

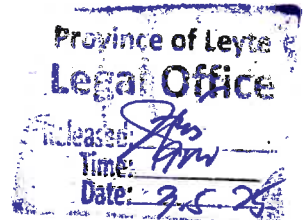
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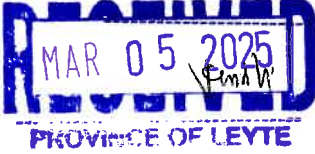
Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

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SANGGUNIANG PANLALAWIGAN

PROVINCIAL LEGAL OFFICE



2<sup>nd</sup> INDORSEMENT  
February 24, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 25-01 of the Sangguniang Bayan of Burauen, Leyte.

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

- Ordinance No. 25-01 entitled: "An Ordinance amending Sections 1 and 6 of Article II of Municipal Ordinance No. 24-01, etc."

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power 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<sup>1</sup>. Hence, we recommend for 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 the 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.

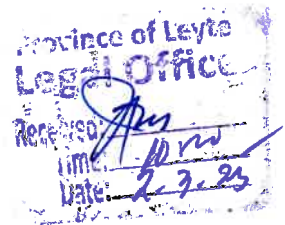
**ATTY. JOSE RAYMUND A. ACOL**  
*Provincial Legal Officer* 

<sup>1</sup> (Constantino vs. Desierto, 288 SCRA 654) April 13, 1998

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
31 January 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 25-01** of the **Municipality of Burauen, Leyte**, entitled: **An Ordinance amending Sections 1 and 6 of Article II of Municipal Ordinance No. 24-01, otherwise known as the "Revised Charter of Burauen Community College"**.

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF BURAUEN



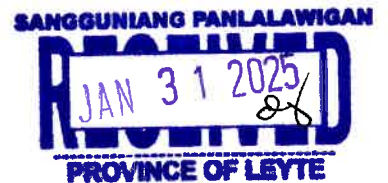
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**OFFICE OF THE SANGGUNIANG BAYAN**

January 31, 2025

**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 transmit herewith 15 copies of **Municipal Ordinance No. 25-01**, Series of 2024 of the Sangguniang Bayan of Burauen, Leyte, "**An Ordinance Amending Sections 1 and 6 of Article II of Municipal Ordinance No. 24-01, Otherwise Known as the "Revised Charter of Burauen Community College"**", for review and approval of the body.

Thank you and please acknowledge receipt hereof.

Respectfully yours,

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



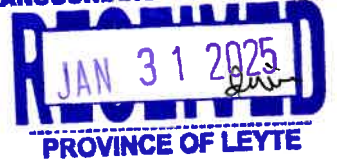
Republic of the Philippines  
 Province of Leyte  
 Municipality of Burauen  
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**OFFICE OF THE SANGGUNIANG BAYAN**

**SANGGUNIANG PANLALAWIGAN**

**MUNICIPAL ORDINANCE NO. 25-01**  
**Series of 2025**



**AN ORDINANCE AMENDING SECTIONS 1 AND 6 OF ARTICLE II OF MUNICIPAL ORDINANCE NO. 24-01, OTHERWISE KNOWN AS THE "REVISED CHARTER OF BURAUEN COMMUNITY COLLEGE"**

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

**SECTION 1.** Section 1, Article II, of Municipal Ordinance No. 24-01, otherwise known as the "Revised Charter of Burauen Community College" is hereby amended to include the Board Secretary as a non-voting member of the Governing Board or Board of Trustees of the Burauen Community College. It shall thus read as follows:

**"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 *Sangguniang Bayan's* 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
  - Board Secretary
- 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.

The Board Secretary, who is responsible for administrative and documentation tasks, shall likewise have no voting rights."

**SECTION 2.** Section 6, Article II, of Municipal Ordinance No. 24-01 is hereby amended to read as follows:

**"Section 6. Board Secretary.** The Board shall designate a Secretary to serve both the Board of Trustees (BOT) and the College Council (BCC). As a **non-voting member**, the Board Secretary shall:

1. Keep and maintain all official records and proceedings of the Board.
2. Communicate notices of meetings to all members of the Board.
3. Provide administrative support to ensure the smooth operation of Board activities.

Although the Board Secretary holds no voting rights, their role is essential in maintaining transparency, ensuring proper documentation, and facilitating effective communication among Board members.”

**SECTION 3.** All ordinances, resolutions, or parts thereof, that are inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 4.** 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.** This Ordinance shall take effect immediately upon by the Sangguniang Bayan of Burauen.

**ENACTED AND APPROVED,** January 6, 2025.


**CERTIFIED CORRECT:**

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

**ATTESTED:**

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

  
**HON. VINCENT G. ENERLAN**  
*Sangguniang Bayan Member*

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

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

(absent)  
**HON. BRYAN R. CINCO**  
*Sangguniang Bayan Member*

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

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

  
**HON. EVAFE A. CORAL**  
*Sangguniang Bayan Member*

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

  
**HON. FE S. RENOMERON**  
*LNB President/ Ex-Officio SB Member*

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

**APPROVED:**

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

- 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;

**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





Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF BURAUEN



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OFFICE OF THE SANGGUNIANG BAYAN

## CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

**THIS IS TO CERTIFY** that **Municipal Ordinance No. 25-01**, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled, ***“An Ordinance Amending Sections 1 and 6 of Article II of Municipal Ordinance No. 24-01, Otherwise Known as the “Revised Charter of Burauen Community College”***”, was enacted on January 6, 2025, approved on even date, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from *January 8, 2025 to January 28, 2025*, in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the “Local Government Code of 1991”.

Burauen, Leyte, January 30, 2025.

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