

OFFICE: OPG – HUMAN RESOURCE MANAGEMENT OFFICE

PERFORMANCE SERVICE/AREA: LOCAL AND FISCAL ADMINISTRATION

MISSION: "A Strong and Productive Provincial Government of Cavite (PGC)

- Ensure effective and efficient public service, resource generation, fund utilization, monitoring and evaluation in order to achieve National and International Standards in local and fiscal administration

GOAL: To provide effective and efficient strategic human resource management services to departments and agencies

| Strategic Objectives | Executive Programs/Projects/ Activities | Legislative Measure | Capacity Development (Capdev) Needs | Implementation Schedule |
|---|---|--|--|-------------------------|
| To improve new efficient office/unit to cope up with the rapid development and sustain the delivery of basic services by 2017 | Improvement of Human Resource Management Office by 2017 or 2018 | SP Ordinance for the budget in improvement of HRM Office | Budget for the improvement of HR Office | 2017-2019 |
| To create HRMO into a HR Department | Creation of HRMO into HR Department | SP Ordinance for creation | Approval of DBM/Budget | 2018-2019 |
| To validate personnel records and establish an Electronic Human Resource Management Information System (HRMIS) | HRMIS in all Personnel Records by 2017-2019 | | Upgraded Servers, Computers, Printers and Back-Ups. Upgrading of existing systems. Ratio 1:1 | 2017-2019 |
| To train and develop employees through formal courses, seminars, workshops, coaching, and mentoring | Attend at least 2 relevant seminar/ workshop/ applicable HR interventions every year: 2017-2019 | | Team Building, Seminar/Trainings/ Convention/Conference; Coaching and Mentoring | 2017-2019 |
| Health and Wellness Assessment Program | To have at least 1 hour exercises twice a week participated by Provincial Capitol Employees | SP Ordinance and Memorandum | Gym/Auditorium | 2017-2019 |
| To achieve the CSC PRIME-HRM Accreditation Program | Compliance with all the requirements of Four (4) HR Systems | SP Ordinance and Memorandum | Budget | 2017-2018 |