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Item No.: 07
Date: 14 2024 MAY

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
April 29, 2024

Province of Leyte
Date: 5-8-24

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 03, S. 2024 of the Sangguniang Bayan of Abuyog, 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), an exercise of the power authorized under DILG memorandum 2009-67ⁱ, CHED Commission en banc Resolution 586-2022, Memo Order 18 S. 2022ⁱⁱ in relation to RA 7722ⁱⁱⁱ.

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

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

ⁱ "Guidelines on the Establishment of Local Colleges and Universities by Local Governments, and on the Operation of Higher Education Programs

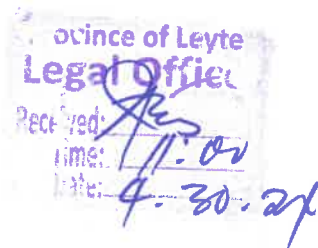
ⁱⁱ POLICIES, STANDARDS AND GUIDELINES ON THE GRANT OF INSTITUTIONAL RECOGNITION AS A HIGHER EDUCATION INSTITUTION TO LOCAL UNIVERSITIES AND COLLEGES (LUCs)

ⁱⁱⁱ Higher Education Act of 1994

Republic of the Philippines
PROVINCE OF LEYTE
-0-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
30 April 2024



Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the herein **ORDINANCE NO. 03 s. 2024** of the **MUNICIPALITY OF ABUYOG, LEYTE**, to be known as: **"THE 2024 REVISED CHARTER OF THE ABUYOG COMMUNITY COLLEGE OF ABUYOG, LEYTE"**, for review and recommendations.


FLORINDA JIL S. UYVICO
Secretary to the Sanggunian

SP Records
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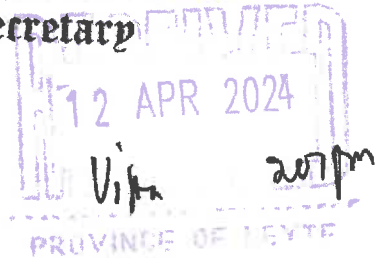
Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte



Office of the Sangguniang Bayan Secretary

SANGGUNIANG PANLALAWIGAN

April 29, 2024



FLORINDA JILL S. UYVICO
Secretary to the Sangguniang Panlalawigan
Sangguniang Panlalawigan of Leyte
New Provincial Capitol
West Bypass Road, Palo, Leyte

Ma'am:

Respectfully transmitting herewith as attached the following legislative documents of the Sangguniang Bayan of this municipality for the review of the Honorable Sangguniang Panlalawigan, Province of Leyte; viz:

- a. Ordinance No. 02, s. 2024 – An Ordinance Integrating Community-Driven Development (CDD) thru Participatory, Transparency and Accountability (PTA) into the LGU's Local Planning and Development Process in the Municipality of Abuyog.
- b. Ordinance No. 03, s. 2024 – The 2024 Revised Charter of the Abuyog Community College of Abuyog, Leyte.

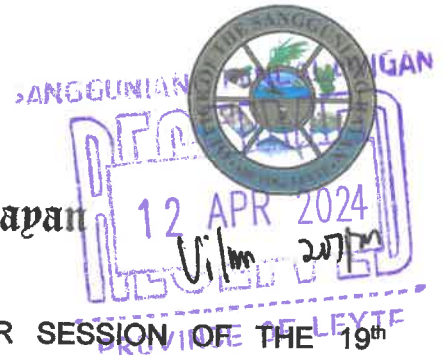
Thank you.

Very respectfully yours,


ARSENIO Y. VILLOTE
Secretary to the Sangguniang Bayan



Republic of the Philippines
MUNICIPALITY OF ABUYOG
 Province of Leyte



Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 14TH REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN OF ABUYOG, LEYTE HELD AT ITS SESSION HALL, LEGISLATIVE BUILDING MUNICIPAL COMPOUND, ABUYOG, LEYTE ON APRIL 2, 2024

PRESENT:

- | | |
|-------------------------------|--------------------------------------|
| Hon. James L. Bohol | Municipal Vice-Mayor, Prsdg. Officer |
| Hon. Jeannette A. Valida | SB Member, Prsdg. Pro-tempore |
| Hon. Antonio C. Almendra, Jr. | SB Member |
| Hon. Arnold R. Allera | SB Member |
| Hon. Patrocinio A. Risos, Jr. | SB Member |
| Hon. Editha C. Deloy | SB Member |
| Hon. Edmundo P. Saño | SB Member |
| Hon. Francisco B. Landia | SB Member, Floor Leader |
| Hon. Erwin V. Belleza | SB Member |
| Hon. Dario P. Lleve | SB Member, ABC President |
| Hon. Melliza Jane C. Traya | SB Member, SK Ped. Pres. |

ABSENT:

None

ORDINANCE NO. 03, s. 2024

THE 2024 REVISED CHARTER OF THE ABUYOG COMMUNITY COLLEGE OF ABUYOG, LEYTE

Be it ordained by the Sangguniang Bayan of Abuyog in session assembled;

Section 1. OBJECTIVES. The primary objective of the college is to provide greater access of students to affordable and accessible quality education. It shall offer basic and tertiary education, professional, technical, special instructions for special purposes and promote research and extension services, advanced studies and progressive leadership in education, community development, arts and sciences and other fields as may be relevant.

Section 2. MANNER OF CREATION. The college was created pursuant to Sangguniang Bayan Resolution No. 110 of 1978 and operate under the authority issued by then Ministry of Education Culture and Sports dated June 6, 1979. It was organized strictly as a non-political, non-profit and non-sectarian institution under that name – Abuyog Community College.

Section 3. PURPOSE AND SCOPE. The college is a public institution designed to:

1. Provide basic education in line with RA: 10533 otherwise known as Enhanced Basic Education Act of 2013 and Article XIV section 1 of 1987 Constitution;
2. Provide the youth and adults of Abuyog, Leyte and the neighbouring areas tertiary and advanced, continuing and practical education in arts, sciences and humanities

with professional, technical and occupational training without any discrimination in admission by reason of age, sex, nationality, religious belief or political affiliation.

3. Offer short- term technical-vocational courses with areas of specialization to meet the needs of the community, the nation and the global market.
4. Promote research and extension services.

Section 4. GOVERNANCE

A. **BOARD OF TRUSTEES.** The governance of the College is hereby vested on a Board of Trustees to be known as the BOARD OF TRUSTEES OF ABUYOG COMMUNITY COLLEGE. The Board of Trustees shall be the highest policy-making body of the institution.

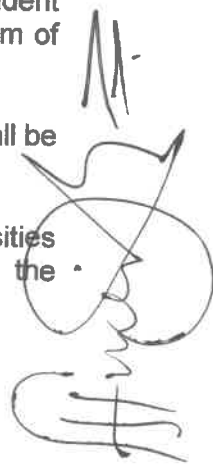
A.1. **COMPOSITION.** The Board of Trustees as mentioned hereof shall be composed of fourteen (14) members consisting of the following:

1. The Mayor of Abuyog, Leyte as Executive Chairman
2. The President of the College, as the Vice-Chairman
3. The Municipal Vice-Mayor of Abuyog
4. The Chairman of the Committee on Education of the Sangguniang Bayan of Abuyog, Leyte
5. The Municipal Treasurer of Abuyog, Leyte
6. The President of the Faculty Organization
7. The President of the Supreme Student Council
8. The President of the Alumni Association
9. The Representative from the Business/Industry Sector of the Community
10. The representative from the Association of Local Colleges and Universities (ALCU), holding the rank not lower than the Vice-president.
11. The representative from the Liga ng mga Barangay, LGU chapter
12. The representative from NGOs/GOs preferably from the Social Welfare Services Sector;
13. Two (2) Prominent Citizens from the community where the school is located who had distinguished himself/herself in his/her profession or field of specialization;

The Regional Directors of CHED/ TESDA/DEPED or their duly designated representatives may be invited as resource persons during board meetings as deemed necessary.

A.2. **TENURE OF OFFICE.** Members of the Board of Trustees shall be appointed by the Chairman of the Board with the following terms of office:

1. The terms of office of the Chairman Vice-Mayor and the Chairman of the Committee on Education of the Sangguniang Bayan of Abuyog shall serve as Board members during their incumbency;
2. The President as the Vice-chair shall serve for four years to further re-appointment;
3. The Municipal Treasurer of Abuyog, Leyte, the President of the Faculty Organization, the President of the Supreme Student Council and the President of the Alumni Association, shall sit in the board until expiration of their term of office in such capacities;
4. The representative from the Business/Industry Group of the Community shall be appointed by the Board for a specific term;
5. The representative from the Association of Local Colleges and Universities (ALCU) shall be appointed by the Board for a specific term subject to the confirmation of the President of national ALCU.



6. The Representative from the Liga ng mga Barangay, NGO/GO and the prominent citizens from the community shall be appointed by the Board for a specific term.
7. In case of vacancy in the Board of Trustees by reason of resignation, death, or other incapacity of one or more of its members, such vacancy shall be filled-up by appointment by the Municipal Mayor in his capacity as Chairman of the Board, with the concurrence of the members of the Board. The appointee shall hold office for the unexpired portion of the term.

A.3. QUALIFICATIONS

1. Of good moral character and standing in the community;
2. Not disqualified by law to hold office with the exception of the representative of the Sangguniang Bayan whose term of office is co-terminus with his term of office as being the Chairman of the Committee on Education of the Sangguniang Bayan and the representative of different groups whose term likewise is co-terminus of his being a member of the group he represents.

A.4. TERMINATION OF OFFICE. The services of any of the members of the Board of Trustees, may be terminated by the appointing authority on the following grounds:

1. Incapacity
2. Incompetence
3. Conviction of a Crime
4. Any act detrimental to the interest and welfare of the college.

A.5. COMPENSATION/HONORARIUM. Members of the Board shall receive a minimum monthly honorarium of Eight Thousand Pesos and reimbursement of actual expenses incurred either in attendance to official business as may be authorized by the Board through a resolution, in accordance with generally accepted accounting and auditing principles and DBM circulars on compensations. Any increase hereof (honorarium) shall be subject to the approval of the Sangguniang Bayan.

A.6. BOARD MEETING. The Board shall hold regular session(s) once a month and special session(s) as deemed necessary by the Chairman of the Board or as may be recommended by the majority of the members of the Board of Trustees. Majority of the members of the Board of Trustees shall constitute a quorum. The Chairman of the Board or in his absence the Vice chair shall preside over its regular or special meetings.

A.7. POWERS OF THE BOARD

The Board of Trustees is the highest policy-making body of the college. It shall have the following powers and duties:

1. To promulgate policies in accordance with the national policies on higher education and other existing laws and to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the college;
2. To recommend the creation of necessary plantilla positions for approval of the Sangguniang Bayan and to confirm appointments of other school officials, teaching and non-teaching staff.
3. To appoint the President of the college upon the recommendation of the Presidential Search Committee.
4. To receive and appropriate to the end specified by resolution of the Sangguniang Bayan such sums as may be provided for in support to the operation of the college;

5. To collaborate with the LGU officials, NGOs and private individuals for any forms of mutual benefits.
6. To provide for the establishment of basic education, college/tertiary education, and of more advance colleges and other post-secondary courses/programs as may be required, including branches in other towns and in other area which in the judgement of the Board, will further promote the purpose of the College as a learning institution.
7. To determine and approve curricular programs and course offerings in response to the needs and demands of the community.
8. To confer titles and award degrees, diplomas to students upon the satisfactory completion of appropriate courses and degrees; to award honorary degrees upon persons in recognition of their outstanding contribution in the field of education, public service, arts and technology or in any field or specialization in accordance with CHED policies and guidelines; and to authorize the award of certificate of completion of non-degree and non-traditional courses.
9. To confer Certificate of Performance upon persons who completed short courses for adult workers and students indicating the nature and extent of the training that has been required.
10. To receive donations and endowment, and to provide for their wise use as may be specified by the terms of donors. However, when the donation or endowment does not specify a definite purpose for its utilization, the Board of Trustees may appropriate the same for the furtherance in the operation of the College.
11. To improve the courses of study and the rules of discipline drawn up by the College.
12. To fix the tuition fees and other necessary school charges that may be required of the students such as but not limited to training fees, laboratory fees, and other special fees.
13. To provide and/or raise for fellowship and scholarship to qualified faculty and staff and to award the same to students who show academic excellence as a requisite.
14. To develop academic arrangements for institutional capability-building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts /specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case maybe.
15. To receive in trust, legacies, gifts and donations of real or personal properties of all kinds, and to administer the same for the benefit of the college and students in accordance with the terms and conditions specified therein by the donor and in the absence thereof, in such.
16. To conduct investigation upon any one under its jurisdiction and recommend appropriate disciplinary action to the appointing authority.
17. To create a College Council of Committees as may be necessary whose duties, powers and functions may be defined by the Board of Trustees.
18. To authorize the construction / repair of its building, machineries, tools and equipment and other facilities and acquire real and personal properties including necessary supplies and materials and equipment.
19. To approve the curricular programs, budget and rules of discipline drawn by the administrative and academic councils as herein provided.

20. To authorize and designate Officer- In - Charge, in case of vacancy in the office of the President for reason of death, resignation, incapacity of the President to perform the function of his office or removal for cause, pending the appointment of a successor.
21. To collaborate with other governing board of Local Colleges for future restructuring of the college for it to be more responsive, more competitive and be more efficient.
22. To authorize the membership with the Association of Local Colleges and Universities (ALCU), and other professional groups and aggrupation for the furtherance of the objectives of the college.
23. To develop consortium and other form of linkages with institutions, agencies both public and private, local and foreign in furtherance of the purposes and objectives of the college.
24. To privatize, where most advantageous to the institution, management of academic/non-academic services such as integrated laboratory schools, health, food, building or grounds or property maintenance and other similar activities.
25. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for promotion of greater access to quality education.
26. Recommend to the local Sanggunian policies on tertiary education and other related legislations necessary for the efficient governance and management of the college.

A.8. BOARD SECRETARY. He/she shall be appointed by the Chairman with the concurrence of the members of the Board of Trustees and his/her term of office is co-terminus with the term of office of the Chairman. He/she shall:

- i. Take minutes of the board meetings and prepare reports.
- ii. Keep all records and proceedings of the board.
- iii. Communicate notices of meetings.
- iv. Encode resolutions and other communications for approval of the board.
- v. Perform other functions as assigned by the board.

Section 5. THE ADMINISTRATION.

The administration of the college shall be vested in the President of the college who shall render full-time service. He/she shall be assisted by the Vice-President for Academic Affairs and the Vice-President of Finance and Administration without prejudice to the appointment of other Vice-Presidents when so warranted.

A. ADMINISTRATIVE COUNCIL (ADCO). There shall be an Administrative Council consisting of the President of the College as Chairman, Vice-Presidents, College Dean, Administrative Officer, Program Heads of the College and other officials of equal rank whose duty is to implement BOT-approved policies governing the administrative, management and development planning of the College. The ADCO shall review and recommend to the governing board policies governing the administration, management and development planning of the college for appropriate action and shall act with advisory capacity to the College President in all matters pertaining to his/her office.

B. ACADEMIC COUNCIL (AC). There shall be an Academic Council with the President of the College as the Chairman, the VP for Academics as Vice-

Chair, the College Dean, Program Heads and all members of the instructional staff with the rank of not lower than Instructor V as members. The Academic Council shall have the power to prescribe curricular offerings subject to the approval of the board and in accordance with existing laws, rules and regulations of the land. It shall fix the requirements for the admission to the college, as well as for graduation and the conferring of degrees, subject to review and approval of the Board. It shall also have disciplinary powers over the student through the President within the limits prescribed by the rules of discipline, as approved by the board.

Section 6. OFFICERS OF THE COLLEGE, THEIR QUALIFICATIONS, DUTIES AND RESPONSIBILITIES

A. OFFICE OF THE PRESIDENT. The President shall be the head of the college and act as the Vice- Chair of the Board of Trustees. He/she shall hold office for a term of four (4) years without prejudice to further re-appointment.

A.1 Powers and Duties of the President:

- a.) To carry out the objectives of the institution and the policies of the governing board within the purview of the existing laws, rules and regulations.
- b.) To exercise educational leadership among his/her faculty members and generally supervise activities for the upliftment of the college and the attainment of national goals.
- c.) To recommend to the Chairman appointments, promotions and/or dismissal of instructors.
- d.) To supervise the preparation of budgetary proposals for salaries, honorarium, allowances and benefits of college personnel and recommend the acquisition of supplies, tools, materials, machines and equipment, including funding for research and other projects.
- e.) To adopt administrative procedures as required by board policy or as deemed necessary for the effective administration of the college.
- f.) To represent the college in all matters as deemed necessary relating to the college.

A.2. SEARCH COMMITTEE FOR THE PRESIDENT; MINIMUM QUALIFICATIONS AND VACANCY IN THE OFFICE OF THE PRESIDENT.

A.2.1. Constitution of the Search Committee:

Six (6) months prior to the expiration of the term of the incumbent president or when a vacancy occurs, the governing board shall constitute a Search Committee for President which shall be composed of representatives from the Civil Service Commission (CSC), Academe, Accredited Business or Industry Sector, Association of local Colleges and Universities (ALCU), Commission on Higher Education (CHED). The Search Committee shall elect a Chairman and a Vice-Chairman from among themselves.

A.2.2. Funds

The governing board shall appropriate adequate funds to finance the activities of the Search Committee for President (SCP).

A.2.3. Procedure for the Search.

The Search Committee so constituted may devise its own rules and procedures for the search.

A.2.4. Notice of Vacancy.

Within ten (10) days upon its constitution, the SCP shall cause the publication of the notice of vacancy for President in a newspaper of local or general circulation and by posting in conspicuous places in the municipality or province. The publication shall contain provisions for invitation of applicants, the contact number of the authorized secretariat who will accept applications and the deadline for submission of applications.

A.2.5. Qualifications for Presidency.

Applicants for college president must be:

1. A holder of an appropriate earned doctoral degree
2. Five years of relevant administrative experience
3. Of Good Moral Character and standing in the community
4. Not disqualified by law to hold public office.

A.2.6. Selection of Qualified Candidates.

Within a period of thirty (30) days after the deadline for submission of applications, the Search Committee shall screen the applicants and select therefrom the three (3) most qualified candidates for the position of the President.

A.2.7. Submission of Nominees

The SCP shall submit to the governing board the ranking of the top three (3) qualified candidates within 24 hours after the selection.

A.2.8. Appointment of the President.

The governing board shall appoint the President from the three (3) most qualified candidates submitted by the SCP.

The newly-appointed president shall assume office within 15 days after appointment by the Board.

A.3. COLLEGE SECRETARY – Shall be appointed by the Chairman upon the recommendation of the President. He/She shall:

1. Prepare agenda enclosure and records of the faculty meeting;
2. Act as liaison between the Vice-Presidents, Registrar, the Dean and Faculty;
3. Receive communication for distribution and send out communication through channels;
4. Keeps records of minutes of meetings of the Councils and Faculty
5. Receive and entertain official guests and visitors of the college

6. Discharge such other duties and responsibilities that maybe prescribed by the President and or the Board of Trustees from time to time.

A. OFFICE OF THE VICE-PRESIDENT FOR ACADEMICS AND RESEARCH

B.1. VICE-PRESIDENT FOR ACADEMIC AFFAIRS. Shall be designated by the board from among the rank and file upon the recommendation of the President. He shall be assisted by the Dean in planning, implementing and supervising all academic related programs of the college such as curricular program development, implementation and evaluation. He/she shall oversee the implementation of the different curricular programs, projects and policies.

B.2. THE DEAN OF THE COLLEGE. The Dean shall be selected from the members of the faculty and appointed by the Chairman of the Board. He/she shall perform overall supervision of curricular programs offered in the various academic departments under his/her college, including programs in research, extension, production and administration. He/she is also responsible for the:

a. Enforcement of administrative policies and guidelines governing the various operations of the college.

b. Compliance with CHED standards and policies for the various programs and shall convene with the offices concerned regarding deficiencies for immediate solutions.

c. take up with the VP for Academics all matters regarding recommendations of the Program Heads such as:

a. Students' Overload

b. Admission of students from other schools

c. Preparation and submission of prescribed forms to the Commission on High Education (CHED):

i. Report of teachers' load

ii. Report of Students' load

iii. Faculty Profile

iv. Report of graduating students

B.3. THE HEADS OF ACADEMIC DEPARTMENTS:

As presiding officer of each program, there shall be a Department Head, designated by the Board of Trustees on nomination of the President of the College. The department heads are tasked to:

a. Plan, organize, implement, supervise and monitor the academic programs and projects in instruction, research and extension in their respective academic department.

b. Prepare the application of permit/authority for programs/courses to be offered and/or renewed as well as program/course for recognition and submit it to the CHED.

c. Prepare schedule of classes of the respective courses for submission to the registrar on or before the prescribed date;

d. Take up with the College Dean all matters regarding

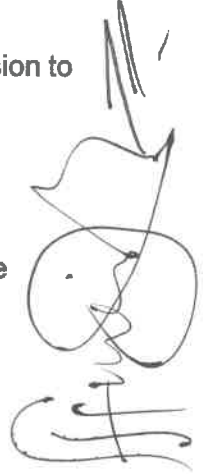
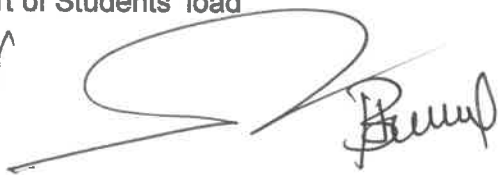
1. Students' Overload

2. Admission of students from other schools

3. Preparation and submission of prescribed forms to the Commission on High Education (CHED):

i. Report of teachers' load

ii. Report of Students' load



- iii. Faculty Profile
- iv. Report of graduating students

B.4. THE SCHOOL REGISTRAR. Shall be appointed by the board. His/her duties and responsibilities are the following:

- a. Take charge of admission, registration, and examination of scholastic records;
- b. Keep all student records up to date;
- c. Issue transfer credentials, transcript of records, student permanent records, and certificate of eligibility for transfer;
- d. Examine credentials for purpose of registration and enforce requirements;
- e. Review all matters regarding recommendations on:
 - i. Students' Overload
 - ii. Students' cross registration
 - iii. Admission of students from other schools
 - iv. Transfer of students after enrolment period
- f. preparation and submission of prescribed forms to the Commission on High Education (CHED):
 - i. Report of enrolment
 - ii. Report of teachers' load
 - iii. Report of Students' load
 - iv. Report of promotions
 - v. Report of graduating students
- g. Prepare and submit in consultation with the Dean of College the academic records of candidates for graduation (CS Form IX the prescribed form to the CHED);
- h. Discharge such other functions and responsibilities that may be prescribed by the President.

B.5. THE SCHOOL LIBRARIAN: His duties and responsibilities to be appreciated by the Board of Trustees through the recommendation of the President:

- a. Prepare the Library Development Plan of the College
- b. Keep abreast with the College requirements and latest development concerning effective library management and other records related to the interest of and safety of the library.
- c. Act on the recommendation of Dean on instructional materials purchase.
- d. Secure other materials that may be needed in the library for reference other than books.
- e. Formulate and implement library policies
- f. Plan instructional and special book programs.
- g. Be responsible for all book collections and assist in securing gifts and donations to the library.
- h. Recommend appointments, promotion, changes in positions, or dismissal of the library staff.
- i. Establish, maintain and supervise an audio-visual section in the library.
- j. Receive and check all books and instructional materials delivered to the library and report these to the College Secretary for approval.
- k. Take charge of the accessioning of books, indexing and cataloguing.
- l. Provide for the safety and proper care of all charts, maps and audio-visual materials
- m. Check on damaged books and library materials at the end of each semester or summer and keep an updated list of:
 - i. The arrival of all subscriptions and process each upon arrival through the use of serial cards.

- ii. All books used and supervise the changing in and changing out of books.
- n. Supervise the following:
 - i. preparation of checklists of serials.
 - ii. posting on books of book packets.
 - iii. preparation and filling of newspapers, magazines, pamphlets and other periodicals.
 - iv. preparation of book inventories at the beginning and/or end of every semester and provide the property custodian with a certified list of inventories of books and library materials.
 - v. checking counter and making sure that no personnel effects are brought to the library.
 - vi. maintenance of orderliness and cleanliness of the library
- o. Preparation of regular report on all subscriptions, periodicals, journals, pamphlets and magazines.
- p. Prepare all necessary reports for CHED monitoring and evaluation.
- q. Conduct orientation on Library policies and usage and assist readers in the use of the card-catalogues and other library facilities.
- r. Enforce library rules and regulations particularly on smoking, eating, drinking and loitering in the library and report all breaches of policy rules or regulation to the President.
- s. Take responsibility for the records of mislaid or borrowed books and check the return of all borrowed books daily.
- t. Aid in the return or repair of all damaged books.
- u. Discharge such other functions and responsibilities that maybe prescribed by the President and/or the Board of Trustees from time to time.

B.6. RESEARCH DIRECTOR. Shall be designated by the Chair upon the recommendation of the President. He/she is responsible in planning, integrating, directing, coordinating and supervising the research programs/activities of the various units of the College. His/her specific functions are:

- a. Prepares Research agenda and Research Development and Extension Plan of the college;
- b. Links with other agencies for the development and enhancement of research capacities (both skills and funds);
- c. Leads in the establishment of the in-house research journal and participation in local, national and international research conferences;
- d. Reviews research proposals submitted to his office and recommends proposals for funding and implementation in accordance with the priorities of the college.

B.7. STUDENT AFFAIRS DIRECTOR. He/she shall be designated by the board upon recommendation of the president. He shall be responsible for the development and implementation of programs concerned with academic support experiences of the students to attain holistic student development. Academic support services are those related to student welfare, student development and institutional student programs and services designed to pro-actively respond to the basic health, food, shelter and safety concerns of the students including those with special needs and disabilities.

B.8. GUIDANCE COUNSELOR. He/she shall be appointed by the Board upon recommendation of the president and perform the following duties and responsibilities:

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- a. Prepare unit development plan identifying its objectives and measures to achieve them;
- b. Provide counselling and guidance services to students to assist them in their academic, behavioural and social adjustment identify problems;
- c. Monitor performance of students and prepare intervention strategies for those identified with problems;
- d. Ensure confidentiality of all records pertaining to student counselling sessions;
- e. Facilitate the admission process of the college and provide orientation service to new students;
- f. Employ a variety of counselling methods and conflict resolution skills to resolve conflicts between and among students;
- g. Conduct vocation and career guidance programs that will assist students in making informed decisions about their career path;
- h. Recommend and/or undertake studies or research on identified and prevalent problems affecting the performance of the students to assist the college in its program implementation and improvement;
- i. Submit annual accomplishment reports.

B.9. SCHOOL NURSE. Shall be appointed by the Chair and assume the following roles and responsibilities:

- a. Prepares Health Services Development Plan of the college;
- b. Ensure compliance to the standards and policies of the Commission on Higher Education in the operation of a school clinic and provision of Health Services;
- c. Develop and implement a Health Care Plan to address the needs of the students including those with special health care needs;
- d. Maintain an accurate information pool about the student's medical history;
- e. Provide direct care to students with injuries and acute illnesses and disabilities;
- f. Conduct or Organize seminars, symposiums and health forums on health-related issues as a form of information drive and awareness;
- g. Keeps confidential all records in his/her custody;
- h. Submits list of supplies, medicines/drugs, equipment and apparatus required for efficient delivery of health services and is responsible for their safekeeping;
- i. Performs other delegated tasks as assigned by the President or the Board.

B. OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION AND FINANCE.

C.1. VP for Administration and Finance. Shall be designated by the board from among the rank and file upon the recommendation of the President. He shall:

- a. provide finance services that include bidding, procurement, accounting and cashiering services. He shall:
- b. Oversee the support services of the administrative and finance Services
- c. Coordinate with the President and Vice-President of Academic Affairs in implementing corporate school policies rules and regulations;

- d. Sign for the President the following administrative and financial documents:
- i. Travel orders
 - ii. Trip tickets
 - iii. Permit to use College buildings and facilities
 - iv. Leave applications of less than six (6) months
 - v. Certifications
 - vi. Purchase request
- e. Prepare an annual budget upon consultation and coordination with the Dean for the approval of the Board of Trustees, upon recommendation of the President;
- f. Supervise the following:
- i. Management, maintenance and inventory of all physical properties of the college and supervision of non-academic personnel only;
 - ii. The construction, renovation and repair of all school properties
 - iii. Monitoring of working hours of non-academic personnel.
 - iv. The procurement and utilization of all supplies, equipment and furniture/fixtures and other properties of the school.
- g. Countersign all-time records of all non-academic personnel;
- h. Take appropriate action on salaries, placements, termination, and clearance of all personnel;
- i. Take due action on request for supplies and equipment including reproduction of tests materials and other messengerial/communication services;
- j. Coordinate with Dean, Registrar and Laboratory in-charge in the utilization of school facilities;
- k. Discharges other functions and responsibilities that may be prescribed by the school authorities.

C.2. THE ADMINISTRATIVE OFFICER: The Administrative Officer shall be appointed by the Chairman of the Board with the concurrence of the members of the Board of Trustees. His/her Duties and Responsibilities are:

- a. Coordinate with the President and VP for Finance and Administration together with the administrative personnel of academic and non-academic units in implementing corporate school policies rules and regulations;
- b. Assist the VP for Finance and Administration in the preparation of an annual budget in collaboration with the Dean, the Heads of the various programs and units for the approval of the Board of Trustees, upon recommendation of the President;
- c. Assist the VP for Finance and Administration in the:
 - i. Construction and renovation of school properties.
 - ii. Management, maintenance and inventory of all physical properties of the college and supervision of non-academic personnel only;
 - iii. Monitoring of faculty teaching hours and working hours of non-academic personnel.
 - iv. Procurement of all supplies, equipment and furniture/fixtures of the officers and personnel of the college.
- d. Oversee the support services on areas needing improvement:
 - v. Administrative Services
 - vi. Financial/Accounting Services

vii. General Services

- Motorpool and Transportation Services
 - Housekeeping/Janitorial services
 - Security services
 - Health Services
 - Messengerial services
- e. take appropriate action on salaries, placements, termination, and clearance of all non-academic personnel;
- f. Take due action on request for repairs, supplies and equipment including reproduction of tests materials and other messengerial/communication services;
- g. Coordinate all classroom schedule change through the Dean and Registrar;
- h. Discharge such other functions and responsibilities that may be prescribed by the Board of Trustees, President and/or Vice-President of Finance and Administration from time to time.
- i. Submit monitoring and evaluation reports on the attendance, punctuality and undertimes of personnel to the Vice-President of Finance and Administration
- j. Recommend through proper channels for appropriate action the following:
- i. Results of screened applicants for recruitment, promotion and other staffing modifications of personnel
 - ii. Applications for study, training, thesis or dissertation assistance
 - iii. Settlement of work-related complaints and grievances
 - iv. Grant of incentives and awards
- k. Implement the college merit systems for faculty and non-teaching personnel and oversee the processes on selection, hiring, promotion and appointments;
- l. Facilitate the deliberations of the Personnel Selection Board, take the proceedings and prepare all documents for inspection and review by the College President, the Board of Trustees and Civil Service Commission;
- m. Perform the responsibilities of the Human Resource Management Officer as required in the CSC Omnibus rules pertaining to appointments and other personnel actions;
- n. Maintain and safeguard all personnel documents (201 file) from initial appointment to retirement;
- o. Oversee leave administration to ensure accurate posting of leaves earned, absences, tardiness and undertimes incurred; certify leave balances and service credits;
- p. Prepare correspondence and issuances pertaining to human resource management concerns;
- q. Coordinate with the Municipal HR Supervising Officer all concerns related to Human Resource Management and submit documents as required.
- r. Recommend through proper channels for appropriate action the following:
- s. Results of screened applicants for recruitment, promotion and other staffing modifications of personnel
 - t. Supervision on filing of leave by personnel

13

C.3. PLANNING AND DEVELOPMENT DIRECTOR. Shall be appointed by the Board upon the recommendation of the President and shall:

- a. Coordinate with the Administrative and Academic Council in the preparation of the institutional development plan and other college manuals;
- b. Prepare professional development programs, projects and activities for college personnel and prepare budget proposals for approval of the President.
- c. Consolidate annual budgets submitted by the different departments;
- d. Monitor progress of departmental development plans and submit semestral reports to the VP for Academics;
- e. Monitor implementation of institutional development plan and submit reports to the Vice-President for Finance and Administration and Academics;
- f.
- g. Submit annual reports on evaluation of all programs and curricular as well as extra-curricular activities of the school.

C.4. TREASURER OF THE COLLEGE. The Municipal Treasurer of Abuyog, Leyte in addition to his/her position as member of the Board of Trustees shall be the ex-officio Treasurer of the College. All accounts and expenses thereof shall be audited in the usual manner by the representative of the Commission on Audit and all disbursements shall be made in accordance with existing laws, rules and regulations prescribed therein. He/she shall review all budgets and financial reports, and shall ensure compliance with pertinent accounting standards and regulatory requirements. He/she shall also submit the audited financial reports of the college to the Board.

C.5. CASHIER. The school cashier shall be appointed by the Board of Trustees and shall:

- a. Receive and receipt a variety of payments and other cash and cash-related transactions; verifies and posts to appropriate accounts
- b. Prepare daily cash reports and balances the cash drawer; reconciles cash and check receipts daily and investigates and resolves any out-of-balance problems.

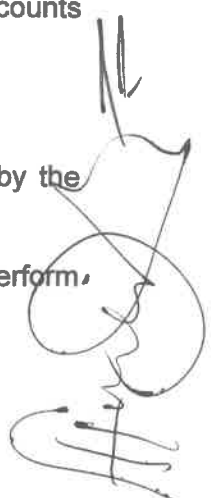
C.6. ACCOUNTANT. The Accountant shall be appointed by the Chairman of the Board, with the concurrence of the Board of Trustees. He/she shall assume the following duties and responsibilities:

- a. He/she shall ensure that all expenditures are in compliance with pertinent accounting and auditing standards and regulatory requirements. He/she shall also submit the audited financial reports of the college to the Board.
- b. Prepare monthly payroll and pay salaries of academic and non-academic personnel;
- c. Assess fees and other college dues;
- d. Check reconciliation of general ledger and subsidiary ledger for student accounts including accounts receivable from students and deposits for books;
- e. Check and verify statements of accounts of students;
- f. Discharge such other functions and responsibilities that may be prescribed by the President and/or Board of Trustees.

C.7. SUPPLY AND PROPERTY OFFICER. He/She shall be designated by the Board to perform the following responsibilities:



14

- a. Manage the different phases of supply and property management and oversee all activities after the procurement process pertaining to inspection, acceptance, custody and issuance of supplies, materials and equipment to end-users;
- b. Undertake periodic inventory of all properties of the college and submit an annual inventory report;
- c. Submit procurement list for common-use supply and equipment replenishment or re-order;
- d. Coordinate with the Bids and Awards Committee of the municipality to facilitate procurement processes;
- e. Coordinate with the different school offices and units in the preparation of their respective procurement plans;
- f. Take charge of post-award management activities and monitor the compliance with the terms and conditions of the contract;
- g. Maintain files and information relating to procurement;
- h. Prepare and submit annual procurement records and accomplishment reports to the president and perform other related functions.

C.8. GENERAL SERVICES OFFICER. He/she shall be designated by the Chairman of the Board upon recommendation of the President. He shall assume the following responsibilities:

- a. Oversee the repair and maintenance, landscaping and design and janitorial/housekeeping services;
- b. Implement approved and repair and maintenance plan based on identified priorities, including unforeseen repairs due to damages caused by calamities and disasters;
- c. Regularly assess the conditions of school property, i.e., buildings, equipment, facilities and recommend courses of action;
- d. Coordinate with the Planning and Development Office on the preparation of plans on repair and maintenance of all school properties;
- e. Immediately attend to complaints about light, water and power.

C.9. BUDGET OFFICER. He/she shall be appointed by the board upon recommendation of the College President. His/her primary responsibility is to oversee the development, management, and implementation of the organization's budget. He/she shall perform the following duties and obligations:

- a. Assist the VP for Finance and Administration and Administrative Officer in the preparation of the budget.
- b. Monitor and control expenditures to ensure they remain within budgetary constraints. This may be involve reviewing financial reports, analyzing variances, and implementing corrective actions as needed to address budget overruns or deviations.
- c. Evaluate the financial impact of proposed initiatives, assess the feasibility of new projects, and identify opportunities for cost savings or revenue generation.

15

- d. Ensure that the organization's budgeting processes comply with relevant laws, regulations, and internal policies.
- e. Collaborate closely with finance, accounting, and other departments to gather data, coordinate budgeting activities, and facilitate communication on budget related matters.
- f. Serve as a liason with external auditors, funding agencies, and regulatory bodies

C.10. PROCUREMENT OFFICER

- a. Coordinate with the VP for Finance and Administration and Administrative Officer in the preparation of the Project Procurement Plan and in all procurement activities
- b. Ensure that the college acquires goods and services efficiently, economically, and in compliance with relevant policies and regulations
- c. Identify potential suppliers through market research, supplier databases, and networking. Solicit bids, proposals, or quotations from qualified vendors, and evaluate suppliers' capabilities, pricing, and quality to select the most suitable suppliers
- d. Establish and maintain relationships with suppliers, negotiate contracts and manage vendor performance. Monitor supplier compliance with contractual agreements, including delivery schedules, quality standards, and pricing terms
- e. Oversee the end-to-end procurement process from requisitioning to contract award and fulfillment. Ensure that procurement activities are conducted in accordance with organizational policies, procedures and applicable laws and regulations
- f. Draft, review and negotiate contracts, purchase orders, and other procurement related documents. Ensure that contracts are legally sound, accurately reflect the agreed upon terms and conditions, and protect the organization's interests
- g. Work closely with budget managers and finance personnel to ensure that procurement activities are aligned with budgetary allocations and financial objectives.

C.11. MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER. Shall be designated from the faculty rank and perform the following functions:

- 1. To supervise the design, development, testing, implementation and maintenance of computer systems which support academic and administrative functions
- 2. To develop new technologies, including hardware, software or telecommunication components, to improve efficiency with the information systems' operational structure
- 3. To supervise, monitor and evaluate programmers and data processing personnel

4. To develop development plans and budget proposals of the unit, including cost analysis and purchase of computers and other particulars
5. To supervise the installation of new office systems and office equipment such as computers and the like
6. To conduct training sessions for faculty and assist them on the application of new programs for the grading system

C.12. INFORMATION AND PUBLIC AFFAIRS COORDINATOR. He shall be designated by the board upon recommendation of the college president/ He/she shall perform the following duties and obligations:

- a. Monitor the school's compliance with the Data Privacy Act. It's Implementing Rules and Regulations and other applicable laws and issuances
- b. Conduct Privacy Impact Assessments
- c. Ensure proper data breach and security incident management
- d. Cultivate awareness on privacy and data precision
- e. Prepare and implement policies relating to privacy and data protection

C.13. CHIEF SECURITY OFFICER. He/she shall be designated by the board upon recommendation of the President. He shall assume the following responsibilities:

- a. Oversee the security and safety inside the campus of the college;
- b. Maintain peace and order in school premises at all times and work closely with security guards/watchmen in implementing security plans and policies of the college;
- c. Protect the personnel, students and properties of the college;
- d. Coordinate with Abuyog Police regarding municipal security ordinances such as curfew and crime prevention;
- e. Prepare security and safety plans including procurement plan of his/her office;
- f. Prepare annual report and semestral accomplishment reports including recommendations pertaining security issues and concerns;
- g. Conduct initial investigation of security and disaster cases and submit report to the office of the Administrative Officer for appropriate action;
- h. Evaluate performance of security personnel and submit recommendations;

C.14. RECORDS OFFICER. The Records Officer shall be appointed by the Board and shall assume the following duties and responsibilities:

- a. Implement effective and efficient management of records including the maintenance, retrieval and disposal of the documents;
- b. Receive and release all official correspondence and administrative issuances and check on completeness of enclosures or attachments; assist in tracking communications and/ or follow up actions on applications and requests from clients
- c. Control and safeguard vital and permanent records of the College

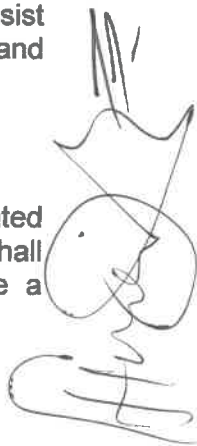
Section 7. THE FACULTY. The Body of instructors of the College including those of the affiliated institutions, who teach courses under all the programs of the institution, shall constitute the faculty. As presiding officer of each program, there shall be a





17





Department Head, designated by the Board of Trustees on nomination of the College President.

Members of the faculty may be, as approved by the Board upon the recommendation of the President, designated with other official tasks that are administrative in nature and they shall be referred to as Unit Directors/ Coordinators.

Section 8. ESTABLISHED UNITS OR DESIGNATED POSITIONS

As the need arises, depending on mandates and policies of the institution, some units are established to perform specific roles and functions. The positions created for such offices or units do not require traditional titles or job descriptions. Instead, they may be tailored to suit the unique needs and mandates of the institution. This flexibility allows organizations to adapt to evolving requirements and allocate resources effectively. Such units or offices are thus manned by designated faculty who is either trained to perform the task or already possesses the skill set required for the task.

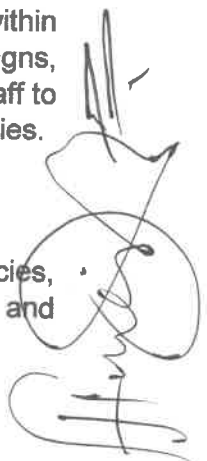
Backed by Legal mandates, the following are offices established with a designated faculty acting as COORDINATOR, with their functions:

1. SCHOOL DISASTER AND RISK REDUCTION MANAGEMENT OFFICE

- Develop comprehensive disaster preparedness plans tailored to the specific risks and vulnerabilities of the school. This includes conducting risk assessments, identifying hazards, and creating protocols for emergency response and evacuation procedures.
- Coordinate training programs and capacity-building initiatives to enhance the preparedness and resilience of students, teachers, staff, and other stakeholders.
- Ensure that the school facilities and infrastructure meet safety standards and regulations for disaster risk reduction. This involves conducting regular inspections, maintenance, and upgrades to mitigate hazards and reduce risks.
- Lead the school's response and recovery efforts. This includes coordinating search and rescue operations, providing first aid and medical assistance, and facilitating access to emergency supplies and resources.
- Foster partnerships with local communities, government agencies, nongovernmental organizations, and other stakeholders to enhance disaster risk reduction efforts. This may involve collaborating on community-based initiatives, sharing resources and expertise, and promoting disaster resilience at the local level.
- Monitor and evaluate the effectiveness of disaster risk reduction initiatives and activities. This includes collecting data, analyzing performance metrics, and conducting post-disaster reviews to identify lessons learned and areas for improvement.
- Raise awareness about disaster risks and promotes a culture of resilience within the school community. This may involve organizing awareness campaigns, workshops, and educational activities to empower students, teachers, and staff to take proactive measures to reduce risks and respond effectively to emergencies.

2. GENDER AND DEVELOPMENT OFFICE

- Gender mainstreaming: Integrating gender perspectives into all policies, programs, and activities of the school to ensure that the needs, priorities, and experiences of all genders are considered.

- **Gender-sensitive curriculum:** Developing and implementing a curriculum that is inclusive, non-discriminatory, and promotes gender equality, diversity, and respect for all genders.
- **Gender-responsive teaching and learning:** Providing training and support for teachers to create a safe and inclusive learning environment that addresses gender stereotypes, promotes critical thinking about gender issues, and encourages the participation of all genders.
- **Gender-based violence prevention:** Implementing programs and policies to prevent and address gender-based violence in school, including bullying, harassment, and discrimination.
- **Gender-sensitive facilities and services:** Ensuring that school facilities, services, and activities are accessible, safe, and inclusive for all genders, including students, teachers, and staff.
- **Gender equity promotion:** Promoting equal opportunities for all genders in education, leadership, and participation in school activities and decision-making processes.
- **Gender awareness and advocacy:** Raising awareness about gender issues, promoting gender equality, and advocating for the rights and empowerment of all genders within the school community and beyond.

3. National Service Training Program

1. Implementation of NSTP Program Components:

- oversee the implementation of various NSTP program components, including Reserve Officers' Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service (CWTS).

2. Student Enrollment and Placement:

- Manage the enrollment process for NSTP courses and facilitates the placement of students in appropriate program components based on their interests, skills, and academic requirements.

3. Curriculum Development and Enhancement:

- Collaborates with academic departments and curriculum committees to develop and enhance NSTP course curricula by incorporating relevant topics such as leadership development, community engagement, disaster risk reduction, and national security into the program.

4. Training and Capacity Building:

- Organize training programs, workshops, and seminars to build the capacity of NSTP instructors, facilitators, and student volunteers.

5. Community Engagement and Outreach:

- Facilitate partnerships with local communities, government agencies, non-profit organizations, and other stakeholders to promote community engagement and service-learning opportunities for NSTP participants. This may involve organizing outreach activities, community service projects, and volunteer initiatives that address local needs and priorities.

6. Disaster Preparedness and Response:

- Integrate disaster risk reduction and emergency response training into NSTP activities to prepare students for disaster situations. This may

19

include conducting drills, workshops, and simulations to enhance students' awareness, knowledge, and skills in disaster preparedness and response.

7. Monitoring and Evaluation:

- Monitors and evaluate the effectiveness of NSTP program implementation, including student participation, learning outcomes, and community impact. This involves collecting feedback from students, instructors, and community partners to assess program strengths, weaknesses, and areas for improvement.

8. Promotion of Civic Values and Nationalism:

- Promote civic values, patriotism, and national unity among NSTP participants through educational campaigns, cultural activities, and service-learning experiences.

Section 9. THE COLLEGE FUNDS. The local college shall collect reasonable fees and other school charges subject to existing laws and regulations on student fees. All fees shall be paid through the municipal treasurer's office with corresponding receipt issued. All income and collection of the college including that of donations, grants and subsidies shall, upon the discretion of the board be appropriated annually for the operations of the college through a duly approved budget which shall be submitted /furnished to the Sangguniang Bayan for review. If no action is given within 30 days, the same shall be deemed approved.

To support and augment the financial resources of the college, the amount of two million pesos (Php 2,000,000) shall be allocated annually for its operational expenses chargeable against the general fund of the municipality. However, subsequent local government appropriations for the college shall be based on need as may be recommended by the Board, taking into consideration factors of necessity, beneficiality and equity.

Section 10. SEPARABILITY CLAUSE. Shall any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

Section 11. REPEALING CLAUSE. All ordinances, rules and regulations in conflict with provision of this ordinance are hereby repealed and/or modified accordingly.

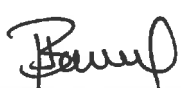
Section 12. EFFECTIVITY CLAUSE. This ordinance shall take effect immediately.

ENACTED: This 2nd day of April 2024.

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


ARSENIO Y. VILLOTE
Sangguniang Bayan Secretary

ATTESTED:


HON. JAMES L. BOHOL
Municipal Vice Mayor, Prsdg. Officer

HON. JEANNETTE A. VALIDA
SB Member, Prsdg. Pro-tempore

HON. ANTONIO C. ALMENDRA, JR.
SB Member

HON. ARNOLD R. ALLERA
SB Member

HON. PATROCINIO A. RISOS, JR.
SB Member

HON. EDITHA C. DELOY
SB Member

HON. EDMUNDO P. SAÑO
SB Member

HON. FRANCISCO B. LANDIA
SB Member, Floor Leader

HON. ERWIN V. BELLEZA
SB Member

HON. DARIO P. LLAVE
SB Member/ ABC Fed. President

HON. MELLIZA JANE C. TRAYA
SB Member/ SK Fed. Pres.

APPROVED:

HON. LEMUEL GIN K. TRAYA
Municipal Mayor