



MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 3rd QUARTER MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON SEPTEMBER 4, 2020, 2:00 P.M. VIA GOOGLE MEET (VIRTUAL)

Present:

Chairperson: Hon. Crisostomo C. Garbo	Mayor, Mabalacat City, Pampanga OIC President, MCC
Members: Hon. Krizzanel C. Garbo	Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City, Pampanga
Imelda DP. Soriano, Ed.D.	Representative, ALCU-National
Ms. Irene Cristy M. Bacolod	President, MCC Faculty Association
Neil P. Rigdao	President, MCC Alumni Association
Rosanel L. Dimarucut	President, MCC Student Council
Guests: Michelle Aguilar-Ong	Chief Administrative Officer

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RESOLUTION NO. 24 Series of 2020

APPROVING THE MABALACAT CITY COLLEGE POLICY ON INTELLECTUAL RIGHTS, ATTRIBUTION AND DISHONESTY

WHEREAS, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

WHEREAS, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College;

WHEREAS, this policy outlines the standards on intellectual property rights, zero tolerance of intellectual dishonesty and the proper attribution of Open Education Resources.

RESOLVED by the Board of Trustees of Mabalacat City College that:

I. SCOPE AND COVERAGE

This policy shall cover all students, researchers, visiting professors, lecturers, and employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.



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These policies shall cover all types of intellectual property rights recognized under Philippine laws, including applicable international laws.

II. DEFINITION OF TERMS

- A. **Intellectual Property** refers to creations of the mind such as inventions; literary and artistic works; and designs, symbols, names and images used in commerce.¹
- B. **Open Education Resources (OER)** refers to electronic resources, including those in multimedia formats, and such materials are generally released under a Creative Commons or similar license that supports open or nearly open use of the content. It may include textbooks, course readings, and other learning content; simulations or games; quizzes and assessment tools; and other educational materials.²
- C. **Creative Commons license** is issued to creators to retain copyright while allowing others to copy, distribute, and make some uses of their work. It ensures licensors to get credit for their work they deserve.³

III. INTELLECTUAL PROPERTY RIGHTS

- A. Faculty members and students alike are treated as the owners of inventions, works and other intellectual creations they produce without the use of College and/or third party funding, and without the use of substantial College and/or third party resources, which are resources that are not ordinarily available to all faculty and students for traditional academic purposes. Otherwise, such creation is deemed owned by the College.
- B. Other intellectual properties that are owned by the College, regardless of who the author is:
 - 1. Commissioned or contracted work
 - 2. Teaching or training materials or modules created as part of the regularly-assigned duties of College personnel
 - 3. Assignment to the College
 - 4. Financially supported by the College through tuition waiver, stipend, allowance, scholarship and other means, regardless of amount
 - 5. Unknown or undetermined authorship

¹ World Intellectual Property Organization. (n.d.). *What is Intellectual Property?*. Retrieved from https://www.wipo.int/edocs/pubdocs/en/intproperty/450/wipo_pub_450.pdf

² Sarvi, J., Dhanarajan, G. & Pillay, H. (2015). Open Educational Resources: Enhancing Education Provision and Practice. *ADB Briefs, No. 48*. Retrieved from <https://www.adb.org/sites/default/files/publication/176951/oer-resources-enhancing-education.pdf>

³ Creative Commons. (n.d.). *About the Licenses*. Retrieved from <https://creativecommons.org/licenses/>



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- C. The College or any member of the academic community shall be allowed free access to the use of works not owned by the College to pursue or develop the same for academic purposes, without infringing the author's intellectual property rights.
- D. All faculty members are encouraged to exercise full freedom in research and in the publication of their results subject to the adequate performance of their other academic obligations.
- E. All trademarks, service marks, logos, emblems, symbols, and marks used by the College to depict ownership shall exclusively be owned by the College.
- F. All persons covered by this policy must keep all information confidential and must not disclose the same, especially if it arose from research, patentable works, trade secrets and other properties that the College did not expressly allow to be disclosed.

IV. INTELLECTUAL ATTRIBUTION AND DISHONESTY

- A. All students and employees, especially instructors, teachers, professors, lecturers, coaches and other educators, must always attribute intellectual properties to the owners when producing written works such as but not limited to assignment papers, theses, journals, articles, books and other publications. Proper citation must always be observed (e.g., APA, MLA 8, Harvard, etc.).
- B. When using OERs, the user must always be cautious of creative commons license and should observe the new intellectual property recognition and attribution system. He/she must also use the said intellectual work based on the permutation of creative commons license attached to it.
- C. Anyone found to be plagiarizing any intellectual work shall be dealt with in accordance with the provisions of the Code of Student Conduct, Code of Conduct for the Faculty and/or Code of Conduct and Ethical Standards for Public Officials and Employees, and other applicable law, manuals and handbooks.

NOW, THEREFORE, BE IT RESOLVED, as it is hereby **RESOLVED** by the Board of Trustees, through its 3rd Quarter Meeting herein assembled to approve the Mabalacat City College Policy on Intellectual Rights, Attribution and Dishonesty.

RESOLVED further that a copy of this resolution be furnished to the Sangguniang Panlungsod of Mabalacat City, Pampanga and other concerned offices.



Republic of the Philippines
Province of Pampanga
Mabalacat City



MABALACAT CITY COLLEGE

APPROVED this 4th day of September 2020.

Approved by:

HON. CRISOSTOMO C. GARBO
City Mayor/BOT Chair

HON. KRIZZANEL C. GARBO
Member, Chairperson-Committee on Education
Sangguniang Panlungsod

IMELDA DP. SORIANO, Ed.D.
Representative, ALCU-National

MS. IRENE CHRISTY M. BACOLOD
Member, President – MCC Faculty Association

MS. ROSANEL DIMARUCUT
Member, President- MCC Student Council

MR. NEIL P. RIGDAO
Member, President-MCC Alumni Association