



Republic of the Philippines
Province of Pampanga
Mabalacat City



MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 2nd REGULAR MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON APRIL 22, 2021 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

PRESENT:

Chairperson - Hon. Crisostomo C. Garbo Mayor, Mabalacat City, Pampanga

Vice Chairperson - Dr. Michelle A. Ong College President

Members -

Dr. Imelda DP. Soriano Representative, ALCU-National

Ms. Rebecca Q. Lising President, MCC Faculty Association

Mr. Niel P. Rigdao President, MCC Alumni Association

Mr. John Khyle David B. Villanueva President, MCC Student Council

Secretary of the Meeting -

Atty. Charmaine P. Lansangan-Venturina

ABSENT:

Hon. Krizzanel C. Garbo Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City, Pampanga

RESOLUTION NO. 13
Series of 2021

APPROVING THE MENTORSHIP POLICY OF MABALACAT CITY COLLEGE

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;

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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, Mabalacat City College is committed to creating an opportunity to expand the professional knowledge and skills of its employees and to further develop and disseminate the wealth of talent, skill and knowledge of its employees;

WHEREAS, MCC is committed to promote both personal and professional development, to build intra-organizational personal relationship, and to have collaborative learning environment and knowledge sharing between departments and employees through mentorship;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, by the Board of Trustees of MCC in its 2nd Regular Meeting herein assembled, to approve the following policy:

MABALACAT CITY COLLEGE MENTORSHIP POLICY

INTRODUCTION

Mentoring is a special partnership between two people based on commitment to the mentoring process, common goals and expectations, focus, mutual trust and respect. Mentoring can also encompass activities that allow for transfer of knowledge and skills from one employee to others. Both the mentor and the mentee give and grow in the mentoring process. The mentee can learn valuable knowledge from the mentor's expertise and competencies can be strengthened in specific areas.

OBJECTIVES

The objective of this program is to provide a professional, educational, and personal support system for teaching and non-teaching personnel of Mabalacat City College (MCC) called the "mentee" and to provide opportunity for the mentors to share their skills, knowledge, and expertise. It also aims to:

1. Promote ongoing learning and growth among MCC personnel;
2. Help personnel set and achieve professional and personal goals; and
3. Establish valuable connections within the institution.

SCOPE

This policy covers both teaching and non-teaching personnel of MCC.



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POLICY STATEMENT

Mabalacat City College supports and encourages mentoring among its personnel in a voluntary and confidential setting. MCC's Mentoring Program is designed to foster professional development and career growth while building an inclusive culture of diverse professional networks within MCC. The program provides an opportunity for two colleagues, who are not in the same department, to establish a trusting mentor partnership, focused on the mentee's professional development, career and network growth. By the end of the formal portion of the mentor relationship, mentees will have identified and begun to implement action items to enhance their professional development, expand their professional network across the institution, and grow their career.

PROGRAM GUIDELINES

- I. The role of the department head and supervisors shall be distinguished from that of the mentor such that:
1. the mentor has no supervisory responsibility or authority over the mentee;
 2. the mentoring relationship provides a confidential, non-judgmental and non-directive environment;
 3. the parties to the relationship are equal within and share responsibility for the relationship; and
 4. the overall developmental needs of the mentee are the main focus within the relationship.

The role and responsibility of heads of department and supervisors with respect to staff development and performance management is in no way diminished by application of this policy.

- II. It shall ultimately be the MCC personnel's option to be mentored, by whom, and in which area, either professional or personal. However, the head of the department or supervisor, as having the responsibility over their staff's growth and development, should review the mentoring needs of their staff and recommend mentoring sessions, if necessary.

If asked to be a mentor, personnel may decline the invitation if the mentorship will interfere in performing his primary functions. However, all prospective mentors are encouraged to accept the invitations and view the mentorship as an opportunity contribute to the development of the workforce.

- III. Mentors shall be an experienced MCC personnel who will sponsor a less experienced personnel to achieve goals in an area in which the mentor has expertise through:
1. Sharing of expertise and experiences;
 2. Suggesting solutions to problems;
 3. Conduction one-on-one trainings/seminars;

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4. Providing feedback and constructive criticisms; and
 5. Providing alternative perspectives.
- IV. The mentee is any MCC personnel seeking to further enhance his/her knowledge and skills, expand networks, and/or acquire new knowledge/skill that will be beneficial to his function. The mentee shall:
1. Identify and achieve their own development goals;
 2. Initiate meetings with the mentor and negotiating the agenda for discussions;
 3. Actively listen, clarify, reflect back, and discuss with the mentor;
 4. Be open to constructive criticism/feedback and ask for it; and
 5. Share feedback with the mentor about how the mentorship is progressing and improve outcomes of the mentorship.
- V. The mentorship shall be formalized in an agreement signed by the parties. The agreement template is attached to this policy as Annex A.
- VI. The duration of the mentorship shall be at least six (6) months but shall not exceed 12 (twelve months). The mentor and mentee should meet at least once a month, with agenda for discussions agreed prior the meeting. The duration of the meeting will depend on the agenda of their session. However, meetings scheduled during work hours shall not exceed 1 (hour) and with prior approval of their respective department heads.
- VII. All meetings held between the mentor and the mentee shall be confidential to those individuals.
- VIII. MCC shall issue a certificate of appreciation to the mentor for every completion of successful mentorship.

RESOLVED FURTHER, That a copy of this resolution be furnished to the concerned offices.

APPROVED this 22 day of April 2021.

Approved by:

HON. CRISOSTOMO C. GARBO

Chairperson, Mayor of the LGU of Mabalacat City



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Province of Pampanga
Mabalacat City



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DR. MICHELLE A. ONG

Vice Chairperson, College President

HON. KRIZZANEL C. GARBO

Member, Chairperson - Committee on Education
Sangguniang Panlungsod of the LGU of
Mabalacat City


DR. IMELDA DP. SORIANO

Representative, ALCU - National


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