

# THE HUMAN RESOURCE DEVELOPMENT THRUSTS OF THE LIRMD : AN OVERVIEW



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## **Slide 1**

Good Morning! I'm Jertrude Capito-Dimaano and my co-presenters who are here with me are Ms. Herminia Callejo and Ms. Rosemarie Balidoy-Sommer. We are from the Legislative Information Resources Management Department (LIRMD) of the House of Representatives – Philippines. Our presentation is entitled: **The Human Resource Development Thrusts of the LIRMD: An Overview.**

## **Slide 2-4**

Let's have an overview of the Philippines.

The Philippines is a democratic country and a Republican state. It has a presidential form of government, wherein power is equally divided among its three branches: executive, legislative, and judiciary. The Legislative Branch is composed of two chambers: The Senate and the House of Representatives. The Senate is composed of 24 Senators, 6 of which are females. At the lower chamber, there are 295 House members, with 88 lady legislators and 211 male house members.

## **Slide 5**

The senate has 43 committees whereas the HRep has 58 standing committees and 14 special committees.

## **Slide 6**

Here is the facade structure of our institution the HRep.

**Slide 7**

On the part of House leadership, former president Hon. Gloria Macapagal-Arroyo is our current Speaker, with Hon. Rolando Andaya Jr. as the Majority Floor leader, and Hon. Danilo Suarez as the minority floor leader.

**Slide 8**

Along with 14 deputy speakers.

**Slide 9**

The House Secretariat is headed by our Acting Secretary General Dante Roberto P. Maling.

**Slide 10**

The LIRMD is part of the Legislative Staff Support Service Management System that strengthens the Programs & Services of the House of Representatives.

**Slide 11**

Responding to the recognized need for the HRep to have an institutional hub for the generation, processing, and delivery of legislative information and information-related services to the House Members and the general public, AO No. 02-10 (SPK) was issued on March 10, 2010 creating the Legislative Information Resources Management Department (LIRMD).

**Slide 12**

This is the **old organizational Structure of the LIRMD from March 10, 2010 - October 9, 2018**. It is composed of the Office of the Deputy Secretary General, and the Offices of the Executive Directors of the Archives and Museum Management Bureau (AMMB), and the Congressional Library Bureau (CLB).

Under the AMMB is the Archives and Museum Management Service with three (3) operating groups, namely, Archives Acquisition and Services Group, Processing and Conservation Group, and Museum Management Group. Under the CLB is the Legislative Library Service with three (3) operating groups, namely, Library Acquisition and Processing Group, Client Servicing Group, and Library Research and Development Group.

The existing LIRMD plantilla consists of fifty-three (53) career service positions.

**Slides 13-14****LIRMD's Mission 2017:**

The Legislative Information Resources Management Department (LIRMD) of the House of Representatives Secretariat creates legislative information resource-based public values: the value of professionally collected, preserved and organized legislative records for the House of Representatives; the value of accessible, accurate, innovative, responsive and timely-delivered legislative information products and services for the House Members, employees, and members of the public who need legislative information; and the value of public interest-centric utilization of the people-entrusted power and resources for the Filipino people.

**LIRMD's Vision 2017:**

The Legislative Information Resources Management Department (LIRMD) of the House of Representatives Secretariat is a model of public value creation in the Philippine bureaucracy and a preferred provider of Philippine legislative information products and services.

### **Slide 15-16**

The result of the periodic Strategic review of the functions of the Department is the reorganization or rationalization of the structure of LIRMD.

### **Rationale:**

The House of Representatives Secretariat is mandated to provide administrative services required in the performance of the institution's political mandates of lawmaking, oversight and constituency works.

The management of legislative information resources entails the performance of the following functions as shown in the slide:

- A functionally inclusive organizational structure—one that covers and directs the performance of all required operational management and functions—is a requisite for the effective and efficient performance of an organization's mandate. The structure, as a tool for the achievement of strategic goals and operational objectives of an organization, also needs to provide a clear delineation of required operational and management functions among the operating groups.

### **Slide 17**

This is the **new organizational structure of LIRMD as of October 10, 2018 by virtue of Administrative Order No. 17-32 (SPK)—Reorganization of the Legislative Information Resources Management Department (LIRMD)**. The previous structure of the LIRMD is not functionally inclusive and it does not clearly define management responsibilities—organizational structure qualities that are necessary for the effective and efficient performance of its mandate.

### **Slide18**

This is the current number of LIRMD Personnel

### **Slide 19-20**

These are the recent pictures of our library. Last year, Ms. Rosemarie Sommer showed you the previous situation of our library with old furniture and equipment, but now we have new compact shelves that replaced the old wooden shelves last April 2018.

### **Slide 21**

This is the mandate of our Department.

### **Slide 22**

In the past, researchers needed to go to either the library at the upper ground floor or at the archives at the 2<sup>nd</sup> floor. In order to deliver a more efficient and effective service to our stakeholders that have a need for both library and archival materials, the management decided to have a new client services area—that is, a centralized servicing area that will handle queries and access for both types of collections.

### **Slide 23**

This is the new look of our reading area—with modern facilities and equipment to better serve our clientele.

### **Slide 24-25**

The Library and Archives of the LIRMD have partnered with different government institutions and private organizations. The newest partnership is with the Bangko Sentral ng Pilipinas (BSP) or the Central Bank of the Philippines, and we are in the process of finalizing and signing the memorandum of understanding within the next few days.

### **Slide 26-27**

We are also members of the following local and international organizations.

### **Slide 28**

Aside from attendance to local and foreign trainings provided by the abovementioned organizations, the LIRMD provides in-house human resource development activities to enhance the skills of its human resources. An example of which is the echo-seminars which are done during the bi-monthly breakfast.

### **Slide 29**

The House of Representatives through the Human Resource Management Department focuses on the needs of the institution, that is, bill drafting, legislative research, legislative process, updates on current issues deliberated by House Members, public speaking, Continuing Professional Development, among others.

### **Slide 30**

Also, the House of Representatives supports its employees in the attendance to local and foreign trainings and also provides in-house trainings. Moreover, the HRep adheres to laws on appointments and professions.

### **Slide 31**

Aside from attendance to local and foreign trainings provided by the abovementioned organizations, the LIRMD provides in-house human resource development activities to enhance the skills of its human resources. A venue for knowledge sharing and human resource development are the echo seminars which are done during the bi-monthly breakfast.

### **Slide 32**

The topics covered during the 5<sup>th</sup> bi-monthly breakfast are:

- Preservation 101: First step in establishing a Preservation Program
- Echo Seminar on Personal and Professional Uses of Social Media for Libraries and Archives

### **Slide 33-34**

The next slides show the trainings being provided by the House of Representatives to all its Secretariat employees from Congressional Years 2017-present. In bold face – these are some of the in-House trainings recently attended by the employees of LIRMD.

### **Slide 35-36**

The next slides show the off-House local and international trainings attended by LIRMD Staff from CY 2017-2018. International trainings are in yellow font face. These international trainings were either sponsored by international organizations, or at the personal expense of the staff. These trainings are supported by the House of Representatives by giving concerned staff official time for the attendance in international trainings.

### **Slide 37**

**Memorandum Circular 14 s. 2018 Rule VIII, PT. 1** pertains to the qualification standards for the selection and evaluation of all positions in the government based on their education, training and experience.

### **Slide 38**

When it comes to **Training, Sec. 62** states that the Civil Service Commission requires that agency heads should ensure that each employee shall have undergone at least one human resource development intervention during the year.

**Slide 39**

**Sec.66-67:** The learning and development/training required for Division Chiefs and comparable positions shall be 40 hours of supervisory/management learning and development intervention undertaken within the last five (5) years but generally, the training required for executive/managerial positions in the second level shall be 120 hours of supervisory/management learning and development intervention. Management training includes courses, workshops, seminars and other learning and development interventions. It is intended to develop/enhance leadership competencies to prepare managers in managing people and work.

**Slide 40**

SECTION 27. Certificate of Registration/Professional Identification Card and Professional Tax Receipt. - The Certificate of Registration, Professional Identification Card and Professional Tax Receipt number of the librarian shall be reflected in any document issued/signed in connection with the practice of the profession.

**Slide 41**

Otherwise known as the "Continuing Professional Development (CPD) Act of 2016", is an act which requires CPD as the mandatory requirement for the renewal of Professional Identification Card.

The CPD Act lapsed into Law on July 21, 2016 and it took effect on August 16, 2016.

R.A. No. 10912 took effect last March 15, 2017, upon the effectivity of Resolution No. 1032 or The Implementing Rules and Regulations (IRR) of R.A. No. 10912

**Slide 42**

The presenters conducted a survey that sought to understand the House of Representatives - Legislative Information Resources Management Department (LIRMD) Librarians' view of Republic Act No. 10912 or more commonly known as the CPD Law (Continuing Professional Development Law) which require all regulated professions to present proof of trainings with equivalent CPD points when renewing their licenses every three years. Likewise, this will examine the issues and challenges that impede them to attend local and international training programs, seminars or conferences.

This survey is patterned from the study entitled "AUNILO Member Librarians' CPD Initiatives: a Survey" and customized according to the LIRMD librarians who are covered by Republic Act No. 10912.

**Slides 43-56****Slide 43:**

Out of 13 respondents, 8 or 61.5% are females. Majority of the respondents, equivalent to 6 or 46.2%, are young and belong to the 25-34 age range.

**Slide 44:**

All of the respondents are college graduates and have MLIS units and currently working on their thesis. Out of the 13 respondents, only 4 respondents have a Master's Degree in Library and Information Science.

**Slide 45:**

All respondents have attended local trainings. Out of these 13 respondents who have attended local trainings, only 6 have attended international trainings.

**Slide 46:**

9 out of 13 respondents who have attended local trainings have been funded by the House of Representatives in terms of registration, airfare and accommodation. The remaining 4 respondents opted to participate at local trainings at their own expense.

As for international trainings, respondents were able to attend to foreign trainings because of sponsorship grants from international organizations such as APLAP, IFLA and local organizations such as Society of Filipino Archivists (SFA). On the part of the House, official time is given to international conference attendees/participants.

**Slide 47:**

Majority of the respondents are aware that the House of Representatives support trainings of employees. Those who are not aware are new employees.

**Slide 48:**

Most respondents answered that they would want the office to fund their trainings but they pay for their trainings personally because they want to avoid the bureaucratic process of requesting for funding, justification, and liquidation of training expenses. Also, they want to enrich their professional skills so they think it is their personal responsibility to fund their own trainings. Others also said that since they are already funded previously by the office and House has a limited budget for trainings, they want to attend the next training at their own expense.

**Slide 49:**

Local trainings funded by the House covers registration fees, transportation, accommodation and official time. The official time is the most common incentive/support given by the House for both local and international trainings.

**Slide 50:**

Majority of employees who are able to attend foreign trainings are funded by international organizations such as APLAP, IFLA and local organizations such as SFA. Some also attended international trainings at their personal expense.

**Slide 51:**

And official time is the most common incentive given to employees who attend international trainings.

**Slide 52:**

To develop their professional skills, majority of the respondents attend seminars, workshops, conferences among others.

**Slide 53:**

Majority of the respondents attend seminars/workshops/technical lectures at least once a year.

**Slide 54:**

12 out of 13 respondents or majority of them said that they are motivated to attend or comply with the CPD requirements in order to enhance their level of technical skills and competencies.

**Slide 55:**

All of the respondents said that they attend seminars, conferences, etc. even without the CPD Law because of the Relevance of the topic to their current work assignment

**Slide 56:**

61.5% or 8 out of 13 respondents said that they do not agree with the required 45 credit units to renew the PRC license id.

**Slide 57:**

These are the common challenges encountered in Human Resource Development in general

**Slide 58:**

These are some of the future plans for HR development at LIRMD (read the bullets in the slide)

**Continuing professional development is important because it ensures that one continuously improves and becomes more competent in his/her professions. As they say, it is an ongoing process and continues throughout a professional's career.** By regularly updating our skills/knowledge, it helps us to be competent, effective and confident in our workplace. It is also an opportunity to know different approaches, new methods to adopt and be able to apply them. Attendance to CPDs will benefit both professionals or employees and their respective institutions. However, not everyone agrees on the total number of CPD points because there are also drawbacks of the CPD but at the end of the day, as what Aristotle said: "Educating the mind without Educating the heart is no education at all!"

*On behalf of Ms. Herminia B. Callejo, Ms. Rosemarie B. Sommer and the House of Representatives, thank you very much for listening.*