

Item No.: 25
Date: 03 2024 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

Province of Leyte
Legal Office
Released: [Signature]
Time: [Signature]
Date: 8-28-24

SANGGUNIANG PANLALAWIGAN
RECEIVED
AUG 28 2024
PROVINCE OF LEYTE

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PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
August 22, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 13 s. 2024 of Sangguniang Bayan of Abuyog, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. 13 s. 2024 entitled: **An Ordinance Further Amending Ordinance No. 3, Series of 2024, Otherwise Known as the “The 2024 Revised Charter of the Abuyog Community College of Abuyog, Leyte” as Amended by Ordinance No. 9, Series 2024 Particularly Thru Insertion Thereof at Section 7.**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is within the powers covered under Section 445(5)(x)¹ of the Local Government Code of 1991 (R.A7160).

Likewise as settled in the case of Costantino v. Desierto 288 SCRA 654, it is within the power of the Local Council to repeal or amend its prior acts either expressly, or by the passage of an essentially inconsistent resolution. Hence, recommending the declaration of its validity

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

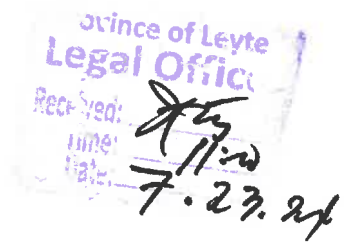
ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer [Signature]

¹ Section 447(5)(x) Subject to the availability of funds and to existing laws, rules and regulations, establish and provide for the operation of vocational and technical schools and similar post-secondary institution xxx

Republic of the Philippines
PROVINCE OF LEYTE
-0-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
22 July 2024



Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the
herein **ORDINANCE NO. 13 s. 2024** of the **MUNICIPALITY OF ABUYOG, LEYTE,**
for review and recommendations.


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

SP

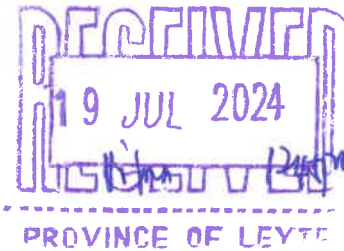


Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte



Office of the Sangguniang Bayan Secretary

July 19, 2024
SANGGUNIANG PANLALAWIGAN



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Sangguniang Panlalawigan of Leyte
Legislative Building
Capitol Grounds
Tacloban City

Ma'am:

Respectfully transmitting herewith as attached Ordinances of the Sangguniang Bayan of Abuyog, Leyte for the review of the Honorable Sangguniang Panlalawigan, Province of Leyte, to wit:

1. ORDINANCE NO. 13, s. 2024

"An Ordinance Creating the Office and Position of the Executive Vice President and to Incorporate in the Organizational Structure of Abuyog Community College"

2. ORDINANCE NO. 14, s. 2024

"An Ordinance Further Amending Ordinance No. 03, Series 2024, Otherwise Known as the "The 2024 Revised Charter of the Abuyog Community College of Abuyog, Leyte" as amended by Ordinance No. 09, Series 2024 Particularly Thru Insertion Thereof at Section 7"

Thank you and more power.

Very respectfully yours,

ARSENIO Y. VILLOTE
Sangguniang Bayan Secretary

a/s

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Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte



Office of the Sangguniang Bayan

19 JUL 2024
SANGGUNIANG BAYAN
ABUYOG, LEYTE

EXCERPT FROM THE MINUTES OF THE 25TH REGULAR SESSION OF THE 19th HONORABLE SANGGUNIANG BAYAN OF ABUYOG, LEYTE HELD AT ITS SESSION HALL, LEGISLATIVE BUILDING MUNICIPAL COMPOUND, ABUYOG, LEYTE ON JUNE 25, 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. Lieve	SB Member, ABC President
Hon. Melliza Jane C. Traya	SB Member, SK Ped. Pres.

ABSENT:

None

ORDINANCE NO. 13, SERIES 2024

AN ORDINANCE FURTHER AMENDING ORDINANCE NO. 3, SERIES 2024, OTHERWISE KNOWN AS THE "THE 2024 REVISED CHARTER OF THE ABUYOG COMMUNITY COLLEGE OF ABUYOG, LEYTE" AS AMENDED BY ORDINANCE NO. 9, SERIES 2024 PARTICULARLY THRU INSERTION THEREOF AT SECTION 7

Be it enacted by the 19TH SANGGUNIANG BAYAN IN SESSION ASSEMBLED DULY CALLED FOR, that

Section 1. That Section 4, A9 of Ordinance No. 3, series 2024, is hereby further amended to read, as follows:

POLICIES AND GUIDELINES FOR THE RECOGNITION OF THE FACULTY ASSOCIATION OF ABUYOG COMMUNITY COLLEGE POLICY STATEMENT

1. PURPOSE

Abuyog Community College (ACC) wholeheartedly embraces the establishment of the Faculty Association (FA) as a vital catalyst for faculty members' professional growth, enriched teaching and learning experiences, and the cultivation of a vibrant and collaborative academic ecosystem.

These policies and guidelines is to establish the framework and structured platform for the recognition, operation, and support of the Faculty Association (FA) at Abuyog Community College (ACC). The association aims to foster and enhance the quality of education through faculty collaboration and innovation and promote

a supportive academic environment that addresses the holistic needs of faculty members.

The FA seeks to create a structured platform for faculty engagement, development, and advocacy, ensuring alignment with the institution's strategic goals and the broader educational community's standards.

2. SPECIFIC OBJECTIVES

1. To support the professional growth and development of faculty members through workshops, seminars, conferences, and other training activities.
2. To encourage research, innovation, and continuous improvement in teaching practices.
3. To facilitate networking and collaboration among faculty members within ACC and with other academic institutions.
4. To represent the interests and concerns of faculty members to the college administration.
5. To promote a culture of lifelong learning and professional excellence.

3. SCOPE

The policy applies to all faculty members and staff at Abuyog Community College who wish to be involved in the

POLICY GUIDELINES:

ELIGIBILITY FOR RECOGNITION:

To be eligible for recognition, a Faculty Association must meet the following criteria

1. Membership:

- a. The association must consist of at least 50% of the institution's faculty roll.
- b. Membership in the FDA is open to all full-time faculty members of Abuyog Community College.
- c. Membership is voluntary and requires the submission of a membership application form.
- d. Members are expected to actively participate in FDA activities and abide by its constitution and by-laws.

2. Documentary Requirements:

- a. Application Letter
- b. Constitution and By-laws (Ratified)
- c. List of Members with contact information
- d. Organizational structure
- e. Strategic Plan (Listing activities and programs)
- f. Minutes of the Founding Meeting

APPLICATION AND RECOGNITION PROCESS

1. **Submission of Documents:** The association must submit an application form along with the required documentary requirements to the Executive Committee of the College

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Handwritten signatures at the bottom of the page, including a large signature on the left and several smaller ones on the right.

2. **Review and Approval:** The application will be reviewed by the Executive Committee, committee to be endorsed to the Board of Trustees for deliberation and approval. A Board resolution shall be issued approving or denying the application of the association.
3. **Recognition Ceremony:** Upon approval, a recognition ceremony will be held to formally acknowledge the association's status and issuance of Certificate of Recognition signed by the Executive Chairman of the Board

RESPONSIBILITIES OF THE RECOGNIZED ASSOCIATION

1. Submit annual reports detailing activities, programs, and achievements to the Office of the Vice President for Academics.
2. Hold regular meetings and maintain records of minutes.
3. Actively participate in institutional events and contribute to the academic and social environment of the college.
4. Organize and facilitate faculty development programs, workshops, and seminars.
5. Foster collaboration with other departments, associations, and external organizations.
6. Ensure harmony and order within the association including other faculty members not included in the FA.
7. Ensure harmony and order between Faculty and the Administration

BENEFITS OF RECOGNITION

1. Access to institutional resources, including venues for meetings and events.
2. Eligibility to apply for funding and grants to support association activities.
3. Opportunities for members to attend professional development events and conferences.
4. Enhanced networking opportunities within and outside the institution.

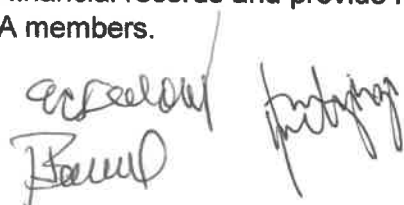
QUALIFICATION FOR OFFICER POSITIONS

General Qualifications for All Officer Positions

1. Must be a qualified member of the association.
2. Must hold a plantilla position
3. Must not hold an administrative position
4. Must be in good standing with the institution, with no ongoing disciplinary actions.
5. Must demonstrate commitment to the mission and goals of the college and of the association.
6. Must exemplify professionalism and adhere to the ethical standards of Abuyog Community College.

FUNDING AND FINANCIAL ACCOUNTABILITY

1. The FA may seek funding from the college administration, external grants, membership fees, and fundraising activities.
2. The Treasurer shall maintain accurate financial records and provide regular reports to the College president and FA members.



3. All financial activities of the FDA shall be conducted transparently and in accordance with college policies. A sound financial system must be in place with periodic reporting and auditing as required by the administration and the board.

CONDUCT OF ACTIVITIES AND PROGRAMS

A. Use of Institutional resources

1. The FA shall operate in compliance with all relevant college policies, procedures, and regulations.
2. The FA shall undergo periodic reviews by the college administration to ensure ongoing compliance and effectiveness.
3. The FA shall submit an annual report to the college administration, detailing its activities, achievements, challenges, and financial status.

B. Approval and Scheduling of Activities

1. All FA activities and programs must be approved by the relevant college authorities before implementation.
2. The FA shall coordinate with the college administration to ensure that activities are scheduled in a manner that does not conflict with academic schedules and other institutional events.
3. The FA shall provide a detailed plan for each activity, including objectives, expected outcomes, resource requirements, and evaluation methods.

RENEWAL OF RECOGNITION

1. **Annual Review:** The recognition status will be reviewed annually based on the association's performance and adherence to guidelines.
2. **Reapplication:** The association must reapply for recognition each academic year, providing updated documents and reports.

REVOCAION OF RECOGNITION

1. Recognition may be revoked if the association fails to comply with institutional policies, regulations, or these guidelines.
2. The Association that remains inactive for a significant period may lose their recognition status.
3. The Association has the right to appeal a revocation decision by submitting a formal appeal to the Office of the Vice President for Academics.

DISSOLUTION

1. The FA may be dissolved voluntarily by a two-thirds majority vote of the FA members through a formal process outlined in the association's by-laws.

2. The college administration or the Board of Trustees may revoke recognition if it is found to be non-compliant with these policies and guidelines or if its activities are contrary to the institution's values.
3. Upon dissolution, all remaining funds and assets shall be transferred to the college or used to support faculty development activities, as determined by the college administration.

AMENDMENTS

1. Any amendments to these policies and guidelines must be proposed by the FA Executive Committee and approved by a two-thirds majority vote of the FA members.
2. Approved amendments must be submitted to the college administration for final approval.
3. This policy shall be reviewed periodically to ensure its effectiveness, alignment with the institution's Vision, Mission and Goals, and with CHED regulations.

Section 2. That Section 8 number 9 of Ordinance No. 3, series 2024, is hereby further amended to read, as follows:

POLICIES AND GUIDELINES FOR THE RECOGNITION OF THE STUDENT ASSOCIATION/STUDENT GOVERNMENT AT ABUYOG COMMUNITY COLLEGE

POLICY STATEMENT

1. PURPOSE

Abuyog Community College (ACC) recognizes the importance of student governance in fostering leadership, representation, and advocacy among its student body. The Supreme Student Council is the highest governing student body in the Institution and for the purpose of this policy, the student government being referred to shall be the Supreme Student Council to which this policy will be applicable.

The following policy outlines the framework, criteria, procedures, responsibilities, and benefits associated with the establishment, recognition and operational guidelines of the Student Government at ACC.

2. SPECIFIC OBJECTIVES

1. Ensure that the Student Government serves as an effective and representative body that advocates for the interests and concerns of the diverse student population at ACC.
2. Foster collaborative relationships and partnerships between the Student Government, ACC administration, faculty, and external stakeholders to address student needs and concerns
3. Promote Democratic Elections and Participation:
4. Conduct fair, transparent, and inclusive elections for Student Government positions that allow all eligible students to participate in the electoral process.
5. Establish clear guidelines and timelines for nomination, campaigning, and voting processes.
6. Enhance Student Engagement and Leadership Development:



7. Maintain high standards of accountability and transparency in the operations and decision-making processes of the Student Government.
8. Implement mechanisms for regular reporting and disclosure of activities, decisions, and financial expenditures to the student body i.e., procedures for handling complaints, grievances, and conflicts within the Student Government.
9. Objective: Continuously assess the effectiveness of the Student Government in fulfilling its responsibilities and meeting the needs of the student body.
10. Ensure that the Student Government operates in compliance with ACC policies, local regulations, and applicable laws.

3. SCOPE

The policy applies to the student government that wishes to be recognized in order to fully be operational and declared valid. Recognized student governments are essential components of the Abuyog Community College (ACC) community, entrusted with the responsibility to represent the interests of their fellow students, organize meaningful activities, and uphold the values and standards of ACC. By adhering to this policy, student governments commit to transparency, accountability, and inclusivity in their operations, ensuring that they contribute positively to the campus environment and support the overall mission of ACC in providing a quality education and holistic student experience.

POLICY GUIDELINES:

ELIGIBILITY FOR RECOGNITION:

- A. To be eligible for recognition, a Student Government must be composed of a group of elected student officials who have been chosen through a fair and democratic election process. These officials serve as representatives of the student body and are responsible for advocating for student interests, fostering campus engagement, and promoting a positive campus culture at Abuyog Community College (ACC). Recognition signifies the official acknowledgment and support of ACC for the Student Government's role in governance and leadership within the institution. By meeting the criteria outlined in this policy, Student Governments demonstrate their commitment to fulfilling their duties with integrity, diligence, and dedication to serving their fellow students and enhancing the overall student experience at ACC.

DOCUMENTARY REQUIREMENTS:

- a. Application Letter
- b. Constitution and By-laws
- c. List of Officers with contact information
- d. Organizational structure
- e. Strategic Plan (Listing activities and programs)
- f. Minutes of the Founding Meeting

APPLICATION AND RECOGNITION PROCESS

1. **Submission of Documents:** The association must submit a formal written request for recognition to the Board of Trustees and submit to the Executive Committee. The request must be included with the documentary requirements

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Abuyog Board



2. **Review and Approval:** The application will be reviewed by the Executive Committee to be endorsed to the Board of Trustees for deliberation and approval. A Board resolution shall be issued approving or denying the application of the association.
3. **Recognition Ceremony:** Upon approval, a recognition ceremony will be held to formally acknowledge the association's status and issue of Certificate of Recognition signed by the Executive Chairman of the Board

RESPONSIBILITIES OF THE RECOGNIZED ASSOCIATION

1. Submit annual reports detailing activities, programs, and achievements to the Student Affairs and Services Director
2. Hold regular meetings and maintain records of minutes.
3. The Treasurer shall maintain accurate financial records and provide regular reports to their adviser and Student Affairs Director.
4. All financial activities of the Student Government shall be conducted transparently and in accordance with college policies. A sound financial system must be in place with periodic reporting and auditing as required by the administration and the board.

CONDUCT OF ACTIVITIES AND PROGRAMS

A. Use of Institutional resources

1. The Student Government shall operate in compliance with all relevant college policies, procedures, and regulations.
2. The Student Government shall undergo periodic reviews by the college administration to ensure ongoing compliance and effectiveness.
3. The Student Government shall submit an annual report to the Student Affairs Coordinator, detailing its activities, achievements, challenges, and financial status.

B. Approval and Scheduling of Activities

1. All Student Government activities and programs must be approved by the relevant college authorities before implementation.
2. The Student Government shall coordinate with the college administration to ensure that activities are scheduled in a manner that does not conflict with academic schedules and other institutional events.
3. The Student Government shall provide a detailed plan for each activity, including objectives, expected outcomes, resource requirements, and evaluation methods.

REVOCAION OF RECOGNITION

1. Recognition may be revoked if the association fails to comply with institutional policies, regulations, or these guidelines.

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2. The Association that remains inactive for a significant period may lose their recognition status.
3. The Association has the right to appeal a revocation decision by submitting a formal appeal to the Office of the Vice President for Academics.

AMENDMENTS

1. Approved amendments must be submitted to the college administration for final approval.
2. This policy shall be reviewed periodically to ensure its effectiveness, alignment with the institution's Vision, Mission and Goals, and with CHED regulations.

Section 3. That Section 8 number 10 of Ordinance No. 3, series 2024, is hereby further amended to read, as follows:

POLICIES AND GUIDELINES FOR THE RECOGNITION OF THE ALUMNI ASSOCIATION AT ABUYOG COMMUNITY COLLEGE

POLICY STATEMENT

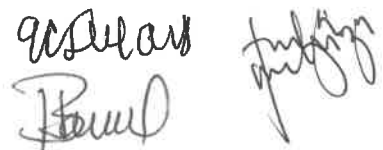
1. PURPOSE

This Policy aids in establishing uniform terminology and operational guidelines with regards to alumni relations. It offers guidelines for the formation of alumni organizations recognized by the institution to ensure that initiatives involving alumni are effective, consistent with institution and overall advancement goals and offer a favorable alumni experience.

2. SPECIFIC OBJECTIVES

1. Foster the relationship between the college and its alumni by providing opportunities for meaningful engagement and participation in college activities and events.
2. Provide alumni with resources, networking opportunities, and professional development programs to support their career growth and personal development.
3. Ensure regular and effective communication between the college and its alumni through various channels, including newsletters, social media, and events.
4. Celebrate and acknowledge the accomplishments and contributions of alumni to their professions, communities, and the college.
5. Develop and maintain an up-to-date database of alumni contact information, career profiles, and engagement activities to inform outreach and programming efforts.
6. Operate in compliance with all relevant college policies, procedures, and regulations, and undergo periodic reviews to ensure ongoing compliance and effectiveness.

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7. Establish clear criteria and procedures for the recognition of the Alumni Association to ensure transparency, fairness, and alignment with institutional goals.

3. SCOPE

The policy applies to all alumni members who wish to establish, maintain and operate an Alumni Association at Abuyog Community College and for those interested in being recognized as members of the Alumni Association.

POLICY GUIDELINES:

ELIGIBILITY FOR RECOGNITION:

- A. To be eligible for recognition, an Alumni Association must be composed of alumni who meet the following criteria:

1. Membership Requirement:

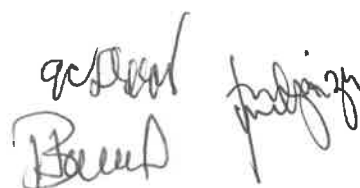
- a. Strategic Plan (Listing activities and programs)
- b. Minutes of the Founding Meeting

APPLICATION AND RECOGNITION PROCESS

1. **Submission of Documents:** The association must submit an application form along with the required documentary requirements to the Executive Committee of the College
2. **Review and Approval:** The application will be reviewed by the Executive Committee committee to be endorsed to the Board of Trustees for deliberation and approval. A Board resolution shall be issued approving or denying the application of the association.
3. **Recognition Ceremony:** Upon approval, a recognition ceremony will be held to formally acknowledge the association's status and issuance of Certificate of Recognition signed by the Executive Chairman of the Board

RESPONSIBILITIES OF THE RECOGNIZED ASSOCIATION

1. Submit annual reports detailing activities, programs, and achievements to the Alumni Affairs Coordinator
2. Hold regular meetings and maintain records of minutes.
3. Actively participate in institutional events and contribute to the academic and social environment of the college.
4. Organize and facilitate faculty development programs, workshops, and seminars.
5. Foster collaboration with other departments, associations, and external organizations.
6. Ensure harmony and order within the association including other faculty members not included in the Alumni Association
7. Ensure harmony and order between Alumni and the Administration



BENEFITS OF RECOGNITION

1. Access to institutional resources, including venues for meetings and events.
2. Eligibility to apply for funding and grants to support association activities.
3. Opportunities for members to attend professional development events and conferences.
4. Enhanced networking opportunities within and outside the institution.
5. The Alumni President shall serve as the representative of the Alumni Association in the Board of Trustees and shall serve until the expiry of his/her term

QUALIFICATION FOR OFFICER POSITIONS

1. Must have an Alumni Status and be an active member of the Alumni Association.
2. Should possess relevant professional experience or demonstrated leadership skills that can contribute to the association's goals and objectives.
3. Must demonstrate a strong commitment to the mission and values of Abuyog Community College and the Alumni Association and be willing and able to dedicate the necessary time and effort to fulfill the responsibilities of the position.

REVOCAION OF RECOGNITION

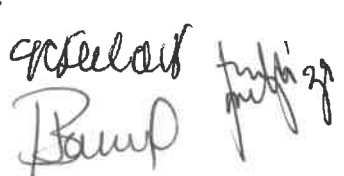

1. Recognition may be revoked if the association fails to comply with institutional policies, regulations, or these guidelines.
2. The Association that remains inactive for a significant period may lose their recognition status.
3. The Association has the right to appeal a revocation decision by submitting a formal appeal to the Office of the Vice President for Academics.

DISSOLUTION

1. The AA may be dissolved voluntarily by a two-thirds majority vote of the AA members through a formal process outlined in the association's by-laws.
2. The college administration or the Board of Trustees may revoke recognition if it is found to be non-compliant with these policies and guidelines or if its activities are contrary to the institution's values.
3. Upon dissolution, all remaining funds and assets shall be transferred to the college or used to support faculty development activities, as determined by the college administration.

AMENDMENTS

1. Any amendments to these policies and guidelines must be proposed by the AA Executive Committee and approved by a two-thirds majority vote of the AA members.
2. Approved amendments must be submitted to the college administration for final approval.




3. This policy shall be reviewed periodically to ensure its effectiveness, alignment with the institution's Vision, Mission and Goals, and with CHED regulations.

Section 4. REPEALING CLAUSE. All ordinances, rules and regulations in conflict with provision of this ordinance are hereby repealed and/or modified accordingly.

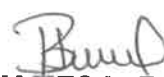
Section 5. EFFECTIVITY CLAUSE. This ordinance shall take effect immediately.

ENACTED: This 25th day of June 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

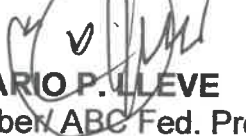
HON. PATROCINIO A. RISOS, JR.
SB Member


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. LLEVE
SB Member, ABC Fed. President


HON. MELLIZA JANE C. TRAYA
SB Member, SK Ped. Pres.

APPROVED:


HON. LEMUEL GIN K. TRAYA
Municipal Mayor

Date: 7/18/24