

Item No.: 25

Date: 03 2025 JUN



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGA

2nd INDORSEMENT
April 28, 2025



Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 08 series of 2025 of the Sangguniang Bayan of Abuyog, Leyte.

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

- Ordinance No. 08 series of 2025 entitled: "An Ordinance approving the amendment of Ordinance No. 04, series of 2022 otherwise known as " An Ordinance creating new Plantilla positions and provide the corresponding funding for its created positions at the Abuyog Community College."

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 resolution¹, subject to the availability of funds and to normal and regular accounting and auditing procedures. It is likewise recommended to change the docket number of the amending Ordinance to avoid confusion, since it is the same as the Ordinance sought 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 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

¹ (Constantino vs. Desierto, 288 SCRA 654) April 13, 1998

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
23 April 2025

Province of Leyte
Legal Office
Atty. Gen.
4-24-25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 08, series of 2025 of the Municipality of Abuyog, Leyte**, entitled: **An Ordinance approving the amendment of Ordinance No. 04, series 2022 otherwise known as, "An Ordinance creating new plantilla positions and provide the corresponding funding for its created positions at the Abuyog Community College."**



FLORINDA J. S. UYVICO
Secretary to the Sanggunian



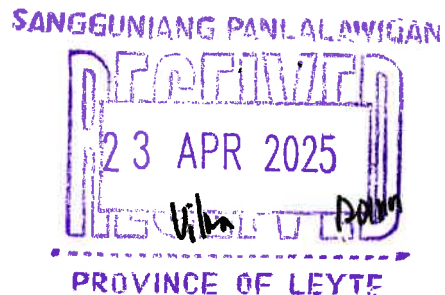
Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte



Office of the Sangguniang Bayan Secretary

April 23, 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 Ordinance No. 08, series 2025 of the Sangguniang Bayan of Abuyog, Leyte RE: *"AN ORDINANCE APPROVING THE AMENDMENT OF ORDINANCE NO. 04, SERIES 2022 OTHERWISE KNOWN AS "AN ORDINANCE CREATING NEW PLANTILLA POSITIONS AND PROVIDE THE CORRESPONDING FUNDING FOR ITS CREATED POSITIONS AT THE ABUYOG COMMUNITY COLLEGE"* for the review of the Honorable Sangguniang Panlalawigan, Province of Leyte.

Thank you and more power.

Very respectfully yours,

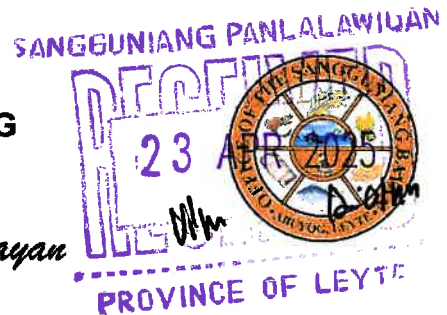

ARSENIO Y. VILLOTE
Sangguniang Bayan Secretary

a/s



Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte

Office of the Sangguniang Bayan



EXCERPT FROM THE MINUTES OF THE 7TH REGULAR SESSION OF THE 19th 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. 08, SERIES 2025

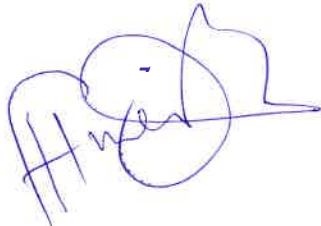
AN ORDINANCE APPROVING THE AMENDMENT OF ORDINANCE NO. 04, SERIES 2022 OTHERWISE KNOWN AS "AN ORDINANCE CREATING NEW PLANTILLA POSITIONS AND PROVIDE THE CORRESPONDING FUNDING FOR ITS CREATED POSITIONS AT THE ABUYOG COMMUNITY COLLEGE"

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF ABUYOG, LEYTE IN A REGULAR SESSION ASSEMBLED; that:

 **SECTION 1. TITLE** – that the new title of this amendatory ordinance as it amends Ordinance No. 04, series 2022 shall now be read "THE 2025 AMENDATORY ORDINANCE AMENDING ORDINANCE NO. 04 S. 2022 CREATING PLANTILLA POSITION AND PROVIDE THE CORRESPONDING FUNDING FOR ITS CREATED POSITIONS AT THE ABUYOG COMMUNITY COLLEGE".

SECTION 2. That the new amended provision of Section 2 of Ordinance No. 04, s. 2022 shall now be read as follows;

Section 2. Scope and Coverage, Source of Authority/
Purpose.....



The approved creation of new positions and the provision of corresponding funding are as follows; to wit as amended

FROM			TO		
QTY	ITEM	SG	QTY	ITEM	SG
-	-	-	-	-	-
-	-	-	-	-	-
2	COMPUTER PROGRAMMER	15	2	COMPUTER PROGRAMMER II	15
-	-	-	-	-	-
-	-	-	-	-	-

SECTION 3. AMENDATORY CLAUSE – This Ordinance shall amend above mentioned Section in the approved positions of Ordinance No. 04, series 2022 so as to conform with Qualification Standards (QS) and other related issuances and regulations and recommendation of the Civil Service Commission.


SECTION 4. EFFECTIVITY. This ordinance shall take effect upon its approval.

ENACTED: This 25th day of February, 2025

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 – O.B.





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: 4/21/20



Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte



Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 9TH REGULAR SESSION OF THE 19TH HONORABLE SANGGUNIANG BAYAN OF ABUYOG, LEYTE HELD AT ITS SESSION HALL, LEGISLATIVE BUILDING MUNICIPAL COMPOUND, ABUYOG, LEYTE ON SEPTEMBER 13, 2022

PRESENT:

Hon. Lemuel Gin K. Traya	Municipal Vice-Mayor, Prsdg. Officer
Hon. James L. Bohol	SB Member
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. Dario P. Lleve	SB Member, ABC President
Hon. Carlos Inno E. Traya	SB Member, SK Fed. Pres.

ABSENT:

NONE

ORDINANCE NO. 04, S. 2022

Sponsor: Hon. Francisco B. Landia

Co-Sponsor: Hon. Arnold R. Allera

AN ORDINANCE CREATING NEW PLANTILLA POSITIONS AND PROVIDE THE CORRESPONDING FUNDING FOR EACH CREATED POSITION AT THE ABUYOG COMMUNITY COLLEGE (ACC)

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF ABUYOG, LEYTE IN A REGULAR SESSION ASSEMBLED; that:

SECTION 1. TITLE - this enactment shall be known as **AN ORDINANCE CREATING NEW PLANTILLA POSITIONS AND PROVIDE THE CORRESPONDING FUNDING FOR EACH CREATED POSITION AT THE ABUYOG COMMUNITY COLLEGE (ACC)**

SECTION 2. SCOPE AND COVERAGE, SOURCE OF AUTHORITY/PURPOSE – the said creation of positions/items including each corresponding funding is for the smooth operation it being one of the felt need of the college and for the purpose of maintaining instructional standard and for the effective and efficient delivery of services.

The approved creation of new positions and the provision of corresponding funding are as follows; to wit:

QTY.	ITEM	SALARY GRADE
1	GUIDANCE COUNCILOR III	13
1	ELECTRICIAN I	4
2	COMPUTER PROGRAMMER	15
5	COLLEGE DEPARTMENT HEAD	22
5	ASSISTANT DEPARTMENT HEADS	17

SECTION 3. SEPERABILITY CLAUSE. If any part of this ordinance is held unconstitutional or invalid by any court or tribunal or competent authority, no other sections or provisions hereof shall be affected thereby.


SECTION 4. EFFECTIVITY. This ordinance shall take effect upon its approval.

APPROVED: September 13, 2022

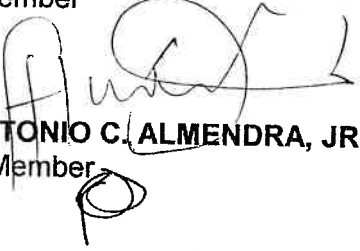
I HEREBY CERTIFY to the correctness of the foregoing ordinance.


ARSENIO Y. VILLOTE
Sangguniang Bayan Secretary

ATTESTED:

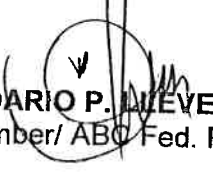

HON. LEMUEL GIN K. TRAYA
Municipal Vice Mayor, Prsdg. Officer

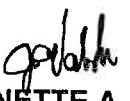

HON. JAMES L. BOHOL
SB Member



HON. ANTONIO C. ALMENDRA, JR.
SB Member

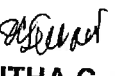

HON. PATROCINIO A. RISOS, JR.
SB Member


HON. EDMUNDO P. SAÑO
SB Member


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


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


HON. ARNOLD R. ALLERA
SB Member


HON. EDITHA C. DELOY
SB Member


HON. FRANCISCO B. LANDIA
SB Member, Floor Leader


HON. CARLOS INNO E. TRAYA
SB Member/ SK Fed. Pres.

APPROVED:


HON. OCTAVIO A. TRAYA, JR.
Municipal Mayor

	6. Ensures faculty members engage in continuing professional development.	deployment of faculty based on academic needs.
Research and Innovation	7. Encourages and supervises faculty and student research initiatives. 8. Develops research policies and ensures alignment with institutional research thrusts. 9. Establishes linkages with funding agencies and research institutions.	6. Manages research funding, grants, and budget allocation. 7. Ensures compliance with ethics protocols and intellectual property policies. 8. Provides administrative support for research dissemination and publication.
Extension and Community Engagement	10. Develops academic-based outreach programs integrating research and instruction. 11. Encourages faculty and student participation in community engagement. 12. Aligns extension projects with institutional goals and societal needs.	9. Allocates budget and resources for community extension programs. 10. Coordinates logistics, transportation, and financial support for outreach activities. 11. Prepares reports and documentation for external stakeholders.
Quality Assurance and Accreditation	13. Ensures compliance with CHED policies, accreditation standards, and international benchmarks 14. Implements internal academic quality assessment mechanisms. 15. Leads the development of quality instructional materials.	12. Facilitates accreditation application and documentation. 13. Coordinates with accrediting bodies and regulatory agencies. 14. Ensures institutional compliance with quality assurance requirements.
Student Affairs and Services	16. Implements academic advising, mentoring, and career guidance. 17. Designs co-curricular programs to enhance student learning. 18. Ensures students receive quality academic support.	15. Manages student welfare services, including scholarships, dormitories, and health services. 16. Oversees student discipline and code of conduct implementation. 17. Facilitates extracurricular activities, student organizations, and leadership programs.
Faculty Development and Welfare	19. Conducts faculty training and capacity-building programs. 20. Implements performance evaluation for faculty members. 21. Supports faculty research and publication efforts.	18. Administers faculty hiring, promotion, and tenure processes. 19. Manages salaries, benefits, and personnel records. 20. Ensures compliance with labor laws and institutional policies.
Financial and Resource Management	22. Identifies funding needs for academic programs. 23. Proposes budget for faculty training, instructional materials, and research. 24. Ensures cost-effective academic resource allocation.	21. Develops and implements financial management policies. 22. Prepares institutional budget and ensures proper fund disbursement. 23. Handles procurement, maintenance, and inventory of school facilities and equipment.
Infrastructure and Learning Environment	25. Identifies academic space and technology needs (e.g., laboratories, libraries, e-learning platforms). 26. Ensures classrooms and laboratories meet pedagogical requirements.	24. Oversees campus maintenance, security, and expansion projects. 25. Allocates budget for physical infrastructure and ICT development. 26. Manages procurement and maintenance of educational facilities.
Institutional Development and Planning	27. Develops academic goals aligned with institutional strategic plans. 28. Conducts program reviews and needs assessments for academic expansion.	27. Develops and implements institutional policies, including HR, finance, and administrative services. 28. Oversees long-term institutional sustainability planning.

	29. Ensures academic programs align with labor market demands.	29. Coordinates partnerships with government agencies and private institutions.
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A.4.3 EXECUTIVE COMMITTEE. The Executive Committee (ExeCom) serves as the primary decision-making and policy-implementing body of Abuyog Community College. It ensures the efficient and effective administration of academic and administrative operations, aligning institutional policies with the college’s strategic goals. The committee provides oversight on key institutional matters, ensuring proper coordination among different offices and units to achieve the college’s vision, mission, and objectives.

A.4.3.1. MANDATE OF THE EXECUTIVE COMMITTEE

- 1. Oversee the implementation of policies, programs, and projects as approved by the Board of Trustees.
- 2. Ensure institutional compliance with government regulations, accreditation standards, and higher education mandates.
- 3. Provide strategic direction and guidance in academic, administrative, financial, and operational matters.
- 4. Review and recommend policies for approval by the Board of Trustees.
- 5. Address urgent institutional concerns and provide resolutions to operational challenges.
- 6. Strengthen coordination among different units, ensuring synergy in decision-making and policy implementation.
- 7. Serve as an advisory body to the College President in institutional governance and development initiatives.

A.4.3.2. Composition

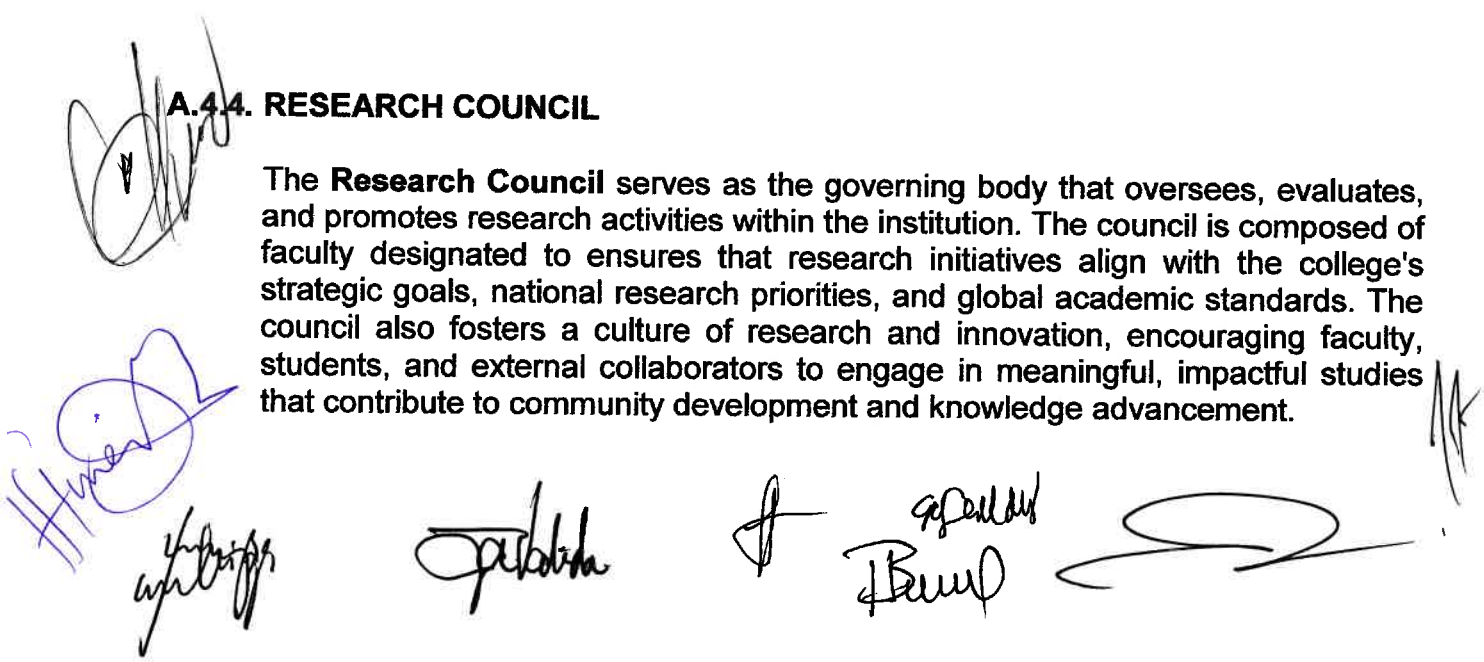
The Executive Committee shall be composed of the following:

- 1. **College President** – Chairperson
- 2. **Executive Vice President** – Vice Chairperson
- 3. **Vice President for Academic Affairs and Research** – Member
- 4. **Vice President for Administration and Finance** – Member
- 5. **College Secretary** – Member & Secretary
- 6. **Other Key Officials** – As designated by the President, based on institutional needs

The Executive Committee shall meet regularly to deliberate on institutional matters and ensure the continuous improvement of college operations in line with the institution's goals and mandates.

A.4.4. RESEARCH COUNCIL

The **Research Council** serves as the governing body that oversees, evaluates, and promotes research activities within the institution. The council is composed of faculty designated to ensures that research initiatives align with the college's strategic goals, national research priorities, and global academic standards. The council also fosters a culture of research and innovation, encouraging faculty, students, and external collaborators to engage in meaningful, impactful studies that contribute to community development and knowledge advancement.

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A.4.4.1. COMPOSITION OF RESEARCH COUNCIL

COLLEGE PRESIDENT	-	Chairman
Vice-President for Academics	-	Co-chair
Director, Research and Development	-	V-chair
Executive Vice-President	-	Member
Vice-President for Administration & Finance-	-	Member
College Deans	-	Member

A.4.4.2. MANDATE AND FUNCTIONS:

1. Formulates and implements research policies, guidelines, and strategic plans aligned with the institution's vision and mission.
2. Oversees the development and execution of the institutional research agenda, ensuring relevance to academic, industry, and community needs.
3. Evaluates and approves research proposals, ensuring compliance with ethical standards and institutional priorities.
4. Monitors and assesses the progress and impact of funded research projects.
5. Facilitates capacity-building initiatives such as research training, seminars, and workshops for faculty and students.
6. Establishes and strengthens linkages with funding agencies, government institutions, industries, and academic partners for research collaboration.
7. Promotes and supports research dissemination through conferences, publications, and intellectual property protection.
8. Ensures compliance with research ethics, data privacy regulations, and institutional policies on research integrity.
9. Recommends funding allocations and resource mobilization strategies to sustain research activities.
10. Encourages innovation and the translation of research findings into practical applications for community development and policy-making.

A.4.5. COMMUNITY AND EXTENSION COUNCIL

The Community and Extension Council (CEC) is established to oversee, develop, and implement the college's extension and community service programs, ensuring that the institution fulfills its commitment to social responsibility, community engagement, and sustainable development. The council ensures that extension activities are aligned with national development goals, the priorities of the local community, and the college's vision and mission. It also strengthens partnerships with government agencies, non-government organizations, and other stakeholders to maximize the impact of outreach and extension programs.

The council is mandated to:

1. Develop policies and guidelines for the effective implementation of extension and community engagement programs.
2. Identify community needs and develop programs that address societal challenges through education, training, research, and innovation.
3. Foster partnerships with local government units, industries, and organizations to enhance community services.
4. Ensure that extension programs are integrated with academic instruction and research for holistic institutional development.
5. Promote faculty and student involvement in extension activities to enhance experiential learning and civic engagement.

6. Monitor and evaluate the effectiveness of extension projects and recommend improvements based on assessment results.
7. Advocate for institutional support and funding to sustain extension programs and initiatives.

Composition

The Community and Extension Council shall be composed of the following:

1. **College President** – Chairperson
2. Executive Vice-President-Vice Chair
3. **Vice President for Academic Affairs and Research** -Member
4. **Vice-President for Administration and Finance**- Member
5. **Director of Community and Extension Services** – Member & Secretary
6. **Deans of Colleges** – Members
7. **Student Affairs and Services Director** – Member
8. **Extension Coordinators**
9. **Local Government Unit Representative** – Member
10. **Community Organization/NGO Representative** – Member

The council shall convene regularly to evaluate extension initiatives, propose new programs, and ensure the continuous improvement of the college's community engagement efforts.

B. OFFICE OF THE EXECUTIVE VICE-PRESIDENT.

Shall be designated by the board from among the rank and file upon the recommendation of the President. He/she shall be assisted by the Vice-Presidents in overseeing the implementation of institutional policies, strategic initiatives, and operational plans. The Executive Vice-President shall provide leadership in the administration of academic and administrative affairs, ensuring alignment with the institution's vision, mission, and goals. He/she shall:

1. Assist the President in overseeing the day-to-day operations of the college.
2. Develop and implement strategic initiatives and policies to achieve institutional goals
3. Supervise and coordinate the work of Vice-Presidents, ensuring alignment with the college's mission and objectives.
4. Represent the President in their absence and act as a liaison between the President and other administrative staff.
5. Oversee the development and execution of the college's budget, ensuring financial sustainability.
6. Lead efforts to improve academic programs, student services, and administrative processes.
7. Develop and maintain partnerships with external stakeholders, including local businesses, government agencies, and community organizations.
8. Monitor institutional performance and report on key metrics to the President and Board of Trustees.
9. Oversee the recruitment, development, and evaluation of administrative staff and faculty.
10. Provide leadership in crisis management and emergency response planning.
11. Represent the college at public events, conferences, and meetings.



12. Performs other functions as assigned by the College President and higher authorities.

B.1. SPECIALIZED OFFICES:

Specialized units directly under the Office of the Executive Vice President serve as key support offices that enhance institutional efficiency and strategic decision-making. These units oversee critical functions, ensuring alignment with the college's vision, mission, and regulatory standards. They play a vital role in fostering academic and administrative excellence while facilitating interdepartmental coordination for holistic institutional growth.

B.1.1. MANAGEMENT INFORMATION SYSTEM OFFICE (MIS)

The **MIS Office** serves as the backbone of the institution's digital ecosystem, managing network systems, databases, and IT services to support both faculty and administrative staff. It ensures the smooth operation of communication and online platforms, including student information systems, learning management systems, and administrative automation. The office is also responsible for cybersecurity, safeguarding institutional data, and ensuring compliance with data privacy regulations. Additionally, it provides technical support and capacity-building initiatives to enhance digital literacy among stakeholders, fostering innovation and efficiency in institutional operations.

B.1.1.1 MANAGEMENT INFORMATION SYSTEM (MIS) DIRECTOR.

Shall be designated to perform the following functions:

1. Develop and implement the strategic plan for the MIS Office in alignment with the institution's goals and objectives.
2. To supervise the design, development, testing, implementation and maintenance of computer systems which support academic and administrative functions
3. To develop new technologies, including hardware, software or telecommunication components, to improve efficiency within the information systems' operational structure
4. To develop long and short-term 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. Coordinate with the school's Data Privacy Officer in overseeing the management, maintenance, and security of the institution's information systems and databases.
7. Provide technical support and training to faculty, staff, and students on the use of information systems and software.
8. Develop, enforce, and ensure compliance with policies and procedures related to information systems and data management.
9. Monitor the performance of information systems and identify areas for improvement.
10. Supervise the procurement process of computer supplies and laboratory equipment.
11. Prepare and present regular reports on MIS activities, system performance, and project status to senior management.

12. Stay current with emerging technologies and trends in information systems to foster innovation and continuous improvement within the MIS Office.
13. Perform other duties as assigned by school officials to support the overall mission and goals of the institution.

B.1.2. DATA PRIVACY OFFICE

The Data Privacy Office (DPO) is responsible for ensuring the protection of personal data and compliance with the **Data Privacy Act of 2012 (RA 10173)** and other relevant regulations. It oversees the implementation of policies, programs, and safeguards to protect the privacy and security of student, faculty, staff, and stakeholder information

B.1.2.1. DATA PRIVACY OFFICER

He/she shall be designated by the Board upon recommendation of the college president. He/she shall perform the following duties and obligations:


1. Develop and enforce institutional data privacy policies in compliance with national and international standards.
2. Ensure compliance with the Data Privacy Act of 2012, including implementing security measures to safeguard personal and institutional data.
3. Conduct privacy impact assessments on institutional systems, policies, and programs to identify potential data protection risks.
4. Monitor and oversee data processing activities to prevent unauthorized access, data breaches, or misuse of personal information.
5. Provide training and capacity-building programs for faculty, staff, and students on data privacy awareness, cybersecurity, and responsible information handling.
6. Serve as the primary liaison with the National Privacy Commission (NPC) and other regulatory agencies regarding data privacy compliance and reporting.
7. Investigate and respond to data privacy incidents and breaches, ensuring proper mitigation measures are taken.
8. Handle data subject rights requests, including access to information, correction, and deletion of personal data, in accordance with legal requirements.
9. Coordinate with IT and security teams to implement cybersecurity measures that enhance data protection within the institution.
10. Develop protocols for secure data sharing and storage to maintain the integrity and confidentiality of academic and administrative records.

B.1.3. TECHNOLOGY INNOVATION OFFICE

The Technology Innovation Office (TIO) serves as the center for fostering research-driven technological advancements, digital transformation, and entrepreneurial innovation within the institution. It aims to bridge academia, industry, and government initiatives to promote technological solutions, research commercialization, and digital capacity-building for students and faculty.

B.1.3.1. TECHNOLOGY INNOVATION OFFICER

The Technology Innovation Officer shall be designated by the chairman of the board upon recommendation of the college president and shall perform the following tasks:



Opisthokoma

[Signature]

Wendy
Bump



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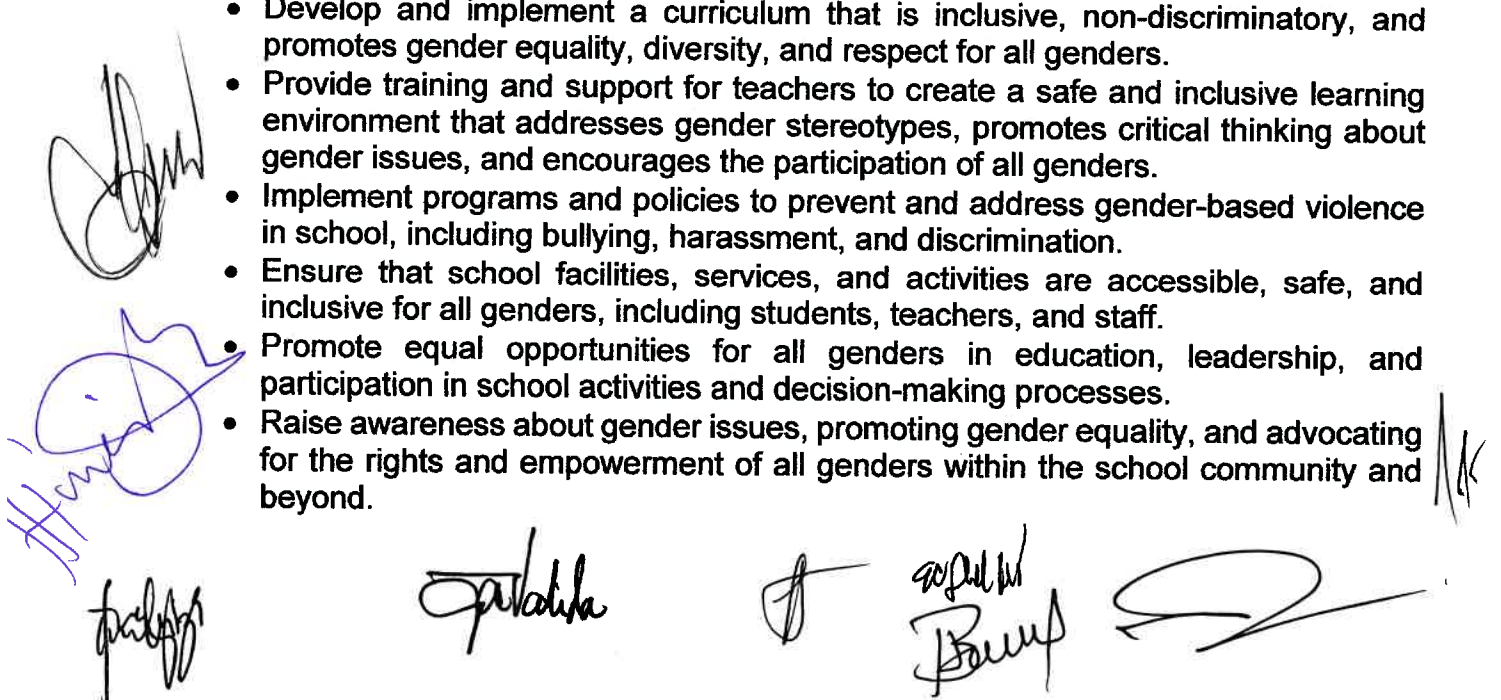
1. Promote research and development (R&D) in technology and innovation, ensuring alignment with institutional and national development goals.
2. Facilitate technology transfer and commercialization by supporting faculty and student-driven innovations, start-ups, and intellectual property protection.
3. Strengthen partnerships with industries, government agencies, and research institutions to enhance collaboration on technological advancements.
4. Oversee digital transformation efforts, including the integration of emerging technologies into academic and administrative operations.
5. Develop and manages technology incubation programs to nurture student and faculty-led entrepreneurial ventures.
6. Identify funding opportunities and grants for research, innovation, and technology-driven projects.
7. Ensure compliance with national and international standards for technology research, innovation policies, and intellectual property rights.
8. Organize training, workshops, and seminars to enhance digital literacy, research capacity, and technology-driven skills among students and faculty.
9. Monitor and evaluates the impact of technological innovations on institutional and community development.
10. Advocate for the integration of sustainable and inclusive technologies that address societal and environmental challenges.

B.1.4. GENDER AND DEVELOPMENT OFFICE

The Gender and Development (GAD) Office is responsible for promoting gender equality, inclusivity, and women's empowerment within the institution. It ensures the integration of gender-responsive policies, programs, and activities in compliance with national laws and international commitments on gender development. The office also serves as the primary advocate for creating a safe, inclusive, and gender-sensitive learning environment for all members of the academic community.

B.1.4.1. GENDER AND DEVELOPMENT COORDINATOR - There shall be a coordinator designated by the Chairman upon recommendation of the college president who shall have the following responsibilities:

- Integrate gender perspectives into all policies, programs, and activities of the school to ensure that the needs, priorities, and experiences of all genders are considered.
- Develop and implement a curriculum that is inclusive, non-discriminatory, and promotes gender equality, diversity, and respect for all genders.
- Provide 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.
- Implement programs and policies to prevent and address gender-based violence in school, including bullying, harassment, and discrimination.
- Ensure that school facilities, services, and activities are accessible, safe, and inclusive for all genders, including students, teachers, and staff.
- Promote equal opportunities for all genders in education, leadership, and participation in school activities and decision-making processes.
- Raise awareness about gender issues, promoting gender equality, and advocating for the rights and empowerment of all genders within the school community and beyond.



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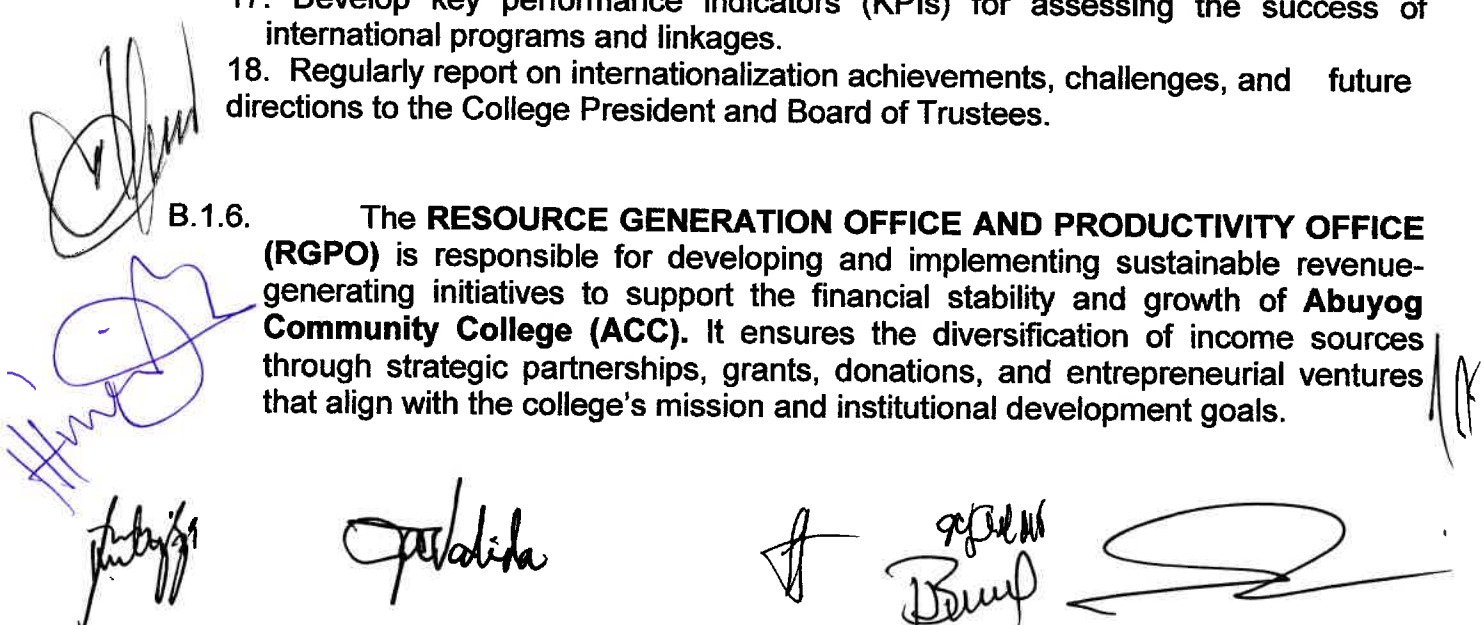
B.1.5. INTERNATIONAL AFFAIRS AND LINKAGES OFFICE.

The **International Affairs and Linkages Office (IALO)** is responsible for advancing the global engagement and partnerships of **Abuyog Community College (ACC)**. It facilitates international collaborations, academic exchange programs, research linkages, and institutional partnerships that enhance the college's global competitiveness and contribute to educational, cultural, and economic development.

B.1.5.1 INTERNATIONAL AFFAIRS AND LINKAGES COORDINATOR. There shall be a coordinator designated by the chairman upon recommendation of the college president who shall:

1. Establish and strengthens partnerships with international universities, research institutions, and organizations.
2. Facilitate Memoranda of Agreement (MOA) and Memoranda of Understanding (MOU) with foreign institutions for academic and research collaboration.
3. Oversee student and faculty exchange programs, study-abroad opportunities, and international internships.
4. Assist in securing scholarships, grants, and funding for global academic experiences.
5. Promote joint research projects, conferences, and publications with international institutions.
6. Support faculty members in applying for international research funding and grants.
7. Organize international conferences, workshops, and events promoting cultural diversity and global awareness.
8. Facilitate participation in global competitions, symposiums, and collaborative learning initiatives.
9. Ensure alignment with international education frameworks, such as ASEAN integration, UNESCO guidelines, and CHED's internationalization policies.
10. Monitor and evaluates the impact of internationalization efforts on institutional development.
11. Conduct training, workshops, and seminars on global trends, cross-cultural communication, and best practices in international engagement.
12. Encourage faculty and staff participation in international professional development programs.
13. Develop language proficiency programs and cross-cultural immersion activities to prepare students and faculty for international opportunities.
14. Encourage the integration of international perspectives into the curriculum.
15. Promote ACC as a globally engaged institution through participation in international rankings, accreditation, and benchmarking activities.
16. Strengthen ACC's international visibility through publications, digital platforms, and networking events.
17. Develop key performance indicators (KPIs) for assessing the success of international programs and linkages.
18. Regularly report on internationalization achievements, challenges, and future directions to the College President and Board of Trustees.

B.1.6. The **RESOURCE GENERATION OFFICE AND PRODUCTIVITY OFFICE (RGPO)** is responsible for developing and implementing sustainable revenue-generating initiatives to support the financial stability and growth of **Abuyog Community College (ACC)**. It ensures the diversification of income sources through strategic partnerships, grants, donations, and entrepreneurial ventures that align with the college's mission and institutional development goals.



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B.1.6.1. RESOURCE GENERATION AND PRODUCTIVITY OFFICER

1. Develop and implement strategic plans for resource mobilization to support the financial sustainability of the institution.
2. Identify and establish partnerships with government agencies, private organizations, and funding institutions for grants, donations, and investment opportunities.
3. Oversee income-generating projects (IGPs) and other entrepreneurial initiatives that enhance the financial capacity of the college.
4. Monitor and evaluate the effectiveness of resource generation programs and recommend improvements.
5. Ensure compliance with financial policies, procurement regulations, and transparency in fund management.
6. Promote productivity-enhancing programs, including research commercialization, industry linkages, and innovative business models.
7. Collaborate with academic and administrative units to integrate resource generation activities into institutional development plans.
8. Develop policies and guidelines for the efficient management of generated resources and sustainability efforts.
9. Prepare periodic reports on resource generation performance and submit recommendations to the Executive Vice President and the Board of Trustees.
10. Advocate for a culture of self-sufficiency and financial sustainability within the institution through training and capacity-building initiatives.

B.1.7. QUALITY ASSURANCE OFFICE

The **Quality Assurance Office (QAO)** in higher education institutions is responsible for overseeing and implementing quality assurance systems to maintain and enhance the institution's academic and administrative standards. It ensures compliance with national and international accreditation requirements, regulatory policies, and institutional quality frameworks.

B.1.7.1. QUALITY ASSURANCE DIRECTOR

1. Oversee and manage all aspects of quality assurance in ACC by establishing and maintaining quality standards, implementing quality assurance processes, and driving continuous improvement initiatives across colleges, departments, and units that are aligned with the college's quality framework and take an active role in enhancement activity.
2. Ensure the effectiveness of annual monitoring, reporting, and reviewing of processes in the school and report on and monitor outcomes and actions by liaising with top management as appropriate, working with relevant data, and reporting on monitoring outcomes and the effectiveness of processes.
3. Design, implement and maintain a robust quality assurance management system (QMS) and procedures, and prepare the annual school quality assurance manual for the approval of the Board of Trustees
4. Participate in the management of school learning and teaching strategy, including being a member of relevant committees and establish quality benchmarks, standards and metrics to ensure consistency and excellence in services.
5. Collaborate with various departments and offices to streamline processes and enhance over-all quality performance

6. Implement strategies to enhance customer satisfaction by ensuring service quality meets, if not exceeds standards
7. Create a Quality Assurance Committee that will assist in the implementation of the Quality Systems Manual and Processes of the college

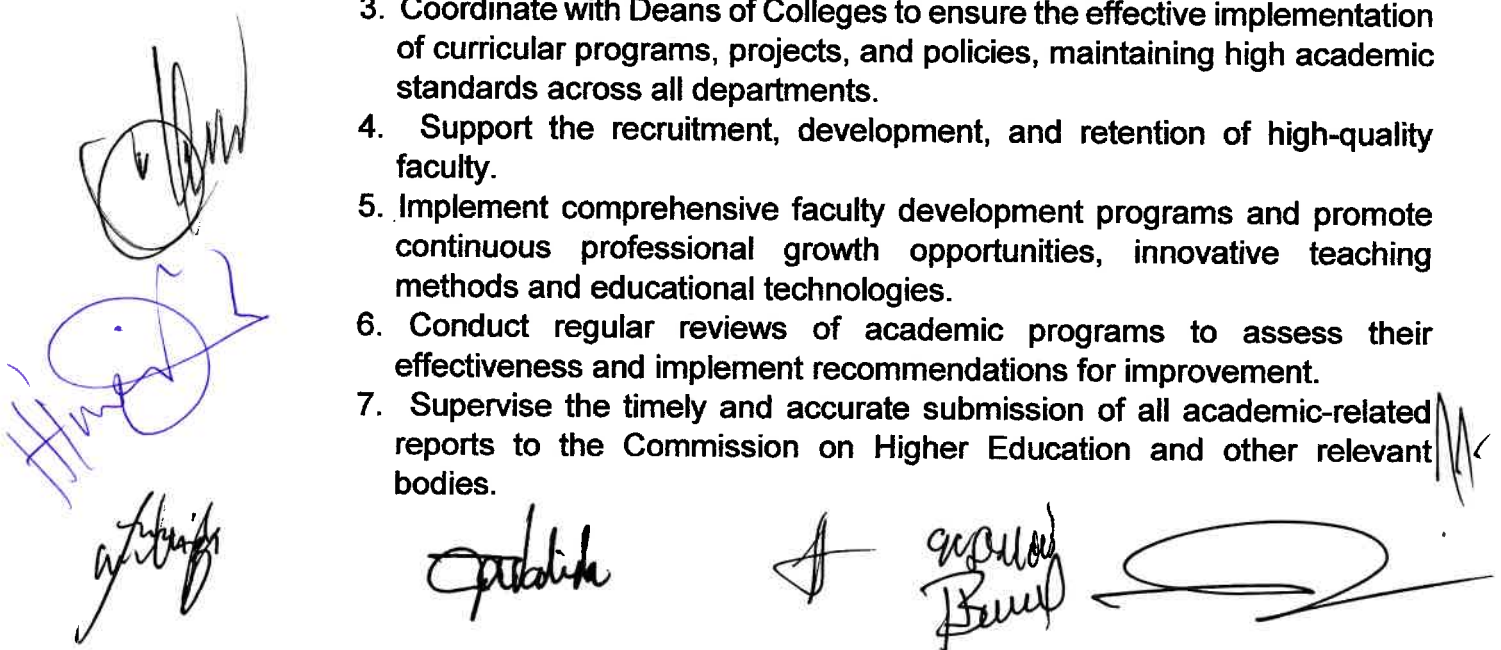
B.1.7.2 DIRECTOR OF ACCREDITATION

1. Lead all accreditation activities, including preparing for external quality assessments and coordinating with accrediting bodies.
2. Assist the Director of Quality Assurance in overseeing the implementation of quality assurance policies and procedures within the institution.
3. Provide guidance to academic and non-academic units to meet and exceed accreditation standards.
4. Prepare and submit reports to accrediting agencies and ensuring compliance with their requirements.
5. Collaborate with stakeholders to maintain institutional alignment with accreditation criteria.
6. Attend seminars and trainings related to quality assurance and accreditation.
7. Attend meetings of the Quality Assurance Committee
8. Perform all other tasks assigned by higher authorities relevant to the operations of the quality assurance and accreditation office.

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

C.1. VICE-PRESIDENT FOR ACADEMIC AFFAIRS AND RESEARCH. Shall be designated by the board from among the rank and file upon the recommendation of the President. The VP for Academics and Research shall :

1. Coordinate with the President, Executive Vice President, and Vice-President for Administration and Finance to implement corporate school policies, rules, and regulations.
2. Develop and implement the institution's academic vision and strategic plan, ensuring alignment with the college's overall mission and goals.
3. Coordinate with Deans of Colleges to ensure the effective implementation of curricular programs, projects, and policies, maintaining high academic standards across all departments.
4. Support the recruitment, development, and retention of high-quality faculty.
5. Implement comprehensive faculty development programs and promote continuous professional growth opportunities, innovative teaching methods and educational technologies.
6. Conduct regular reviews of academic programs to assess their effectiveness and implement recommendations for improvement.
7. Supervise the timely and accurate submission of all academic-related reports to the Commission on Higher Education and other relevant bodies.

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8. Implement, and enforce academic policies, procedures, and standards, and recommend new policies and programs that enhance the quality of instruction and support the institution's academic goals.
9. Lead efforts in quality assurance for all academic programs, ensuring continuous improvement of academic standards in collaboration with the Quality Assurance and Accreditation Office.
10. Establish mechanisms for regular feedback and evaluation from students, faculty, and stakeholders to inform decision-making and strategic planning.
11. Facilitate effective collaboration and communication between different academic departments and administrative units to support cohesive academic operations.
12. Discharge other prescribed functions and responsibilities as determined by higher authorities

C.2. OFFICES UNDER THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS AND RESEARCH:

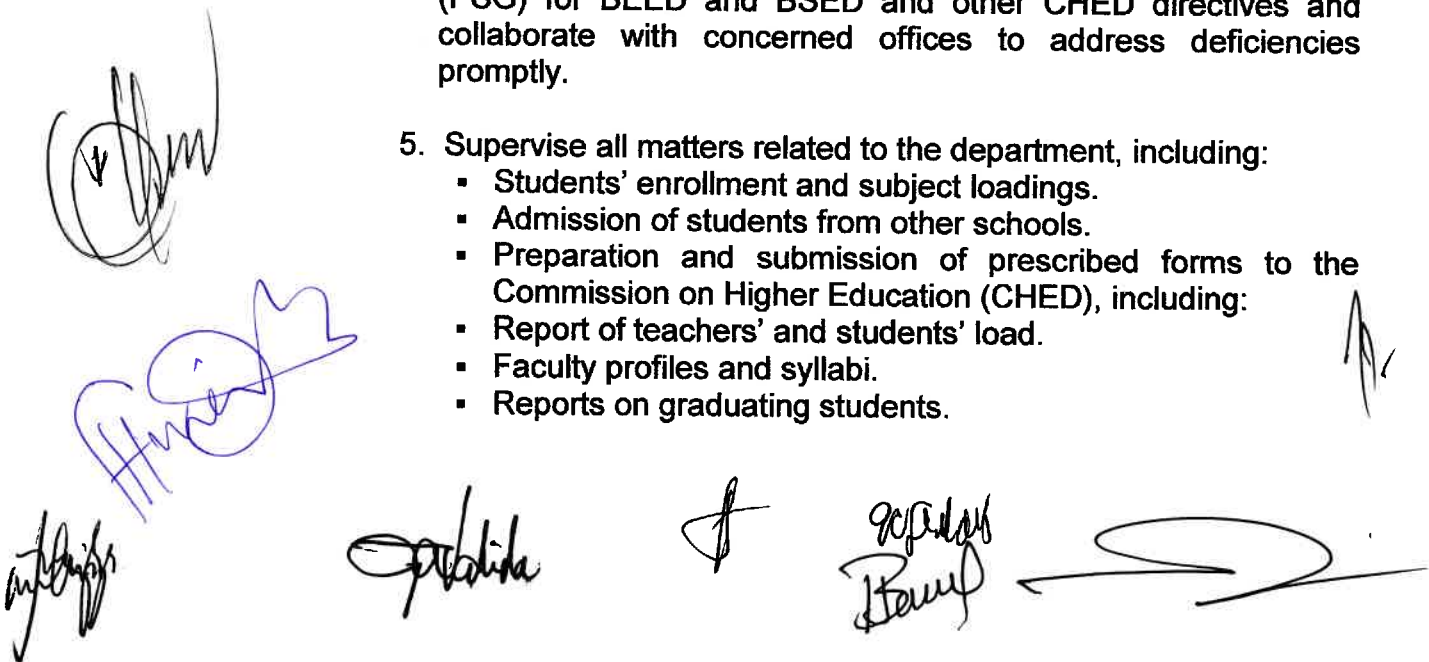
C.2.1. COLLEGES – The academic units responsible for delivering quality instruction, curriculum development, faculty supervision, and student academic support in their respective disciplines. Each college ensures the implementation of academic policies, program accreditation, and continuous improvement in teaching and learning.

C.2.1.1 OFFICIALS:

C.2.1.1.A. THE DEAN OF THE COLLEGE.

The Dean shall be selected from the members of the faculty and appointed by the Chairman of the Board. Specifically, the dean shall:

1. Provide academic leadership within the assigned college.
2. Oversee the planning, implementation, and supervision of curricular development, implementation, and evaluation under the supervision of the Vice-President for Academic Affairs.
3. Enforce academic and administrative policies and guidelines governing the various operations of the college.
4. Ensure compliance with Policies, Standards, and Guidelines (PSG) for BEED and BSED and other CHED directives and collaborate with concerned offices to address deficiencies promptly.
5. Supervise all matters related to the department, including:
 - Students' enrollment and subject loadings.
 - Admission of students from other schools.
 - Preparation and submission of prescribed forms to the Commission on Higher Education (CHED), including:
 - Report of teachers' and students' load.
 - Faculty profiles and syllabi.
 - Reports on graduating students.

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6. Recommend curricula and programs of study for approval by the Commission through appropriate channels.
7. Provide leadership in Faculty Management by:
 - Approving subject assignments for faculty members within the unit.
 - Recommending the appointment, promotion, or separation/termination of faculty members in the college.
8. Help formulate educational policies for the college and issue necessary rules and regulations for their effective implementation.
9. Prepare long and short-term development and implementation plans and submit semester monitoring and accomplishment reports to the VP for Academics and VP for Administration and Finance.
10. Report Board Licensure Examination results and submit proposals for improvement.
11. Sign certifications and other prescribed documents/reports, including Daily Time Records of personnel within the college and Special Order Applications of graduating students
12. Act on grievances as prescribed in the Grievance Machinery of the college;
13. Discharge other prescribed functions and responsibilities as determined by higher authorities

C.2.1.1.B. THE PROGRAM HEADS:

There shall be a Program Head, designated by the Chairman of the Board of Trustees on nomination of the President of the College. The program heads are tasked to:

1. Assist the Dean in all matters affecting the College of Hospitality Management and Entrepreneurship, with a focus on the Bachelor of Science in Hospitality Management (BSHM) program.
2. Recommend curriculum and programs of study for the BSHM program through appropriate channels for approval.
3. Recommend subject loads for faculty members within the BSHM program.
4. Advise students on their programs of study, evaluate their academic progress, and recommend approval of their subject loads to the Dean.
5. Submit short-term and long-term development and implementation plans for the BSHM program for consolidation and approval by the Dean.
6. Assist the Dean in formulating educational policies for the college and implement necessary rules and regulations to ensure their effective execution.
7. Assist the Dean in the development of short and long-term plans, including semestral monitoring and accomplishment reports



8. Ensure continuous quality improvement in the BSHM program and ensure compliance with all relevant academic standards and regulations. Prepare and submit required reports to accrediting bodies and other regulatory agencies.
9. Establish and maintain networking opportunities and partnerships with industry stakeholders and alumni to enhance the practical learning experience for students. Coordinate internships, guest lectures, and industry visits.
10. Organize and facilitate professional development opportunities for faculty and staff.
11. Foster a supportive and engaging learning environment for students. Address student concerns, organize extra-curricular activities, and promote student participation in academic and professional events.
12. Discharge other prescribed functions and responsibilities as determined by higher authorities

C.2.2. RESEARCH AND DEVELOPMENT OFFICE

This office facilitates, supports, and promotes research initiatives among faculty and students. It ensures alignment with institutional research thrusts, manages research funding, and strengthens linkages with research institutions and funding agencies.

C.2.2.1.A. RESEARCH AND DEVELOPMENT DIRECTOR.

Shall be designated by the Chair upon the recommendation of the President. His/her specific functions are:

1. Prepare and update the Research Agenda and Development Plan of the college.
2. Develop both long-term and short-term research strategies aligned with institutional goals.
3. Oversee the planning, execution, and timely completion of research projects, ensuring they meet objectives.
4. Manage the research budget effectively, securing funding and allocating resources efficiently.
5. Foster collaborations with external partners, including industry stakeholders, government agencies, and research institutions.
6. Ensure compliance with ethical standards, regulatory requirements, and institutional policies in all research activities.
7. Promote institutional research achievements through publications, presentations, and participation in conferences.
8. Implement measures to enhance the effectiveness of research activities through evaluation and feedback mechanisms.
9. Establish and manage the in-house research journal and facilitate participation in research conferences.
10. Collaborate with external agencies to enhance research capacities, including skills development and funding opportunities.
11. Convene with the Research Council to review and approve research proposals aligned with college priorities.
12. Integrate research programs into curricular activities to institutionalize research within academic programs.
13. Submit long-term and short-term development plans, semestral monitoring and accomplishment reports to relevant Vice Presidents.
14. Discharge other prescribed functions and responsibilities as determined by higher authorities

C.2.2.1.B. RESEARCH COORDINATORS

There shall be a designated research coordinator per program who shall supervise the research plans and activities of the college and who shall take part in all research meetings and planning activities of the institution.

C.2.3. COMMUNITY AND EXTENSION SERVICES OFFICE

The **Community and Extension Services Office (CESO)** shall serve as the coordinating arm of Abuyog Community College (ACC) in fostering community engagement, social responsibility, and sustainable development. It shall initiate, implement, and monitor extension programs and outreach activities that address the needs of the local community, in alignment with the institution's thrusts on education, research, and social development.

The office ensures that the institution's resources, expertise, and research outputs are utilized to uplift marginalized sectors, promote environmental sustainability, and enhance the socio-economic well-being of the community through education, training, and livelihood programs.

C.2.3.1. COMMUNITY AND EXTENSION SERVICES DIRECTOR

Shall be designated by the Chair upon the recommendation of the President. His/her specific functions are:

1. Develop community service and extension programs that align with the institution's mission and address local community needs and oversee the implementation, and monitoring of the programs of the unit to evaluate the impact and effectiveness
2. Foster partnerships with community organizations, local government units, non-profits, and other stakeholders to enhance service initiatives.
3. Supervise all extension programs such as health fairs, environmental clean-ups and campaigns, literacy programs, etc. and coordinate with internal offices and student organizations for their implementation, providing guidance and support as needed.
4. Maintain accurate records of community service activities, participant engagement, and program outcomes.
5. Promote awareness of community service opportunities within the institution through social media, newsletters, and campus events.
6. Facilitate training and capacity-building workshops on community service and civic engagement for students, faculty, and staff.
7. Secure funding and resources for community service programs through grants, sponsorships, and partnerships.
8. Recognize and honor outstanding contributions to community service by students, faculty, staff, and community partners.
9. Contribute to the development of policies and strategies related to community service and extension to support the institution's overall goals.
10. Prepare project designs, and proposals for the unit.
11. Submit long and short-term development and implementation plans, and semestral monitoring and accomplishment reports to the Planning and Development Office, VP for Academics, and Finance and Administration

C.2.3.1.2 EXTENSION COORDINATORS

There shall be a designated extension coordinator per program who shall supervise the community and extension plans and activities of

the college and who shall take part in all community and extension meetings and planning activities of the institution

C. 2. 4. OFFICE OF STUDENT AFFAIRS AND SERVICES.

The **Office of Student Affairs and Services (OSAS)** is mandated to provide comprehensive support services that enhance student learning, development, and well-being. It ensures that students receive holistic support beyond academic instruction, covering areas such as guidance and counseling, scholarships, student discipline, leadership development, and co-curricular activities.

C.2.4.1. OFFICES AND OFFICIALS:

C.2.4.1.A. STUDENT AFFAIRS AND SERVICES DIRECTOR.

He/she shall be designated by the board upon recommendation of the president. He shall:

1. Plan, organize, implement, supervise and monitor all student affairs and services mandated under the Office of Student Affairs as promulgated by CHED under Memorandum Order No. 09, series of 2013, otherwise known as the "Enhanced Policies and Guidelines on Student Affairs and Services Program
2. Prepare institutional reports and compliance documents on Student Affairs as required by the Commission on Higher Education;
3. Coordinate and collaborate with the Planning Office on strategic plans to ensure alignment with strategic goals of the institution;
4. Prepare a consolidated short-term and long-term development and action/implementation plans, semestral monitoring and accomplishment reports to the Planning Officer, VP for Academics and VP for Finance and Administration for review, consolidation, and recommendation for approval to the College President;
5. Conduct Student Affairs-related research that will answer the needs and provide solutions to student-related problems in the school.
6. Coordinate with the Technology Innovation Office in the maintenance of the social media account and website for the Student Affairs and Services Office.
7. Prepare proposals for extra-curricular activities and non-academic programs under the Student Affairs and Services
8. Establish and maintain the school's OSAS office.
9. Attend regular and emergency meetings as scheduled and attend seminars/ trainings pertaining Student Affairs and Services
10. Perform other functions as directed by higher school officials
11. Plan, organize, implement, supervise and monitor all student affairs and services mandated under the Office of Student Affairs as promulgated by CHED under Memorandum Order No. 09, series of 2013, otherwise known as the "Enhanced Policies and Guidelines on Student Affairs and Services Program
12. Prepare institutional reports and compliance documents on Student Affairs as required by the Commission on Higher Education;
13. Coordinate and collaborate with the Planning Office on strategic plans to ensure alignment with strategic goals of the institution;



14. Prepare a consolidated short-term and long-term development and action/implementation plans, semestral monitoring and accomplishment reports to the Planning Officer, VP for Academics and VP for Finance and Administration for review, consolidation, and recommendation for approval to the College President;
15. Conduct Student Affairs-related research that will answer the needs and provide solutions to student-related problems in the school.
16. Coordinate with the Technology Innovation Office in the maintenance of the social media account and website for the Student Affairs and Services Office.
17. Prepare proposals for extra-curricular activities and non-academic programs under the Student Affairs and Services
18. Establish and maintain the school's OSAS office.
19. Attend regular and emergency meetings as scheduled and attend seminars/trainings pertaining Student Affairs and Services
20. Perform other functions as directed by higher school officials

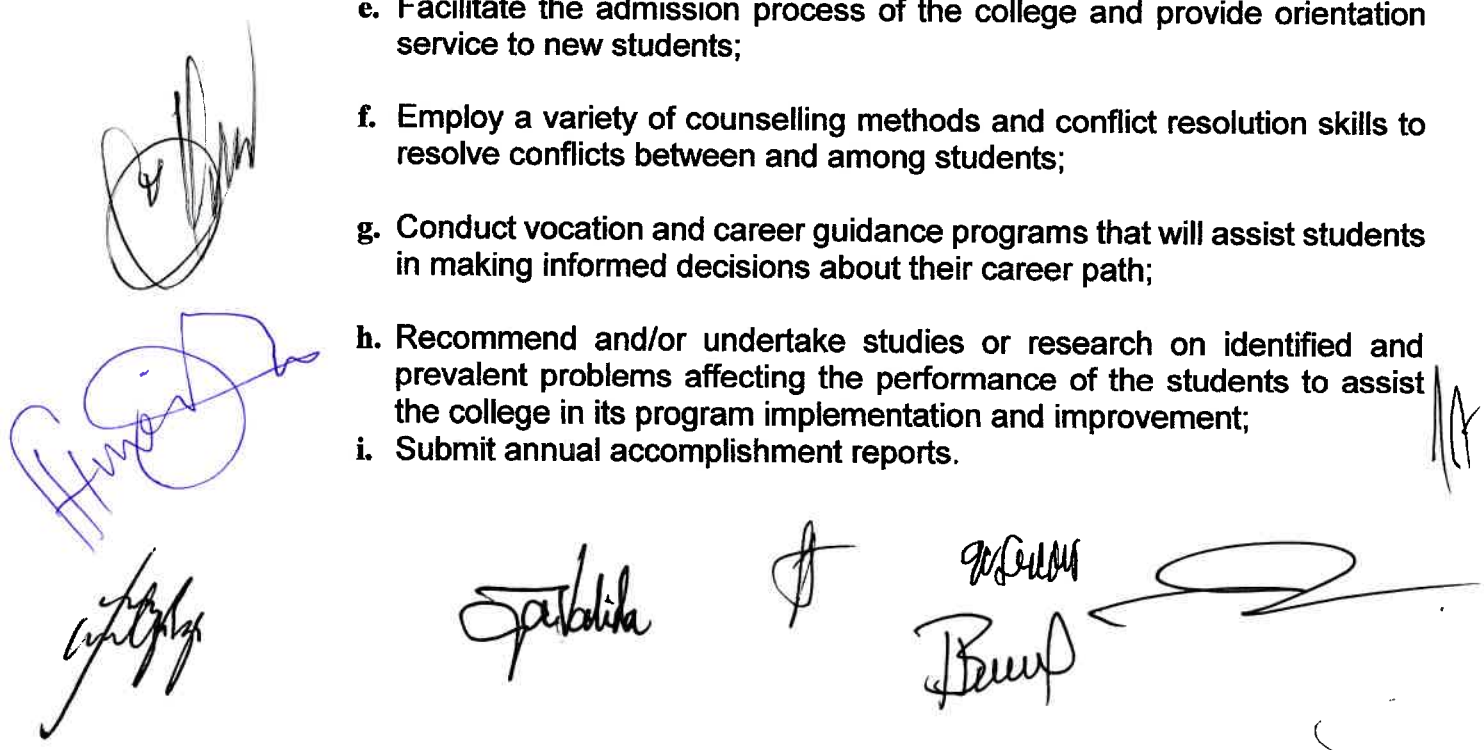
C.2.4.1.B. GUIDANCE AND COUNSELLING OFFICE

The Guidance and Counseling Office is responsible for delivering proactive and responsive programs that promote students' mental health, career readiness, and personal development

C.2.4.1.B.a GUIDANCE COUNSELOR.

He/she shall be appointed by the Board upon recommendation of the president and perform the following duties and responsibilities:

- 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.

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C.2.4.1.C. MEDICAL UNIT/CLINIC

The **Medical Unit/Clinic** serves as the primary health service provider within the school, ensuring the well-being of students, faculty, and staff. It is responsible for providing immediate medical attention, first aid, and preventive healthcare services.

C.2.4.1.C.1 SCHOOL PHYSICIAN

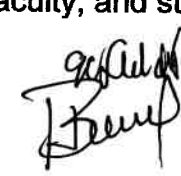
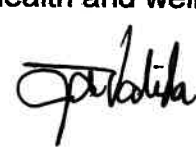
A designated Municipal Health Officer shall serve as the assigned physician in Abuyog Community College, providing medical consultations, health assessments, and emergency medical care to students, faculty, and staff. This is in accordance with a **Memorandum of Agreement (MOA)** between the **Rural Health Unit (RHU)** and the College, which ensures the provision of medical services, including routine check-ups, preventive health programs, and referrals for further medical treatment when necessary. Through this partnership, the College aims to promote a safe and healthy learning environment by making essential healthcare services accessible to the academic community.

C.2.4.1. C.2 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. Ensures 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. Develops and implement a Health Care Plan to address the needs of the students including those with special health care needs;
- d. Maintains an accurate information pool about the student's medical history;
- e. Provides direct care to students with injuries and acute illnesses and disabilities;
- f. Conducts or Organizes 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. Links with other health agencies/organizations in the implementation of its plans and activities
- j. Performs other delegated tasks as assigned by the President or the Board.

C.2.4.1. C.3 SCHOOL DENTIST.

The Dental Office is responsible for promoting and maintaining the oral health and well-being of students, faculty, and staff at Abuyog Community



College. This office ensures access to preventive and basic dental care services, supports health and wellness initiatives, and collaborates with the Medical Unit/Clinic to provide comprehensive healthcare services to the academic community.

The Dentist shall be appointed by the Chair and assume the following roles and responsibilities:

1. Conducts dental examinations and oral health assessments for students and employees.
2. Provides preventive dental care, including oral prophylaxis, fluoride application, and sealants.
3. Administers basic dental treatments, such as tooth extractions and minor dental procedures.
4. Educates students and personnel on proper oral hygiene and the prevention of dental diseases.
5. Maintains dental records and ensures compliance with health and safety protocols.
6. Coordinates with the Rural Health Unit (RHU) and other healthcare providers for referrals and specialized treatments.
7. Implements oral health awareness programs in partnership with the Guidance and Counseling Office and the Medical Unit.
8. Ensures the availability of dental supplies and equipment necessary for routine dental services.
9. Provides first aid for dental emergencies and manages urgent dental concerns on campus.
10. Submits reports and recommendations to the administration regarding dental health trends and program improvements.

C.2.4.1.D. UNIT COORDINATORS

Each office under the Office of Student Affairs and Services shall have a designated Unit Coordinators responsible for overseeing and managing their respective functions and operations.

- Coordinator, Alumni and Job Placement Office
- Coordinator, Sports and Athletics Office
- Coordinator, Scholarship and Financial Assistance
- Coordinator, Cultural Affairs Office
- Prefect of Discipline
- Coordinator, Student Publication

C.2.5. OFFICE OF THE SCHOOL REGISTRAR.

The **Office of the School Registrar** serves as the official record-keeping unit of the institution, responsible for maintaining and safeguarding student records from admission to graduation. It ensures the efficient administration of enrollment, academic records processing, and compliance with accreditation, legal, and regulatory requirements.

C.2.5.1. OFFICIALS:







C.2.5.1.A. THE SCHOOL REGISTRAR.

Shall be appointed by the chairman of 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.

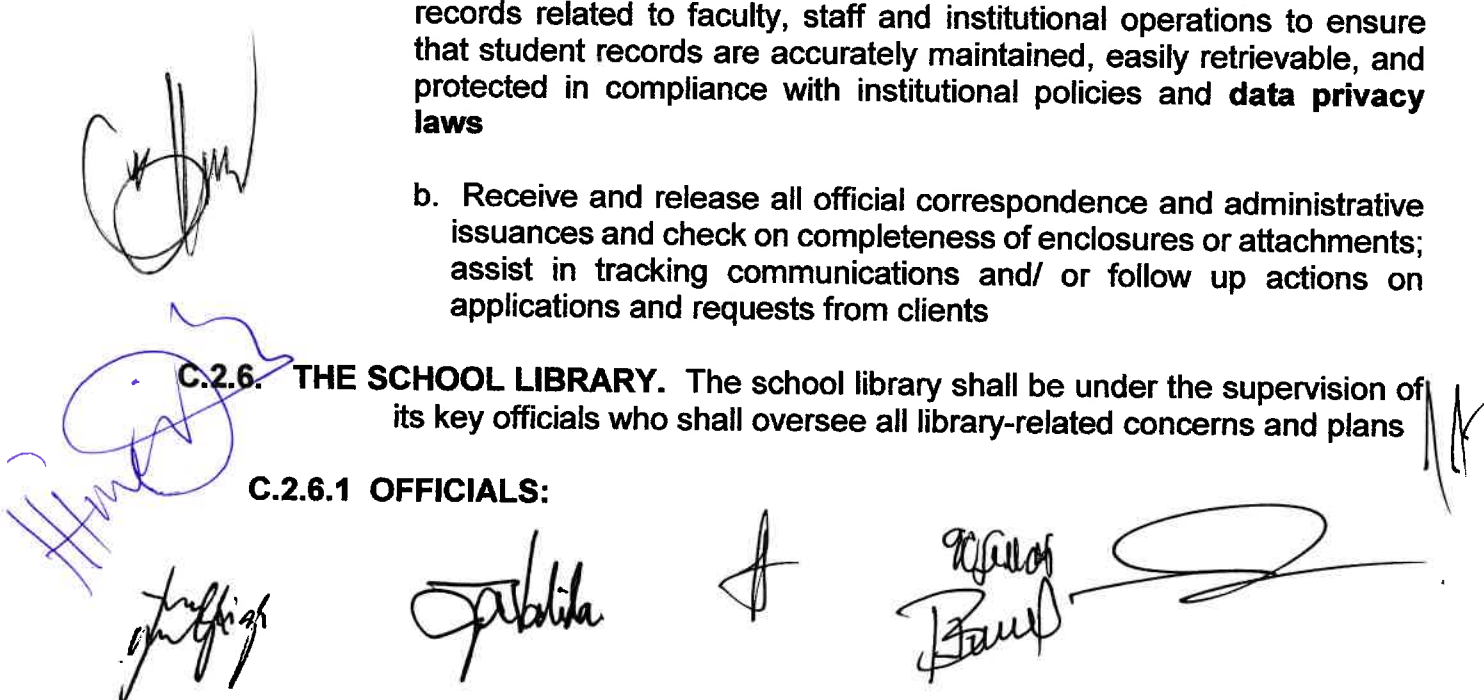
C.2.5.2.B. RECORDS OFFICER.

The Records Officer shall be appointed by the chairman of the board and shall assume the following duties and responsibilities:

- a. Manage, organize, and safeguard student-related records and documents such as enrolment records, personnel and administrative records related to faculty, staff and institutional operations to ensure that student records are accurately maintained, easily retrievable, and protected in compliance with institutional policies and **data privacy laws**
- 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.2.6. THE SCHOOL LIBRARY. The school library shall be under the supervision of its key officials who shall oversee all library-related concerns and plans

C.2.6.1 OFFICIALS:



C.2.6.1.A. LIBRARY COMMITTEE

The Library Committee shall serve as an advisory and policy-making body responsible for the enhancement and proper utilization of library resources. It provides recommendations on library acquisitions, collection development, budget allocation, and the implementation of modern library technologies. The committee also ensures compliance with national and international library standards and fosters collaboration with other libraries, research institutions, and knowledge-sharing networks.

C.2.6.1.B. THE COLLEGE LIBRARIAN

Shall be appointed by the chairman of the board and shall assume the following duties and responsibilities:

- 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.

C.2.7. NATIONAL SERVICE TRAINING PROGRAM (NSTP) OFFICE

The National Service Training Program (NSTP) Office is mandated to implement Republic Act 9163, also known as the NSTP Act of 2001, which aims to enhance civic consciousness, defense preparedness, and community involvement among students. The office is responsible for managing and coordinating the Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserve Officers' Training Corps (ROTC) programs, ensuring that students develop a sense of nationalism, leadership, and social responsibility in service to the community and the nation.

C.2.7.1. OFFICIALS:

C.2.7.1.A. THE NSTP COORDINATOR shall be designated by the chairman of the board upon recommendation of the president to perform the following functions:

1. Coordinate with the Commission on Higher Education (CHED) pertaining NSTP implementation and guidelines including activities, seminars, advocacy programs and required reports.
2. Prepare short-term and long-range plans for NSTP including proposals for budget allocations;
3. Assist the school head in all matters related to the NSTP program;
4. Recommend policies pertaining to implementation of NSTP-related activities and programs;
5. To develop training modules for NSTP in coordination with CHED and other supervising GO/NGOs;
6. Promote civic welfare and instill civic responsibility among students;
7. Work as a liaison with community organizations, schools outside of the district, and regional and national athletic agencies.
8. Develop long and short-term plans for the NSTP Office.
9. Perform other duties as assigned by school officials to support the overall mission and goals of the institution.

C.2.7.1.B. THE ROTC COORDINATOR. The ROTC Coordinator shall be designated by the NSTP coordinator and shall perform the following tasks:

1. Oversee the implementation of the ROTC/AFROTC program in accordance with the policies and guidelines set by the Commission on Higher Education (CHED), the Armed Forces of the Philippines (AFP), and the Department of National Defense (DND).
2. Ensure that cadets receive proper military training, leadership development, and discipline in line with national defense preparedness and civic responsibility.

3. Coordinate with the AFP, Reserve Command, and other relevant agencies to facilitate training, commissioning, and deployment of ROTC graduates into the reserve force.
4. Monitor the conduct, performance, and activities of cadet officers and trainees to ensure adherence to discipline, protocol, and program objectives.
5. Manage records, enrollment, and documentation of cadets, ensuring compliance with reporting requirements and securing necessary logistical support for training activities.
6. Conduct regular evaluations of training activities, instructor performance, and student participation to improve the quality and effectiveness of the ROTC/AFROTC program.
7. Promote ROTC civic action programs and outreach initiatives that contribute to disaster response, environmental protection, and other community service activities.
8. Ensure adherence to national laws, institutional policies, and military regulations governing the ROTC/AFROTC program.
9. Implement safety protocols during training exercises and activities to prevent accidents and ensure the well-being of all participants.
10. Prepare reports on program accomplishments, student performance, and compliance with ROTC/AFROTC directives for submission to the NSTP Office and relevant military authorities.

C.2.7.1.B. CIVIC WELFARE TRAINING SERVICE (CWTS) COORDINATOR

The CWTS coordinator shall be designated by the NSTP coordinator and shall perform the following tasks:

1. Ensures that CWTS programs adhere to the provisions of **Republic Act 9163 (NSTP Act of 2001)** and guidelines set by CHED, TESDA, and other regulatory bodies.
2. Prepares reports, documentation, and compliance submissions to government agencies.
3. Develops and implements CWTS training modules aligned with national development goals.
4. Ensures that students receive training in areas such as civic responsibility, environmental protection, disaster preparedness, and community development.
5. Establishes and maintains linkages with **local government units (LGUs), non-government organizations (NGOs), and other community partners** for outreach activities.
6. Identifies and coordinates community service projects that address social issues such as poverty alleviation, health awareness, and environmental conservation.
7. Conducts orientation, training, and leadership seminars for CWTS students.
8. Provides guidance and supervision for students in planning and executing community service projects.
9. Assesses the effectiveness and impact of CWTS activities on students and beneficiary communities.
10. Prepares post-activity reports and recommendations for program improvement.
11. Works closely with the NSTP Coordinator to ensure proper coordination of CWTS with other NSTP components.
12. Collaborates with the **ROTC/AFROTC Coordinator** for joint activities promoting national service and civic responsibility.
13. Maintains records of student participation, project reports, and evaluation data.

14. Submits semester and annual reports on CWTS implementation to school administrators and CHED, as required.

C.2.8. TECHNICAL-VOCATIONAL OFFICE (TECH-VOC)

The Coordinator shall be designated by the chairman of the board and shall perform the following tasks:

1. Oversees the implementation of Technical-Vocational (Tech-Voc) programs in compliance with TESDA, CHED, and DepEd regulations.
2. Develops and updates curricula for Tech-Voc courses to align with industry standards, labor market needs, and emerging technologies.
3. Coordinates with TESDA, local industries, and other stakeholders for accreditation, certification, and training opportunities.
4. Ensures that students receive National Certification (NC) assessments and proper documentation for TESDA-accredited programs.
5. Facilitates faculty development and training to enhance instructors' competencies in Tech-Voc fields.
6. Establishes partnerships with industries, businesses, and government agencies for internships, apprenticeships, and job placements.
7. Monitors the performance of Tech-Voc graduates in employment and certification exams to evaluate program effectiveness.
8. Identifies funding opportunities and grants to support Tech-Voc programs, including equipment procurement and laboratory improvements.
9. Implements quality assurance mechanisms to maintain high standards in Tech-Voc training and instruction.
10. Organizes skills competitions, training workshops, and certification programs to enhance students' competencies.
11. Promotes entrepreneurial activities and self-employment pathways for Tech-Voc graduates.
12. Conducts research on labor market trends and recommends new Tech-Voc programs based on demand.
13. Ensures proper maintenance and upgrading of Tech-Voc facilities, tools, and laboratories.
14. Prepares and submits reports on program status, student achievements, and accreditation compliance to school administrators and TESDA.

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

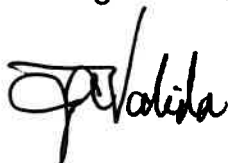


D.1. VICE-PRESIDENT FOR ADMINISTRATION AND FINANCE. Shall be designated by the chairman of the board from among the rank and file upon the recommendation of the President. He/she shall:

1. Coordinate with the President, Executive Vice President, and administrative personnel of academic and non-academic units to implement corporate school policies, rules, and regulations.
2. Provide support and assistance to the Executive Vice President in overseeing the financial and administrative aspects of the college.
3. Assist in financial management programs, including budgeting, accounting, financial reporting, development of financial policies and procedures, and investment management.
4. Call for Budget Forums and collaborate with the Executive Vice President and Planning and Development Officer in consolidating all budget allocation requests, and submit them to the Executive Vice President for review and the College President for approval.

5. Provide leadership in human resources under the direction of the Executive Vice President and College President, focusing on:
 - Management, maintenance, and inventory of all physical properties of the college.
 - Supervision of non-academic personnel.
 - Construction, renovation, and repair of school properties.
 - Monitoring working hours of non-academic personnel.
 - Procurement and utilization of supplies, equipment, and furniture/fixtures.
 - Countersign time records of non-academic personnel.
 - Managing actions on salaries, placements, terminations, and clearances of personnel.
 - Addressing requests for repairs, supplies, equipment, and reproduction of test materials and other messengerial/communication services.
 - Developing a utilization scheme for all school facilities.
6. Submit semi-annual and annual reports to the Executive Vice President on:
 - Procurement, maintenance, and repair, and inventory of all college properties.
 - Personnel performance regarding attendance and punctuality.
 - Submission of mandatory reports such as IPCR, SALN, and others.
7. Discharge other prescribed functions and responsibilities as determined by higher authorities

D.2. THE HUMAN RESOURCE MANAGEMENT OFFICER: There shall be a Human Resource Officer designated by the Chairman of the Board with the concurrence of the members of the Board of Trustees. The school HR officer:

- a. coordinate with the Human Resource Management Officer of the Local Government Unit on all HR - related matters and concerns in the college and submit documents as required;
- b. Implement Human Resource policies of the college
- c. take appropriate action on salaries, placements, termination, and clearance of all personnel;
- d. Submit monitoring and evaluation reports on the attendance, punctuality and undertimes of personnel to the Vice-President of Finance and Administration
- e. 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 graduate scholarships of the college
 - iii. Settlement of work-related complaints and grievances
 - iv. Grant of incentives and awards
- f. Implement the college merit systems for faculty and non-teaching personnel and oversee the processes on selection, hiring, promotion and appointments;
- g. Facilitate the deliberations of the Internal Personnel Selection Board, take the proceedings and prepare all documents for inspection and review by the College President, the Board of Trustees and the LGU-HR office;









- h. Maintain and safeguard all personnel documents (201 file) from initial appointment to retirement;
- i. Oversee leave administration to ensure accurate posting of leaves earned, absences, tardiness and undertimes incurred; certify leave balances and service credits;
- j. Prepare correspondence and issuances pertaining to human resource management concerns;

D.3. PLANNING AND DEVELOPMENT DIRECTOR. Shall be designated by the Chairman of the Board upon the recommendation of the President and shall:

- 1. Facilitate periodic institution-wide planning and monitoring activities;
- 2. Coordinate with the Administrative and Academic Council in the preparation of the Strategic and Institutional Development Plan and identify priorities for resource allocation based on institutional goals and objectives.
- 3. Submit reports to the Vice-President for Finance and Administration for Financial Planning and Budget prioritization and allocation
- 4. Provide support for the development of projects, programs and activities by the various departments, units, and sections of the institution.
- 5. Assist in complying with documents related to Major Final Outputs (MFOs), Performance Indicators (PIs), Programs, Activities, and Projects (PAPs), and Strategic Performance Management System (SPMS)
- 6. Monitor the progress of departmental development plans and projects, ensuring that they stay on schedule and within budget; and submit semestral reports to the VP for Academics and VP for Finance and administration to support academic and administrative decisions
- 7. Conduct environmental scanning to identify trends and opportunities that may impact the institution.
- 8. Collaborate with the Office of the Vice-President for Academics and VP for Finance and Administration in the identification of potential areas of improvement for recommendation to the Executive Vice-President and approval of the College President.
- 9. Collect, analyze, and interpret data to inform planning and decision-making processes and identify potential areas for improvement and recommend strategies for enhancement.
- 10. Performs other functions as assigned by higher authorities.

 **D.4. PROPERTY AND SUPPLY OFFICER.** He/She shall be designated by the Chairman of the Board to perform the following responsibilities:

- 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;
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- 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.

D.5. 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.

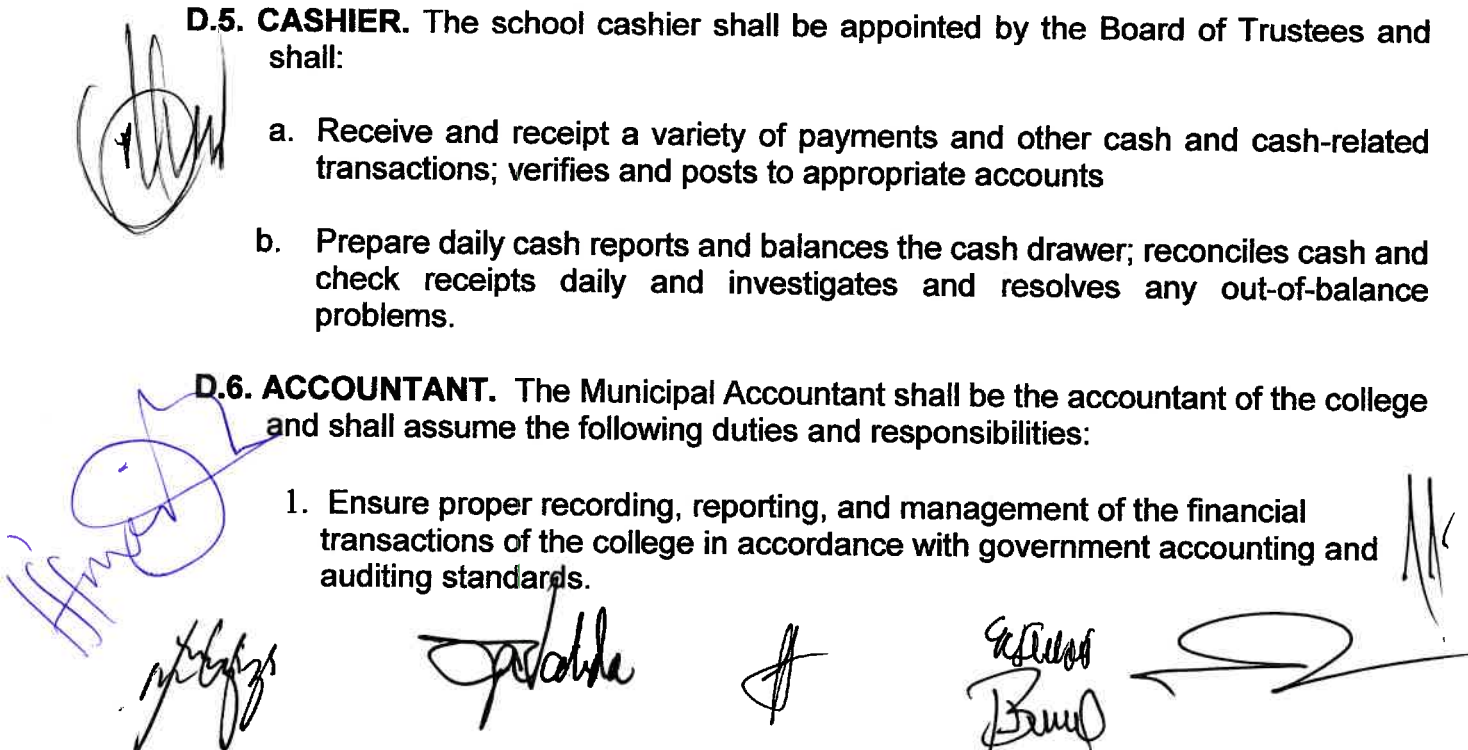
D.4. TREASURER OF THE COLLEGE. The Municipal Treasurer of Abuyog, Leyte in addition to his/her position as member of the Governing Board shall be the ex-officio Treasurer of the College. All accounts and expenses thereof shall be audited in the usual manner by the representative of the Commission on 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.

D.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.

D.6. ACCOUNTANT. The Municipal Accountant shall be the accountant of the college and shall assume the following duties and responsibilities:

- 1. Ensure proper recording, reporting, and management of the financial transactions of the college in accordance with government accounting and auditing standards.

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2. Oversee the preparation and submission of financial statements, budget reports, and other fiscal documents required by regulatory agencies, including the Commission on Audit (COA) and the Department of Budget and Management (DBM).
3. Implement financial controls and auditing mechanisms to safeguard institutional funds and ensure compliance with applicable laws, policies, and procedures.
4. Monitor and evaluate the financial status of the college, providing recommendations for fiscal sustainability and efficient budget utilization.
5. Assist in the formulation of financial policies and guidelines to support the effective financial management of the institution.
6. Certify the availability of funds for institutional projects, programs, and expenditures.
7. Ensure timely disbursement of salaries, benefits, and other financial obligations of the college.
8. Provide financial guidance and technical assistance to college officials on matters related to budgeting, accounting, and financial reporting.
9. Coordinate with external auditors, regulatory agencies, and other financial institutions regarding audits, inspections, and compliance requirements.

D.7. BUDGET OFFICER. The Municipal Budget Officer shall be the budget officer of the college. He/she shall perform the following duties and obligations:

1. Assist the President and Vice-Presidents in preparing and managing the annual budget of the college in coordination with and concerned offices, ensuring alignment with institutional priorities and government regulations.
2. Evaluate budget proposals from different departments and units, ensuring the proper allocation of funds based on institutional needs and available resources.
3. Monitor and control budget utilization to ensure that expenditures are within the approved appropriations and comply with fiscal policies, guidelines, and national budgeting standards.
4. Facilitate the preparation and submission of budgetary reports and other financial documents required by regulatory bodies, including the Department of Budget and Management (DBM), Commission on Audit (COA), and other oversight agencies.
5. Certify the availability of budgetary allotments before obligations are incurred to prevent overspending and financial mismanagement.
6. Advise the College President and Board of Trustees on fiscal planning, expenditure management, and resource allocation to support institutional growth and sustainability.
7. Ensure the proper implementation of budget policies and guidelines in accordance with the General Appropriations Act (GAA) and other applicable laws.
8. Monitor and review financial performance through regular budget assessments and recommend necessary adjustments to optimize institutional resources.
9. Coordinate with external agencies and stakeholders on budgetary matters, financial planning, and resource generation efforts.

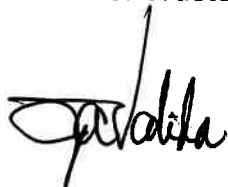


D.8. PROCUREMENT OFFICER

- 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 supplier 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 fulfilment. 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.

D.13. SAFETY AND SECURITY DIRECTOR. Shall be designated by the board upon recommendation of the President. He/she shall assume the following responsibilities:

1. Develop and implement campus safety and security policies in compliance with national and local regulations.
2. Supervise and oversee security personnel and emergency response teams to ensure effective enforcement of safety measures.
3. Conduct risk assessments and safety audits to identify potential hazards and recommend necessary corrective actions.
4. Establish emergency preparedness and response protocols, including fire drills, disaster preparedness, and crisis management plans.
5. Coordinate with local law enforcement agencies, disaster risk reduction offices, and emergency responders for enhanced campus security and safety measures.
6. Ensure the security of college facilities, equipment, and infrastructure by implementing access control measures and surveillance systems.
7. Monitor compliance with health and safety standards, including sanitation, first aid readiness, and workplace safety regulations.
8. Develop and implement training programs and awareness campaigns on safety and security for students, faculty, and staff.
9. Submit periodic safety and security reports to the College President and the Board of Trustees for policy enhancement and decision-making.
10. Perform other related functions as may be assigned by the College President or the Board of Trustees.

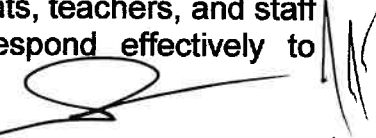
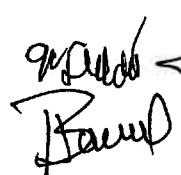
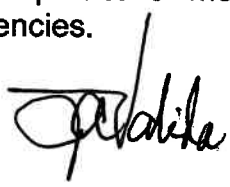


D.13.1 CHIEF SECURITY OFFICER. He/she shall be designated by the board upon recommendation of the President. He shall assume the following responsibilities:

- a. Coordinate with the Safety and security director on all security matters, activities and plans
- b. Oversee the security and safety inside the campus of the college;
- c. 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;
- d. Protect the personnel, students and properties of the college;
- e. Coordinate with Abuyog Police regarding municipal security ordinances such as curfew and crime prevention;
- f. Prepare security and safety plans including procurement plan of his/her office;
- g. Prepare annual report and semestral accomplishment reports including recommendations pertaining security issues and concerns;
- h. Conduct initial investigation of security and disaster cases and submit report to the office of the Administrative Officer for appropriate action;
- i. Evaluate performance of security personnel and submit recommendations;

D.13.2 SCHOOL DISASTER RISK AND REDUCTION MANAGEMENT OFFICER

1. 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.
2. Coordinate training programs and capacity-building initiatives to enhance the preparedness and resilience of students, teachers, staff, and other stakeholders. This may include first aid training, fire drills, earthquake drills, and other emergency response training exercises.
3. 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.
4. 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.
5. Foster partnerships with local communities, government agencies, non-governmental 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.
6. 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.
7. 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.



Section 9. 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 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 10. THE ADMINISTRATIVE STAFF.

The **Administrative Staff** plays a vital role in the efficient operation of a higher education institution by providing essential support services that ensure the smooth implementation of academic, financial, and institutional policies. They handle day-to-day operations, including human resource management, financial planning, procurement, records management, and student services. Their functions extend to overseeing compliance with government regulations, coordinating logistical needs, maintaining campus facilities, and ensuring that both faculty and students have the necessary resources to achieve academic excellence.

Section 11. 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 2,000,000.00) 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 12. SEPARABILITY CLAUSE. If any section or provision of this Ordinance shall be declared unconstitutional or invalid by competent authority, the other sections or provisions not otherwise affected shall remain enforceable and effective.

Section 13. REPEALING CLAUSE. This Ordinance repeals Ordinance No. 3, series 2005, Ordinance No. 7, series 2006, Ordinance No. 2, series 2010, Ordinance No. 12, series 2017, Ordinance No. 4, series 2019, Ordinance No. 3, series 2024, Ordinance No. 9, series 2024, Ordinance No. 13, series 2024. All other rules, regulations and ordinances enacted and enforced by the Municipal Government of Abuyog that are inconsistent with this ordinance, by virtue hereof are hereby deemed repealed.

Section 14. EFFECTIVITY CLAUSE. This ordinance shall take effect after approval.




ENACTED: This 25th day of February 2025.

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


ARSENIO F. 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 – O.B.


HON. FRANCISCO B. LANDIA
SB Member, Floor Leader


HON. ERWIN V. BELLEZA
SB Member


HON. DARIC P. LLEVE
SB Member, ABC Fed. President


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

APPROVED:



HON. LEMUEL GIN K. TRAYA
Municipal Mayor
Date: 4 / 8 / 25