

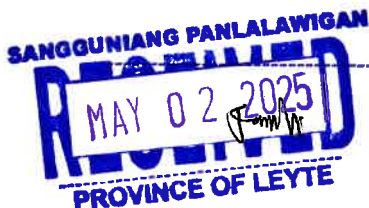


Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

-oOo-

Province of Leyte  
Legal Office

Released: Jun  
Time: 4:30  
Date: 4 June 25



PROVINCIAL LEGAL OFFICE

2<sup>nd</sup> INDORSEMENT

April 23, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 04 series of 2025 of the Sangguniang Bayan of Abuyog, Leyte.

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

- Ordinance No. 04 series of 2025 entitled: "2025 Charter of the Abuyog Community College, Abuyog, Leyte."

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(5)(x)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160). However, it is recommended that the title be amended since the Charter of Abuyog Community College is already established and is sought only to be amended. 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 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.

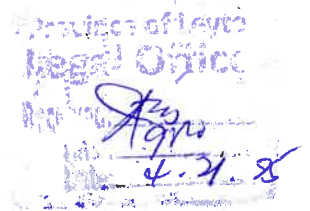
**ATTY. JOSE RAYMUND A. ACOL**  
*Provincial Legal Officer*

<sup>1</sup> (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 institutions and, with the approval of the Department of Education, Culture and Sports, fix and collect reasonable fees and other school charges on said institutions, subject to existing laws on tuition fees;


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

**1<sup>ST</sup> INDORSEMENT**  
21 April 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 04, series of 2025 of the Municipality of Abuyog, Leyte**, entitled: **"2025 Charter of the Abuyog Community College, Abuyog, Leyte"**.

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



*Republic of the Philippines*  
**MUNICIPALITY OF ABUYOG**  
Province of Leyte



**Office of the Sangguniang Bayan Secretary**

April 11, 2025

**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. 04, s. 2025**  
"2025 Charter of the Abuyog Community College, Abuyog, Leyte"
2. **ORDINANCE NO. 05, s. 2025**  
"An Ordinance Approving and Adopting the New Vision-Mission Goal (VMG) Statements of Abuyog Community College"

Thank you and more power.

Very respectfully yours,

  
**ARSENIO Y. VILLOTE**  
Sangguniang Bayan Secretary



Republic of the Philippines  
**MUNICIPALITY OF ABUYOG**  
Province of Leyte

*Office of the Sangguniang Bayan*

SANGGUNIANG PANLALAWIGAN



EXCERPT FROM THE MINUTES OF THE 7<sup>TH</sup> REGULAR SESSION OF THE 19<sup>th</sup> HONORABLE SANGGUNIANG BAYAN OF ABUYOG, LEYTE HELD AT ITS SESSION HALL, LEGISLATIVE BUILDING, MUNICIPAL COMPOUND, ABUYOG, LEYTE ON FEBRUARY 25, 2025.

**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. 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:**

Hon. Edmundo P. Saño	SB Member – O.B.
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**ORDINANCE NO. 04, SERIES 2025**

*Sponsor: Honorable Francisco B. Landia  
Chairman, Committee on Education*

**BE IT ORDAINED, AS IT IS HEREBY ORDAINED** by the Sangguniang Bayan of Abuyog, Leyte in session duly assembled that:

**Section 1. TITLE.** This Ordinance shall be known and referred as the “**2025 Charter of the Abuyog Community College, Abuyog, Leyte**”.

**Section 2. PURPOSE.** This Ordinance was duly enacted and shall amend thru insertion previous charter of ACC, and shall govern the following; VIZ,

**Section 3. 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, advanced studies, technical and special instructions for special purposes. It shall promote research and extension services and progressive leadership in education, community development, arts and sciences and other fields as may be relevant.

**Section 4. MANNER OF CREATION.** The college was created pursuant to Sangguniang Bayan Resolution No. 110 of 1978 and operated 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 5. SCOPE AND COVERAGE.** The college is a public institution designed to:

1. Provide basic educational 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 neighboring areas tertiary and advanced, continuing practical education in arts, science Constitutions 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 the areas of specialization to meet the needs of the nation and the global market.
4. Promote research and extension services

**Section 6. GOVERNANCE**

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

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

1. The Mayor of Abuyog, Leyte as Executive Chairman/Chairperson
2. The President of the College, as the Vice-Chairperson
3. The Chairperson of the Committee on Education of the Sangguniang Bayan of Abuyog, Leyte
4. The Municipal Treasurer of Abuyog, Leyte
5. The President of the Faculty Organization
6. The President of the Supreme Student Council
7. The President of the Alumni Association
8. The Representative from the duly recognized Business or Industry Sector of the Community who shall be appointed for a term of four years.
9. The representative from the Liga ng mga Barangay, Abuyog Chapter
10. The representative from NGOs/GOs preferably from the Social Welfare Services Sector in order to sustain the prioritization and provision of educational assistance to the disadvantaged students of the college;
11. 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;
12. The Representative from the Department of Science and Technology (DOST)
13. A Representative from CHED who shall be a permanent resource person designated by the CHED Chairperson

The Immediate Past Local Chief Executive is deemed an integral member of the Governing Board to ensure the continuity of programs /projects of the College. His presence in the Board is also justified to provide smooth transition in governance of the college.

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





1. The Chairman and the Chairman of the Committee on Education of the Sangguniang Bayan of Abuyog shall serve as Board members for the duration of their respective terms in office.;
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 term of two years
5. 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.
6. **The representatives from CHED and DOST shall serve as ex-officio members with tenure that is co-terminus with their official designations**, subject to periodic reappointment or replacement by their agency. **They shall hold office until their duly designated successors assume the position** as per CHED and DOST policies.
7. In case of vacancy in the Governing Board 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 Governing Board, 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 monthly honorarium 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. The amount of the honorarium or any increase hereof shall be subject to the approval thru a duly approved appropriate resolution or ordinance of the Sangguniang Bayan.

**A.6. BOARD MEETING.** The Board shall hold regular session(s) at least twice 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 Governing Board. Majority of the members of the Governing Board 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. FUNCTIONS OF THE GOVERNING BOARD**

The Governing Board is the highest policy-making body of the college and as such, shall:

1. set the vision and strategic direction of the college, ensuring its alignment with the LGU-Abuyog's development agenda, higher education agenda, and the national government's thrust;
2. establish effective and efficient structure of the college;
3. ensure sound financial management;
4. approve plans or policies related to the overall governance of the college

Specifically, the Governing Board shall have the following duties and responsibilities:

1. establish policy guidelines, rules, regulations and procedures not contrary to law and which are necessary to carry the purpose and function of Abuyog Community College, and ensure participative decision-making and transparency within the institution;
2. approve the academic arrangements for capacity building of the institution with appropriate institutions and agencies, public or private, local or foreign, and to 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 (RA No. 11448) and other guidelines of CHED relative to such academic arrangements;
3. approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils in accordance with the existing CHED policies, standards and guidelines;
4. set policies on admission, retention and graduation of students;
5. 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;
6. ensure the efficient management of non-academic services such as medical and dental, guidance and counselling, career and job placement, canteen, buildings, grounds, property maintenance and similar services;
7. institutionalize and strengthen research and extension programs;



8. recommend to the local chief executive the appointment of President/Administrator or equivalent position of the college from the list of three (3) qualified candidate(s)/applicant (s) based on the search made under section six (6);

9. recommend to the local chief executive the appointment/designation of the vice-presidents, Deans, Directors, head of departments, faculty members and other officials and employees whose salary and wages are wholly or mainly paid out of the local funds and whose appointments are not otherwise provided for under RA 7160, as well as those the local chief executive may be authorized by law to appoint;

10. fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as the respective boards may deem proper to impose after due consultations with the involved sectors subject to compliance with existing CHED policies, standards and guidelines;

11. adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students, if in case the college is not a recipient of a government subsidy;

12. coordinate with the local Sanggunian to provide for the regular support for the development, operation and maintenance of the LUC;

13. recommend to the local Sanggunian policies on Higher education and other related development legislation on effective governance and management;

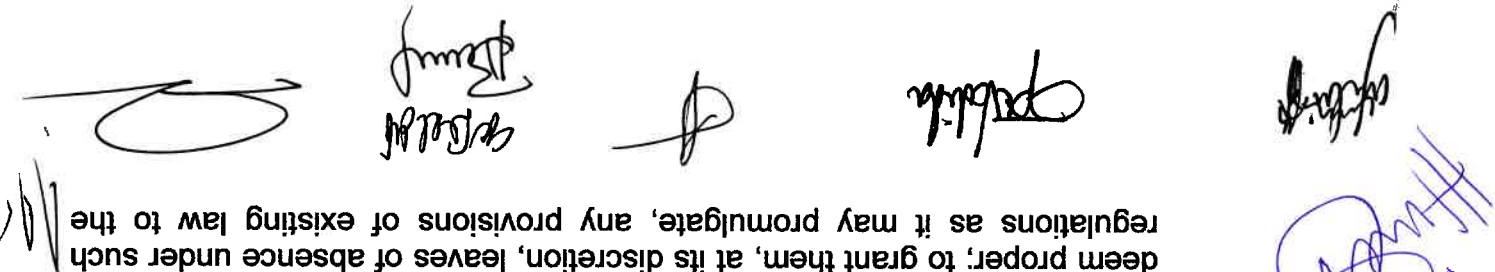
14. approve consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution including its internationalization initiatives;

15. receive and appropriate budget as may be provided, to support of the institution in the manner it may determine, in its discretion, to carry out the purposes and functions of the college;

16. receive in trust, legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose of the same when necessary for the benefit of ACC, subject to limitations, directions, and instructions of the donors, if any. Administer the same in the absence of specific directives of the donor. Such donations shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;

17. recommend to and implement the Local Government Unit-approved construction or repair of its buildings, machinery, equipment, and other including necessary supplies,, materials and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials, and equipment;

18. approve salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service and such other duties and conditions as it may deem proper, to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the





contrary notwithstanding, and to remove them for a cause in accordance with the requirements of due process of law;

19. approve the absorption/adoption of LGU acquired non-chartered tertiary institutions within their respective municipalities in coordination with the CHED and other relevant agencies and to offer therein needed programs or courses to promote and carry out equal access to educational opportunities mandated by the constitution;

20. establish chairs in the college and to provide fellowships for qualified faculty members and scholarships to deserving students;

21. authorize, as may be needed, an external management audit of the institution to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

22. approve the set-up on the adoption of modern and innovative modes of transmitting knowledge through different teaching and learning modalities subject to CHED requirements;

23. seek technical advice and updates from the CHED resource person pertaining to the school operations;

24. institutionalize and strengthen programs that prioritize and support the LGUs development programs and capacity development needs;

25. establish, maintain and institute mechanisms to share with the LGU and stakeholders, a knowledge-base of the LUC's experts and resources to support LGU governance and administration processes; and

26. delegate specific duties and responsibilities provided for hereinabove to the President/Administrator or equivalent position and/or other officials of the college as it may deem appropriate so as to expedite the administration of the affairs of the school.

#### **A.8. GOVERNING BOARD SECRETARY.**

The Governing board shall designate a secretary who shall serve as such for both the Board and the college and shall:

1. Prepare agenda enclosure and records/minutes of the faculty meeting;  
2. Make resolutions and other reports for approval of the board.  
3. Receive communication for distribution and send out communication through channels;

4. Communicate notices of meetings;  
5. Receive and entertain official guests and visitors of the college;  
6. Maintains and safeguards **institutional and governance records**, such as minutes of board meetings, resolutions, policies, and legal documents;

7. Ensures proper documentation of official college decisions, academic policies, and faculty governance matters;  
8. Serves as the custodian of official college correspondence and contracts;

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

## Section 7. THE ADMINISTRATION AND OPERATION.

The administration of Abuyog Community College shall be vested in the President/Administrator or equivalent position who shall render full-time service. The powers and duties of the President/Administrator, shall be those usually pertaining to the Offices of the President of other colleges/universities, and those delegated by the Governing Board.

In case of vacancy by reason of death, resignation, removal for cause or incapacity of the President/Administrator or equivalent position to perform the functions of their office, the Board shall immediately recommend to the Local Chief Executive the designation of an officer-in-charge (OIC), with the same qualifications as required of a President. The designation shall not exceed a period of **one (1) year**, renewable for another one year, pending the appointment of a new President/Administrator or equivalent position, subject to existing CSC Rules. The Board shall immediately create and convene the Search Committee (SC).

The president shall be assisted by the Executive Vice-President, 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.

## Section 8. OFFICES & OFFICIALS 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 Governing Board. He/she shall hold office for a term of four (4) years without prejudice to further re-appointment.

A.1. The President/Administrator or equivalent position shall have a term of four (4) years and upon concurrence and or approval of the governing board be eligible for reappointment for another term only. The President/Administrator or equivalent position shall hold an earned doctoral degree, defined as level 8 in the Philippine Qualifications Framework (L8) as stipulated in PQF- National Coordinating Council Resolution No. 2014-03 adopted on December 11, 2014 and its amendments thereafter, from a CHED-recognized higher learning institution, with at least five (5) years of relevant administrative experience.

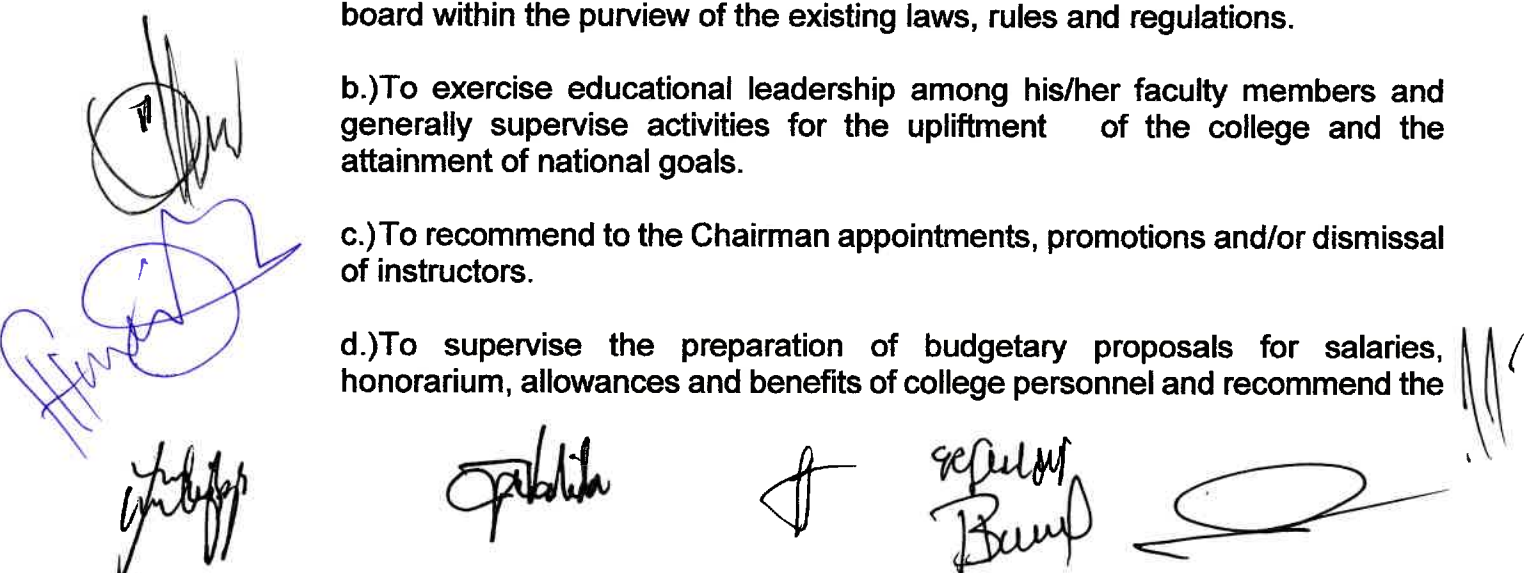
### A.2. Powers and Duties of the President:

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.3. SEARCH PROCESS FOR THE PRESIDENT; MINIMUM QUALIFICATIONS OF THE PRESIDENT.**

#### **A.3.1. Creation of the Search Committee**

The college shall devise its own policies and procedures for the search process that are compliant with CHED, subject to the approval by the governing board. The Search Process and minimum qualifications for the college president shall be based on the provisions set forth in CMO 18 s. 2022. The college shall strictly observe the procedures outlined in the CHED memorandum particularly in the :

- 1, Creation of Search Committee for President
2. Publication of Notice of Search for College President
- 3, Minimum qualifications of any applicant for the presidency
4. Documentary Requirements for Presidential Applicants
5. Submission and Pre-evaluation Process
6. Criteria for Evaluation
7. Search Process

#### **A.3.2. Funds**

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

#### **A.3.4. Notice of Vacancy.**

Within ten (10) days upon 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.4. Offices under the Office of the President.**

The **Office of the President** serves as the central executive authority of **Abuyog Community College (ACC)**, providing leadership, governance, and strategic direction to ensure institutional growth, compliance, and overall excellence. To effectively fulfill its mandate and support its academic and administrative functions, the following offices shall operate under the Office of the President:



**A.4.1. ADMINISTRATIVE COUNCIL (ADCO).** There shall be an Administrative Council that shall act with advisory capacity to the College President in all matters pertaining to his/her office it shall consist of:

1. College President – Chairperson of the Administrative Council
2. Vice President(s) –Executive Vice-President, VP for Academic Affairs, VP for Administration and Finance)
3. Deans of Colleges
4. Program Heads
5. Directors of Key Offices –
  - a. Director for Student Affairs and Services
  - b. Director for Research and Development
  - c. Director for Planning and Development
  - d. Director for Quality Assurance
  - e. Director for Community Engagement and Extension Services
  - f. Director for Management Information systems
  - g. Director for International Affairs and Linkages
  - h. Director for Resource Generation and Productivity Office
  - i. Director for Campus Safety and Security
6. Coordinators of various units/offices
7. Other school officials:
  - a. Registrar
  - b. Chief Administrative Officer
  - c. Finance Officer
  - d. Human Resource Officer
  - e. Librarian
  - f. Guidance Counsellor/Coordinator
  - g. Chief Security Officer
  - h. Data Privacy Officer
  - i. School Nurse
  - j. Liaison officer
  - k. Prefect of Discipline
  - l. Other officers as determined by the college president

**A.4.2. ACADEMIC COUNCIL (AC).** There shall be an Academic Council with the President of the College as the Chairman, the Executive Vice-President, VP for Academics, Vice-President for Finance and Administration, the College Dean, Program Heads and all members of the instructional staff with the rank of not lower than Assistant Professor I as members.

The table below provides a detailed differentiation between academic and administrative functions based on key strategic thrusts in a school's operations:

Strategic Thrust / Key Area	Academic Function	Administrative Function
Governance and Leadership	1. Oversees academic policies, curriculum development, and faculty performance. 2. Ensures compliance with CHED, accreditation bodies, and international education standards. 3. Develops academic leadership among faculty.	1. Manages institutional policies, finance, human resources, and operations. 2. Ensures compliance with government regulations (e.g., COA, DBM, CSC). 3. Facilitates decision-making for non-academic concerns.
Curriculum and Instruction	4. Designs, implements, and evaluates curricula. 5. Develops innovative teaching methodologies and learning assessment tools.	4. Provides logistical and operational support for curriculum implementation (e.g., budget for instructional materials, classrooms, and facilities). 5. Facilitates the hiring and