

Item No.: 02

Date: 07 2026 JUL



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: [Signature]
Date: 07-26-2026 Time: 1:20

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

2nd INDORSEMENT

Jun 15, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2026-08 of the Sangguniang Bayan of San Miguel, Leyte.

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

- Ordinance No. 2026-08 entitled: "An Ordinance amending Sections 7,8,10,12 and 16 of Municipal Ordinance no. 2025-08 etc."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan to repeal/amend its prior acts either expressly or by the passage of an essentially inconsistent resolution¹. 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
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
11 June 2026

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: *[Signature]*
Date: 6.11.26 Time: 9:00

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2026-08** of the **Municipality of San Miguel, Leyte**, entitled: **An Ordinance amending Sections 7, 8, 10, 12 and 16 of Municipal Ordinance No. 2025-08, series of 2025** otherwise known as the "San Miguel Community College (SMCC) Ordinance.

[Signature]
FLORINDA JILL S. UYVICO
Secretary to the Sangguniang

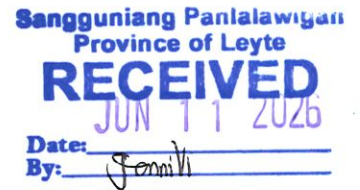


Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF SAN MIGUEL
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

June 10, 2026

The Honorable Members of the Sangguniang Panlalawigan of Leyte
Thru: The Sangguniang Panlalawigan Secretary
Provincial Legislative Building
Tacloban City



Gentlemen/Ladies:

I have the honor to forward herewith pertinent documents of the Sangguniang Bayan of San Miguel, Leyte, for review and approval, to wit:

1. Fourteen (14) copies of Municipal Ordinance No. 2026-08, Series of 2026 entitled: **“AN ORDINANCE AMENDING SECTIONS 7, 8, 10, 12, AND 16 OF MUNICIPAL ORDINANCE NO. 2025-08, SERIES OF 2025 OTHERWISE KNOWN AS THE “SAN MIGUEL COMMUNITY COLLEGE (SMCC) ORDINANCE”** as embodied under Resolution No. 158 Series of 2026.
2. Fourteen (14) copies of Certificate of Posting.

Kindly acknowledged receipt hereof.


BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

RECEIVED

Date: JUN 11 2026

By: *Jennli*



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN, SAN MIGUEL, LEYTE, HELD AT THE SESSION HALL, LEGISLATIVE BUILDING, SAN MIGUEL, LEYTE ON MAY 18, 2026

PRESENT:

- Hon. Estanislao D. Sabdao, Jr. - Municipal Vice-Mayor/Presiding Officer
- Hon. Norman Niel G. Martija - SB Member
- Hon. Letecia G. Espos - SB Member
- Hon. Francis Jay D. Sabdao - SB Member
- Hon. Raul A. Salasño - SB Member
- Hon. Richard Len B. Lapidario - SB Member
- Hon. Samuel P. Salomon - Ex-Officio Member, President, Liga ng mga Barangay
- Hon. Joss Novem B. Labaclado - Ex-Officio Member, President, Sangguniang Pambayang Pederasyon

ABSENT:

- Hon. Jerome P. Peñaranda - SB Member (on official leave)
- Hon. Danilo L. Aureo - SB Member (on official leave)
- Hon. Thelma M. Brazil - SB Member (on official leave)

**Resolution No. 158
Series of 2026**

AN ORDINANCE AMENDING SECTIONS 7, 8, 10, 12, AND 16 OF MUNICIPAL ORDINANCE NO. 2025-08, SERIES OF 2025 OTHERWISE KNOWN AS THE "SAN MIGUEL COMMUNITY COLLEGE (SMCC) ORDINANCE

WHEREFORE, on motion of Hon. Raul A. Salasño duly seconded by Hon. Letecia G. Espos, Hon. Francis Jay D. Sabdao, Hon. Samuel P. Salomon and Hon. Norman Niel G. Martija;

NOW THEREFORE, BE IT ENACTED, AS IT IS HEREBY ENACTED BY THE SANGGUNIANG BAYAN OF SAN MIGUEL, LEYTE, BY VIRTUE OF THE POWERS VESTED IN IT BY LAW, IN SESSION ASSEMBLED, that:

**MUNICIPAL ORDINANCE NO. 2026-08
Series of 2026**

AN ORDINANCE AMENDING SECTIONS 7, 8, 10, 12, AND 16 OF MUNICIPAL ORDINANCE NO. 2025-08, SERIES OF 2025 OTHERWISE KNOWN AS THE "SAN MIGUEL COMMUNITY COLLEGE (SMCC) ORDINANCE"

**Sponsor: HON. RAUL A. SALASÑO
SB Member/Chairman on Education, Family and Housing**

SECTION 1. AMENDMENT TO SECTION 7: (Creation and Management)

Section 7 paragraph 3; Governance and Implementation is hereby amended and added new paragraph 4 to read as follows:

3. Governance and Implementation

SMCC shall be governed by an ordinance-enacted charter that defines its structure, administration, and operations. It shall establish a Governing Board—with elected term of office—and appoint a President (or Administrator) to manage institutional affairs. These must align with CHED standards, including board composition, term limits, and operational policies as provided under DILG Circular No. 067-09 of 2009.

Certified Correct:

Attested by:

Concurred:

Approved:

HON. RAUL A. SALASÑO
SB MEMBER

HON. RICHARD LEN B. LAPIDARIO
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. JOSS NOVEM B. LABACLADO
President, SK Pambayang Pederasyon

ATTY. NORMAN D. SABDAO
Municipal Mayor

BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

HON. ESTANISLAO D. SABDAO, JR.
Municipal Vice-Mayor/Presiding Officer

HON. NORMAN NIEL G. MARTIJA
SB MEMBER

HON. LETECIA G. ESPOS
SB MEMBER

HON. FRANCIS JAY D. SABDAO
SB MEMBER

Certified Correct:

HON. RAUL A. SALANO
SB MEMBER
Secretary to the Sangguniang Bayan
BRYAN NEIL B. BRAZIL

Attested by:

HON. ESTANISLAO D. SABBDO, JR.
Municipal Vice-Mayor/Presiding Officer
RICHARD LEN B. LAPIDARIO
SB MEMBER

Concurred:

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. JOSS NOVEM B. LABACLADO
President, SK Pambayang Pederasyon
HON. LETECIA QUESPOS
SB MEMBER
HON. NORMAN NIEL G. MARTUA
SB MEMBER

SMCC shall be governed by an ordinance-enacted charter that defines its structure, administration, and operations. It shall establish a Governing Board with elected term of office and appoint a President (or Administrator) **AND OTHERS** to manage institutional affairs. These must align with CHED standards, including board composition, term limits, and operational policies as provided under DILG Circular No. 067-09 of 2009.

4. "The local government unit of San Miguel will communicate the request for the designation of permanent CHED resource person to the Governing Board, addressed to the Chairperson of the Commission on Higher Education."

SECTION 2. AMENDMENT TO SECTION 8 and read as follows

- a. This Community college shall be ruled by the Board of trustees (BoT) composed of the following: Municipal Mayor - Chairperson
- b. College President - Vice Chairperson
- c. Chair, Sangguniang Bayan Committee on Education -Member
- d. DepEd District Supervisor or Representative – Member
- e. CHED Regional Director or Representative - Member President – Member
- f. Private Sector Representative – Member

Amended Section in section 8

- a. Municipal Mayor - Chairperson
- b. College President - Vice Chairperson
- c. **Representative** of Sangguniang Bayan Committee on Education -Member
- d. Dep ed District Supervisor or Representative – Member
- e. **CHED Regional appointed resource person assigned to SMCC**
- f. **Student Supreme Council President**
- g. Faculty President – Member
- h. Private Sector representative

SECTION 3. AMENDMENT TO SECTION 10

The college shall be headed by a president appointed by the Board of Trustees through a search committee subject to CHED and Civil service qualification standards and shall serve one term for five (3) years renewable for once.

"SECTION 10. COLLEGE PRESIDENT –

the college president is hereby amended and read as follows:

The college shall be headed by a president appointed by the Board of Trustees through a search committee subject to CHED and Civil service qualification standards and shall serve one term for four (4) years renewable for once".

SECTION 4. AMENDMENT TO SECTION 12 (Course Offering)

The college shall initially offer the following programs with at least one class per year level subject to CHED approval:

- a. Bachelor of Science in Criminology
- b. Bachelor of Science in Elementary Education
- c. Bachelor of Science in Secondary Education

HON. FRANCIS JAY D. SABBDO
SB MEMBER

Approved:
ATTY. NORMAN D. SABBDO
Municipal Mayor

- d. Associate in Industrial Technology
- e. Certificate in Agricultural Entrepreneurship
- f. Associate in Information Technology
- g. Senior High School

the course offering is amended and read as follows

1. **Criminal Justice and public safety**
2. **Education Sciences and Teachers Training**
3. **Technical-Vocational and Applied Engineering**
4. **Agriculture and Business Entrepreneurship**
5. **Information and Communication Technology**

SECTION 5. AMENDMENT TO SECTION 16

SECTION 16. FUNDS AND FINANCIAL MANAGEMENT.

- a) National Government Funding

All expenses related to the establishment, construction, and improvement of infrastructure—including classrooms, laboratories, administrative offices, and other facilities—for the San Miguel Community College shall be funded through the General Appropriations Act and implemented via the Department of Public Works and Highways pursuant to existing national government provisions governing education-related infrastructure projects (GAA Special Provisions and CHED-DPWH frameworks).

- b) Donations and Grants Handling

In cases where additional funding is received through grants, donations, bequests, or similar instruments, such contributions shall be managed in strict compliance with Republic Act No. 11284 and other applicable laws. Donor agreements—including any conditional provisions—must be properly documented, publicly posted as appropriate, and audited to ensure that fund usage aligns with their intended educational purpose.

- c) Documentation and Accountability Protocol

The SMCC administration, together with the Municipal Government Unit, shall maintain comprehensive records for all funding sources and expenditures. These records must be made available for review by CHED, DBM, COA, and other regulatory entities in accordance with government procurement, budgeting, and audit standards.

additional amendment for section 16 funds and financial management paragraph letter d and f and read as follows.


d. the operation of the community college will serve as a business enterprise of the municipality.


Certified Correct:


Attested by:


Concurred:


Approved:



 BRYAN NEIL B. BRAZIL
 Secretary to the Sangguniang Bayan


 HON. ESTANISLAO D. SABBDAO, JR.
 Municipal Vice-Mayor/Presiding Officer


 HON. NORMAN NIEL S. MARTILLA
 SB MEMBER


 HON. LETECIA S. HIPOS
 SB MEMBER


 HON. FRANCIS JAY D. SABBDAO
 SB MEMBER


 ATTY. NORMAND D. SABBDAO
 Municipal Mayor

HON. RAUL A. SALAÑO
SB MEMBER

HON. RICHARD LEN B. LAPIDARIO
SB MEMBER

HON. SAMDEL P. SALOMON
President, Liga ng mga Barangay

HON. JOSS NOVEM B. LABACLADO
President, SK Pambyayang Pederasyon

Concurred by:

HON. RICHARD LEN B. LAPIDARIO
SB MEMBER
HON. NORMAN D. SABDAO
SB MEMBER

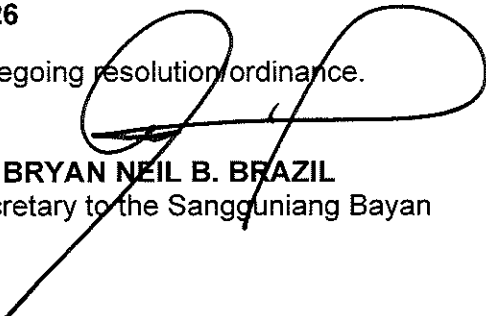
f. The Local Government Unit (LGU) commits to provides annual appropriation for the continued operation of the college which includes salaries, research, community extension services and capability building of employees. the amount shall be determined annually prior to the start of classes and in accordance with applicable budgeting procedures.

SECTION 6. REPEALING CLAUSE. All ordinances, resolutions, and issuances inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 7. EFFECTIVITY. This Ordinance shall take effect after compliance with publication requirements under applicable laws.

DATE APPROVED - May 18, 2026

I HEREBY CERTIFY to the correctness of the foregoing resolution/ordinance.


BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

Attested by:



HON. ESTANISLAO D. SABDAO, JR.
Municipal Vice-Mayor/Presiding Officer

Approved:


ATTY. NORMAN D. SABDAO
Municipal Mayor

HON. SAMUEL P. SALOMON
PRESIDENT, LIGA NG MGA BARANGAY
SB MEMBER
HON. LETECIA G. ESPINOSA
SB MEMBER

HON. FRANCIS JAY D. SABDAO
SB MEMBER
HON. JOSS NOVEN B. LABACLADO
PRESIDENT, SK PAMBAYANG PEDERASYON

HON. RAUL A. SALAÑO
SB MEMBER



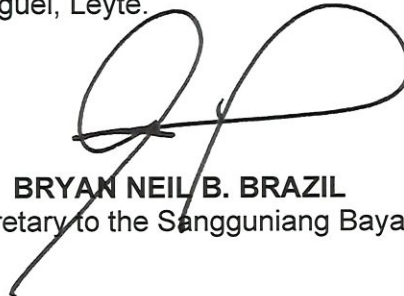
Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF SAN MIGUEL
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

THIS IS TO CERTIFY that Municipal Ordinance No. 2026-08, Series of 2026 as embodied under Resolution No. 158 Series of 2026 entitled **“AN ORDINANCE AMENDING SECTIONS 7, 8, 10, 12, AND 16 OF MUNICIPAL ORDINANCE NO. 2025-08, SERIES OF 2025 OTHERWISE KNOWN AS THE “SAN MIGUEL COMMUNITY COLLEGE (SMCC) ORDINANCE”** has been posted in (3) three conspicuous places within the municipality and shall remain posted for (3) three consecutive weeks.

Done this 10th day of June, 2026 in San Miguel, Leyte.



BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

01 OCT 2025

Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF SAN MIGUEL
-oOo-



OFFICE OF THE SANGGUNIANG BAYAN

PROVINCE OF LEYTE

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN, SAN MIGUEL, LEYTE, HELD AT THE SESSION HALL, LEGISLATIVE BUILDING, SAN MIGUEL, LEYTE SEPTEMBER 08, 2025

PRESENT:

- Hon. Estanislao D. Sabdao, Jr. - Municipal Vice-Mayor/Presiding Officer
- Hon. Jerome P. Peñaranda - SB Member
- Hon. Danilo L. Aureo - SB Member
- Hon. Norman Niel G. Martija - SB Member
- Hon. Letecia G. Espos - SB Member
- Hon. Francis Jay D. Sabdao - SB Member
- Hon. Thelma M. Brazil - SB Member
- Hon. Raul A. Salano - SB Member
- Hon. Samuel P. Salomon - Ex-Officio Member, President, Liga ng mga Barangay
- Hon. Joss Novem B. Labaclado - Ex-Officio Member, President, Sangguniang Pambayang Pederasyon

ABSENT:

- Hon. Richard Len B. Lapidario - SB Member (on official leave)

Resolution No. 177
Series of 2025

AN ORDINANCE ESTABLISHING SAN MIGUEL COMMUNITY COLLEGE, (SMCC) APPROPRIATING FUNDS THEREFOR AND, PRESCRIBING GUIDELINES FOR OPERATION AND MANAGEMENT

WHEREAS, Article XIV, Sections 1 & 2 of the 1987 Constitution — Mandate for the State to “protect and promote the right of all citizens to quality education at all levels” and to “establish, maintain, and support a complete, adequate, and integrated system of education,” including “scholarship grants... and other incentives... especially to the underprivileged;”

WHEREAS, Article XIV, Sections 5–6, of the 1987 Constitution — Emphasizes local planning in educational policy, protects academic freedom in higher education institutions and prioritizes education in national budget allocation;

WHEREAS, Article II, Section 14 of the 1987 Constitution — Promotes “the sustained development of a reservoir of national talents,” including professionals and high-level technical manpower, in all fields;

WHEREAS, Sections 447 of the Local Government Code of 1991 (RA 7160) — Authorize municipalities, cities, or provinces, respectively, subject to available funds and applicable laws, to “establish and operate vocational and technological schools and similar post secondary institutions” with DepEd’s approval, and to “fix and collect reasonable fees... subject to existing laws on tuition fees;”

WHEREAS, 1987 Constitution, R.A. 7160 and R.A. 10931 Universal Access to Quality Tertiary Education Act.

WHEREFORE, on motion of Hon. Raul A. Salano and duly seconded by all members present

BE IT ORDAINED by the Sangguniang Bayan of San Miguel, Leyte assembled in session to enact the foregoing ordinance, to wit:

Attested Correct:

ROGELIO D. EMBERSO, JR.
LLSA/Acting Secretary to the Sangguniang Bayan

HON. FRANCIS JAY D. SABDAO
SB MEMBER

Attested by:

HON. ESTANISLAO D. SABDAO, JR.
Municipal Vice-Mayor/Presiding Officer

HON. THELMA M. BRAZIL
SB MEMBER

Concurred:

HON. JEROME P. PEÑARANDA
SB MEMBER

HON. RAUL A. SALANO
SB MEMBER

HON. DANILLO L. AUREO
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. JESS NOVEM B. LABACLADO
SB MEMBER

HON. JESS NOVEM B. LABACLADO
President, SK Pambayang Pederasyon

Approved:

HON. LETECIA G. ESPOS
SB MEMBER

ATTY. NORMAN D. SABDAO
Municipal Mayor

MUNICIPAL ORDINANCE NO. 2025-08
Series of 2025

AN ORDINANCE ESTABLISHING SAN MIGUEL COMMUNITY COLLEGE, (SMCC) APPROPRIATING FUNDS THEREFOR AND, PRESCRIBING GUIDELINES FOR OPERATION AND MANAGEMENT

Sponsor: HON. RAUL A. SALAÑO
SB Member/Chairman on Education, Family and Housing

Section 1: TITLE: This ordinance shall be known as "AS AN ORDINANCE ESTABLISHING SAN MIGUEL COMMUNITY COLLEGE, (SMCC) APPROPRIATING FUNDS, PRESCRIBING GUIDELINES FOR OPERATION AND MANAGEMENT".

Section 2: Definition of term:

- a. **curriculum** - is the complete set of experiences designed for students during an educational process. It typically refers to a planned sequence of instruction including goals, content, materials, and assessment methods.
- b. **entrepreneurship** - refers to the process of creating economic value by identifying, exploiting, and acting on opportunities. It often involves taking financial risks beyond the norm, organizing ventures, and innovating goods, services, or processes.
- c. **TESDA** – Technical Education and Skill Development Authority, government agency responsible for managing and supervising Technical-Vocational Education and Training. It aims to develop a world-class competent Filipino workforce by coordinating and delivering quality technical education and skills development through policies, programs, and certification systems;
- d. **entrance test** (or entrance examination) is an assessment used by educational institutions to select prospective students for admission in college.
- e. **Commission on Higher Education (CHED)** is a government agency in the Philippines, attached to the Office of the President that governs, regulates, and develops policies for higher education and post-secondary institutions in the country. It ensures academic quality, equitable access, and institutional standards across colleges and universities
- d. **Innovation** is the practical implementation of new or improved ideas that introduce new products, services, processes, or business models—or enhance existing ones—in ways that add value. According to ISO 56000:2020, it involves creating or redistributing value. Innovation extends beyond invention, emphasizing the application of ideas that can impact markets or society.

Section 3: Objectives this ordinance aims to;

- a. **Expand equitable access to higher education.**
Ensure that every San Miguelnon—regardless of gender, religion, ethnicity, or economic status—can pursue tertiary education.
- b. **Promote social inclusivity and support for marginalized learners.**
Establish scholarship programs, tuition subsidies, and affirmative action measures to assist financially disadvantaged but deserving students
- c. **Elevate local socio-economic development.**
Provide affordable and community-based education that empowers graduates to contribute meaningfully to the local workforce and economic growth

Attested by:

ROGELIO D. EMBERSO, JR.
Acting Secretary to the Sangguniang Bayan

HON. FRANCIS JAY D. SABDAO
SB MEMBER

HON. ESTANISLAD D. SABDAO, JR.
Municipal Vice-Mayor/Presiding Officer

HON. THELMA M. BRAZIL
SB MEMBER

Concurred:

HON. JEROME P. PERARRANDA
SB MEMBER

HON. RAUL A. SALAÑO
SB MEMBER

HON. DANILLO L. AURO
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. NORMAN P. JANTHAKA
SB MEMBER

HON. JOSE NOVEM B. LABACLAO
President, SK Pambayang Pederasyon

Approved:

HON. LETICIA B. ESPASO
SB MEMBER

ATTY. NORMAN P. SABDAO
Municipal Mayor

Attested Correct:

ROGELIO D. EMBERSO, Jr.
LUSA (Acting Secretary to the Sangguniang Bayan

HON. FRANCIS JAY D. SABDAO
SB MEMBER

Attested by:

HON. ESTANISLAD D. SABDAO, JR.
Municipal Vice-Mayor/Presiding Officer

HON. THELMA M. BRAZIL
SB MEMBER

Concurred:

HON. JEROME P. BENAARANDA
SB MEMBER

HON. RAUL A. SALAÑO
SB MEMBER

HON. DANIL O. L. AUREO
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. NORMANNIE E. MANTUA
SB MEMBER

HON. JOSE NOVEN B. LABACIADO
President, SK Panibayang Pederasyon

Approved:

ATTY. NORMAN D. SABDAO
Municipal Mayor

HON. LETECIA G. ESCOS
SB MEMBER

d. Cultivate academic excellence and innovation.

Foster quality learning, research, and technological proficiency by adopting modern teaching methods, forging institutional linkages, and providing faculty development.

Section 4. Declaration of policy:

Pursuant to Section 447 of the Local Government Code of 1991, which authorizes the Municipality to establish and operate post-secondary educational institutions, it is hereby declared the policy of the Municipality of San Miguel to:

1. Advance the general welfare of the citizenry by ensuring equitable access to higher education;
2. Promote accessible, affordable, inclusive, and quality college instruction within the municipal jurisdiction;
3. Establish the San Miguel Community College (SMCC) as a locally governed center for tertiary learning;
4. Serve as a gateway to higher education for San Miguelanon, particularly the underserved and marginalized;
5. Enhance the competence, employability, and socio-economic prospects of youth and the broader community through responsive, skills-based programs aligned with local and national development goals.

The SMCC shall embody the municipality's commitment to inclusive education, civic empowerment, and holistic community upliftment."

Section 5. Establishment

There is hereby established a public higher education institution to be known as the San Miguel Community College (SMCC). It shall operate under the administrative jurisdiction of the Municipality of San Miguel, in line with the powers granted to local government units by the Local Government Code of 1991 (RA 7160), specifically Section 447 which authorizes municipalities to establish vocational, technological, and post-secondary institutions

Section 6. Location and Facilities:

a. Location and Land Area.

The main campus of the San Miguel Community College (SMCC) shall be situated in Barangay Bairan, Municipality of San Miguel, Province of Leyte, occupying a total area of approximately 12,000 square meters.

b. Construction and Infrastructure Funding.

All construction of school buildings, classrooms, laboratories, and other academic and ancillary facilities shall be funded by the national government, allocated through the General Appropriations Act (GAA), and implemented via the Department of Public Works and Highways (DPWH) as part of the Basic Education Facilities Fund (BEFF) and School Building Program (SBP) under the Commission on Higher Education (CHED)-DPWH partnership,

Donations and Grants on the construction of buildings will be accepted with proper documentation.

filled Correct:

ROGELIO D. EMBERSO, Jr.
LISA Ilalacing Secretary to the Sangguniang Bayan

Section 7. Creation and Management

1. Supervision and Coordination

While SMCC shall be under the management of the LGU, it must function in coordination with the Commission on Higher Education (CHED) and adhere strictly to its policies, standards, and guidelines as stipulated in CHED Memorandum Order No. 32, series of 2006 (CMO No. 32 s. 2006). This includes mandatory consultation with the relevant CHED regional office prior to enactment of the ordinance.

2. Feasibility and Planning Requirements

Prior to establishment, the LGU shall secure:

- A feasibility study, covering community demand, program offerings aligned to industry needs, staffing capacities, and financial sustainability.
- A certification of availability of funds from the Municipal Treasurer in accordance with the Local Government Code.
- A comprehensive project development plan, detailing site allocation, building design, facility standards, and compliance with CHED infrastructure and program requirements

3. Governance and Implementation

SMCC shall be governed by an ordinance-enacted charter that defines its structure, administration, and operations. It shall establish a Governing Board—with elected term of office—and appoint a President (or Administrator) to manage institutional affairs. These must align with CHED standards, including board composition, term limits, and operational policies as provided under DILG Circular No. 067-09 of 2009

Section 8: Governance and Administration;

This Community college shall be ruled by the Board of trustees (BoT) composed of the following:

- a. Municipal Mayor - Chairperson
- b. College President - Vice Chairperson
- c. Chair, Sangguniang Bayan Committee on Education -Member
- d. Deped District Supervisor or Representative – Member
- e. CHED Regional Director or Representative - Member
- f. Student Government President - Member
- g. Faculty President – Member
- h. Private Sector Representative – Member

Section 9. Powers and Functions of the Board.

The Board shall have the power to:

- a. Formulate policies, rules and regulations for the college governance
- b. Approve curricula, programs and courses upon CHED recommendation;
- c. Appoint key officials including the college President and Deans;
- d. Approve annual budget and authorize expenditures
- e. Accepts donation, grants and partnerships for college development

HON. FRANCIS JAY D. SABBDAO
SB MEMBER

HON. ESTANISLAO D. SABBDAO, JR.
Municipal Vice-Mayor/Presiding Officer

HON. THELMA M. BRAZIL
SB MEMBER

HON. RAUL A. SALANO
SB MEMBER

HON. JEROME P. REMARANDA
SB MEMBER

HON. DANILLO L. AUREO
SB MEMBER

HON. NENAN ANGEL G. MARTILLA
SB MEMBER

HON. LETICIA D. ESPOS
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. JOSS NOVEM B. LABACLADO
President, SK Pamibyang Pederasyon

ATTY. NORMAN D. SABBDAO
Municipal Mayor

Attested by:

Concurred:

Approved:

Artified Correct:

ROCELIO D. EMBERSO, JR.
LISA Ilalacing Secretary to the Sangguniang Bayan

HON. FRANCIS JAY D. SABBDAO
SB MEMBER

Section 10. College President;

The college shall be headed by a president appointed by the Board of Trustees through a search committee subject to CHED and Civil service qualification standards and shall serve one term for five (3) years renewable for once.

Attested by:

HON. ESTANISLADO D. SABBDAO, JR.
Municipal Vice-Mayor/Presiding Officer

HON. THELMA M. BRAZIL
SB MEMBER

Section 11. Academic Staff.

1. All faculty and academic personnel of the San Miguel Community College (SMCC) shall be **appointed based on the qualification standards set forth by the Commission on Higher Education (CHED)** and the Civil Service Commission's (CSC) guidelines, ensuring adherence to principles of merit, fitness, and transparency.
2. Vacant positions shall be **publicly posted** on the CSC website, in conspicuous municipal locations, and through official job portals, for a minimum period of ten (10) calendar days, in accordance with Republic Act No. 7041 and its implementing rules.
3. Preference in hiring shall be accorded to **qualified residents of San Miguel**, provided they meet the eligibility, education, training, and experience requirements established by CHED and CSC.
4. **Part-time academic appointments** may be made to meet immediate curricular demands and funds availability. Such employment shall be limited to one (1) year per contract term, with remuneration on a pro rata basis and subject to renewal contingent on satisfactory performance as assessed through an established evaluation system.
5. All appointments shall undergo **screening by a Personnel Selection Board (PSB)**, accompanied by complete documentation including CS Form 212 (Personal Data Sheet). Exemptions may apply to short-term substitute appointments in accordance with CSC rules.
6. The hiring and retention process shall prioritize **professional competence, institutional integrity, and adherence to due process**, ensuring that SMCC's academic personnel maintain high standards of quality and accountability.

Concurred:

HON. JEROME P. ENRIARANDA
SB MEMBER

HON. RAUL A. SALAÑO
SB MEMBER

Section 12. Course offerings:

The college shall initially offer the following programs with at least one class per year level subject to CHED approval:

- a. Bachelor of Science in Criminology
- b. Bachelor of Science in Elementary Education
- c. Bachelor of Science in Secondary Education
- d. Associate in Industrial Technology
- e. Certificate in Agricultural Entrepreneurship
- f. Associate in Information Technology
- g. Senior High School

Approved:

HON. DANIL O. L. AUREO
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. NORMINA N. MARTINA
SB MEMBER

HON. JOSS NOVEM B. LABACLADO
President, SK Pambyayang Pederasyon

HON. LETECIA G. ESTOS
SB MEMBER

ATTY. NORMAN D. SABBDAO
Municipal Mayor

Section 13. accreditation and Compliance:

- a. All courses offered must comply with the CHED and accreditation standards and be aligned with national qualifications framework.
- b. All instructors, faculty and staff must undergo proper recruitment process and with corresponding eligibility
- c. Entrance test will be given to all interested students who wants to enroll in any course
- d. all building and other structures must comply with the standard of the national building code of the Philippines

Attested Correct:

ROGELIO D. EMBERSO, JR.
Acting Secretary to the Sangguniang Bayan

HON. FRANCIS JAY D. SABBDAO
SB MEMBER

Attested by:

HON. ESTANISLAO D. SABBDAO, JR.
Municipal Vice-Mayor/Presiding Officer

HON. THELMA M. BRABIL
SB MEMBER

Concurred:

HON. JEROME R. PENARANDA
SB MEMBER

HON. RAUL A. SALANO
SB MEMBER

HON. DANIL O. AUREO
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. NORMAN T. MARTELA
SB MEMBER

HON. JOSE NOVEN B. LABACLADO
President, SK Pambayang Pederasyon

Approved:

HON. LETICIA G. ESPOS
SB MEMBER

ATTY. NORMAN D. SABBDAO
Municipal Mayor

Section 14. Student Recruitment and Enrollment

a. Recruitment Strategy and Planning

The college shall adopt a **Strategic Enrollment Management (SEM)** approach—systematically forecasting recruitment targets, optimizing enrollment yield, and aligning programs with community needs and institutional capacity. SEM focuses on recruiting and retaining diverse student cohorts and nurturing long-term engagement.

b. Eligibility and Priority Admissions

Applicants must be Senior High School graduates, ALS passers, or have completed equivalent qualifications recognized by DepEd and CHED. Transferees must submit honorable dismissal and official transcript of records. Preference will be given to **residents of San Miguel**, aligning with the institution's mission of local empowerment.

c. Publicity and Outreach Campaign

Enrollment periods, program offerings, and admission requirements shall be disseminated through multiple channels—barangay assemblies, local radio, municipal website and social media, high school fairs, and official postings at the College and municipal hall—to ensure accessible, inclusive outreach.

d. Application Procedure:

Step 1: Submission of Requirements.

Applicants shall submit a fully accomplished college admission form along with supporting documents:

- i. PSA Birth Certificate
- ii. Senior High School Report Card (Form 138/SF9) or ALS/PEPT certificate
- iii. Certificate of Residency (barangay-issued)
- iv. Certificate of Good Moral Character
- v. Transcript of Records (for transferees)
- vi. Medical Fitness Certificate
- vii. Additional supporting documents (e.g., Solo-Parent ID, IP card, PWD medical certification) as applicable

Step 2: Entrance Evaluation.

Applicants may undergo a readiness assessment, entrance exam, or interview to determine academic preparedness and align program placement.

Step 3: Selection and Notice of Admission. Based on performance, program slots, and eligibility, successful applicants will be issued a **Notice of Admission (NOA)**.

Notified Correct:

ROGELIO D. EMBERSO, Jr.
LISA II/Acting Secretary to the Sangguniang Bayan

HON. FRANCIS JAY D. SABDAO
SB MEMBER

Attested by:

HON. ESTANISLADO D. SABDAO, JR.
Municipal Vice-Mayor/Presiding Officer

HON. THELMA M. BRAZIL
SB MEMBER

Concurred:

HON. JEROME P. DECARANDA
SB MEMBER

HON. RAUL A. SALANO
SB MEMBER

HON. DANIL O. AUREO
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. NORMAN D. MARTINA
SB MEMBER

HON. JOSE NOVEN B. LABACADO
President, SK Pambayang Pederasyon

Approved:

ATTY. NORMAN D. SABDAO
Municipal Mayor

HON. LETECIA G. ESCOS
SB MEMBER

e. Enrollment Procedure

Upon receiving the NOA, admitted students must:

- Encode or register personal data at the Registrar or Admissions Office.
- Submit original documents required for enrollment (same as application requirements).
- Meet with an Academic Advisor or Program Head for course or class schedule advising.
- Secure **Certificate of Registration**, receive Student ID, and confirm class schedule.
- Pay required balances or down payments (if any) following established deadlines.

f. transferee Enrollment Process

Transferees must also submit their Transcript of Records, a Certificate of Good Moral Character, and Certificate of Residency. Their previous academic work shall be evaluated for possible unit crediting. Subsequently, they follow the standard enrollment steps.

g. Equity and Fairness Safeguards

The College shall ensure that admissions and enrollment processes are **non-discriminatory**—free of biases based on race, gender, religion, economic status, IP affiliation, or disability. Financial constraints shall not bar admission; financial aid, scholarships, or subsidies (including CHED’s Universal Access to Quality Tertiary Education Act benefits) will be made available to qualified applicants.

h. Orientation and Student Onboarding

An orientation session shall be held for first-year and transferee students, introducing academic policies, student support services, financial assistance, and institutional expectations. This helps in seamless integration and retention.

Section 13: Curriculum and Instructions of San Miguel Community College

Section 15: Curriculum and Instruction

The College shall offer undergraduate programs aligned with CHED-prescribed curricula and enforced by relevant professional standards. All programs shall adopt an **Outcomes-Based Education (OBE)** framework, emphasizing measurable competencies, critical thinking, real-world applicability, and ethical professionalism. Teacher education programs shall require structured **practicum experiences** in accredited schools, enabling candidates to apply knowledge in authentic classroom settings and develop effective teaching and assessment strategies.

Wherever applicable, instruction shall integrate **TESDA-aligned competencies and national certifications** alongside CHED mandates.

Curriculum and instruction shall be subject to regular **monitoring, evaluation, and accreditation processes**—including internal reviews and compliance with external quality assurance bodies.

Faculty members shall engage in ongoing **professional development**, supported with access to teaching resources, curriculum updates, and pedagogical training to foster continuous improvement.

Attested by:

Section 16. Fundings:

a) National Government Funding

All expenses related to the establishment, construction, and improvement of infrastructure—including classrooms, laboratories, administrative offices, and other facilities—for the San Miguel Community College shall be funded through the General Appropriations Act and implemented via the Department of Public Works and Highways pursuant to existing national government provisions governing education-related infrastructure projects (GAA Special Provisions and CHED-DPWH frameworks).

b) Donations and Grants Handling

In cases where additional funding is received through grants, donations, bequests, or similar instruments, such contributions shall be managed in strict compliance with Republic Act No. 11284 and other applicable laws. Donor agreements—including any conditional provisions—must be properly documented, publicly posted as appropriate, and audited to ensure that fund usage aligns with their intended educational purpose.

c) Documentation and Accountability Protocol

The SMCC administration, together with the Municipal Government Unit, shall maintain comprehensive records for all funding sources and expenditures. These records must be made available for review by CHED, DBM, COA, and other regulatory entities in accordance with government procurement, budgeting, and audit standards.

Section 17. SEPARABILITY CLAUSE. If any part of this Ordinance is declared invalid, the remaining parts shall remain valid and enforceable.

Section 18. REPEALING CLAUSE. All ordinances, executive orders, or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

UNANIMOUSLY APPROVED

September 08, 2025

I HEREBY CERTIFY to the correctness of the foregoing resolution/ordinance.

ROGELIO D. EMBERSO, JR.
LLSA II/Acting Secretary to the Sangguniang Bayan

HON. ESTANISLAO D. SABDAO, JR.
Municipal Vice-Mayor/Presiding Officer

HON. FRANCIS JAY D. SABBDAO
SB MEMBER

HON. THELMA M. BRAZIL
SB MEMBER

HON. RAUL A. SALAÑO
SB MEMBER

HON. JEROME P. PENAARANDA
SB MEMBER

HON. DANILLO L. AUPEO
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. NIRMALANIEL G. MARTILJA
SB MEMBER

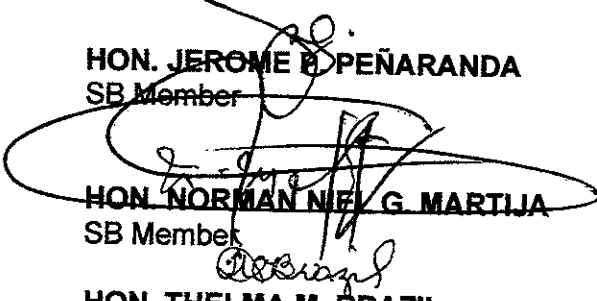
HON. JOSS NOVEM B. LABACLADO
President, SK Pambayang Pederasyon

HON. LETECIA G. BERNOS
SB MEMBER

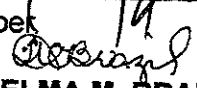
Approved:

ATTY. NIRMALANIEL D. SABBDAO
Municipal Mayor

Concurred:


HON. JEROME B. PEÑARANDA
SB Member


HON. NORMAN NIEL G. MARTIJA
SB Member



HON. THELMA M. BRAZIL
SB Member


HON. LETECIA G. ESPOS
SB Member


HON. DANILO L. AUREO
SB Member


HON. FRANCIS JAY D. SABDAO
SB Member


HON. RAUL A. SALANO
SB Member


HON. SAMUEL P. SALOMON
Ex-Officio Member, President
Liga ng mga Barangay

HON. JOSS NOVEM B. LABACLADO
Ex-Officio Member, President,
Sangguniang Kabataan Pambayang
Pederasyon

Attested by:


HON. ESTANISLAO D. SABDAO, JR.
Municipal Vice-Mayor/Presiding Officer

Approved:


ATTY. NORMAN D. SABDAO
Municipal Mayor