



# MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 3<sup>RD</sup> SPECIAL MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON JUNE 24, 2021 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

**PRESENT:**

*Vice Chairperson* - Dr. Michelle Aguilar-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:**

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

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

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**RESOLUTION NO. 24**  
Series of 2021

**APPROVAL OF THE ACADEMIC RESOLUTION NO. 10**

*"A Resolution for The Approval of The Proposed Practicum/ On - The Job Training Alternatives for The Bachelor of Science in Biology of The Institute of Arts, Sciences and Teacher Education for Summer PF 2021"*



## 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;

**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**, in the Academic Council Meeting convened by the Vice President for Academic Affairs Dr. Myrna C. Calma and attended the members of the Academic Council on June 10, 2021, the Academic Council unanimously recommended the approval of the practicum/on - the - job training alternatives of the BS BIOLOGY under the Institute of Arts, Sciences and Teacher Education (IASTE) for Summer 2021;

**NOW THEREFORE, BE IT RESOLVED**, as it is hereby RESOLVED, by the Board of Trustees of MCC in its 3<sup>rd</sup> Special Meeting herein assembled, to approve, as it hereby approves, the ACADEMIC RESOLUTION NO. 10 - "*A Resolution for The Approval of The Proposed Practicum/ On - The Job Training Alternatives for The Bachelor of Science in Biology of The Institute of Arts, Sciences and Teacher Education for Summer PF 2021*".

**RESOLVED FURTHER**, That the contents of Academic Council Resolution No. 10 shall form part of this resolution.

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

**APPROVED** this 24 day of June 2021.

Approved by:

**HON. CRISOSTOMO C. GARBO**  
Chairperson, Mayor of the LGU of Mabalacat City

**DR. MICHELLE AGUILAR-ONG**  
Vice Chairperson, College President





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Province of Pampanga  
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# MABALACAT CITY COLLEGE

  
HON. KRIZZANEL C. GARBO

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

  
DR. IMELDA DP. SORIANO

Representative, ALCU - National

  
MS. REBECCA Q. LISING

Member, President - MCC Faculty Association

  
MR. NIEL P. RIGDAO

Member, President - MCC Alumni Association

  
MR. JOHN KHYLE DAVID B. VILLANUEVA

Member, President - MCC Student Council

RESOLUTION NO. 24

Series of 2021

APPROVAL OF THE ACADEMIC  
RESOLUTION NO.10 - " A Resolution  
for The Approval of the proposed Alternative  
Practicum Training for BS Biology of  
Institute of Arts Sciences and Teacher  
Education for Summer 2021 "

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# MABALACAT CITY COLLEGE

## OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

### ACADEMIC COUNCIL Resolution No. 10, Series of 2021

***“A RESOLUTION FOR THE APPROVAL OF THE PROPOSED PRACTICUM/ ON –  
THE JOB TRAINING ALTERNATIVES FOR THE BACHELOR OF SCIENCE IN  
BIOLOGY OF THE INSTITUTE OF ARTS, SCIENCES AND TEACHER  
EDUCATION FOR SUMMER PF 2021”***

*Details from the Journal of the Academic Council Meeting on thursday,  
June 10, 2021, 10:00am at the OVPAA office*

WHEREAS, the Academic Council Meeting convened by the Vice President for Academic Affairs, Dr. Myrna C. Calma, and attended by the members of the Academic Council;

WHEREAS, the Vice – President for Academic Affairs presented to the members of the Academic Council the proposed practicum/on – the – job training alternatives of the BS BIOLOGY under the Institute of Arts, Sciences and Teacher Education (IASTE) for Summer 2021;

WHEREAS, the proposed alternative for students practicum or on – the – job training is prepared and presented by the Field of Study Head of BS Biology, Mr. Glen Nolasco of the Institute of Arts, Sciences and Teacher Education to the Office of the Vice – President for Academic Affairs (OVPAA);

WHEREAS, the proposed alternative for practicum/ On - the –Job Training of BS Biology was reviewed by the Assistant Dean of the IASTE, Ms. Marilyn S. Arcilla and contents noted by the IASTE Dean, Dr. Melanie Briones before its submission to the OVPAA;

WHEREAS, the proposed alternative for students practicum or on – the – job training is created hence, the Face – to Face or Actual practicum in the work place is not yet allowed by the Commission on Higher Education (CHED);

WHEREAS, the proposed alternative for students practicum or on the job – training is needed by the incoming fourth year students of BS Biology as a pre – requisite course before the enrolment in the next academic year 2021 - 2022;

WHEREAS, the students will be graded based on the prepared rubrics of the Institute of Arts, Sciences and Teacher Education for the specific tasks assignments in the proposed alternatives;



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WHEREAS, the Summary of Alternative Strategies and the timeline for BS BIOLOGY proposed alternatives for practicum are as follows:

### PLAN OF ACTIVITIES FOR THE ALTERNATIVE LEARNING ACTIVITIES TO COMPENSATE THE REQUIRED NUMBER OF HOURS AND DUTIES IN PRACTICUM 1 (On –Job – Training) COURSE OF BACHELOR OF SCIENCE IN BIOLOGY (BS BIO)

| Week (Inclusive Date)                         | Task   | Objectives   | Offices/People Involved  | Evaluation Tool                |
|---|--|--|--|--------------------------------|
| July 5, 2021                                  | OJT/Internship enrolment   | To enroll in the practicum course of the program   | Registrar  | N/A                            |
| Week 1<br>July 12 – 15, 2021<br>(Mon – Thurs) | Field exposure<br>Area 1: MCC Health Services Unit<br>Area 2: MCC Center for Research and Extension Office<br>Area 3: MCC laboratory                                     | To be exposed in the different workplace environment that focuses on a particular area in Biology which are Medical, Research and Laboratory   | Area 1: Florient Non, HSU Head Nurse<br>Area 2: Josevy Tagibao, CRD Director<br>Area 3: Sarah Joy Dizon, Field of Study Head   | Supervisor evaluation rubric   |
| July 16, 2021                                 | Program webinar/workshop on <ul style="list-style-type: none"> <li>Medical School preparation in Human and animal Medicine</li> </ul> Animal Handling: Hands-on Workshop | To prepare students pursuing Medicine School<br><br>To be familiarized with the different animal models and their application in researches  | Mathematics and Natural Sciences<br>Sarah Dizon, BS Biology FOSH and OJT Coordinator<br><br>The student will be conducting animal dissection, necropsy and organ extraction at MCC Dapdap, Science Laboratory.             | Quiz<br>Reflection with rubric |
| WEEK 2<br>July 19-22, 2021<br>(Mon-Thurs)     | Field exposure<br>Area 1: MCC Health Services Unit<br>Area 2: MCC Center for Research and Extension Office<br>Area 3: MCC Laboratory                                     | To be exposed in the different workplace environment that focuses on a particular area in Biology which are Medical, Research and Laboratory   | Area 1: Florient Non, HSU Head Nurse<br>Area 2: Josevy Tagibao, CRD Director<br>Area 3: Sarah Joy Dizon, Field of Study Head   | Supervisor evaluation rubric   |
| July 23, 2021                                 | Program webinar/workshop on <ul style="list-style-type: none"> <li>Field techniques and researches</li> </ul> Application of Practical Field Sampling                    | To recognize the importance of previously learned field and laboratory skills with laboratory workplace skills<br><br>To be familiarized with careers in Biology that utilizes these types of skills | Mathematics and Natural Sciences<br>Sarah Dizon, BS Biology FOSH and OJT Coordinator<br><br>The students will be introduced on the vicinity of the MCC Dapdap to apply the basic methods used in practical field sampling. | Quiz<br>Reflection with rubric |
| WEEK 3<br>July 26-29, 2021<br>(Mon-Thurs)     | Field exposure<br>Area 1: MCC Health Services Unit<br>Area 2: MCC Center for Research and Extension Office<br>Area 3: MCC laboratory                                     | To be exposed in the different workplace environment that focuses on a particular area in Biology which are Medical, Research and Laboratory   | Area 1: Florient Non, HSU Head Nurse<br>Area 2: Josevy Tagibao, CRD Director<br>Area 3: Sarah Joy Dizon, Field of Study Head   | Supervisor evaluation rubric   |
| July 30, 2021                                 | Program webinar on <ul style="list-style-type: none"> <li>Industry and product development</li> </ul>  | To expose students with the knowledge of product development in response to the need of the society  | Mathematics and Natural Sciences<br>Ma'am Sarah Dizon, faculty<br>Sir Glen Nolasco, BS Biology FOSH<br>Ma'am/Sir OJT Coordinator   | Quiz<br>Reflection with rubric |

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|  |  |   |   |  |
|--|--|---|---|--|
|  | The Academic and pursuing graduate studies   | To identify the different careers paths which include the Academic and how to prepare for graduate school |   |  |
| WEEK 4<br>August 2-7, 2021<br>(Mon-Sat)                    | Program Webinar on Hands-on Histopathological Interpretation: Examination and Labeling.  | To expose students with advanced biological applications and researches                                   | Mathematics and Natural Sciences<br>Sarah Dizon,<br>BS Biology FOSH<br>OJT Coordinator<br><br>The students will observe prepared slides at Science laboratory of MCC Dapdap using microscope.                       | Reflection with rubric                                       |
| WEEK 5<br>August 9-14, 2021<br>(Mon-Sat)                   | Attendance to at least 1 Webinar.  | To expose students with advanced biological applications and researches virtually.                        | Mathematics and Natural Sciences<br>Sarah Dizon,<br>BS Biology FOSH<br>OJT Coordinator<br><br>The students will be given chance to choose their desire webinar that will be related to their program/major courses. | Reflection with rubric                                       |
| WEEK 6<br>August 16-20, 2021<br>(Mon-Fri)<br><br>August 21 | Final Assessment<br>Oral presentation <ul style="list-style-type: none"> <li>The Students will present their experiences during their practicum</li> </ul><br>E-portfolio <ul style="list-style-type: none"> <li>Profile Page</li> <li>Narrative Report</li> </ul> Documentation | To assess the skills and knowledge obtained from the internship experience                                | Mathematics and Natural Sciences<br>OJT Coordinator<br><br>Due date of the document will be on August 21, 2021  | Oral presentation with rubric<br><br>E-portfolio with rubric |

WHEREAS, the rubrics and evaluation tool prepared by the Field of Study Head of BS Biology Mr. Glen S. Nolasco for the purpose of evaluating the students are attached herewith as follows:

1. Internship Time Log Card
2. Webinar Reflection Paper Grading Rubric
3. Oral Presentation Grading Rubric
4. BS Biology Internship Narrative Report Guide
5. OJT\_Field Exposure Grading Rubric/Supervisor Evaluation of BS Biology Student Internship Rubric
6. OJT\_E\_Portfolio Grading Rubric/BS Biology Internship E-Portfolio

WHEREAS, the members of the Academic Council unanimously approved the Resolution No. 10 series of 2021 as presented;

RESOLVED, that Mabalacat City College's Academic Council is recommending approval of the proposed practicum/on – the – job training alternatives of the BS BIOLOGY under the Institute of Arts, Sciences and Teacher Education for Summer 2021, therefore, subject to the approval of the College President and the members of the Board of Trustees.







# MABALACAT CITY COLLEGE

APPROVED on June 10, 2021

| NAME                      | UNIT/POSITION            | SIGNATURE |
|---------------------------|--------------------------|-----------|
| 1. Dr. Myrna C. Calma     | VPAA                     |           |
| 2. Bastyan Sebastian      | AVPAA                    |           |
| 3. Marilyn S. Arcilla     | IASTE/Asst. Dean         |           |
| 4. Darren T. Molano       | IHTM/ Dean               |           |
| 5. Dennis L. Tacadena     | ICS/ Dean                |           |
| 6. Maureen P. Santos      | IASTE/ FoSH              |           |
| 7. Karlo S. Tolentino     | IASTE/ FoSH              |           |
| 8. Edward Q. Inong        | IASTE/ FoSH              |           |
| 9. Glen S. Nolasco        | IASTE/ FoSH              |           |
| 10. Jennyfer N. Merza     | IHTM/ FoSH               |           |
| 11. Joven G. Ocampo       | IHTM/ FoSH               |           |
| 12. Robbert Bamba         | ICS/ FoSH                |           |
| 13. Rona Amor S. Manalang | Library/ Chief Librarian |           |
| 14. Gloria R. Policarpio  | Registrar III            |           |
| 15. Niel P. Rigdao        | SAS/ Director            |           |
| 16. Kevin Peralta         | SHS/ Acad Head           |           |

