



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE



2nd INDORSEMENT

August 12, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 9 of the Sangguniang Bayan of MacArthur, Leyte.

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

- Ordinance No. 9 entitled: "An Ordinance amending Section 5 of Article II 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
-000-

RECEIVED
By: 
Date: 7-29-26 File: 9-45

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
28 July 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 09, series of 2026 of the Municipality of MacArthur, Leyte**, entitled: **An Ordinance amending Section 5 of Article II (Board of Trustees) and Section 33, 34, and 35 of Article X (Miscellaneous Provisions) of the 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."


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MACARTHUR

-----oOo-----

Office of the Sangguniang Bayan

ENDORSEMENT
July 28, 2026

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUL 28 2026
By: [Signature]

Respectfully submitting to the Honorable Provincial Board for consideration and approval the herein Municipal Ordinance No. 09, Series of 2026 entitled AN ORDINANCE AMENDING SECTION 5 OF ARTICLE II (BOARD OF TRUSTEES) AND SECTION 33, 34 AND 35 OF ARTICLE X (MISCELLANEOUS PROVISIONS) OF THE 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

Public Service Above Self



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MACARTHUR
-----oOo-----

Municipal Ordinance No. 09 Series of 2026

AN ORDINANCE AMENDING SECTION 5
OF ARTICLE II (BOARD OF TRUSTEES) AND
SECTION 33, 34 AND 35 OF ARTICLE X
(MISCELLANEOUS PROVISIONS) OF THE
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"



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MACARTHUR

Office of the Sangguniang Bayan

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: JUL 28 2026
By: [Signature]

Attested:

JESUS A. BARANDA
Municipal Vice Mayor (Absent)

XANDRIX P. PANTIN
SB Member, Presiding Pro Tempore

Concurred:

RAUL E. MUNDALA
SB Member

IRENEO G. REMANES JR.
SB Member

RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member

JONATHAN T. BARQUIN
SB Member (Absent)

VICTORIANO T. LAZAR
SB Member

GWENDOLYN M. BERISO
SB Member

JOSE A. BARANDA
Ex-Officio Member
President, Liga ng mga Barangay
(On-Official Travel)

RALPH MARTIN P. EGOS
Ex-Officio Member
SKF President

Approved:

RUDIN T. BABANTE
Municipal Mayor

Date Approved: _____

EXCERPT FROM THE MINUTES OF THE 50TH REGULAR SESSION OF
THE SANGGUNIANG BAYAN OF MACARTHUR, LEYTE HELD ON 29
JUNE 2026 AT THE MUNICIPAL SESSION HALL.

PRESENT:

Honorable Raul E. Mundala	SB Member
Honorable Ireneo G. Remanes Jr.	SB Member
Honorable Ronald Dominic B. Babante	SB Member
Honorable Trina C. Burawis	SB Member
Honorable Victoriano T. Lazar	SB Member
Honorable Xandrix P. Pantin	SB Member
	Presiding, Pro Tempore
Honorable Gwendolyn M. Beriso	SB Member
Honorable Ralph Martin P. Egos	Ex-Officio Member
	SKF President

ABSENT:

Honorable Jesus A. Baranda	Vice Mayor
Honorable Jonathan T. Barquin	SB Member
Honorable Jose A. Baranda	Ex-Officio Member
	President, Liga ng mga Barangay (On-Official Travel)

MUNICIPAL ORDINANCE NO. 09
Series of 2026

AN ORDINANCE AMENDING SECTION 5 OF ARTICLE II (BOARD OF TRUSTEES) AND SECTION 33, 34 AND 35 OF ARTICLE X (MISCELLANEOUS PROVISIONS) OF THE 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"

SPONSORED BY : Honorable Raul E. Mundala

WHEREAS, Section 17 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates Local Government Units to

Public Service Above Self

Attested:

JESUS A. BARANDA
Municipal Vice Mayor (Absent)

XANDRIX P. PANTIN
SB Member, Presiding Pro Tempore

Concurred:

RAUL E. MUNDALA
SB Member

IRENEO G. REMANES JR.
SB Member

RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member

JONATHAN T. BARQUIN
SB Member (Absent)

VICTORIANO T. LAZAR
SB Member

GWENDOLYN M. BERISO
SB Member

JOSE A. BARANDA
Ex-Officio Member
President, Liga ng mga Barangay
(On-Official Travel)

RALPH MARTIN P. EGOS
Ex-Officio Member
SKF President

Approved:

RUDINIL BABANTE
Municipal Mayor
Date Approved: _____

establish and maintain educational institutions that promote the general welfare, including early childhood care and development;

WHEREAS, Republic Act No. 10410-, otherwise known as the 'Early Years Act of 2013' declares it a policy of the state to promote the rights of children to survival, development, and special protection and mandates LGUs to establish a comprehensive, integrative, and sustainable ECCD System in their locality;

WHEREAS, Section 8 of RA 10410 specifically directs Local Government Units to establish and maintain Child Development Centers and to professionalize Child Development Workers (CDWs), requiring that by 2028, all CDWs must possess at least a Diploma in Early Childhood Care Development or its equivalent;

WHEREAS, the Municipal Social Welfare and Development Office (MSWDO) of MacArthur, Leyte has reported that out of Forty-Two (42) existing Child Development Workers in the municipality, only six (6) have formal training in ECCD, thereby necessitating urgent capacity-building interventions;

WHEREAS, Commission on Higher Education Memorandum Order No. 10 Series of 2012 provides the Policies, Standards, and Guidelines for Diploma in Early Childhood Care and Development, which is ladderized program to the Bachelor of Early Childhood Education;

WHEREAS, Republic Act No. 10931, otherwise known as the 'Universal Access to Quality Tertiary Education Act', provides for free higher education and Tertiary Education Subsidy (TES) for students enrolled in CHED-recognized programs of Local Universities and Colleges (LUCs);

WHEREAS, there is no existing higher education institution offering ECCD or related programs within the Municipality of MacArthur, Leyte and its adjacent towns in the 2nd District of Leyte, causing residents to travel to Tacloban, City or Baybay, City to access such education;

WHEREAS, the establishment of the Colegio De Tarragona with an initial offering of Diploma in Early Childhood Care Development will directly address the shortage of qualified CDWs, generate local employment, and promote accessible tertiary education for the youth of MacArthur, in line with the Municipal Development Plan 2023 - 2028;

WHEREAS, the proposed opening for school 2027 - 2028 will allow sufficient time for CHED recognition, Unifast accreditation, faculty recruitment and construction of the ECCD Laboratory Center.

WHEREFORE, on motion of Honorable Raul E. Mundala duly seconded by Honorable Ralph Martin P. Egos, Honorable Ireneo G. Remanes Jr, Honorable Gwendolyn M. Beriso, Honorable Victoriano T. Lazar, and Honorable Trina C. Burawis, be it

Attested:

JESUS A. BARANDA
Municipal Vice Mayor (Absent)

XANDRIX P. PANTIN
SB Member, Presiding Pro Tempore

Concurred:

RAUL E. MUNDALA
SB Member

IRENEO G. REMANES JR.
SB Member

RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member

JONATHAN T. BARQUIN
SB Member (Absent)

VICTORIANO T. LAZAR
SB Member

GWENDOLYN M. BERISO
SB Member

JOSE A. BARANDA
Ex-Officio Member
President, Liga ng mga Barangay
(On-Official Travel)

RALPH MARTIN P. EGOS
Ex-Officio Member
SKF President

Approved:

RUDIN T. BABANTE
Municipal Mayor
Date Approved: _____

Ordained by the Sangguniang Bayan of the Municipality of MacArthur, Leyte that:

SECTION 1. Amendment on Section 5 of Article II (Board of Trustees).
To exclude from the list of Board of Trustees the following members:

1. The Representative from the Department of Science and Technology (DOST)
2. Two (2) prominent Citizens from the community
3. Representative from duly recognized business or industry sector
4. Representative from NGOs/GOs preferably from Social Welfare Services.
5. The Immediate Past Local Chief Executive
6. President-Alumni Association

SECTION 1.1. Amendment on Section 9 of Article II (Board of Trustees).
To exclude the abovementioned members from the Term of Office of the Board of Trustees as stated in Section 9 of Article II.

SECTION 2. Inclusion in Section 33 of additional courses to be offered by the Colegio De Tarragona.

d. Academic Programs – Diploma in Early Childhood Care Development (ECCD)

1. **Establishment of Programs.** There is hereby under the Colegio De Tarragona (CDT) a Two-year Diploma in Early Childhood Care Development (ECCD) program, in accordance with CHED Memorandum Order No. 10 Series of 2012 and Republic Act No. 10410, otherwise known as the "Early Years Act of 2013".

2. **Program Objectives.** The Diploma in ECCD program shall aim to:

2.1 Produce competent Child Development Workers (CDWs) and para-teachers equipped with knowledge, skills, and values in managing center-based and home-based ECD Programs;

2.2 Upgrade the qualifications of existing Child Development Workers in the Municipality of MacArthur in compliance with RA 10410;

2.3 Provide accessible, affordable and quality pre-service and in-service training for ECCD practitioners in the 2nd District of Leyte;

2.4 Support the implementation of the municipal ECCD system as mandated under Section 8 of RA 10410.

3. **Curriculum and Standards.** The curriculum shall strictly adhere to the Policies, Standards, and Guidelines (PSGs) set by the Commission on Higher Education) under CMO No. 10 s. 2012, and shall include the following core areas:

Public Service Above Self

Attested:

JESUS A. BARANDA
Municipal Vice Mayor (Absent)

XANDRIX P. PANTIN
SB Member, Presiding Pro Tempore

Concurred:

RAUL E. MUNDALA
SB Member

IRENEO G. REMANES JR.
SB Member

RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member

JONATHAN T. BARQUIN
SB Member (Absent)

VICTORIANO T. LAZAR
SB Member

GWENDOLYN M. BERISO
SB Member

JOSE A. BARANDA
Ex-Officio Member
President, Liga ng mga Barangay
(On-Official Travel)

RALPH MARTIN P. EGOS
Ex-Officio Member
SKF President

Approved:

RUDIN T. BABANTE
Municipal Mayor
Date Approved: _____

- a. Child Growth and Development
- b. Curriculum and Learning Environment for Young Children
- c. Health, Nutrition and Safety
- d. Family and Community Partnerships
- e. Administration and Supervision of ECCD programs
- f. Practicum in Child Development Centers/Day Care Centers

A minimum of 72 units shall be required for graduation, inclusive of 300 hours of supervised practicum in CHED/DepEd- accredited Child Development Centers within the Municipality of MacArthur.

4. **Ladderization.** The Diploma in ECCD shall be ladderized to the Bachelor of Early Childhood Education (BECEd) pursuant to EO 358 s. 2004 and RA 10647. Graduates of the diploma program may pursue BECEd with full credit of earned units, subject to CHED and institutional policies.

5. **Admission Requirements.** In addition to the general admission policies of Colegio De Tarragona (CDT), applicants to the Diploma in ECCD must:

- a. Be a graduate of Senior High School (any track) or Alternative Learning System (ALS);
- b. Be a Bonafide resident of MacArthur, Leyte, or its catchment municipalities; provided qualified residents of MacArthur shall be given priority; c. Pass the CDT Admission Test and Interview;
- c. Submit a Medical Certificate indicating physical fitness to work with young children;
- d. For in-service CDWs: Submit an endorsement from the Municipal Social Welfare and Development Office (MSWDO).

6. **ECCD Laboratory Center.** There shall be established an ECCD Laboratory Center within Colegio De Tarragona to serve as a training facility for students and as a model Child Development Center for the municipality.

The Laboratory Center shall:

- a. Comply with the standards set by the ECCD Council under RA 10410;
- b. Accommodate children aged 3-4 years old from indigent families in MacArthur;
- c. Serve as the primary venue for the practicum of Diploma in ECCD students.

Attested:

JESUS A. BARANDA
Municipal Vice Mayor (Absent)

XANDRIX P. PANTIN
SB Member, Presiding Pro Tempore

Concurred:

PAUL E. MUNDALA
SB Member

RENEO G. REMANES JR.
SB Member

RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member

JONATHAN T. BARQUIN
SB Member (Absent)

VICTORIANO T. LAZAR
SB Member

GWENDOLYN M. BERISO
SB Member

JOSE A. BARANDA
Ex-Officio Member
President, Liga ng mga Barangay
(On-Official Travel)

RALPH MARTIN P. EGOS
Ex-Officio Member
SKF President

Approved:

RUDIN P. BABANTE
Municipal Mayor
Date Approved: _____

The current ECCD Center located in the LGU vicinity area next to the Executive Building just adjacent to the proposed temporary school rooms for the Colegio De Tarragona will be prospected to be utilized as ECCD Laboratory Center.

7. Faculty Requirements. The program shall be handled by faculty members with the following minimum qualification per CHED CMO 10 S. 2012:

- a. Program Head: Master's Degree in Early Child Development, or allied field, with at least 3 years of teaching or ECCD management experience;
- b. Full-time Faculty: At least three (3) faculty members with Master's Degree in Education major in ECCD/Special Education, of BS in Human Ecology major in Child Development;
- c. Practicum Supervisors: Must be licensed professional teachers with BECEd or BSEd-ECCD background.

8. Partnerships and Linkages. The Municipal Mayor, through the College Administrator, is hereby authorized to enter Memoranda of Agreement/Understanding with the following:

- a. DepEd Leyte Division- for practicum sites and faculty training;
 - b. ECCD Council/ DSWD Field Officer VIII- for technical assistance and standards monitoring;
 - c. TESDA Leyte- for assessment and certification of NC II in ECCD;
 - d. Leyte Normal University/VSU- for faculty development and curriculum enhancement.
- e. Academic and Vocational Courses as prescribed by the Board of Trustees

SECTION 3. Inclusion in Section 34. Funding

d. The Local Government Unit of MacArthur, Leyte shall allocate funds budget in the amount of at least two million pesos (PhP2,000,000.00) subject to increase as may be necessary, intended for Colegio De Tarragona to cover Personal Services, Maintenance and Other Operating Expenses, and Capital Outlay chargeable against the Municipal General Fund or any available fund of the municipality, subject to the usual government accounting and auditing rules and regulations.

SECTION 4. Amendment on Section 35. The Salary Grade of College President be changed to Salary Grade 24 from Salary Grade 25.

Attested:

JESUS A. BARANDA
Municipal Vice Mayor (Absent)

XANDRIX P. PANTIN
SB Member, Presiding Pro Tempore

Concurred:

RAUL E. MUNDALA
SB Member

IRENEO G. REMANES JR.
SB Member

RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member

JONATHAN T. BARQUIN
SB Member (Absent)

VICTORIANO T. LAZAR
SB Member

GWENDOLYN M. BERISO
SB Member

JOSE A. BARANDA
Ex-Officio Member
President, Liga ng mga Barangay
(On-Official Travel)

RALPH MARTIN P. EGOS
Ex-Officio Member
SKF President

Approved:

RUDIN B. BABANTE
Municipal Mayor

Date Approved: _____

SECTION 5. 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 6. Repealing Clause. All ordinances or resolutions or parts thereof inconsistent with this ordinance are hereby deemed repealed, amended or modified accordingly.

SECTION 7. Effectivity Clause. This Ordinance shall take effect after the approval of the Sangguniang Panlalawigan and the requirement of posting prescribed by RA 7160 is complied with.

ENACTED by the Sangguniang Bayan in session assembled on June 29, 2026, 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



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MACARTHUR

Office of the Sangguniang Bayan

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:

RUDOLFO T. BABANTE
Municipal Mayor

Date Approved: JAN. 05, 2024

EXCERPT FROM THE MINUTES OF THE 23RD REGULAR SESSION OF THE
SANGGUNIAN BAYAN OF MACARTHUR, LEYTE HELD ON 15
DECEMBER 2025 AT THE MUNICIPAL SESSION HALL.

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
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

CO-SPONSORED BY:

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:

RONALD DOMINIC B. BABANTE
Municipal Mayor

Date Approved: JUN 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. Mundala duly seconded by en masse, be it

Public Service Above Self

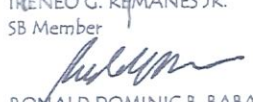
Attested:


JESUS A. BARANDA
Municipal Vice Mayor

Concurred:


RAUL E. MORDALA
SB Member


IRENEO G. REMANES JR.
SB Member


RONALD DOMINIC B. BABANTE
SB Member

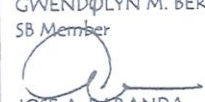
TRINA C. BURAWIS
SB Member (Absent)


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

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:

Public Service Above Self

Attested:

JESUS A. BARANDA
Municipal Vice Mayor

Concurred:

KAUL 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:

RUBEN T. BABANTE
Municipal Mayor

Date Approved: JAN. 05, 2024

- 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.

Public Service Above Self

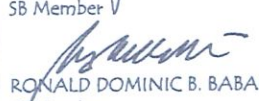
Attested:


JESUS A. BARANDA
Municipal Vice Mayor

Concurring:


RAUL E. MUNDALA
SB Member

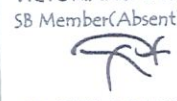

IRENEO G. REMANES JR.
SB Member


RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member (Absent)

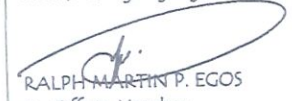

JONATHAN T. BARQUIN
SB Member

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:


RUDOLPH T. BABANTE
Municipal Mayor

Date Approved: JAN. 05, 2026

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.

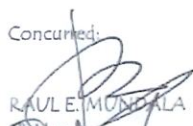
SECTION 8. Subject to existing laws, the Board of Trustees shall perform the following exercise of its corporate powers.

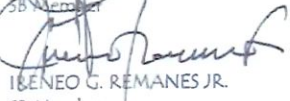
- a. To approve degree programs to be offered in the college based on the priority needs of the community;
- b. To confer degrees, certificates and award honorary degrees upon persons in recognition of their academic performances in the field of arts, sciences literature, statesmanship, government services, 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;

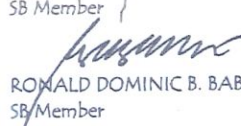
Public Service Above Self

Attested:

JESUS A. BARANDA
Municipal Vice Mayor

Concurred:

RAUL E. MUNDA
SB Member


ISENEO G. REMANES JR.
SB Member


RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member (Absent)

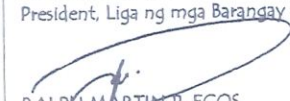

JONATHAN T. BARQUIN
SB Member

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: JUN. 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 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;

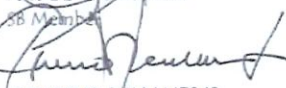
Public Service Above Self

Attested:


JESUS A. BARANDA
Municipal Vice Mayor

Concurring:


RAULE M. MENTALA
SB Member


IRENEO G. REMANES JR.
SB Member

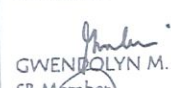

RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member (Absent)

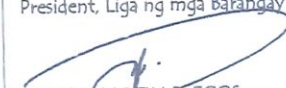

JONATHAN T. BARQUIN
SB Member

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

Public Service Above Self

Attested:

JESUS A. BARANDA
Municipal Vice Mayor

Concurred:

RAUL R. MUNDALA
SB Member

IRENEO G. REYMANES 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:

RUDY T. BABANTE
Municipal Mayor

Date Approved: JUN. 05, 2026

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:

Public Service Above Self

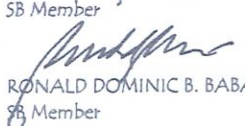
Attested:


JESUS A. BARANDA
Municipal Vice Mayor

Concurred:


RAULE E. MUNDALA
SB Member


IRENEO G. REMANES JR.
SB Member


RONALD DOMINIC B. BABANTE
SB Member

TRINA C. BURAWIS
SB Member (Absent)

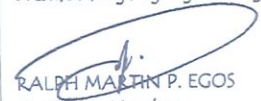

JONATHAN T. BARQUIN
SB Member

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:


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

Public Service Above Self

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:

RUDIN T. BABANTE
Municipal Mayor

Date Approved: May 05, 2024

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:

Public Service Above Self

Attested:

JESUS A. BARANDA
Municipal Vice Mayor

Concurred:

RAUL E. MALABRIZA
SB Member

IRENEO G. BEMANES 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:

RUDOLPH T. BABANTE
Municipal Mayor

Date Approved: JAN. 05, 2026

- 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.

Public Service Above Self

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:

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.

Public Service Above Self

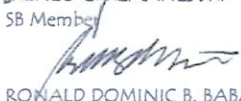
Attested:


JESUS A. BARANDA
Municipal Vice Mayor

Concurring:


RAUL E. MUNTALA
SB Member


KENEEO G. REMANES JR.
SB Member


RONALD DOMINIC B. BABANTE
SB Member

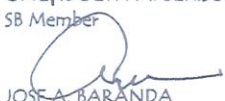
TRINA C. BURAWIS
SB Member (Absent)

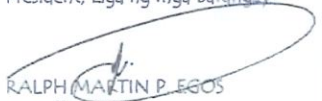

JONATHAN T. BARQUIN
SB Member

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:


RUDINA T. BABANTE
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

Public Service Above Self



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. 09, Series of 2026 of the Sangguniang Bayan of MacArthur, Leyte, duly enacted on 29 June 2026 and approved last 24 July 2026 has been posted since 27 July 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