



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

Item No.: 22

Date: 03 2026 FEB

PROVINCE OF LEYTE  
LEGAL OFFICE

RELEASED

By: [Signature]  
Date: 1.26.2026 Name: [Signature]

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: JAN 26 2026  
By: [Signature]

-----  
2<sup>nd</sup> INDORSEMENT  
January 22, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 1 of the Sangguniang Bayan of San Macarthur, Leyte.

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

- Ordinance No. 1 entitled: **“An Ordinance establishing Colegio De Tarragona and granting its Charter etc..”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under Section 447(5)(x)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) subject to availability of funds, CHED regulations and standards. Hence we recommend for the declaration of its validity.

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

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

<sup>1</sup> (x) Subject to the availability of funds and to existing laws, rules and regulations, establish and provide for the operation of vocational and technical schools and similar post-secondary institutions and, with the approval of the Department of Education. Culture and Sports, fix and collect reasonable fees and other school charges on said institutions, subject to existing laws on tuition fees;

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte  
-000-

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

PROVINCE OF LEYTE  
LEGAL OFFICE

RECEIVED

**1<sup>ST</sup> INDORSEMENT**  
09 January 2026

By:   
Date: 1.12.26 Time: 10:21

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 01, series of 2025 of the Municipality of MacArthur, Leyte**, entitled: **An Ordinance establishing "Colegio De Tarragona" and granting its charter providing for the rules, regulations and pertinent guidelines for its establishment and operations thereof.**

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



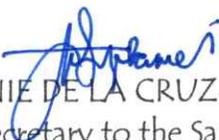
Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF MACARTHUR  
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*Office of the Sangguniang Bayan*

ENDORSEMENT  
January 8, 2026



Respectfully submitting to the Honorable Provincial Board for consideration and approval the herein Municipal Ordinance No. 01, Series of 2025, entitled AN ORDINANCE ESTABLISHING "COLEGIO DE TARRAGONA" AND GRANTING ITS CHARTER PROVIDING FOR THE RULES, REGULATIONS AND PERTINENT GUIDELINES FOR ITS ESTABLISHMENT AND OPERATIONS THEREOF.

  
MARIE STEPHANIE DE LA CRUZ- PULGA  
Secretary to the Sanggunian



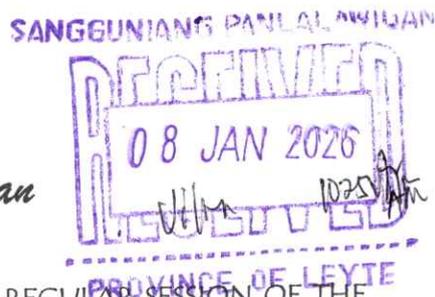
Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF MACARTHUR  
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## Municipal Ordinance No. 01 Series of 2025

AN ORDINANCE ESTABLISHING  
"COLEGIO DE TARRAGONA"  
AND GRANTING ITS CHARTER  
PROVIDING FOR THE RULES,  
REGULATIONS AND PERTINENT  
GUIDELINES FOR ITS  
ESTABLISHMENT AND OPERATIONS  
THEREOF



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF MACARTHUR



Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 23<sup>RD</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MACARTHUR, LEYTE HELD ON 15 DECEMBER 2025 AT THE MUNICIPAL SESSION HALL.

Attested:

JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:

RAUL E. MUNDALA  
SB Member

IRENEO G. REMANES JR.  
SB Member

RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

JONATHAN T. BARQUIN  
SB Member

VICTORIANO T. LAZAR  
SB Member (Absent)

XANDRIX P. PANTIN  
SB Member

GWENDOLYN M. BERISO  
SB Member

JOSE A. BARANDA  
Ex-Officio Member  
President, Liga ng mga Barangay

RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

RUPIN T. BABANTE  
Municipal Mayor

Date Approved: JAN. 05, 2026

PRESENT:

Honorable Jesus A. Baranda	Vice Mayor, Presiding
Honorable Raul E. Mundala	SB Member
Honorable Ireneo G. Remanes Jr.	SB Member
Honorable Ronald Dominic B. Babante	SB Member
Honorable Jonathan T. Barquin	SB Member
Honorable Xandrix P. Pantin	SB Member
Honorable Gwendolyn M. Beriso	SB Member
Honorable Jose A. Baranda	Ex-Officio Member President, Liga ng mga Barangay
Honorable Ralph Martin P. Egos	Ex-Officio Member SKF President

ABSENT:

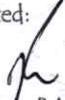
Honorable Trina C. Burawis	SB Member
Honorable Victoriano T. Lazar	SB Member

MUNICIPAL ORDINANCE NO. 01  
Series of 2025

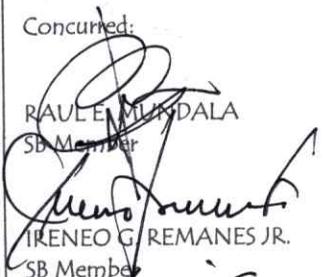
AN ORDINANCE ESTABLISHING "COLEGIO DE TARRAGONA" AND GRANTING ITS CHARTER PROVIDING FOR THE RULES, REGULATIONS AND PERTINENT GUIDELINES FOR ITS ESTABLISHMENT AND OPERATIONS THEREOF

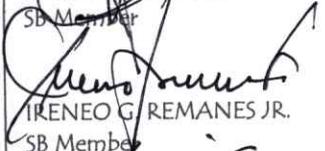
SPONSORED BY	:	Committee on Education
		Honorable Raul E. Mundala
		Honorable Xandrix P. Pantin
		Honorable Ireneo G. Remanes Jr.
		Honorable Ralph Martin P. Egos
CO-SPONSORED BY:		Honorable Trina C. Burawis
		Honorable Ronald Dominic B. Babante
		Honorable Jonathan T. Barquin
		Honorable Victoriano T. Lazar
		Honorable Gwendolyn M. Beriso
		Honorable Jose A. Baranda

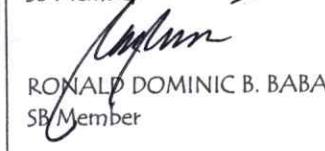
Attested:

  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:

  
RAUL E. MUNDAYALA  
SB Member

  
IRENEO G. REMANES JR.  
SB Member

  
RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

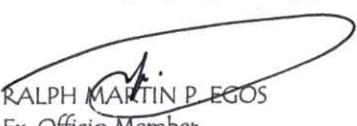
  
JONATHAN T. BARQUIN  
SB Member

VICTORIANO T. LAZAR  
SB Member (Absent)

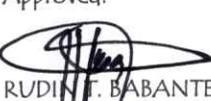
  
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GWENDOLYN M. BERISO  
SB Member

  
JOSE A. BARANDA  
Ex-Officio Member  
President, Liga ng mga Barangay

  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

  
RUDIN T. BABANTE  
Municipal Mayor

Date Approved: JAN. 05, 2026

WHEREAS, it has been the declared policy of the state to recognize the vital role of the youth in our society and the need to assist them in their full development;

WHEREAS, the 1987 Philippine Constitution mandates that the state shall promote and protect the right of all citizens to quality education at all levels and shall take appropriate steps to make education accessible to all;

WHEREAS, it is further believed that education accorded with premier importance towards the full development of the human resource of the municipality in particular and the country at large;

WHEREAS, it is within the firm belief of the Sangguniang Bayan that the education is an effective tool in emancipating the underprivileged sector of our society from the bondage of poverty therefore an implementation of any legislative undertaking such as the establishment of a local college/local higher learning institution will definitely transform deserving students with the desired competitive work knowledge, skills and values which are essential in their progressive living as individuals and members of community and society;

WHEREAS, based on the survey it was found out that a significant number of families in the municipality failed to send their children for college education because of their inability to cope with the commercialized education in private higher learning institutions;

WHEREAS, the marginalized youth with capability to pursue college education, must be provided with equal right for quality and affordable higher education;

WHEREAS, cognizant to the importance of college education as a strong foundation in arming the youth for community, and nation building, the Honorable Mayor through the Committee on Education proposed the establishment of Colegio De Tarragona that will offer different degree courses in the fields of sciences, arts, education, commerce, criminal justice, information technology and other related courses. It shall also undertake research and extension services, and provide progressive leadership in its areas of specializations;

WHEREAS, the aspects of budgetary/funding requirements of the operation of the Colegio De Tarragona are well deliberated and shouldered by the Municipality of MacArthur;

WHEREAS, all sectors, both public and private, have expressed and confirmed their approval to the establishment of the college considering that this legislative undertaking shall serve as an important legacy in building a brighter life of our youth today and the future;

WHEREFORE, on motion of Honorable Raul E. Mundayala duly seconded by en masse, be it

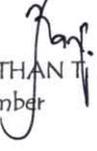
Attested:  
  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:  
  
RAUL E. MUNDAYALA  
SB Member

  
IRENEO G. REMANES JR.  
SB Member

  
RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

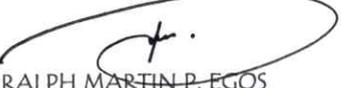
  
JONATHAN T. BARQUIN  
SB Member

VICTORIANO T. LAZAR  
SB Member (Absent)

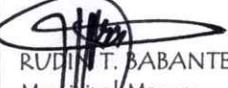
  
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SB Member

  
GWENDOLYN M. BERISO  
SB Member

  
JOSE A. BARANDA  
Ex-Officio Member  
President, Liga ng mga Barangay

  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

  
RUDIN T. BABANTE  
Municipal Mayor  
Date Approved: Jan. 05, 2024

Ordained by the Sangguniang Bayan of the Municipality of MacArthur, Leyte by the Sangguniang Bayan of MacArthur, to authorize the Hon. Municipal Mayor, Rudin T. Babante, to enter into any and all agreements, execute any and all documents, and do all acts and things as he may deem just and proper to effectuate the creation of Colegio De Tarragona for the best interest of the Municipality and its constituents. Be it ordained as it hereby ordained in session duly assembled, that:

SECTION 1. TITLE. This Ordinance shall be known as "AN ORDINANCE ESTABLISHING COLEGIO DE TARRAGONA AND GRANTING ITS CHARTER PROVIDING FOR THE RULES, REGULATIONS AND PERTINENT GUIDELINES FOR ITS ESTABLISHMENT AND OPERATIONS THEREOF".

SECTION 2. ADMINISTRATIVE PROVISIONS AND COVERAGE

This ordinance establishing the Colegio De Tarragona and Granting its charter providing for the rules, regulations and pertinent guidelines for its establishment and operations thereof shall be an exclusive undertaking and initiative of the Local Government Unit of MacArthur through the cooperation and support of the Department of Education (DepEd), the Commission of Higher Education (CHED) and all the local elected and appointed officials of the municipality.

ARTICLE I – GENERAL PROVISIONS

SECTION 3. There is hereby established in the Municipality of MacArthur, within the powers and limitations hereinafter specified; a higher educational institution to be known as the Colegio De Tarragona, guided with the following fundamental principles:

- a) That the basic education level must be sustained by means of a specialized formal training through an affordable, accessible, and high standard of collegiate education;
- b) That the basic right for higher education of every capable individual must be upheld and be given equal opportunity for development in his/her chosen field of specialization;
- c) That the local college will serve as a catalyst for human development, cultural convergence and unity;
- d) That the local college will be a strong identity in their belief as united people for education as instrument for progress and development.

SECTION 4. Vision and Purposes / Objectives of the Colegio De Tarragona

Vision:

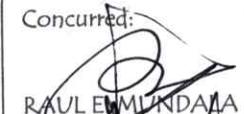
COLEGIO DE TARRAGONA, the equalizer of educational opportunities, hones human potentials which eventually leads in building a progressive, socially and morally responsive communities.

Objectives:

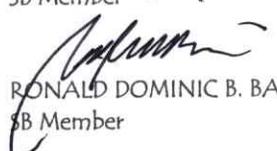
Attested:

  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:

  
RAUL E. MINDA  
SB Member

  
IRENEO G. REMANES JR.  
SB Member

  
RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

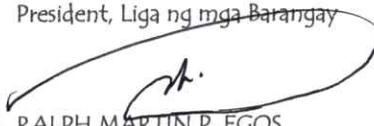
  
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SB Member

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SB Member (Absent)

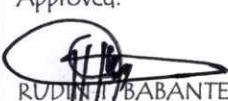
  
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JOSE A. BARANDA  
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President, Liga ng mga Barangay

  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

  
RUDIN T. BABANTE  
Municipal Mayor

Date Approved: JAN. 05, 2026

- a) To provide degree programs which are needed by the local and global communities; tertiary education, advanced studies, technical - vocational and special instructions for special purposes.
- b) To continuously evaluate educational programs to ensure high standard, quality and relevance in delivery;
- c) To develop research in different disciplines to improve existing knowledge and practices;
- d) To provide extension programs to sustain the greater impact of the college to other services.

## ARTICLE II-BOARD OF TRUSTEES

SECTION 5. The governance of the Colegio De Tarragona is hereby vested and exercised by a Board of Trustees to be known as the Board of Trustees of the Colegio De Tarragona. The Board of Trustees (BOT) shall be composed of the following:

- The Municipal Mayor as Executive Chairman
- The President of the Colegio De Tarragona as Vice Chairman;
- The Immediate Past Local Chief Executive
- The Chairman of the Committee on Education of the Sangguniang Bayan;
- Municipal Treasurer of MacArthur, Leyte
- President-Faculty Association;
- President-Student Council;
- President-Alumni Association;
- ALCU Representative;
- The Representative from the Liga ng mga Barangay in MacArthur, Leyte;
- Two (2) Prominent Citizens from the community where the school is located who had distinguished himself/herself in his/her profession or field of specialization;
- The Representative from CHED who shall be a permanent resource person designated by the CHED;
- The Representative from the Department of Science and Technology (DOST)
- The Representative from the duly recognized business or industry sector of the community;
- The Representative from NGOs/GOs preferably from the Social Welfare Services in order to sustain the prioritization and provision of educational assistance to the disadvantaged students of the college.

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

SECTION 6. The Governing Board Secretary. The Board shall designate a secretary who shall serve as such for both the Board and the college, and shall:

- a. Prepare agenda enclosure and records/minutes of the faculty meeting;
- b. Make resolutions and other reports for approval of the Board;
- c. Receive communication for distribution and send out communication through channels;
- d. Communicate notices of meetings;
- e. Receive and entertain official guests and visitors of the college;
- f. Maintains and safeguards institutional and governance records such as minutes of Board meetings, resolutions, policies, and legal documents;
- g. Ensures proper documentation of official college decisions, academic policies, and faculty governance matters;
- h. Serves as the custodian of official college correspondence and contracts;
- i. Discharge such other duties and responsibilities that may be prescribed by the President and or the Board of Trustees from time to time.

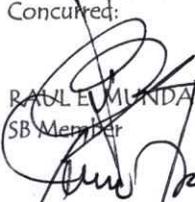
SECTION 7. The Colegio De Tarragona shall exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively in the Board of Trustees. The President of the College shall perform duties and responsibilities within the scope of authority given by the said Board.

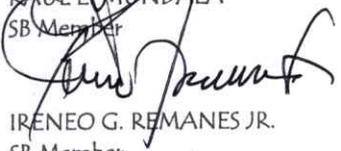
SECTION 8. Subject to existing laws, the Board of Trustees shall perform the following exercise of its corporate powers.

- a. To approve degree programs to be offered in the college based on the priority needs of the community;
- b. To confer degrees, certificates and award honorary degrees upon persons in recognition of their academic performances in the field of arts, sciences literature, statesmanship, government services, eminence in philosophy and community service;
- c. To approve evaluation of academic ranks of personnel (e.g. teaching and non-teaching) as basis for compensation and promotion.
- d. To reassess and approve upon the recommendation of the College President, appointees for professors, associate professors, instructors, lecturers and all other administrative staff and personnel. Related thereto, to fix their compensation (salaries, wages and allowances), hours of service and designate such other duties and functions as it may deem proper under the circumstances and within the discretion of the president, grant their leave of absences based on the promulgated regulations and other provisions of the law, to the contrary notwithstanding. To suspend or remove them for a valid cause under the guidance of due process of law, such that, an investigation and hearing for this purpose have already been accomplished as basis for final decision;

Attested:  
  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:

  
RAUL E. MINDALA  
SB Member

  
IRENEO G. REMANES JR.  
SB Member

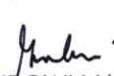
  
RONALD DOMINIC B. BABANTE  
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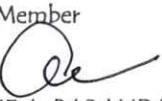
TRINA C. BURAWIS  
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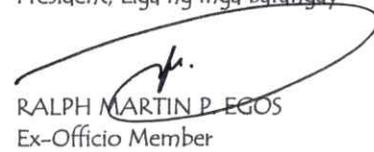
  
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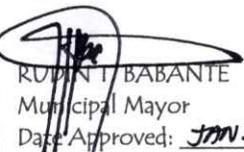
  
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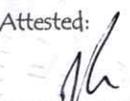
  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

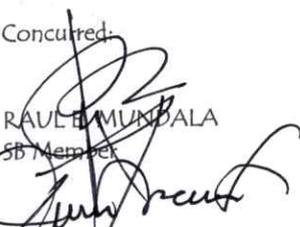
  
RUDIN T. BABANTE  
Municipal Mayor

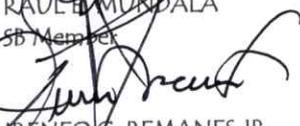
Date Approved: Jan. 05, 2026

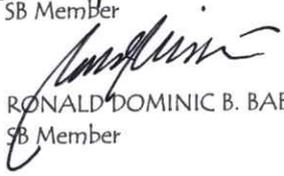
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SB Member

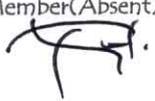
  
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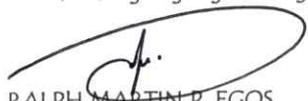
  
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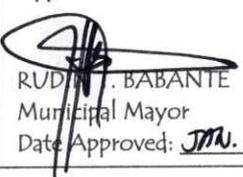
  
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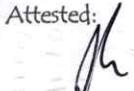
Date Approved: JAN. 05, 2026

- e. To approve the courses of study and rules of discipline drafted by the College Council as herein provided. To fix the amount of tuition and/or matriculation fees, graduation fees, miscellaneous fees, laboratory fees and all other special fees and charges;
- f. To develop the consortia and other forms of linkages with other learning institutions and agencies, both public and private, local and foreign in furtherance of the purpose and objectives of the College;
- g. To provide fellowship and scholarship grants and award the same to deserving and qualified students;
- h. To prescribe specific and regulations for the administration and management of the College in conformity with the powers vested upon the college as defined under in Section 2, Article II of this Ordinance;
- i. To receive in trust, legacies, gifts, grants and donations of any kind (be it real or personal properties), tax free and to administer the same for the benefit of the College or of a particular department thereof or in the form of subsidy to any student or group of students in accordance with the instructions and directives of the donor and in the absence of specific directives, shall grant the same upon the discretionary powers of the Board of Trustees as maybe determined under such circumstances;
- j. To promulgate and enforce rules of discipline governing the officers, faculty, teaching and non-teaching personnel, provided and such powers maybe delegated to the President, Vice President or any committee created for the purpose;
- k. To exercise such other powers and perform such other functions and duties not inconsistent with existing law as maybe prescribed by law or an ordinance and as it may seemed necessary for the effective and efficient governance of the College;

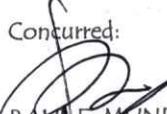
**SECTION 9.** Term of Office of the Board of Trustees. The members of the BOT shall have the following terms of office:

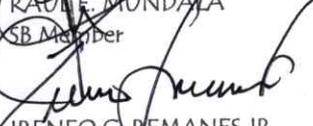
- a. The Executive Chairman. The Executive Chairman and the Chairman of the Committee on Education of the Sanggunian Bayan of MacArthur shall serve as Board members for the duration of their respective terms in office;
- b. The President as the Vice - Chair to be appointed by the Chairman, confirmed by the BOT and shall hold office for a term of four (4) years to further re-appointment or until his successor shall have been appointed and qualified;
- c. The other members namely: The Municipal Treasurer, President of the Faculty Assn., President, Student government, President Alumni Assn., and other members, shall sit in the board until expiration of their term of office in such capacities;
- d. The Representative from the Business/Industry Sector of the community shall be appointed by the Board for a term of two years;

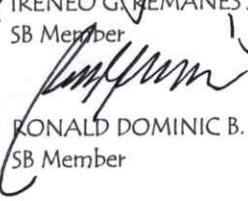
Attested:

  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:

  
RAUFF E. MUNDAYA  
SB Member

  
IRENEO G. REMANES JR.  
SB Member

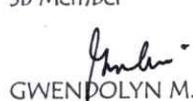
  
RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

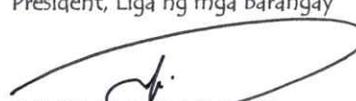
  
JONATHAN T. BARQUIN  
SB Member

VICTORIANO T. LAZAR  
SB Member (Absent)

  
XANDRIX P. PANTIN  
SB Member

  
GWENDOLYN M. BERISO  
SB Member

  
JOSE A. BARANDA  
Ex-Officio Member  
President, Liga ng mga Barangay

  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

  
RUDIN T. BABANTE  
Municipal Mayor

Date Approved: JAN. 05, 2026

e. The Representative from the Liga ng mga Barangay, NGO/GO and the prominent citizens from the community shall be appointed by the board for a specific term;

f. The Representatives from CHED and DOST shall serve as ex-officio members with tenure that is co-terminus with their official designations, subject to periodic reappointment or replacement by their agency. They shall hold office until their duly designated successors assume the position as per CHED and DOST policies;

SECTION 10. Honorarium. Members of the Board shall receive a monthly honorarium and reimbursement of actual expenses incurred either in attendance to official business as may be authorized by the Board through a resolution, in accordance with generally accepted accounting and auditing principles and DBM circulars on compensations. The amount of the honorarium or any increase hereof shall be subject to the approval of the Sangguniang Bayan.

### ARTICLE III-MEETINGS

SECTION 11. Regular Meetings. Regular meetings of the BOT shall be held quarterly every first Thursday of the quarter at the College or in any other place in the Municipality of MacArthur as determined by the board from the last preceding meeting. The Chairman of the Board or in his absence the Vice Chair shall preside over its regular or special meetings.

SECTION 12. Special Meetings. Special meetings of the BOT shall be held at the College or in any place in the Municipality of MacArthur upon the call of the Chairman or the majority of the BOT members.

SECTION 13. A written notice to the BOT members stating the date, time and purpose of the meeting, be it regular or special shall be served personally at least three (3) days before the meeting is held.

SECTION 14. Quorum. A majority of all the members shall constitute a quorum to transact official business and decide any question at the meeting.

SECTION 15. Order of Business. The order of business of the meetings of the BOT shall be as follows:

- a. Call to order
- b. Prayer
- c. Roll Call
- d. Approval of the minutes of the previous meeting
- e. Ratification of all the acts and resolutions approved by the Ex-Com (not for BOT meeting)
- f. Calendar of business for the day
- g. Adjournment

ARTICLE IV-QUALIFICATIONS, VACANCY,  
SUSPENSION/REMOVAL AND COMPENSATION OF MEMBERS OF  
BOT

SECTION 16. Qualifications. Members of the BOT shall be bonafide citizens of the Philippines and with proven integrity and honesty.

SECTION 17. Vacancy. In case of vacancy in the BOT by reason of resignation, removal from office, death or any other incapacity of one or more of its members, such vacancy shall be filled up by the appointment of the Chairman of the BOT. Such appointee shall only serve the unexpired term of his predecessor.

SECTION 18. Suspension and Removal. A member of the BOT may be suspended or removed from office upon a majority vote of the members of the board based on the following causes:

- a. Incapacity
  - b. Incompetence
  - c. Dishonesty
  - d. Convection of the crime involving moral turpitude or,
  - e. Any act detrimental to the interest and welfare of the college.
- Provided, no member of the board may be suspended or removed from office without taking into consideration the due process of law.

ARTICLE V-COLLEGE OFFICIALS

SECTION 19. The following are the officers of the college:

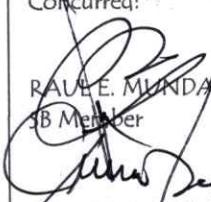
1. The President of the Colegio De Tarragona shall be the Chief Executive of the College. He shall be appointed by the Chairman with the concurrence of the majority vote of the BOT. He shall serve for a term of four (4) years, renewable for another four years, unless sooner removed for a cause. He shall receive a salary equivalent to that of the President of a College provided by the law or as may be authorized by the BOT. The President shall hold an appropriate earned doctoral degree with at least five (5) years of relevant administrative experience.

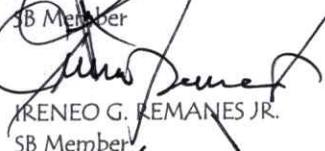
2. The Vice-President for Academic Affairs who shall be appointed by the President and shall serve for a term of three (3) years, renewable for another three (3) years, unless sooner removed for a cause. His/her powers and duties as well as rate compensation shall be prescribed by the BOT. Provided that he/she must be a holder of an earned doctoral degree;

3. The Vice-President for Administration and Finance who shall be appointed by the President and for a term of three (3) years, renewable for another three (3) years, unless sooner removed for a cause. His/her powers and duties as well as rate compensation shall be prescribed by the BOT:

Attested:  
  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:

  
RAUBE E. MUNDALA  
SB Member

  
IRENEO G. REMANES JR.  
SB Member

  
RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

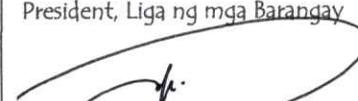
  
JONATHAN J. BARQUIN  
SB Member

VICTORIANO T. LAZAR  
SB Member (Absent)

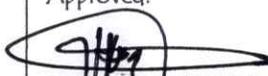
  
XANDRIX P. PANTIN  
SB Member

  
GWENDOLYN M. BERISO  
SB Member

  
JOSE A. BARANDA  
Ex-Officio Member  
President, Liga ng mga Barangay

  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

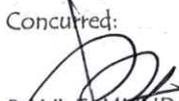
  
RUDIN T. BABANTE  
Municipal Mayor

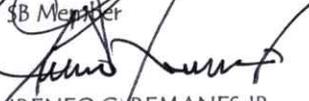
Date Approved: JUN. 05, 2026

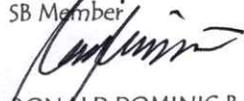
Attested:

  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:

  
RAUL E. MARDALA  
SB Member

  
IRENEO G. REMANES JR.  
SB Member

  
RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

  
JONATHAN T. BARQUIN  
SB Member

VICTORIANO T. LAZAR  
SB Member (Absent)

  
XANDRIX P. PANTIN  
SB Member

  
GWENDOLYN M. BERISO  
SB Member

  
JOSE A. BARANDA  
Ex-Officio Member  
President, Liga ng mga Barangay

  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

  
RUDIN T. BABANTE  
Municipal Mayor

Date Approved: JAN. 05, 2026

4. The College Secretary and concurrently being the Board Secretary, who shall be appointed by the BOT and shall serve for a term of three (3) years, renewable for another three (3) years, unless sooner removed for cause. His/her powers and duties as well as rate compensation shall be prescribed by the BOT.

SECTION 20. Suspension and Removal. The aforementioned officers may be suspended or removed from office by a majority vote of the BOT for reason of incapacity, incompetence, dishonesty, conviction of crime involving immoral turpitude or any act detrimental to the interest and welfare of the College in accordance with applicable laws.

SECTION 21. Search Process for the President; Minimum Qualifications of the President. The college shall devise its own policies and procedures for the search process that are compliant with CHED, subject to the approval by the governing board. It shall be based on the provisions set forth in CMO 18 s. 2022. The college shall strictly observe the procedures outlined in the CHED memorandum particularly in the:

- a. Creation of Search Committee for President
- b. Publication of Notice of Search for College President
- c. Minimum qualifications of any applicant for the presidency
- d. Documentary requirements for Presidential Applicants
- e. Submission and Pre-evaluation Process
- f. Criteria for Evaluation
- g. Search Process

SECTION 22. Funds. The governing board shall appropriate adequate funds to finance the activities of the Search Committee for President (SCP)

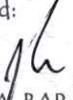
SECTION 23. Notice of Vacancy. Within ten (10) days upon constitution, the SCP shall cause the publication of the notice of vacancy for President in a newspaper of local or general circulation and by posting in conspicuous places in the municipality or province. The publication shall contain provisions for invitation of applicants, the contact number of the authorized secretariat who will accept applications and the deadline for submission of applications.

#### ARTICLE VI-FACULTY

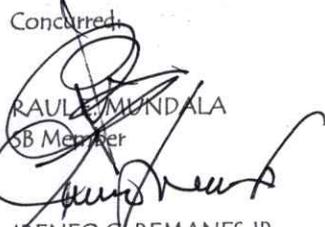
SECTION 24. Compensation. The members of the faculty of the college shall be selected based on standard set by the Commission on Higher Education and existing policies of the Civil Service Commission and other members of the non-teaching personnel shall be recommended for appointment by the President subject to the approval of the BOT.

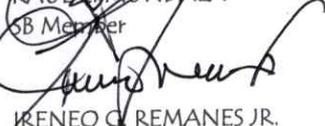
#### ARTICLE VIII-STUDENTS

Attested:

  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:

  
RAUL M. MUNDALA  
SB Member

  
IRENEO C. REMANES JR.  
SB Member

  
RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

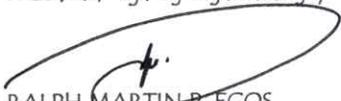
  
JONATHAN T. BARQUIN  
SB Member

VICTORIANO T. LAZAR  
SB Member (Absent)

  
XANDRIX P. PANTIN  
SB Member

  
GWENDOLYN M. BERISO  
SB Member

  
JOSE A. BARANDA  
Ex-Officio Member  
President, Liga ng mga Barangay

  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

  
RUDIN T. BABANTE  
Municipal Mayor

Date Approved: JMN. 05, 2026

SECTION 25. Student Admission- Preference in the admission of students shall be given to the bona fide residents of MacArthur subject to the selection and admission policies approved by the BOT, provided, however, that no students shall be denied admission to the College by reason of age, sex, nationality, religious belief, or political affiliation.

#### ARTICLE IX-COLLEGE ACADEMIC COUNCIL

SECTION 26. The College Academic Council is hereby created consisting the President of the College, Dean of the different colleges, Program Heads/ Department Chairpersons, Chief Librarian and Registrar.

SECTION 27. Powers of the College Academic Council are as follows:

- To formulate the programs of study and rules and discipline subject to the approval of the BOT and existing laws, rules and regulations;
- To prescribe requirements for admission of students to Colegio De Tarragona, as well as for graduation and conferment of degrees subject to the approval of the BOT;
- To exercise exclusive power to recommend students as candidates for graduations or any other persons to be conferred with honorary degrees;
- To discipline through the President, students within the limit prescribed by the rules of discipline approved by the BOT.

SECTION 28. The College Administrative Council hereby created consisting of the President of the College, Vice Presidents, Dean of College, Directors and all heads of the administrative offices.

SECTION 29. Powers of the College Administrative Council are as follows:

- To formulate policies and standards relative to the administrative functions and procedures;
- To prescribe requirements for admission of non-teaching personnel who will be employed in the College;
- To have powers to recommend rules and regulations affecting administrative personnel;
- To implement such policies and provide sanctions to violators of such policies and
- To perform actions other than those enumerated above affecting administrative personnel.

#### ARTICLE X-MISCELLANEOUS PROVISIONS

SECTION 30. Board of Visitors. The Mayor, Vice Mayor, and the members of the Sangguniang Bayan of MacArthur shall constitute the Board of visitors of the College whose duties and functions are the following:

- a. To attend the commencement exercises of the College;
- b. To conduct visits at the College at any time possible as it may deem proper;
- c. To inspect and evaluate the books of accounts, properties, program of study, discipline and state of finances of the College;
- d. To submit reports and recommendations to the Sangguniang Bayan relative to the exercise of its duties and functions.

**SECTION 31. Reports.** The BOT of the Colegio De Tarragona shall submit as required from time to time by the Municipal Mayor and the Sangguniang Bayan an annual report on the progress, conditions and the needs of the College.

**SECTION 32. Accounting Reports.** The New Government Accounting System (NGAS) prescribed by the Commission on Audit (COA) effective 2007 shall be implemented to provide adequate information to the needs of the users of financial reports.

**SECTION 33.** The different courses that may be offered at the Colegio De Tarragona are as follows;

- a. College of Education
  - Secondary Education
  - Elementary Education
- b. College of Business Administration
- c. College of Criminal Justice
  - Bachelor of Science in Criminology

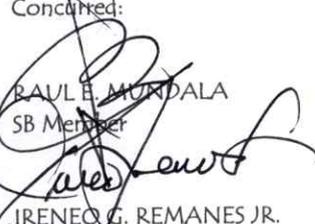
**SECTION 34. Funding-** The Municipal Government of MacArthur shall ensure fiscal autonomy to the College, and as provided by law, the Sangguniang Bayan is hereby empowered to establish a College Educational Fund or Trust Fund which shall consist of:

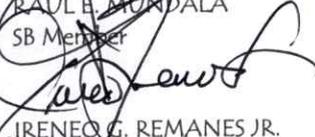
- a. Collection of tuition and other school fees which are affordable and reasonable to be automatically retained by the College;
- b. Three percent (3%) of the proceeds of collection from General Funds, IRA, market stall fees and other local fees collected by the municipality, subject to the approval by the Sangguniang Bayan, which shall be released automatically by the Treasurer to the College;
- c. Proceeds from grants and donations from the national government, local and international funding institutions or foreign governments, and with the approval of the Mayor and the concurrence of the Sangguniang Bayan, the amount collected for the College Educational Development Fund shall be appropriated by the Board of Trustees of the College, exclusively for the improvement of its facilities and equipment, library, school buildings and upgrading of the salaries and allowances of its faculty and support personnel including faculty and staff development.

Attested:

  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurring:

  
RAUL E. MORDALA  
SB Member

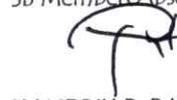
  
IRENE G. REMANES JR.  
SB Member

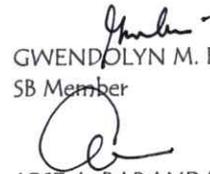
  
RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

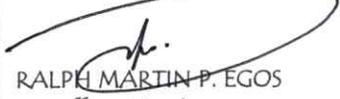
  
JONATHAN T. BARQUIN  
SB Member

VICTORIANO T. LAZAR  
SB Member (Absent)

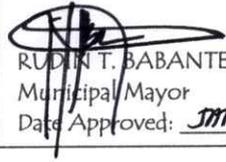
  
XANDRIX P. PANTIN  
SB Member

  
GWENDOLYN M. BERISO  
SB Member

  
JOSE A. BARANDA  
Ex-Officio Member  
President, Liga ng mga Barangay

  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

  
RUDIN T. BABANTE  
Municipal Mayor

Date Approved: JAN. 05, 2026

**SECTION 35.** The following shall be the official Plantilla of the Collegio De Tarragona:

**Office of the President:**

Position	Salary Grade	No. of Employee
President	25-1	1
Admin. Aide VI (Clerk III)	6-1	1
Admin. Aide III (Utility Worker)	3-1	1

**Office of the VP for Administration & Finance**

Position	Salary Grade	No. of Employee
Vice Pres. For Administration	22-1	1
Registrar II	15-1	1
Asst. Registrar I	11-1	1
Cashier II (Head)	14-1	1
Cashier (Asst. Head)	10-1	1

**Office of the VP for Academic Affairs:**

Position	Salary Grade	No. of Employee
Vice Pres. For Academic Affairs	22-1	1
Faculty Positions (Full Time)	14-1	8
Faculty Positions (Part Time)	14-1	4

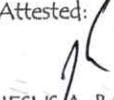
**Office of the Higher Education Services**

Position	Salary Grade	No. of Employee
Director for Research	18-1	1
Director for Students Affairs	18-1	1
Director for Community Extension Services	18-1	1
Librarian II	14-1	1
Asst. Librarian I	12-1	1
Guidance Counselor III	12-1	1
Psychometrician	12-1	1
Nurse I	12-1	1
Security Guard	3-1	1

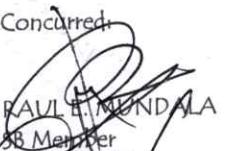
(\* Total Benefits includes GSIS, Medicare, State Insurance Premiums, Pag-ibig, PERA, RATA, ADCOM, YEAR-END Bonus, Cash Gifts and Uniform Allowance)

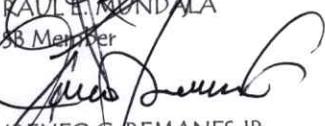
**SECTION 36.** Transitory Provision- The BOT shall approve the provisional organizational chart of the College as recommended by the College President and shall remain as the table or organization until amended or revised.

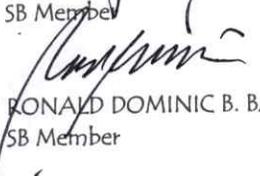
Attested:

  
 JESUS A. BARANDA  
 Municipal Vice Mayor

Concurred:

  
 RAUL B. MENDALA  
 SB Member

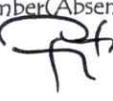
  
 RENE G. REMANES JR.  
 SB Member

  
 RONALD DOMINIC B. BABANTE  
 SB Member

TRINA C. BURAWIS  
 SB Member (Absent)

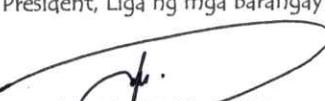
  
 JONATHAN T. BARQUIN  
 SB Member

VICTORIANO T. LAZAR  
 SB Member (Absent)

  
 XANDRIX P. PANTIN  
 SB Member

  
 GWENDOLYN M. BERISO  
 SB Member

  
 JOSE A. BARANDA  
 Ex-Officio Member  
 President, Liga ng mga Barangay

  
 RALPH MARTIN P. EGOS  
 Ex-Officio Member  
 SKF President

Approved:

  
 R. B. MENDALA  
 Municipal Mayor  
 Date Approved: JAN. 05. 2026

SECTION 37. Separability Clause- If any provision of this Ordinance is held invalid or unconstitutional, any other provision not so affected shall continue to be valid and effective.

SECTION 38. Repealing Clause- Any Municipal Ordinance resolution and its rules and regulation, or any part thereof, which are inconsistent with any of the provision of this Ordinance are hereby repealed or amended accordingly.

SECTION 39. Effectively clause- This Ordinance shall take effect upon its approval.

ENACTED by the Sangguniang Bayan in session assembled on December 15, 2025 at the Municipal Session Hall, Legislative Building, MacArthur, Leyte, Philippines.

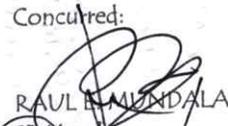
I HEREBY CERTIFY to the correctness of the foregoing ordinance.

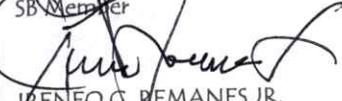
  
MARIE STEPHANIE DE LA CRUZ- PULGA  
Secretary to the Sanggunian

Attested:

  
JESUS A. BARANDA  
Municipal Vice Mayor

Concurred:

  
RAUL B. MINDALA  
SB Member

  
IRENEO C. REMANES JR.  
SB Member

  
RONALD DOMINIC B. BABANTE  
SB Member

TRINA C. BURAWIS  
SB Member (Absent)

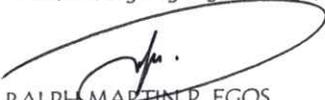
  
JONATHAN T. BARQUIN  
SB Member

VICTORIANO T. LAZAR  
SB Member (Absent)

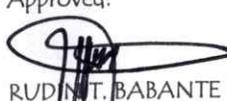
  
XANDRIX P. PANTIN  
SB Member

  
GWENDOLYN M. BERISO  
SB Member

  
JOSE A. BARANDA  
Ex-Officio Member  
President, Liga ng mga Barangay

  
RALPH MARTIN P. EGOS  
Ex-Officio Member  
SKF President

Approved:

  
RUDIN T. BABANTE  
Municipal Mayor

Date Approved: JAN. 05, 2026



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF MACARTHUR

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*Office of the Sangguniang Bayan*

## CERTIFICATE OF POSTING

THIS IS TO CERTIFY that Municipal Ordinance No. 01, Series of 2025 of the Sangguniang Bayan of MacArthur, Leyte, duly enacted on 15 December 2025 and approved last 05 January 2026 has been posted since 07 January 2026 at the bulletin board of the Legislative Building, at Poblacion Public Market, and at Palale I Outpost pursuant to Section 511 of R.A. 7160.

  
MARIE STEPHANIE DE LA CRUZ- PULGA  
Secretary to the Sanggunian

*Public Service Above Self*