	MHO/HRMO/MBO
		2 Administrative Aide I (SG-1)				556,630.00			556,630.00		
Capacity Development	Needs for continuing professional growth and development	Attendance and participation to trainings, seminars, workshops	Competent and productive staff	Jan	Dec	300,000.00			300,000.00	GF	
	Insufficient Knowledge / Lack of technical capacity / Untrained Personnel	Attendance and participation to trainings, seminars, workshops on: - BeMonC - Family Planning and Expanded Program on Immunization - Field Health Services Information System - Mental Health - Non communicable and Communicable Nutrition and Primary Health Care BeMonC Family Planning and EPI Field Health Services Information System Mental Health Program Primary Health Care and Nutrition Communicable and Non-communicable diseases HIV/AIDS Testing and Counselling Dental Care Services	Reliable and accurate data gathering and reporting of trained and competent personnel							GF	MHO
				Mar	Jun	300,000.00			300,000.00		
				Jun	Dec	100,000.00			100,000.00		
				Jan	Dec	100,000.00			100,000.00	GF	
				Jan	Dec	1,500,000.00			1,500,000.00	GF	
				Mar	Dec	200,000.00			200,000.00	GF	
				Mar	Jun	200,000.00			200,000.00	GF	
				Mar	Jun	200,000.00			200,000.00	GF	
				Jan	Dec	100,000.00			100,000.00	GF	
Social Welfare Services											
Organizational Chart	Lack of manpower for the Operation of 24/7 Drop-in Center	Hiring of Staff	Full operational of 24/7 Drop-In Center								MSWDO
		1 Social Welfare Officer I	Staff hired for the Operation of 24/7 Drop-In Center	Jan	Dec	217,932.00	217,932.00	217,932.00	653,796.00	GF	
		1 Psychologist				217,932.00	217,932.00	217,932.00	653,796.00	GF	
		1 Adminstrative Assistant				197,196.00	197,196.00	197,196.00	591,588.00	GF	

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		2 Houseparents				273,768.00	273,768.00	273,768.00	821,304.00	GF	
		1 Security Guard				128,676.00	128,676.00	128,676.00	386,028.00	GF	
		1 Driver				136,884.00	136,884.00	136,884.00	410,652.00	GF	
Staff Development	Lack of training of Gender and Development- Technical Working Group (GAD-TAW) n preparation of plan and budget	Gender and Development Planning and Budgeting	Gender and Development Plan reviewed and indorsed by DILG	Jan	Mar	450,000.00	500,000.00	500,000.00	1,450,000.00	GF	MSWDO
	Growing number of abuse cases	Child Sexual Abuse Prevention Seminar-Orientation (CSAP)	Skills in handling child abuse cases acquired	Jan	Dec	50,000.00	50,000.00		100,000.00	GF	MSWDO
	Monitoring and Evaluation of projects, programs and activities implemented	Year-End Program Assessment		Oct	Dec	150,000.00	160,000.00	170,000.00	480,000.00	GF	MSWDO
Social Welfare and Development Service Delivery System	Limited Knowledge in the Management and Operation of 24/7 Drop-In Center	Technical Assistance from the Regional/National Level	Prepared Manual of Operations for the Operation of 24/7 Drop-In Center	Jan	Dec	100,000.00	50,000.00		150,000.00	GF	MSWDO
ECONOMIC DEVELOPMENT SECTOR											
Agricultural Services											
Organizational Development	Overlapping of duties and responsibilities	(Administrative Officer V) (SG 18/1)	Effective Delivery of services	Jan	Mar	612,922.50	612,922.50	612,922.50	1,838,767.50	GF/Other sources	Mayor's Office, Budget Office, Municipal Agriculture Office

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Capacity Development	Limited knowledge and innovation in agriculture and needs for learning and development in different areas	Attend trainings and seminars on: 1. Supervisory Training 2. Training on Administrative Management 3. Personality Development 4. Communication skills training 5. Rice Crop Management Trainings 6. Training on Pest & Diseases 7. Livestock Management 8. High Value Crops Management Training 9. Gender & Development Training 10. Community Organizing & Agricultural Extension Workers Training 11. Advance Technical Training	Upgrade technical skills in Agriculture and update in different areas of learning and development	Jan	Jan	December 31, 2024	200,000.00	200,000.00	400,000.00	GF	Mayor's Office, Budget Office, Municipal Agriculture Office

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		12. Management in Crop & Livestock Production 13. Vermi Production Technology 14. Seed Production Technology 15. Secretarial Training 16. Capability Training on Technical Season 17. Abaca Related Training 18. Community Organizing 19. Crop Technical Skills & Knowledge Training 20. Training on Soil, Water, Irrigation & Drainage 21. Artificial Insemination Training									
Market Operation Services											
Organizational Developmetn	Proper and honest communication	Conduct regular open forum during staff meetings	To be assertive, to show receptiveness, accept various ideas, transfer own idea(s) and feeling(s) properly and enable description of the facts in the right words	Jan	Dec	0.00	0.00	0.00	0.00	N/A	MOD
		Conduct Teambuilding Activity	To fortified mutual support and camaraderie among the office staff, to strengthen relationships and loyalty and sort of a breather	Jan	Dec	40,000.00	40,000.00	40,000.00	120,000.00	SF	MOD

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Staff Development	Need to improve personnel knowledge and skills in communication, accountability, personal development and time management	Attend trainings and seminars particular to their needs	Enhanced personal performance and professionalized service delivery	Jan	Dec	30,000.00	30,000.00	30,000.00	90,000.00	SF	HRMO, in partnership with the CSC and other NGAs
	Some employees are not qualified to apply for a higher position because of educational attainment standard	Finish vocational or bachelors degree course thru availment of scholarship	Satisfied and motivated individual with more promotion opportunities await	Jan	Dec					GF	HRMO
Capacity Development	Scarcity of manpower in the Administrative Section that affects quality service delivery	Immediate replenishment of the 2 vacant positions in the Administrative and Operation Section; Admin. Aide III, Admin. Aide III (Ticket Checker)	Increased productivity and better work quality to achieve Office goals and commitments	Jan	Dec	293,160.00	0.00	0.00	293,160.00	SF	MOD
Slaughterhouse Operations Services											
Organizational Development	Gap in the staffing pattern	Creation of permanent plantilla position: Slaughterhouse Master IV (SG-22)	Appropriate division of work due to permanent plantilla positions created	Jan	Dec	1,100,000.00	1,100,000.00	1,100,000.00	3,300,000.00	GF/Other sources	HRMO/MO/OVM/CSC
Staff Development	Lack of career progression opportunities for potential employees	Career Planning and Continuing Education for Employees	Competent employees qualified for promotions	Jan	Dec	50,000.00	50,000.00	50,000.00	150,000.00	GF/Other sources	HRMO/MO/CSC

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
	Incomplete knowledge and skills of some Slaughterhouse personnel about slaughterhouse operations, communication skills, technical writing skills, computer and record management, and property and supply management, among others	Training of Slaughterhouse personnel through seminars	Knowledgeable and skilled Slaughterhouse personnel	Jan	Dec	20,000.00	20,000.00	40,000.00	80,000.00	GF/LEE	NMIS/ Provincial Veterinary Offi/ce/ SOD/CSC/ Other governing bodies
	Inadequate leadership skills of some Slaughterhouse personnel										
Engineering Services											
Organizational Development	Lack of permanent plantilla position in implementing and monitoring of projects	Creation of Permanent Plantilla Positions for Engineer II (SG-16)	Continuous delivery and operation of engineering services	Jan	Dec	362,707.20	362,707.20	362,707.20	1,088,121.60	GF	MO/SB/HRMO
	Lack of Maintenance Personnel for maintaining municipal facilities	Creation of Permanent Plantilla Positions for Construction and Maintenance General Foreman (SG-8)	Continuous delivery and operation of Maintenance Division	Jan	Dec	180,984.00	180,984.00	180,984.00	542,952.00	GF	MO/SB/HRMO
		Hiring of four (4) Maintenance Personnel		Jan	Dec	288,000.00	288,000.00	288,000.00	864,000.00	GF	MO/SB/HRMO
	Overloaded administrative works	Creation of Permanent Plantilla Positions for Bookbinder II (SG-4)	Effective delivery of administrative functions	Jan	Dec	142,716.00	142,716.00	142,716.00	428,148.00	GF	MO/SB/HRMO
		Creation of Permanent Plantilla Positions for Driver I (SG-3)		Jan	Dec	134,628.00	134,628.00	134,628.00	403,884.00	GF	MO/SB/HRMO
		Hiring of four (4) Job Order personnel		Jan	Dec	288,000.00	288,000.00	288,000.00	864,000.00	GF	MO/SB/HRMO

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022

Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
	Absence of Building Inspector in the implementation of National Building Code	Creation of Permanent Plantilla Positions for Building Inspector (SG-11)	Strict implementation of National Building Code	Jan	Dec	267,792.00	267,792.00	267,792.00	803,376.00	GF	MO/SB/HRMO
	Absence of computer operator in the implementation of eBPLS	Creation of Permanent Plantilla Positions for Computer Operator I (SG-7)	Fast and efficient delivery of regulatory permits	Jan	Dec	169,968.00	169,968.00	169,968.00	509,904.00	GF	MO/SB/HRMO
Staff Development	Lack of technical skills and knowledge	Attend related engineering Trainings/Seminars/Workshops/Conventions/Symposium	Competent staff in estimating, designing, planning, project implementation and monitoring	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	GF	MO/SB/HRMO
	Lack of skills and knowledge in Procurement Processes and Administrative Works	Attend Procurement RA9184 and Seminar in Administrative Development	Fast and efficient delivery of services	Jan	Dec	100,000.00	100,000.00	100,000.00	300,000.00	GF	MO/SB/HRMO
	Lack of computer skills and knowledge	Attend computer literacy trainings and programs	Perform basic tasks using programs commonly used in the workplace	Jan	Dec	100,000.00	100,000.00	100,000.00	300,000.00	GF	MO/SB/HRMO
Capacity Development	Lack of IT equipments	Purchase of computers and laptops	Fast and efficient delivery of services	Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	GF	MO/SB/HRMO
	Lack of construction tools and equipments	Purchase of construction tools and equipments	Fast and efficient delivery and operation of engineering services	Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	GF	MO/SB/HRMO
OTHER SERVICES SECTOR											
Disaster Risk Reduction and Management Services											
Organizational Development	Lack of plantilla positions to fully operate and activate the Municipal Disaster Risk Reduction & Management	Creation of Plantilla Position for MDRRMO Municipal Government Department Head 1 SG-24/1	Municipal Disaster Risk Reduction & Management Department Head and Assistant Department Head positions created.	Jan	Dec	1,492,383.00	1,492,383.00	1,492,383.00	4,477,149.00	GF	MDRRMO

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
	Office and Municipal Disaster Operation Center.	Creation of Plantilla Position for MDRRM Municipal Government Assistant Department Head 1 SG-22/1		Jan	Dec	1,168,102.00	1,168,102.00	1,168,102.00	3,504,306.00	GF	MDRRMO
	Lack of plantilla positions to fully operate and activate the Municipal Disaster Risk Reduction & Management Office and Municipal Disaster Operation Center.	Administrative and Training Division	Municipal Disaster Risk Reduction & Management Administrative and Training Division positions created							GF	MDRRMO
		Creation of Plantilla Position for LDRRM Officer III (SG 18/1)		Jan	Dec	680,005.00	680,005.00	680,005.00	2,040,015.00	GF	MDRRMO
		Creation of Plantilla Position for Training Specialist II (SG 15/1)		Jan	Dec	530,651.00	530,651.00	530,651.00	1,591,953.00	GF	MDRRMO
		Creation of Plantilla Position for Training Specialist I (SG 11/1)		Jan	Dec	387,704.00	387,704.00	387,704.00	1,163,112.00	GF	MDRRMO
		Creation of Plantilla Position for Training Assistant (SG 8/1)		Jan	Dec	303,847.00	303,847.00	303,847.00	911,541.00	GF	MDRRMO
		Creation of Plantilla Position for Administrative Aide IV (SG 4/1)		Jan	Dec	246,832.00	246,832.00	246,832.00	740,496.00	GF	MDRRMO
	Lack of plantilla positions to fully operate and activate the Municipal Disaster Risk Reduction & Management Office and Municipal Disaster Operation Center.	Research and Planning Division	Municipal Disaster Risk Reduction & Management Research and Planning Division positions created							GF	MDRRMO
		Creation of Plantilla Position for LDRRM Officer III (SG 18/1)		Jan	Dec	680,005.00	680,005.00	680,005.00	2,040,015.00	GF	MDRRMO
		Creation of Plantilla Position for Planning Officer II (SG 15/1)		Jan	Dec	530,651.00	530,651.00	530,651.00	1,591,953.00	GF	MDRRMO
		Creation of Plantilla Position for Planning Officer I (SG 11/1)		Jan	Dec	387,704.00	387,704.00	387,704.00	1,163,112.00	GF	MDRRMO
		Creation of Plantilla Position for Planning Assistant (SG 8/1)		Jan	Dec	303,847.00	303,847.00	303,847.00	911,541.00	GF	MDRRMO
		Creation of Plantilla Position for Information System Researcher I (SG 10/1)		Jan	Dec	378,945.00	378,945.00	378,945.00	1,136,835.00	GF	MDRRMO
		Creation of Plantilla Position for Administrative Aide IV (SG4/1)		Jan	Dec	246,832.00	246,832.00	246,832.00	740,496.00	GF	MDRRMO

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
Lack of plantilla positions to fully operate and activate the Municipal Disaster Risk Reduction & Management Office and Municipal Disaster Operation Center.		Operation and Warning Division	Municipal Disaster Risk Reduction & Management Operation and Warning positions created	Jan	Dec	268,170.00	268,170.00	268,170.00	804,510.00	GF	MDRRMO
		Creation of Plantilla Position for LDRRM Officer III (SG 18/1)		Jan	Dec	680,005.00	680,005.00	680,005.00	2,040,015.00	GF	MDRRMO
		Creation of Plantilla Position for LDRRM Officer II (SG 15/1)		Jan	Dec	530,651.00	530,651.00	530,651.00	1,591,953.00	GF	MDRRMO
		Creation of Plantilla Position for LDRRM Officer I (SG 11/1)		Jan	Dec	387,704.00	387,704.00	387,704.00	1,163,112.00	GF	MDRRMO
		Creation of Plantilla Position for LDRRM Assistant (SG 8/1)		Jan	Dec	303,847.00	303,847.00	303,847.00	911,541.00	GF	MDRRMO
		Creation of Plantilla Position for Logistic Management Officer II (SG 15/1)		Jan	Dec	530,651.00	530,651.00	530,651.00	1,591,953.00	GF	MDRRMO
		Creation of Plantilla Position for Logistic Management Officer I (SG 11/1)		Jan	Dec	387,704.00	387,704.00	387,704.00	1,163,112.00	GF	MDRRMO
		Creation of Plantilla Position for Heavy Equipment Operator III (SG 9/1)		Jan	Dec	333,933.00	333,934.00	333,935.00	1,001,802.00	GF	MDRRMO
		Creation of Plantilla Position for Heavy Equipment Operator II (SG 6/1)		Jan	Dec	271,488.00	271,489.00	271,490.00	814,467.00	GF	MDRRMO
		Creation of Plantilla Position for Heavy Equipment Operator I (SG 4/1)		Jan	Dec	246,832.00	246,832.00	246,832.00	740,496.00	GF	MDRRMO
		Creation of Plantilla Position for Communications Equipment Operator II (SG 6/1)		Jan	Dec	271,488.00	271,489.00	271,490.00	814,467.00	GF	MDRRMO
		Creation of Plantilla Position for Communications Equipment Operator I (SG 4/1)		Jan	Dec	246,832.00	246,832.00	246,832.00	740,496.00	GF	MDRRMO

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		Creation of Plantilla Position for Driver 1 (SG 3/1)		Jan	Dec	233,128.00	233,128.00	233,128.00	699,384.00	GF	MDRRMO
		Creation of Plantilla Position for Driver 1 (SG 3/1)		Jan	Dec	233,128.00	233,128.00	233,128.00	699,384.00	GF	MDRRMO
		Creation of Plantilla Position for Driver 1 (SG 3/1)		Jan	Dec	233,128.00	233,128.00	233,128.00	699,384.00	GF	MDRRMO
		Creation of Plantilla Position for Driver 1 (SG 3/1)		Jan	Dec	233,128.00	233,128.00	233,128.00	699,384.00	GF	MDRRMO
		Creation of Plantilla Position for Driver 1 (SG 3/1)		Jan	Dec	233,128.00	233,128.00	233,128.00	699,384.00	GF	MDRRMO
		Creation of Plantilla Position for Driver 1 (SG 3/1)		Jan	Dec	233,128.00	233,128.00	233,128.00	699,384.00	GF	MDRRMO
	Lack of plantilla positions to fully operate and activate the Municipal Disaster Risk Reduction & Management Office and Municipal Disaster Operation Center.	General Administrative Division	Municipal Disaster Risk Reduction & Management General						0.00	GF	MDRRMO
		Creation of Plantilla Position for LDRRM Officer III (SG 18/1)	Administrative positions created	Jan	Dec	680,005.00	680,005.00	680,005.00	2,040,015.00	GF	MDRRMO
		Creation of Plantilla Position for Administrative Officer II (SG 15/1)		Jan	Dec	530,651.00	530,651.00	530,651.00	1,591,953.00	GF	MDRRMO
		Creation of Plantilla Position for Administrative Officer I (SG 11/1)		Jan	Dec	387,704.00	387,704.00	387,704.00	1,163,112.00	GF	MDRRMO
		Creation of Plantilla Position for Administrative Assistant II (SG 8/1)		Jan	Dec	303,847.00	303,847.00	303,847.00	911,541.00	GF	MDRRMO
		Creation of Plantilla Position for Administrative Aide VI (SG 6/1)		Jan	Dec	271,488.00	271,489.00	271,490.00	814,467.00	GF	MDRRMO
		Creation of Plantilla Position for Administrative Aide V (SG 5/1)		Jan	Dec	268,097.00	268,098.00	268,099.00	804,294.00	GF	MDRRMO
		Creation of Plantilla Position for Administrative Aide IV (SG 4/1)		Jan	Dec	246,832.00	246,832.00	246,832.00	740,496.00	GF	MDRRMO
		Creation of Plantilla Position for Administrative Aide III (SG 3/1)		Jan	Dec	233,128.00	233,129.00	233,130.00	699,387.00	GF	MDRRMO

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		Creation of Plantilla Position for Administrative Aide II (SG 2/1)		Jan	Dec	224,580.00	224,580.00	224,580.00	673,740.00	GF	MDRRMO
		Creation of Plantilla Position for Utility Worker II (SG 3/1)		Jan	Dec	233,128.00	233,128.00	233,128.00	699,384.00	GF	MDRRMO
		Creation of Plantilla Position for Utility Worker I (SG 1/1)		Jan	Dec	218,395.00	218,395.00	218,395.00	655,185.00	GF	MDRRMO
		Creation of Plantilla Position for Bookbinder III (SG 7/1)		Jan	Dec	297,254.00	297,254.00	297,254.00	891,762.00	GF	MDRRMO
		Creation of Plantilla Position for Bookbinder II (SG 4/1)		Jan	Dec	246,832.00	246,832.00	246,832.00	740,496.00	GF	MDRRMO
	No plantilla positions for the full activation of traffic management office and other units	Creation of Plantilla Position for PSO Department Head SG-24	Public Safety Department positions created.	Jan	Dec	1,492,383.00	900,780.00	900,780.00	3,293,943.00	GF	PSO
		Creation of Plantilla Position for PSO Assistant Department Head SG-22		Jan	Dec	1,168,102.00	705,444.00	705,444.00	2,578,990.00	GF	PSO
Staff Development	Lack of skills and trainings of rescuer,volunteers and community	Training on Community Based Disaster Risk Reduction & Management Plan	All trainings, simulation exercises, drills, benchmarking & cross visitation conducted and facilitated to enhance the skills of rescuer, volunteers, MDRRMC and community	Jan	Dec	400,000.00	400,000.00	400,000.00	1,200,000.00	MDRRMF 70 %	MDRRMO
		Development & Conduct of Regular Review of Contingency Plan & BDRRM Plan		Jan	Jul	400,000.00	400,000.00	400,000.00	1,200,000.00	MDRRMF 70 %	MDRRMO
		Skills Training and Development on Search & Rescue, Basic Life Support/First Aid & Extraction		Jan	Dec	600,000.00	600,000.00	600,000.00	1,800,000.00	MDRRMF 70 %	MDRRMO
		Skills Training on Water Search & Rescue(WASAR)		Jan	Jul	300,000.00	300,000.00	300,000.00	900,000.00	MDRRMF 70 %	MDRRMO
		Skills Training on Mountain Search & Rescue (MOSAR)		Jan	Dec	300,000.00	300,000.00	300,000.00	900,000.00	MDRRMF 70 %	MDRRMO
		Conduct of Simulation Drills and Exercises		Jan	Dec	400,000.00	400,000.00	400,000.00	1,200,000.00	MDRRMF 70 %	MDRRMO
		Training on Incident Command System		Jan	Dec	500,000.00	500,000.00	500,000.00	1,500,000.00	MDRRMF 70 %	MDRRMO

HUMAN RESOURCE/CAPACITY DEVELOPMENT PLAN (HRCDP) 2022
Municipality of Pinamalayan

ELA OUTCOME AREA	IDENTIFIED CAP GAPS	PROGRAM/ PROJECT/ PROPOSED INTERVENTION	IMPLEMENTATION DETAILS								
			DESIRED OUTCOME	TIME FRAME		RESOURCE REQUIREMENTS			TOTAL	FUND SOURCE	RESPONSIBILITY CENTER
				Start	End	2022	2023	2024			
		Training on High Angle		Jan	Dec	300,000.00	300,000.00	300,000.00	900,000.00	MDRRMF 70 %	MDRRMO
		Training of Urban Search & Rescue		Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	MDRRMF 70 %	MDRRMO
		Benchmarking & Cross Visitation of MDRRMO Personnel & Council		Oct	Dec	600,000.00	600,000.00	600,000.00	1,800,000.00	MDRRMF 70 %	MDRRMO
		Training on Camp Coordination & Management of IDP's		Jan	Dec	200,000.00	200,000.00	200,000.00	600,000.00	MDRRMF 70 %	MDRRMO

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