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Item No.: 06  
Date: 27 2024 FEB

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**PROVINCIAL LEGAL OFFICE**

SANGGUNIANG PANLALAWIGAN  
**RECEIVED**  
FEB 22 2024  
PROVINCE OF LEYTE

2<sup>nd</sup> INDORSEMENT  
February 19, 2024

Province of Leyte  
Legal Office  
Released: [Signature]  
Time: [Signature]  
Date: 2.22.24

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 24-01 of the Sangguniang Bayan of Burauen, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, to the opinion of the Provincial Legal Office (PLO), for it is within the powers of the Local Council to repeal/amend its prior acts either expressly or by the passage of an essentially inconsistent resolution (Constantino vs Desierto, 288 SCRA 654), in compliance with CHED memorandum No. 18 s. 2022.<sup>1</sup>

Furthermore, the opinions rendered herein are without prejudice to opinions rendered by higher authorities.

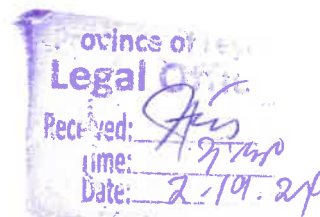
**ATTY. JOSE RAYMUND A. ACOL**  
Asst. Provincial Legal Officer 1

<sup>1</sup> "Policies, Standards, Guidelines on the Grant of Institutional Recognition as a Higher Education Institution to Local Universities and Colleges"

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1<sup>ST</sup> INDORSEMENT  
19 February 2024



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 24-01**, of the **MUNICIPALITY OF BURAUEN, LEYTE**, entitled: **An Ordinance Revising the Charter of the Burauen Community College (BCC)**.

  
**FLORINDA JIL SUYVICO**  
Secretary to the Sanggunian



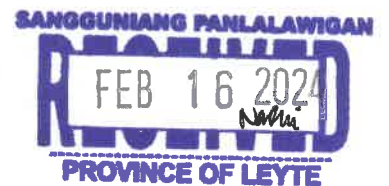
Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF BURAUEN



Republic of the Philippines  
Province of Leyte  
Municipality of Burauen

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*Office of the Sangguniang Bayan*



February 16, 2024

**THE HONORABLE MEMBERS**  
**Sangguniang Panlalawigan**  
**Province of Leyte**

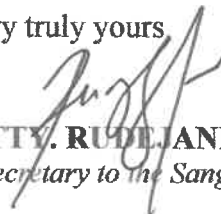
**ATTENTION: FLORINDA JILL S. UYVICO**  
**Secretary to the Sanggunian**  
**Province of Leyte**  
**Palo, Leyte**

Ladies/Gentlemen:

We are forwarding herewith 15 copies of **Municipal Ordinance No. 24-01**, series of 2024, of the Sangguniang Bayan of Burauen, Leyte, which is "**REVISED CHARTER OF BURAUEN COMMUNITY COLLEGE**", for review and approval of that body.

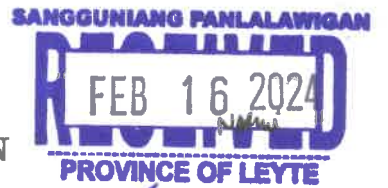
Thank you and please acknowledge receipt hereof.

Very truly yours,

  
**ATTY. RUDEJANE S. TAN**  
*Secretary to the Sanggunian*



Republic of the Philippines  
 Province of Leyte  
 Municipality of Burauen  
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OFFICE OF THE SANGGUNIANG BAYAN

**MUNICIPAL ORDINANCE NO. 24-01**

*Authored by:*

**Hon. Cipriano R. Relatorres, Jr.**  
*Sangguniang Bayan Member*

**“AN ORDINANCE REVISING THE CHARTER OF THE BURAUEN COMMUNITY COLLEGE (BCC)”**

**WHEREAS**, Municipal Ordinance No. 18-02, otherwise known as the “Charter of Burauen Community College”, created the Burauen Community College, a higher education institution under the supervision of the Commission on Higher Education (CHED);

**WHEREAS**, the Commission issued CHED Memorandum No. 18 s. 2022, “Policies, Standards, Guidelines on the Grant of Institutional Recognition as a Higher Education Institution to Local Universities and Colleges (LUCs);

**WHEREAS**, there is a need to revise Municipal Ordinance No. 18-02, as amended by Municipal Ordinance No. 18-08, to comply with the provisions of CHED Memorandum No. 18 s. 2022;

**NOW THEREFORE**, on motion presented by Hon. Cipriano R. Relatorres, Jr. Committee Chairman on Education, seconded by all Members of the Sangguniang Bayan present:

*Be it ordained by the Sangguniang Bayan of Burauen, Leyte, in session duly assembled, that:*

**ARTICLE I – GENERAL PROVISIONS**

**Section 1. TITLE.** — This Ordinance shall be known as the **REVISED CHARTER OF BURAUEN COMMUNITY COLLEGE**.

**Section 2. BURAUEN COMMUNITY COLLEGE.** — The Burauen Community College, herein referred to as the “College” for brevity, is a Higher Education Institution established by the Municipal Government of Burauen, Leyte.

**Section 3. PURPOSE.** — The primary purpose of the College shall be to help promote the interest and welfare of the people of Burauen by providing them with meaningful education opportunities geared towards the demand of the society at minimal cost. Towards this end, the College shall provide experiential, innovative, and values-enriched learning, which hone the multiple abilities of individuals to fully prepare them to be competent and socially responsible professionals and leaders in building economically progressive and morally responsive communities.

**Section 4. DECLARATION OF POLICY.** — It shall be the policy of the Burauen Community College, concomitantly, the Municipal Government of Burauen, Leyte, to:

- a. Offer Commission on Higher Education (“CHED”) supervised programs, Technical Education and Skills Development Authority (“TESDA”) recognized courses, and/or TESDA diploma courses needed by the local and global communities;
- b. Continuously evaluate programs to ensure relevant, high standard and quality delivery;

- c. Develop research in different disciplines to improve existing knowledge and practices;
- d. Provide extension programs to sustain the greater impact of the College to the communities;
- e. Integrate moral principles/standards in the curriculum to strengthen the moral responsibilities of the students;
- f. Provide opportunities for application of theories into practice;
- g. Strengthen institution-industry collaboration or partnership to ensure graduates' employability;
- h. Establish, maintain, and support a complete, adequate, and integrated system of education that will socially and economically improve and preserve the quality of life of the residents of Burauen and nearby communities;
- i. Ensure that admission to the College shall not be denied by reason of sex, age, nationality, religious belief, or political affiliation.

**Section 5. DEFINITION OF TERMS.** — As used in this Charter, unless the context otherwise requires, the following words and phrases shall mean:

- a. **Alumni Association** - refers to an organization composed of graduates of the College duly recognized by the Board of Trustees.
- b. **College Administrator** - refers to the head of the College in charge of overseeing all operations, both academic and administrative, within the College.
- c. **Commission on Higher Education** - refers to the government agency created by Republic Act No. 7772, otherwise known as the Higher Education Act of 1994, which has jurisdiction over all higher education institutions, both public and private in the Philippines.
- d. **Faculty Association** - refers to the association composed of faculty members of the College duly recognized by the Board of Trustees.
- e. **Governing Board** - refers to the highest policy-making body of the College. The Governing Board of BCC shall be called **Board of Trustees (BOT)**.
- f. **Resource Person** - a person with expertise in a certain area who may be called upon as necessary to perform a task or provide information.
- g. **Sangguniang Bayan** - refers to the local legislative body in the municipality.
- h. **Search Committee** - refers to the committee of five duly appointed by the Board of the College tasked with the search of a President based on the qualifications set by the Board.
- i. **Student Council** - refers to the body of students who are elected by their peers to address school issues and organize school activities and events.
- j. **TESDA** - refers to a government agency mandated to provide technical skills training to Filipino citizens.

## ARTICLE II – BOARD OF TRUSTEES

**Section 1. GOVERNING BOARD.** — The highest policy-making body of the College is the Governing Board which shall be referred to as the **BOARD OF TRUSTEES**, or “Board” for brevity, and shall be composed of the following:

Chairperson	:	Local Chief Executive
Vice-Chairperson	:	College Administrator
Members	:	President of the duly recognized Faculty Association President of the duly recognized Student Council President of the duly recognized Alumni Association Chairperson of the <i>Sangguniang Bayan's</i> Committee on Education



A representative of the Department of Science and Technology (DOST)  
A representative from the duly recognized Business or Industry Sector  
Municipal Budget Officer  
Secretary to the Sanggunian

Resource Person: A representative from CHED

The representative from CHED shall be a permanent resource person who shall have no voting rights. His/her participation shall be limited to providing insights to the voting members.

**Section 2. FUNCTIONS OF THE BOARD OF TRUSTEES.** — Generally, as the highest policy-making body of the College, the Board of Trustees shall:

- a. Set the vision and strategic direction of the College, ensuring its alignment with the LGU's development agenda, higher education agenda, and the national government's thrust;
- b. Establish an effective and efficient structure of BCC;
- c. Establish sound financial management;
- d. Approve plans or policies related to the overall governance of the College.

Specifically, the BOT shall have the following duties and responsibilities:

- a. Establish policy guidelines, rules, regulations, and procedures not contrary to law which are necessary to carry the purpose and function of the College, as well as ensure participative decision-making and transparency within the institution;
- b. Approve academic arrangements for capacity building of the institution with appropriate institutions and agencies, public or private, local, or foreign, as well as appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be, consistent with the provisions of the Transnational Higher Education Act (R.A. No. 11448) and other guidelines of CHED relative to such academic arrangements.
- c. Approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils, in accordance with existing CHED policies, standards, and guidelines;
- d. Set policies on admission, retention, and graduation of students;
- e. Award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science, and technology or in any field of specialization within the academic competence of the College, subject to existing CHED guidelines, and to authorize the award of certificates of completion of non-degree and non-traditional courses, subject to existing CHED policies and guidelines;
- f. Ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, career and job placement, canteen, buildings, grounds, property maintenance and similar services;
- g. Institutionalize and strengthen research and extension programs;
- h. Recommend to the Local Chief Executive (LCE) the appointment of an Administrator of the College from the list of three (3) qualified candidates or applicants based on the search made under Section 12 hereof;
- i. Recommend to the LCE the appointment or designation of the vice presidents, deans, directors, heads of departments, faculty members and other officials and employees whose salaries and wages are wholly or mainly paid out of the local funds and whose appointments are not otherwise provided for under R.A. No. 7160, as well as those the LCE may be authorized by law to appoint;
- j. Fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees, and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors, subject to compliance with existing CHED policies, standards, and guidelines;
- k. Adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving student, if in case BCC is not a recipient of a government subsidy;
- l. Coordinate with the municipality's Sangguniang Bayan to provide for regular support for the development, operation, and maintenance of the College;
- m. Recommend to the municipality's Sangguniang Bayan policies on higher education and other related development legislation on effective governance and management;
- n. Approve consortia and other forms of linkages with local government units, institutions, and agencies, both public and private, local, and foreign, in furtherance of the purpose and objectives of the institution, including the purposes and functions of the College;

- o. Receive and appropriate budget, as may be provided, to support the institution in the manner it may determine, in its discretion, to carry out the purposes and functions of the College;
- p. Receive in trust legacies, gifts, and donations of real and personal properties of all kinds, to administer and dispose of the same when necessary for the benefit of the College, subject to limitations, directions, and specific directives of the donor. Such donations shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;
- q. Recommend to and implement the Local Government Unit-approved construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials, and equipment;
- r. Approve salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- s. Approve the absorption/adoption of LGU acquired non-chartered tertiary institutions within the municipality in coordination with the CHED and other relevant agencies and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- t. Establish chairs in the College and to provide fellowships for qualified faculty members and scholarships to deserving students;
- u. Authorize, as may be needed, an external management audit of the institution to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- v. Approve the set up on the adoption of modern and innovative modes of transmitting knowledge through different teaching and learning modalities subject to CHED requirements;
- w. Seek technical advice and updates from the CHED Resource Person subject to CHED requirements;
- x. Institutionalize and strengthen programs that prioritize and support the LGU's development programs and capacity development needs;
- y. Establish, maintain, and institute mechanisms to share with the LGU and stakeholders, and knowledge-based of the College's experts and resources to support LGU governance and administration processes;
- z. Delegate specific duties and responsibilities provided for hereinabove to the Administrator or equivalent position and/or other officials of the College as it may deem appropriate so as to expedite the administration of the affairs of the College;
- aa. Establish guidelines for the recognition of the Alumni Association, Faculty Association, and Student Council; and
- bb. Recognize Alumni Association, Faculty Association, and Student Council pursuant to the established guidelines.

**Section 3. TERMS OF OFFICE.** — The Members of the Board of Trustees shall have the following terms of office:

- a. The term of office of the Chairman, Vice-Chairman, Chairman of the Committee on Education of the Sangguniang Bayan, and the Student Council representative shall be co-terminus with the term of office of their respective positions.
- b. The representatives from the recognized Faculty Association and Alumni Association shall have a term of two (2) years.
- c. The representative from the duly recognized Business or Industry Sector shall be appointed by the Board for a term of two years.
- d. The representative from CHED shall be appointed by the CHED Chairperson and shall serve as permanent resource person until the CHED Chairperson shall have appointed another representative to succeed him/her.
- e. The representatives from DOST and NEDA shall be appointed by their respective Regional Directors.
- f. The Municipal Budget Officer and Secretary to the Sanggunian shall serve during incumbency.

**SECTION 4. RECOGNITION POLICY.** — Recognition of the following groups or associations shall be lodged with the Board of Trustees:

- a. Faculty Association;
- b. Student Council;
- c. Alumni Association; and
- d. Business or Industry Sector.

Upon the organization of the Board of Trustees pursuant to Section 1, Article II of this Ordinance, the newly formed Board of Trustees shall adopt policies for the recognition of the foregoing groups or associations.

**Section 4. TRANSITIONAL BOARD.** — The incumbent members of the Board shall serve as Transitional Board until such time as representatives and/or presidents, as the case may be, of the faculty association, student council, alumni association, business or industry sector, DOST and CHED are chosen.

Initial recognition of the faculty association, student council, alumni association, and business or industry sector shall be lodged with the Transitional Board.

**Section 5. TRANSITORY RECOGNITION POLICIES.** — There shall be adopted the following transitory policies for the conduct of recognition by the Transitional Board of Trustees:

- e. Faculty Association Recognition Policy (Annex "A");
- f. Student Council Recognition Policy (Annex "B");
- g. Alumni Association Recognition Policy (Annex "C"); and
- h. Business or Industry Sector Recognition Policy (Annex "D").

The College Administrator shall cause the creation of these groups or organizations whose members shall vote for their representative to the College's Board of Trustees.

**Section 6. BOARD SECRETARY.** The Board shall designate a secretary who shall serve as such for both the BOT and BCC and shall keep all records and proceedings of the Board. The Secretary shall communicate notice of meetings to each member of the Board.

### ARTICLE III — MEETINGS AND QUORUM

**Section 1. REGULAR MEETINGS.** — Regular meetings of the Board shall be held every 3<sup>rd</sup> Tuesday of the month at the 2<sup>nd</sup> Floor Conference Room, Executive-Legislative Building, Municipal Compound.

**Section 2. SPECIAL MEETINGS.** — Special Meetings of the Board shall be held at the 2<sup>nd</sup> Floor Conference Room, Executive-Legislative Building, Municipal Compound, or in any place in the Municipality of Burauen, upon the call of the Chair, Vice Chair, or of the majority of the board members.

**Section 3. NOTICE OF MEETING.** — A written notice to the board members stating the date, time, and purpose of the meeting, be it regular or special, shall be served personally at least three (3) days before the meeting is held.

**Section 4. QUORUM.** — A majority of the members shall constitute quorum to transact official business.

**Section 5. ORDER OF BUSINESS.** — The Order of Business of the meetings of the Board shall be as follows:

- a. Call to Order
- b. Prayer
- c. Roll Call
- d. Approval of the minutes of the previous meeting
- e. Calendar of Business for the day



f. Adjournment

**Section 5. VOTING.** — Each voting member of the Board shall be entitled to one (1) vote. No proxy is allowed.

**ARTICLE IV — QUALIFICATIONS, VACANCY, SUSPENSION, REMOVAL AND ALLOWANCES OF MEMBERS OF THE BOARD**

**Section 1. GENERAL QUALIFICATIONS.** — All members of the Board shall be bona fide citizens of the Philippines and with proven probity, responsibility, integrity, and honesty.

**Section 2. VACANCY IN THE BOARD OF TRUSTEES.** — In case of vacancy in the Board by reason of resignation, removal from office, death, or any other incapacity of one or more of its members, such vacancy shall be filled up by appointment by the Board. Such appointee shall only serve the unexpired term of the predecessor.

**Section 3. GROUNDS FOR SUSPENSION OR REMOVAL.** — A member of the Board may be suspended or removed upon a majority vote of the full membership of the board, taking into consideration due process, based on the following causes:

- a. Incapacity;
- b. Incompetence;
- c. Dishonesty;
- d. Conviction of a crime;
- e. Conspicuous absences for a number of meetings; or
- f. Any act detrimental to the interest and welfare of the College.

**Section 4. ALLOWANCES.** — The members of the board shall serve without compensation other than a reasonable allowance of at least Seven Thousand Five Hundred Pesos (P7,500.00) per meeting actually attended, provided, that they shall be reimbursed for actual and necessary expenses incurred in attendance of meetings and other official business authorized by resolution of the Board.

**ARTICLE V — ADMINISTRATION**

**Section 1. ADMINISTRATION OF BURAUEN COMMUNITY COLLEGE.** — The administration of the College shall be vested in the College Administrator who shall render full-time service. The College Administrator, a position equivalent to College President, in addition to those specifically provided in CHED Memorandum Order No. 18, Series of 2022, shall have the powers and duties of, a College President, usually pertaining to the Offices of the President of other colleges/universities, and those delegated by the Board.

**Section 2. TERM OF OFFICE OF THE COLLEGE ADMINISTRATOR.** — The College Administrator shall have a term four (4) years and shall be eligible for reappointment for another term only.

**Section 3. VACANCY IN THE OFFICE OF THE COLLEGE ADMINISTRATOR.** — In case of vacancy by reason of death, resignation, removal for cause or incapacity of the College Administrator to perform the functions of his/her office, the Board shall immediately recommend to the LCE the designation of an officer-in-charge (OIC), with the same qualifications as required of a President. The designation shall not exceed a period of one (1) year, renewable for another one (1) year, pending the appointment of a new College Administrator, subject to existing Civil Service Commission (CSC) Rules. The Board shall immediately create and convene the Search Committee (SC).

**ARTICLE VI — SEARCH FOR COLLEGE ADMINISTRATOR**

**Section 1. CREATION OF SEARCH COMMITTEE FOR COLLEGE ADMINISTRATOR.**

— The Board shall create a Search Committee for College Administrator (SCCA) to search, screen, and recommend eligible candidates for College Administrator not later than six (6) months before the end of the term of the incumbent. The Board shall also designate the members of the SCCA Secretariat to assist the SCCA with its tasks and activities.

**Section 2. COMPOSITION OF THE SEARCH COMMITTEE.** — The SCCA shall have at least five (5) members selected by the Board composed of representatives from the academic community, the private sector, CHED, Association of Local Universities and Colleges (ALCU) if the institution is a member of said organization, and other relevant government agencies as may be identified by the Board. The Board shall designate the Chairperson of the SCCA from among the members of the SCCA. The SCCA shall meet within fifteen days from its constitution.

No SCCA members shall be related within the fourth civil degree of consanguinity or affinity, nor have personal, social, professional relationships, business interests or financial connections, and political party affiliations to an applicant for BCC College Administrator to avoid conflict of interest.

If any such relationships exist, the SCCA member shall disclose the relationship to the Board. The disclosure or discovery of such relations and possible conflict of interests or partiality will serve as basis for the Board to decide whether to revoke the appointment of the concerned SCCA member.

**Section 3. FUNDS.** — To ensure the effective and efficient performance of its duties, the Board shall allocate budget and provide facilities of the College to the SCCA.

**Section 4. PUBLICATION OF NOTICE OF SEARCH.** —The SCCA shall, within one (1) month from its first meeting, prepare the notice of search for BCC College Administrator and publish it in at least one (1) newspaper of general circulation for at least three consecutive weeks. The notice shall include the minimum qualifications for College Administrator specified in Section 12(3) hereof, the documentary requirements specified in Section 12(4) hereof, the deadline for submitting the requirements, and the place for the submission of the application. The applications shall be sent to the SCCA Secretariat, addressed to the SCCA Chairperson.

The applications and other documentary requirements shall be filed personally, through a representative, by registered mail, or by authorized private courier with the SCCA Secretariat, provided that all the applications must be received on or before the deadline.

**Section 5. MINIMUM QUALIFICATIONS FOR COLLEGE ADMINISTRATOR.** — The minimum qualifications of any applicant for College Administrator shall be:

- a. Not less than thirty-five (35) years old and not a day older than the sixty-first (61<sup>st</sup>) birthday at the time of application;
- b. A Filipino citizen;
- c. Holder of an earned doctorate degree that is defined as level 8 in the PQF under RA No. 10968, awarded by a CHED-recognized Higher Education Institution or foreign institution accredited by its higher education ministry/commission or appropriate regulatory body;
- d. With proven track record as HEI administrator (e.g., president, vice-President, dean, campus administrator, director) or high-level management executive/administrator, whether in the public or private sector, for at least five (5) years; Nomenclature of the position is high-level management; and,
- e. Must not have been convicted of a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.

The Board may set additional qualifications it deems fit.

**Section 6. Documentary Requirements for College Administrator Applicants.** — Interested applicants must submit one (1) set of original and six (6) certified photocopies of the following documents to the SCCA Secretariat:

- a. Formal application letter addressed to the Chairman of the Board;

- b. Detailed curriculum vitae, attested and signed by the applicant;
- c. Transcript of records, training certifications, professional accreditations, diplomas, and employment/service records;
- d. Published research work, if any;
- e. Signed and notarized statement containing the applicant's Proposed Vision, Mission, and Development Goals for the College;
- f. Certificates/clearances from the following government agencies, obtained not more than three (3) months from the filing date of the application indicating that the applicant has not been found guilty in any administrative and/or criminal case:
  - i. National Bureau of Investigation
  - ii. Sandiganbayan
  - iii. Civil Service Commission
  - iv. Municipal or Regional Trial Court
  - v. Ombudsman (for government employees)
  - vi. Institution/Company where the applicant is presently employed

In case of delay in the issuance of the agency/office concerned due to the pandemic or fortuitous events, proof of payment of application fee may be used in the application subject to submission of the Certificates/Clearances at the time of the pre-evaluation process by the SCCA. The deadline of which can be set by the SCCA.

- g. Birth certificate authenticated by the Philippine Statistics Authority;
- h. Medical certificate of physical fitness issued by a physician from a government health institution not in any way connected with the applicant or the College;
- i. Drug testing certificate pursuant to CSC Memorandum Circular No. 13, s. 2017;
- j. Neuro-psychiatric examination result obtained from a government health institution. In the case there is none, the neuron-psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant;
- k. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 13); and
- l. Other documents that may be required by the Board.

The documentary requirements shall be submitted on or before the deadline specified in the published notice of search and call for application.

An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.

**Section 7. SUBMISSION OF PRE-EVALUATION PROCESS.** — The procedure for the submission and pre-evaluation of applications for College Administrator is as follows:

- a. An applicant or his/her representative must submit all the required documents to the SCCA Secretariat within the prescribed period.
- b. The SCCA Secretariat shall transmit the original and photocopies of the documents submitted by the applicant to the SCCA. All original documents submitted by an applicant that are accepted by the SCCA Secretariat must be returned to the applicant within sixty (60) days after the completion of the search and selection processes.
- c. The SCCA Secretariat shall submit a status report relative to Sections 12(5)(a) and 12(5)(b), as well as a summary of documents received and the issues it encountered, to the SCCA Chairperson within ten (10) calendar days after the deadline set in the Published Notice.
- d. Upon receipt of the SCCA Secretariat Report, the SCCA shall convene within a reasonable period to determine if the documents screened and pre-evaluated by the SCCA Secretariat are indeed complete. The SCCA shall also look into the documentary issues that the SCCA Secretariat encountered and reported, and all the documents attached to the report to validate the decision of the SCCA Secretariat. During this period, the SCCA is given the authority to ascertain, validate the validity of the compliance with the minimum requirements and/or documentary requirements.
- e. If the SCCA decides to disqualify an applicant because of failure to comply with all the minimum requirements and/or submit all the documentary requirements, it shall immediately inform the applicant, stating the reasons for the disqualification.
- f. A motion for reconsideration (MR) of an applicant's disqualification may be filed with the SCCA and should be resolved by the SCCA within five (5) days from the receipt of the MR.



Decisions of the SCCA may be appealed to the Board. The Decision or resolution of the SCCA disqualifying an applicant for failure to submit the complete requirements on time shall be final. All original documents shall be returned to the applicant.

- g. In case the SCCA has determined that there are three or more qualified applicants, the SCCA, through its Chairperson, shall immediately send formal notices to the applicants inviting them to proceed with the succeeding phases of the search, i.e., the public presentation and panel interview to be held at the College premises.
- h. In case the SCCA has determined that there are less than three (3) applicants who have submitted applications or less than three (3) applicants who have qualified, the SCCA shall report the same to the Board.

**Section 8. CRITERIA FOR EVALUATION.** — In general, applicants for BCC College Administrator shall be evaluated in, but not limited to, the following major areas:

- a. Professional Competence
- b. Academic Background
- c. Public Forum/Presentation
- d. Panel Interview

The evaluation instrument shall be developed by the SCCA subject to the approval of the Board.

**Section 9. SEARCH PROCESS.** — The screening and selection for candidates/applicants shall observe the following process:

- a. Profile Appraisal

The SCCA shall devise its appraisal form considering the requirements for the position.

- b. Panel Interview by the SCCA

- i. The sequence of the interview shall be determined by drawing of lots.
- ii. Each of the applicants shall be interviewed using a set of predetermined questions formulated and agreed upon by the SCCA and rated accordingly using an evaluation criteria sheet devised by the SCCA.
- iii. Each member of the SCCA shall be allowed to ask a minimum of three (3) questions. Each question, however, may be followed up by another clarificatory question.
- iv. Questions related, but not limited to the following areas may be asked during the individual interview:
  - a. Leadership skills
  - b. Relations with the BCC community and the general public
  - c. Management competencies
  - d. Resource generation/Good relations with Alumni
  - e. Personal values/Stature in the academic profession
  - f. Commitment to academic excellence and promotion of academic freedom
- v. The same process shall be observed up to the last interviewee.
- vi. There shall be a designated place, which shall serve as the holding area for applicants' abilities and readiness for the position.
- vii. Nothing in this process, however, shall prevent the Board from conducting the interview of the applicants for better appreciation of the applicant's abilities and readiness for the position.

- c. Public Forum/Presentation

- i. The applicants shall appear before an audience composed primarily of representatives coming from the following sectors: the students, faculty, non-teaching staff, LGU, parents, alumni association, and other stakeholders.
- ii. Prior to the scheduled public forum/presentation, the aforementioned concerned sectors shall select from among themselves, representatives who shall act as the sector's spokespersons during the public forum.



- iii. An evaluation criteria sheet shall be devised by the SCCA to rate the applicant's presentation.
- iv. The sequence of the individual presentation shall be determined by drawing of lots.
- v. After drawing lots, a five-minute recess shall be declared to give a chance to the presenter to prepare while the rest shall be ushered to a separate waiting area where they will not have the opportunity to listen to the presentation being done by other candidates.
- vi. The applicant shall be given a maximum of fifteen (15) minutes (depending on the number of applicants) to give a brief description about himself/herself and present to the public his/her mission/vision for the LUC.
- vii. The presenter shall be allowed to use slide presentations or presentations with the aid of any equipment provided that they submit a printed report of their presentation to the SCCA before the presentation.
- viii. A timekeeper shall be assigned to remind the applicant two (2) minutes before the expiration of the fifteen (15) minutes given and another reminder at the expiration of the fifteen (15) minutes.
- ix. The same process shall be observed up to the last presenter.
- x. After the last presenter, there shall be a 15-minutes recess for the preparation of the Open Forum.
- xi. Sheets of paper will be made available during the presentation for those, which shall be read by the moderator for the applicants to respond.
- xii. The SCCA shall screen questions from the audience to avoid inappropriate queries which shall be derogatory to the applicant.
- xiii. Finalization and Submission of the SCCA Report. - The SCCA shall submit the name of all the qualified candidates ranked based on the accumulated scores that each obtained in the major areas for evaluation to the Board. Furthermore, the SCCA shall also submit to the Board the summary of the criteria evaluation sheet and the procedures followed/used for the Search.

**Section 10. RE-OPENING OF SUBMISSION OF APPLICATIONS.** — The Board shall reopen the submission of applications for College Administrator if upon report of SCCA:

- a. Less than three (3) aspirants have submitted applications; or,
- b. Less than three (3) aspirants have qualified.

The SCCA shall publish the Notice of Search in accordance with Number 2 Publication of Notice of Search for College Administrator of this Annex. Applicants who have already submitted his/her application and documentary requirements during the previous search need not submit anew.

After re-opening the submission of application, and there are still less than three (3) qualified applicants, the Board may choose to reopen the search or choose from the qualified applicants per evaluation of the SCCA.

**Section 11. APPOINTMENT.** — The Board shall forward to LCE the list of three (3) qualified candidate/s or applicant/s and the recommended candidate/applicant from among them.

The College Administrator will be appointed by the LCE, being the appointing authority pursuant to the powers and duties of Municipal Mayors, as provided for in Sections 444(b)(1)(v) and 465(b)(1)(v), respectively, under Chapter III of RA No. 7160.

**Section 12. HOLD-OVER.** — In the event of the expiration of term of a College Administrator may allow hold-over capacity of its President under the following conditions:

- a. The College has substantially undertaken the activities for the evaluation for re-appointment of the incumbent College Administrator;
- b. The Board has not yet resolved whether the College Administrator will be reappointed for a second term, or in case the College Administrator has signified his/her intention not to be re-appointed, the Board has not yet appointed a new President;
- c. The Board has approved the hold-over capacity before the expiration of the term; and,
- d. No hold-over capacity shall exceed the period of six (6) months. After the expiration of that period and no College Administrator has been elected, the Board shall designate an OIC-College Administrator.

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**Section 13. RE-APPOINTMENT OF COLLEGE ADMINISTRATOR UNDER SECONDMENT.** — The reappointment of College Administrator under secondment shall, aside from complying with the requirements prescribed below, strictly adhere to the requirements of Civil Service Commission (CSC) MC No. 15 s. 1999, as amended by CSC Resolution No. 06-1165 dated July 5, 2006, the Guidelines on Secondment, and the applicable provisions of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised 2018 issued by the CSC.

Six (6) months prior to the end of the first term of an incumbent College Administrator, he or she may apply for re-appointment for second term subject to the evaluation of his or her performance by an Evaluation Committee constituted by the Board. A College Administrator who will undergo evaluation for a second term must not have been convicted of any administrative offense or crime.

The Evaluation Committee shall submit the results of its evaluation to the Board.

The Board recommendation for the re-appointment of the College Administrator to the LCE must be a majority of the sitting members. Otherwise, the Board shall constitute the SCCA.

The Board, however, upon its discretion, may opt to constitute the SCCA to open the selection or search process to other interested applicants for the position of Administrator. Moreover, in case there is no re-appointment, another search will be conducted.

## ARTICLE VII — ORGANIZATIONAL STRUCTURE AND FUNCTIONS

**Section 1. ORGANIZATIONAL STRUCTURE.** — Attached as Appendix “A” is the organizational structure of the College.

Subsequent changes in the organizational structure of the College shall be subject to the approval of the Board.

**Section 2. COLLEGE OFFICERS/OFFICES AND THEIR FUNCTIONS.** — The following are the college officials/offices and their respective functions:

- a. **Board of Trustees** — As the governing body of the College, it is responsible for overseeing the overall strategic direction, policies, and decision-making of the organization. The functions of the Board shall be those enumerated in Section 3, Article II of this Ordinance.
- b. **College Administrator** — Her/she is responsible for:
  - i. Providing leadership to the College and setting a strategic direction aligned with the institution's mission and goals;
  - ii. Overseeing academic programs, curriculum development, and ensuring the quality of education provided by the institution;
  - iii. Managing the day-to-day administrative operations of the College, including budgeting, resource allocation, and facilities management;
  - iv. Recruiting, hiring, and evaluating faculty and staff, as well as fostering a positive and productive work environment;
  - v. Managing the College's finances, including budget development, fundraising, and financial planning to ensure fiscal sustainability;
  - vi. Building and maintaining relationships with external stakeholders, such as, but not limited to, government agencies, community leaders, and industry partners;
  - vii. Engaging in strategic planning to adapt to changing educational landscapes, technological advancements, and societal needs;
  - viii. Ensuring the College complies with accreditation standards and regulatory requirements to maintain the eligibility of program offerings;
  - ix. Advocating for the College's interests and representing the institution at educational conferences, forums, and other relevant platforms;
  - x. Encouraging innovation in teaching methods, technology integration, and administrative processes to enhance overall effectiveness; and

- xi. Being prepared to manage crises or emergencies that may impact the College, such as natural disasters, public health crises, or other unforeseen events.
- c. **College Executive Council** – The College Executive Council has two components: the **Academic Council** and the **Administrative Council**. Below are the functions of the College Executive Council, Academic Council and Administrative council, respectively.

College Executive Council

- i. Collaborating on the development and implementation of the College's overall strategic plan and aligning academic and administrative goals;
- ii. Creating and reviewing policies that govern both academic and administrative aspects of the college, ensuring alignment with the institution's mission; and
- iii. Facilitating communication and collaboration between the Academic and Administrative Councils to ensure a cohesive and integrated approach to college management.

Academic Council

- i. Reviewing and approving academic programs and curriculum changes, ensuring they meet educational standards and align with the institution's mission;
- ii. Overseeing matters related to faculty recruitment, development, and evaluation to maintain a high standard of teaching;
- iii. Establishing and reviewing academic policies, such as grading systems, academic integrity, and student conduct to ensure fairness and consistency;
- iv. Promoting a culture of research and extension within the academic community, encouraging faculty and students to engage in scholarly activities; and
- v. Ensuring that academic programs meet accreditation standards and addressing any issues to maintain or enhance accreditation status.

Administrative Council

- i. Overseeing the maintenance and development of college facilities, including classrooms, laboratories, and administrative offices;
- ii. Managing human resource functions, including recruitment, training, and employee relations, to maintain a skilled and motivated workforce;
- iii. Planning and managing the college's budget, financial resources, and expenditures, in collaboration with the Academic Council;
- iv. Managing administrative services such as admissions, registration, counseling, and other support services to enhance student experience; and
- v. Ensuring compliance with relevant laws and regulations, managing legal affairs, and mitigating legal risks for the institution.

- d. **College Secretary** – He/she plays a crucial role in providing administrative support and ensuring effective communication within the college. The functions of a College Secretary are:

- i. Maintaining accurate and up-to-date records of important college documents, including meeting minutes, policies, and official communications;
- ii. Organizing and coordinating meetings of the College Executive Council, Academic Council, Administrative Council, and other relevant committees;
- iii. Facilitating communication between different departments, councils, and external stakeholders, as well as distributing important information to relevant parties;
- iv. Drafting official correspondence, reports, and other documents on behalf of the college administration, as well as ensuring that documents are well-organized and that they meet professional standards;
- v. Creating agendas for meetings, ensuring that all relevant topics are covered, and providing necessary background information to participants;
- vi. Assisting in the planning and coordination of college events, ceremonies, and special programs;





- vii. Providing administrative support to college executives, including scheduling appointments, managing calendars, and handling routine administrative tasks;
  - viii. Establishing and maintaining a systematic filing system for easy retrieval of documents, records, and other important information;
  - ix. Assisting in monitoring, and ensuring compliance with, relevant regulations and accreditation standards;
  - x. Serving as a point of contact between the college and external organizations, government agencies, and other institutions; and
  - xi. Handling sensitive information with discretion and maintaining confidentiality on matters that require privacy.
- e. **Security Officer** – He/she is responsible for the management of security personnel of the institution to ensure the overall safety and security of the campus.
- f. **Disaster Risk Reduction and Management Officer** – The Disaster Risk Reduction and Management Officer (DRRMO) is a key position focused on mitigating and managing the impact of disasters on the college campus.
- g. **Prefect of Discipline** – He/she is responsible for maintaining order, enforcing rules, and promoting a positive and disciplined environment among students.
- h. **Director for Academic Affairs** – He/she Affairs serves as the chief architect of the academic landscape, responsible for designing and implementing strategies that enhance the overall quality of education. He/she collaborates with faculty members, ensuring that curriculum development aligns with educational standards and promotes a dynamic learning environment.

He/she is a key decision-maker, involved in shaping academic policies, establishing guidelines for assessment and evaluation, and addressing issues related to student performance and progress. He/she often engages in continuous improvement initiatives, seeking innovative methods to enhance teaching methodologies and foster a culture of academic excellence.

- i. **College Registrar** – He/she oversees the meticulous management of student data, maintaining a digital repository of academic records, transcripts, enrollment information and other pertinent academic documentation. He/she organizes the intricate details of registration processes, ensuring that students seamlessly enroll in appropriate courses, make progress towards degrees, and navigate the intricacies of academic requirements. He/she is the custodian of educational continuity, safeguarding the accuracy and integrity of academic records.
- j. **Admission Officer** – He/she manages the institution's admissions processes, including the evaluation of applications, interviews, and selection of new students.
- k. **Head of the Office for Instruction, Evaluation, and Instructional Materials** – He/she oversees the overall strategic facets related to pedagogical methodologies, assessment frameworks, and the creation and evaluation of instructional resources. He/she collaborates closely with educators to formulate and implement effective teaching strategies aligned with contemporary educational paradigms, establishes comprehensive mechanisms for student and faculty performance evaluation, solicitation of feedback, analyzes data for evidence-based improvements in pedagogical delivery, and ensures the accessibility, relevance, and appropriateness of instructional materials which are to be utilized in the teaching of students within the institution.
- l. **NSTP Coordinator** – He/she is responsible for overseeing the National Service Training Program (NSTP) within the educational institution. His/her role involves planning, organizing, and implementing NSTP activities, ensuring compliance with program requirements. He/she facilitates student enrollment in NSTP courses, manages partnerships with community organizations, and monitors the overall effectiveness of the program in fostering civic engagement and social responsibility among students.



- m. **ROTC Coordinator** – He/she holds a pivotal role in managing and coordinating the Reserve Officers' Training Corps (ROTC) program within the educational institution. He/she is responsible for organizing training activities, overseeing student enrollment, and liaising with military authorities. He/she ensures the effective implementation of the ROTC curriculum.
- n. **CWTS Coordinator** – He/she is instrumental in the implementation and coordination of the Civic Welfare Training Service (CWTS) program within the educational institution. His/her role involves planning and organizing community service activities, overseeing student participation, and collaborating with community partners. He/she ensures alignment with program objectives, facilitates student engagement in social outreach initiatives, and assesses the impact of CWTS on the students and the communities served.
- o. **TESDA Coordinator** – He/she plays a vital role in managing and coordinating the institution's programs related to the Technical Education and Skills Development Authority (TESDA). His/her responsibilities include facilitating student enrollment in TESDA courses, coordinating training activities, and ensuring compliance with TESDA standards. He/she also liaises with industry partners to enhance vocational training opportunities, contributing to students' acquisition of practical skills and promoting their employability upon completion of TESDA-certified programs.
- p. **Deans** – They are academic leaders overseeing specific colleges. They shape and align academic programs with institutional goals, collaborate with faculty, and ensure curriculum quality. They manage faculty, handle budgets, and oversee day-to-day operations. They represent their colleges in decision-making, maintain accreditation standards, and cultivate external partnerships. Overall, they balance administrative duties while fostering an environment conducive to learning, research, and professional development.
- q. **Program Heads** – They lead and manage specific academic programs. They develop and supervise curricula, ensure program quality, and oversee day-to-day operations. Administratively, they handle budgets and represent programs in institutional decisions. They work with faculty to improve teaching methods, and conduct academic advising.
- r. **Director for Student Affairs and Services** – He/she oversees the comprehensive well-being and support services for students within an educational institution. His/her primary responsibilities include managing student-related programs, fostering a positive campus environment, and providing resources for students' personal and academic success.
- s. **School Clinic** – The school clinic serves as a vital health resource within the educational institution. It provides essential healthcare services to students, addressing immediate medical needs, conducting routine health check-ups, and offering first aid. It serves as a point of contact for health-related information and initiatives within the school community.
- t. **Support Services** – Support services in the College encompass a range of resources and assistance designed to promote the well-being and success of students. These services may include counseling, academic advising, career guidance, and accessibility support especially for students with special needs.
- u. **Scholarship Officer** – He/she is responsible for managing scholarship programs within an educational institution. His/her primary duties include identifying scholarship opportunities, assessing and reviewing applications, and coordinating the awarding of scholarships to eligible students. He/she works closely with donors, students, and relevant stakeholders to ensure the effective administration of scholarship funds.
- v. **Career and Job Placement Officer** – He/she is tasked with facilitating the transition of students from education to employment. His/her primary responsibilities include providing career guidance, organizing job fairs, and establishing connections with employers. He/she assists students in developing job-search skills, preparing resumes, and honing interview techniques. He/she likewise collaborates with employers to create internship opportunities and job placements for students and alumni.

- w. **Student Publication Adviser** – He/she is a faculty member responsible for guiding and overseeing the activities of a student-run publication, such as a newspaper, magazine, or online platform. His/her role involves mentoring students in journalistic practices, ensuring adherence to ethical standards, and providing guidance on writing, editing, and overall publication production. He/she often facilitates training sessions, supports editorial decisions, and helps students develop their skills in reporting, interviewing, and journalistic writing.
- x. **Culture and Arts Coordinator** – He/she is responsible for organizing and promoting cultural and artistic activities within an educational institution. His/her role involves planning and coordinating events such as art exhibitions, performances, and cultural festivals. He/she works with students, faculty, and external artists to facilitate a vibrant cultural and artistic environment on campus. He/she may also be involved in managing cultural clubs or groups, overseeing artistic initiatives, and collaborating with community partners to enrich the cultural experiences available to students.
- y. **Central Student Council** – The Central Student Council (CSC) is the primary student governing body within an educational institution. Comprising elective student representatives, the CSC serves as a liaison between students and the administration. Its responsibilities include advocating for student interests, organizing events, managing student clubs and organizations, and addressing concerns related to campus life. The CSC plays a key role in fostering a sense of community, representing the diverse needs and perspectives of the student body, and contributing to the overall student experience.
- z. **Sports Development Coordinator** – He/she is responsible for overseeing and advancing sports-related initiatives within an educational institution. His/her role involves planning and coordinating sports programs, events, and activities to promote physical fitness, teamwork, and healthy competition among students. He/she collaborates with coaches, athletes, and relevant stakeholders to enhance the overall sports culture on campus. He/she may also be involved in organizing sports competitions, managing facilities, and facilitating the development of student athletes.
- aa. **Library and Chief Librarian** – The Library, under the leadership of the Chief Librarian, serves as a hub for knowledge and information. The Chief Librarian's role includes managing the library's collection, leading a dedicated team, and ensuring the seamless integration of technology for enhanced access. He/she optimizes resource allocation to maintain a well-rounded collection.
- bb. **Director for Administration** – He/she is responsible for providing leadership and oversight across various operational aspects. This includes managing human resources, overseeing facilities, participating in policy development, and coordinating interdepartmental efforts. His/her role is vital in ensuring the efficient functioning of administrative processes within the academic setting, contributing to the overall success and sustainability of the institution.
- cc. **Gender and Development Coordinator** – He/she plays a pivotal role in fostering gender equality within the organization. He/she contributes to policy development, conducts awareness programs, and advocates for inclusive practices. Through monitoring and collaboration with various departments, he/she ensures the integration of gender perspectives.
- dd. **Marketing and Promotions Officer** – He/she plays a vital role in shaping the institutional image and promoting academic offerings. He/she is instrumental in developing and executing marketing strategies tailored to highlight educational programs, events, and the unique attributes of the academic institution. He/she is also an instrumental arm of the institution in fostering engagement with prospective students and in contributing to the overall success and growth of the academic community.
- ee. **Supply and Property Custodian** – He/she is responsible for managing organizational resources. This includes overseeing inventory, coordinating procurement, and tracking the location and condition of all assets. He/she facilitates distribution,

coordinates maintenance, and if need be, manages the disposal of assets. He/she likewise ensures the detailed documentation of all property and supplies of the institution.

- ff. **Maintenance and General Services Department** – The department’s main function is to ensure a healthy, conducive, and well-maintained environment for students, employees, and visitors, contributing to the overall functionality and image of the academic institution.
- gg. **Legal Adviser** – He/she is responsible for handling legal matters, contracts, and ensuring compliance with laws.
- hh. **Anti-Sexual Harassment Unit** – This is the unit in the academic institution which ensures a workplace that is not only free from harassment but is built on principles of respect, dignity, and equality for all students and employees.
- ii. **Information Technology Management** – The office is responsible for the creation and management of databases, networks, and software systems to support administrative functions.
- jj. **Director for Research and Extension** – He/she is responsible for strategic plans for research and extension activities aligned with the College’s mission and goals and for coordinating with academic and administrative units to integrate research and extension into the overall institutional strategy.
- kk. **Quality Assurance** – He/she is responsible for implementing measures to ensure the quality and integrity of research projects and extension programs. He/she is also responsible for proper compliance with institutional programs.
- ll. **Head of the Research Office** – He/she is the lead person in the development, implementation, and evaluation of research programs and in supporting faculty-researchers in securing grants, conducting research, and the eventual publication of the same.
- mm. **Head of the Extension Office** – He/she oversees the planning, implementation, and evaluation of extension programs. The office ensure that the extension activities align with community needs and priorities.
- nn. **Director of Finance** – He/she is tasked with financial planning, preparation of annual budget, financial reporting, financial record keeping and financial auditing. He/she collaborates with the College Administrator and other department Heads to ensure financial sustainability.
- oo. **Accounting Office** – The office is responsible for the management of financial records, including accounts payable and receivable, ensuring accurate and up-to-date financial documentation. The office is also tasked to process financial transactions, including payments, invoices, reimbursements and processing of payroll for faculty and staff . The office should at all times monitor budgetary allocations and expenditures.

## ARTICLE VIII – MISCELLANEOUS PROVISIONS

**Section 1. COLLECTION OF REASONABLE FEES.** – Subject to existing laws, rules, and regulations, the College may collect reasonable fees and other charges which shall be paid solely through the Municipal Treasurer’s Office with corresponding receipt issued. The following fees may be collected:

- a. Entrance Examination Fee (for first year entrants)
- b. Tuition Fees
- c. Matriculation Fee
- d. Laboratory Fee
- e. Medical/Dental Fee
- f. ID Fee (School and Library)



- g. Athletics Fee
- h. Activity Fee
- i. Computer Fee
- j. Miscellaneous Fee

Fees other than those enumerated herein may be collected by the College, subject to prior approval by the Board and the inclusion of the fee/s in the Municipality's local revenue ordinance.

**Section 2. ANNUAL APPROPRIATION FOR BCC.** — An amount of at least Sixty Million Pesos (P60,000,000.00) shall be allotted annually for the operational expenses of the College, chargeable against the General Fund of the municipality.

**Section 3. REPEALING CLAUSE.** — All ordinances, resolutions, and rules and regulations or parts thereof which are inconsistent or in conflict with any provision of this Ordinance are hereby deemed repealed or modified accordingly.

**Section 4. SEPARABILITY CLAUSE.** — If, for any reason, any section or provision of this Ordinance is held unconstitutional or invalid, other sections or provisions hereof which are not affected shall continue to be in full force and effect.

**Section 5. EFFECTIVITY.** — This Ordinance shall take effect immediately upon approval by the Sangguniang Bayan of Burauen.

ENACTED AND APPROVED, January 29, 2024.

CERTIFIED CORRECT:

  
**ATTY. RUDEJANE S. TAN**  
*Secretary to the Sanggunian*

ATTESTED:


  
**HON. NOEL P. ALPINO**  
*Vice Mayor/Presiding Officer*

(*absent*)  
**HON. VINCENT G. ENERLAN**  
*Sangguniang Bayan Member*

  
**HON. CIPRIANO R. RELATORRES, JR**  
*Sangguniang Bayan Member*

  
**HON. HERMIENIA C. CAMASIN**  
*Sangguniang Bayan Member*

  
**HON. BRYAN R. CINCO**  
*Sangguniang Bayan Member*

  
**HON. DEXTER R. SENO**  
*Sangguniang Bayan Member*

  
**HON. ROBERT G. DEL PILAR**  
*Sangguniang Bayan Member*

(*on maternal leave*)  
**HON. EVAFA A. CORAL**  
*Sangguniang Bayan Member*

  
**HON. OSCAR A. CAGARA**  
*Sangguniang Bayan Member*

(*on leave*)  
**HON. FE S. RENOMERON**  
*LnB President/ Ex-Officio SB Member*

(*absent*)  
**HON. JUSTINE MERP G. ANDRADE**  
*SK Federation President/ Ex-Officio Member*





APPROVED: MUN. ORD. # 24-01



**HON. JUANITO E. RENOMERON**  
*Municipal Mayor*

## FACULTY ASSOCIATION RECOGNITION POLICY

### Purpose

The purpose of this policy is to establish guidelines for the recognition and functioning of a Faculty Association at Burauen Community College. The Faculty Association is a formal organization representing the interests and promoting the professional development of the faculty members.

### Scope

This policy applies to all faculty members and staff at Burauen Community College ("BCC") who wish to establish and maintain a Faculty Association.

### **Policy Guidelines:**

#### Eligibility for Recognition

To be eligible for recognition, a Faculty Association must consist of a group of faculty members who share a common purpose and have the support of at least 50% of the institution's faculty, as determined by the Burauen Community College administration.

#### Documentary Requirements for Faculty Association to be Recognized

The Faculty Association shall submit one (1) copy of each of the following documents:

1. Letter of Application
2. Constitution and By-Laws
3. List of current officers with contact information

#### Recognition Process

1. Submission of the documentary requirements to the BCC Administration;
2. Compliance check by the BCC Administration;
3. If approval is recommended, forwarding of the documentary requirements by the BCC Administration to the Board Secretary;
4. Issuance of Notice of Meeting to the Board of Trustees;
5. Conduct of Board meeting;
6. Issuance of Resolution approving or denying the application for recognition; and
7. In case of approval, issuance of Certificate of Recognition signed by the Chairman of the Board.

#### Qualifications for Membership

Any full-time faculty member of Burauen Community College may become a member of the Faculty Association

#### Qualifications for Officer Positions

To run for an officer position within the Faculty Association, a faculty member must meet the following qualifications:

1. Be a qualified member of the Faculty Association;

2. Have been a member of the Faculty Association for a minimum of one academic year;
3. Demonstrate a commitment to the goals and objectives of the Association;
4. Have a clear understanding of the roles and responsibilities associated with the officer position they seek;
5. Hold a plantilla position, permanent or full-time, within Burauen Community College; and
6. Must not hold an administrative position. (Collegiate Level)

Officer positions include, but are not limited to, President, Vice President, Secretary, and Treasurer. The specific officer positions and their responsibilities should be outlined in the Faculty Association's notarized constitution and by-laws.

### **Election Frequency**

The Faculty Association shall hold elections for its officers every 2 years.

### **Duties and Responsibilities of Members**

1. Participate actively in the activities of the Association.
2. Uphold the principles of academic freedom and responsibility.
3. Promote professional development, scholarly activities, and intellectual exchange within the faculty community.
4. Abide by the Association's constitution, bylaws, and any established codes of conduct.

### **Benefits, Rights, and Privileges of Members:**

1. Participation in faculty development programs and workshops organized by the Association.
2. Access to a platform for scholarly exchange, collaboration, and networking with fellow faculty members.
3. Representation of their concerns and interests through the Association's advocacy efforts.
4. The right to vote in Association elections and referendums.
5. The privilege of seeking and holding officer positions within the Association, subject to the eligibility criteria outlined in this policy.
6. Access to information and resources shared within the Association to enhance their professional and academic growth.

### **Use of Institutional Resources**

The Faculty Association may be granted access to institutional resources and facilities for meetings, events, and communication, subject to availability and BCC's policies.

The Association should request resources through the appropriate institutional channels.

### **Financial Accountability**

The Faculty Association should maintain a transparent and accountable financial system for its operations, with periodic reporting and auditing as required by institutional policies.

### **Conflict Resolution**

The BCC Administrator shall serve as a mediator for conflicts arising within the Faculty Association. It is encouraged to resolve issues internally, whenever possible. However, conflicts left unresolved shall be elevated to BCC's Board of Trustees ("Board") for resolution. The decision of the Board shall be final, subject to existing laws, rules, and regulations.



**Recognition Review**

The Faculty Association's recognition will be reviewed periodically by the BCC Administration to ensure it continues to meet eligibility criteria and complies with institutional policies and values.

**Dissolution**

The Faculty Association may be dissolved voluntarily by its members through a formal process outlined in its bylaws or constitution.

In cases where the Association violates institutional policies or engages in activities contrary to the institution's values, the Board may revoke recognition.

**Communication**

This policy will be communicated to all faculty members and staff, made available on the institution's official FB page, and shared with the recognized Faculty Association.

**Compliance**

Faculty members and the Faculty Association are responsible for adhering to this policy. The Bureau Community College administration is responsible for enforcing it.

**Review and Revision**

This policy will be reviewed periodically to ensure its effectiveness, alignment with the institution's mission and values, and compliance with CHED regulations.

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## STUDENT ASSOCIATION RECOGNITION POLICY

### Purpose

The purpose of this policy is to establish guidelines for the recognition and functioning of a Student Association at Burauen Community College. The Student Association serves as a formal organization representing the interests and promoting the well-being of the student body.

The Central Student Council is the highest governing student association of the Institution, and for purposes of this Policy, The Student Association and Central Student Council shall be interpreted synonymously, hence may be used interchangeably.

### Scope

This policy applies to all students of the academic community who wish to establish and maintain a Student Association at Burauen Community College.

### **Policy Guidelines:**

#### Eligibility for Recognition

To be eligible for recognition, a Student Association must consist of a group of students who share a common purpose and have the support of a majority percentage of the institution's student body, as determined by the Burauen Community College administration.

#### Documentary Requirements for Student Association to be Recognized

The Faculty Association shall submit one (1) copy of each of the following documents:

1. Letter of Application
2. Constitution and By-Laws
3. List of current officers with contact information

#### Recognition Process

1. Submission of the documentary requirements to the BCC Administration;
2. Compliance check by the BCC Administration;
3. If approval is recommended, forwarding of the documentary requirements by the BCC Administration to the Board Secretary;
4. Issuance of Notice of Meeting to the Board of Trustees;
5. Conduct of Board meeting;
6. Issuance of Resolution approving or denying the application for recognition; and
7. In case of approval, issuance of Certificate of Recognition signed by the Chairman of the Board.

#### Formation and Registration

The Central Student Council must submit a formal written request for recognition to the Board of Trustees.

The request should include the Council's constitution, bylaws, and its proposed schedule of activities.

### **Qualifications for Membership**

Any currently enrolled student at Burauen Community College is eligible for membership in the said Student Association.

### **Qualifications for Officer Positions**

To run for an officer position within the Student Association, a member must meet the following qualifications:

1. Be an enrolled student at Burauen Community College;
2. Have actively participated in the Association's activities for a minimum of one academic year;
3. Demonstrate a commitment to the goals and objectives of the Association; and
4. Be in good academic standing.

### **Leadership and Governance**

The Student Association shall have a set of officers, duly elected by the student body at large. The set of officers shall be consistent with that which is enunciated in their by-laws.

### **Election Frequency**

The Student Association shall hold elections for its officers on an annual basis.

### **Use of Institutional Resources**

The Student Association may be granted access to institutional resources and facilities for meetings, events, and communication, subject to the Institution's policies and availability.

The Association should request resources through the appropriate institutional channels.

### **Financial Accountability**

The Student Association should maintain a transparent and accountable financial system for its operations, with semestral reporting and auditing to the Office of the Student Affairs and Services.

### **Student Engagement and Well-being**

1. The Student Association should actively promote and support student engagement in campus activities, events, and initiatives.
2. It should work to enhance the overall well-being of the student body, fostering a positive campus environment.

### **Rights and Privileges of Members**

1. Participation in Association meetings and decision-making processes.
2. Voting in Association elections and referendums.
3. Eligibility to run for officer positions within the Association.
4. Access to resources and opportunities provided by the Association.

### **Responsibilities**

Members and officers of the Student Association are responsible for:





1. Upholding the Association's constitution, bylaws, and any established codes of conduct;
2. Promoting the welfare and interests of the student body;
3. Actively participating in the Association's events and initiatives; and
4. Ensuring the transparent and ethical use of the Association's resources.

### **Benefits**

The Student Association shall provide benefits to its members, which may include:

1. Representation and advocacy for student concerns and interests to the institution's administration;
2. Access to funding for student-led events and initiatives;
3. Networking opportunities and support for personal and academic growth; and
4. A platform for organizing and participating in student activities and clubs.

### **Role of Central Student Council President**

The duly elected President of the Central Student Council shall be the student's representative in the Institution's Board of Trustees, serving as such until expiry of his/her term. If re-elected, he/she will continue to be a member of the Board.

This representative shall ensure that the voices and concerns of the students are effectively communicated and addressed.

### **Communication**

This policy will be communicated to all students and members of the academic community, made available on the institution's website, and shared with the recognized Student Association.

### **Compliance**

Students, members, and the Student Association are responsible for adhering to this policy. The Bureau Community College administration is responsible for enforcing it.

### **Review and Revision**

This policy will be reviewed periodically to ensure its effectiveness, alignment with the institution's mission and values, and compliance with CHED regulations.

## ALUMNI ASSOCIATION RECOGNITION POLICY

### Purpose

The purpose of this policy is to establish guidelines for the recognition and functioning of an Alumni Association at Burauen Community College ("BCC"). The Alumni Association serves as a formal organization representing the interests, engagement, and connections of the institution's alumni.

### Scope

This policy applies to all alumni and members of the academic community who wish to establish and maintain an Alumni Association at Burauen Community College.

### **Policy Guidelines:**

#### Eligibility for Recognition

To be eligible for recognition, an Alumni Association must be composed of alumni who are graduates of BCC.

The Association should be established and maintained in accordance with local laws and regulations.

#### Documentary Requirements for Alumni Association to be Recognized

The Faculty Association shall submit one (1) copy of each of the following documents:

1. Letter of Application
2. Constitution and By-Laws
3. List of current officers with contact information

#### Recognition Process

1. Submission of the documentary requirements to the BCC Administration;
2. Compliance check by the BCC Administration;
3. If approval is recommended, forwarding of the documentary requirements by the BCC Administration to the Board Secretary;
4. Issuance of Notice of Meeting to the Board of Trustees;
5. Conduct of Board meeting;
6. Issuance of Resolution approving or denying the application for recognition; and
7. In case of approval, issuance of Certificate of Recognition signed by the Chairman of the Board.

#### Qualifications for Membership

Any graduate of BCC is eligible for membership in the Alumni Association.

#### Qualifications for Officer Positions

To run for an officer position within the Alumni Association, a member must meet the following qualifications:



1. Be an alumnus/alumna of BCC;
2. Have actively participated in the Association's activities for a minimum of one year;
3. Demonstrate a commitment to the goals and objectives of the Association; and
4. Be in good standing with the Association.

### **Election Frequency**

The Alumni Association shall hold elections for its officers every 2 years.

### **Leadership and Governance**

The Alumni Association should establish a governing body. Officer positions include, but are not limited to, President, Vice President, Secretary, and Treasurer. The specific officer positions and their responsibilities should be outlined in the Alumni Association's constitution and by-laws. They are responsible for the organization's activities and decision-making.

The Association should hold regular elections, in accordance with this policy, and follow democratic principles in its leadership and governance structure.

### **Use of Institutional Resources**

The Alumni Association may be granted access to institutional resources and facilities for meetings, events, and communication, subject to BCC policies and availability.

The Association should request resources through the appropriate institutional channels.

### **Financial Accountability**

The Alumni Association should maintain a transparent and accountable financial system for its operations, with periodic reporting and auditing as required by institutional policies.

### **Alumni Engagement and Connection**

The Alumni Association should actively promote and support alumni engagement in the institution's activities, events, and initiatives.

It should facilitate opportunities for alumni to connect with each other and with current students and faculty.

### **Rights and Privileges of Members**

1. Participation in Association meetings and decision-making processes.
2. Voting in Association elections and referendums.
3. Eligibility to run for officer positions within the Association.
4. Access to alumni events and activities organized by the Association.
5. Access to educational and professional development opportunities provided by the Association.

### **Benefits**

1. Networking opportunities.
2. Access and participation to alumni events.



3. Career development support.
4. Educational and professional development opportunities.
5. Access to institutional resources, such as libraries and career services.

### **Responsibilities**

1. Upholding the Association's constitution, bylaws, and any established codes of conduct.
2. Promoting the welfare and interests of the alumni community and BCC.
3. Actively participating in the Association's events and initiatives.
4. Ensuring the transparent and ethical use of the Association's resources.

### **Communication**

This policy will be communicated to all alumni and members of the academic community, made available on the institution's official FB page, and shared with the recognized Alumni Association.

### **Compliance**

Alumni members and the Alumni Association are responsible for adhering to this policy. The BCC administration is responsible for enforcing it.

### **Review and Revision**

This policy will be reviewed periodically to ensure its effectiveness, alignment with the institution's mission and values, and compliance with CHED regulations.



## BUSINESS OR INDUSTRY SECTOR RECOGNITION POLICY

### Purpose

The purpose of this policy is to provide guidelines for the recognition and support of a specific business or industry sector within the Municipality of Burauen. Recognizing and fostering the growth of key industry sectors is essential for economic development and community well-being.

### Scope

This policy applies to businesses, industry associations, and community stakeholders who wish to seek recognition for a particular business or industry sector in the Municipality.

### **Policy Guidelines:**

#### **Eligibility for Recognition**

A business or industry sector is eligible for recognition if it demonstrates its significance in terms of employment, economic impact, innovation, or its potential to contribute to the growth of the Municipality.

#### **Application for Recognition**

Interested stakeholders, including businesses, industry associations, or community representatives, may submit an application for recognition to the Sanguniang Bayan of Burauen.

The application should include an overview of the sector's importance, its contributions to the local economy, and the potential benefits of recognition.

#### **Documentary Requirements for Business Sector or Industry to be Recognized**

The Faculty Association shall submit one (1) copy of each of the following documents:

1. Letter of Application
2. Constitution and By-Laws
3. List of current officers with contact information

#### **Recognition Process**

1. Submission of the documentary requirements to the BCC Administration;
2. Compliance check by the BCC Administration;
3. If approval is recommended, forwarding of the documentary requirements by the BCC Administration to the Board Secretary;
4. Issuance of Notice of Meeting to the Board of Trustees;
5. Conduct of Board meeting;
6. Issuance of Resolution approving or denying the application for recognition; and
7. In case of approval, issuance of Certificate of Recognition signed by the Chairman of the Board.

#### **Criteria for Recognition**

1. Recognition of a business or industry sector may be based on the following criteria:

2. Employment opportunities created within the sector.
3. Economic contributions, such as revenue generated, and taxes paid.
4. Innovation and research and development within the sector.
5. The sector's alignment with the Municipality's economic development goals.

### **Representation on Local College Governing Board**

A recognized business or industry sector may appoint a representative to sit on the Governing Board of the Local College. The appointed representative shall serve a term of two (2) years.

The sector's representative shall actively engage in discussions and decisions related to educational and workforce development initiatives, ensuring alignment with the needs of the sector.

### **Qualifications for the Sector Representative**

The sector representative should meet the following qualifications:

1. Demonstrated expertise in the sector and a proven track record of leadership.
2. Strong understanding of the educational and workforce development needs of the sector.
3. A commitment to advancing the well-being of the community and supporting the growth of the Municipality.

### **Responsibilities of Recognized Sectors**

Recognized business or industry sectors should actively contribute to the growth and well-being of the Municipality. This may include initiatives such as:

- a. Investing in local talent development and training programs.
- b. Collaborating with local educational institutions to address skill gaps.
- c. Engaging in community development projects.

### **Benefits of Recognition**

Recognition as a significant business or industry sector in the Municipality may provide the following benefits:

- a. Priority access to economic development resources and incentives.
- b. Representation on municipal economic development committees or task forces.
- c. Enhanced visibility and reputation within the Municipality.

### **Review and Renewal**

Recognition of a business or industry sector should be reviewed periodically to ensure that it continues to meet the criteria and align with the Municipality's economic development goals.

Stakeholders may apply for renewal of recognition by demonstrating continued contributions to the local economy.

### **Compliance**

Recognized sectors are responsible for complying with the terms and conditions outlined in their recognition agreement.

Non-compliance may result in a review and potential revocation of recognition.





**Revocation of Recognition**

Recognition of a business or industry sector may be revoked if it no longer aligns with the Municipality's economic development goals, fails to meet the specified criteria, or engages in activities contrary to the Municipality's values and regulations.

**Communication**

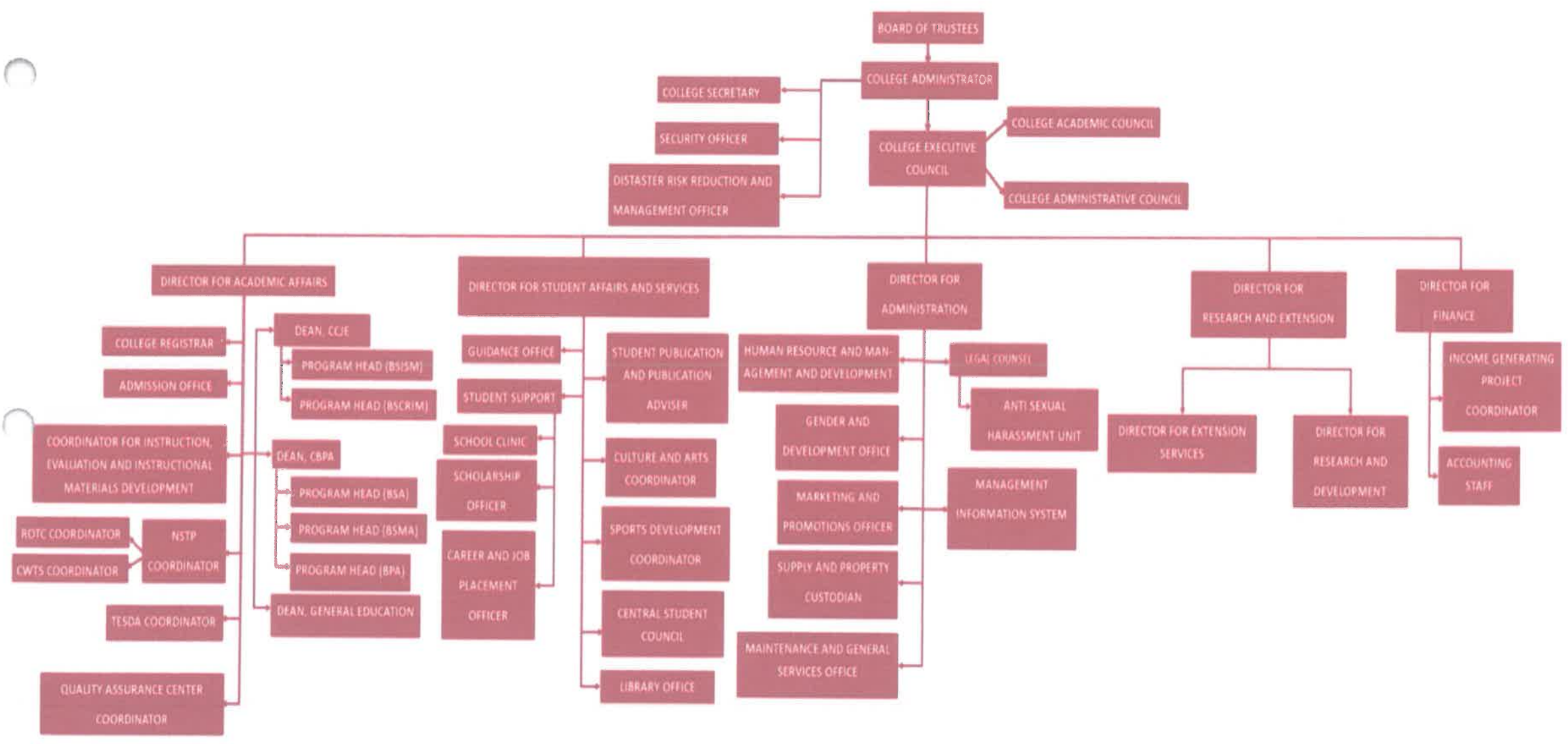
This policy will be communicated to all stakeholders, made available on the Municipality's website, and shared with recognized business or industry sectors.

**Review and Revision**

This policy will be reviewed periodically to ensure its effectiveness, alignment with the Municipality's development goals, and compliance with CHED regulations.



# BURAUEN COMMUNITY COLLEGE ORGANIZATIONAL STRUCTURE





Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF BURAUEN



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Burauen

\*

*Office of the Sangguniang Bayan*

## CERTIFICATE OF POSTING

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY** that **Municipal Ordinance No. 24-01**, Series of 2024, of the Sangguniang Bayan of Burauen, Leyte, entitled, “*Revised Charter of Burauen Community College*”, was enacted on January 29, 2024, approved on even date, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from *January 30, 2024 to February 8, 2024*, in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the “Local Government Code of 1991”.

Burauen, Leyte, February 12, 2024.

  
**ATTY. RUDEJANE S. TAN**  
*Secretary to the Sanggunian*