



MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 3RD REGULAR MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON JULY 22, 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. 42
Series of 2021

APPROVAL OF THE MCC LEARNING AND DEVELOPMENT DEALS FOR EMPLOYMENT READINESS (MCC LADDER) POLICY

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 (a), 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 promulgate sound policies in accordance with the declared state policies on higher education as well as with the policies, standards and thrusts of the CHED to be implemented in the College;

WHEREAS, Presidential decree No. 907, also known as the Civil Service Law Section 1, Chapter 6, Book V of Executive Order 292 of 1987 states that every department or agency needs to have a continuing program for career and personnel development for all agency personnel at all levels;

WHEREAS, Mabalacat City College (MCC) established a continuing professional development program for all MCC personnel to elevate employees' professional qualifications, to equip them with the proficiencies and skills required of their job positions, and to improve their human relation skills;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolves, that the Board of Trustees approved, as it hereby approves, the following policy:

**MCC Learning and Development Deals
for Employment Readiness
(MCC LADDER)**

Rationale

The Rule VII of the Omnibus Rules Implementing Book V of Executive Order no. 292 mandated the creation of a work environment conducive to employees' development of knowledge, skills and attitude. Therefore, there must be an established continuing professional development program for all agency personnel at all levels.

The Learning and Development section of People Experience in Mabalacat City College is committed to the holistic development of employees. Specifically, it aims to elevate employees' professional qualifications, to equip them with the proficiencies and skills required of their job positions, and to improve their human relation skills. Thus, the creation of the MCC Learning and Development Deals for Employment Readiness, also known as MCC LADDER.

Objectives

The following are the specific objectives of MCC LADDER:



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1. Provide a program of development which shall be made up of existing and proposed development mechanisms;
2. Provide access to all employees to developmental opportunities suited to their identified needs for their current position and possible career advancement; and,
3. Ensure that the development initiatives would reach the right employees and there will be return-on-investment from these programs.

Pertinent Policies

1. Permanent faculty or personnel, whenever possible or applicable, may be sent on training or seminar at the College's expense and with authorized Travel Order.
2. Faculty and personnel on casual status may also be sent on training or seminar as may be deemed necessary at the College's expense and with authorized Travel Order.
3. Permanent and casual faculty and personnel may also attend training or seminar at their own expense provided there is an approved Travel Order.
4. Faculty and personnel may take turns in undergoing trainings/seminars to give equal opportunity for all.
5. The faculty and personnel must participate only in training/seminar within his/her field of specialization or area, or to prepare him/her for future tasks or responsibilities.
6. For international paper presentations, the College may shoulder the registration fees of the concerned faculty/personnel. The faculty/personnel's counterpart shall be his/her travel expenses. In some cases, the College may fund in full the registration and other expenses depending on the availability of funds.

Implementing Guidelines

The College supports the personal-professional development of its people through the MCC LADDER program. On this premise, the following guidelines are adopted:

1. The MCC LADDER request form shall be accomplished by the participant or his/her supervisor to process the request for training. Attached to the request form is an official invitation from the sponsoring organization or institution. The invitation must be endorsed by CHED whenever applicable, and the sponsoring



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organization/institution must preferably be accredited by the Professional Regulations Commission (PRC).

2. The MCC LADDER request form shall be reviewed and evaluated by the committee composed of the immediate supervisor, the Vice President of the department where the participant belongs, the L&D Officer, and for approval by the President.
3. Upon approval of the training request, the L&D Officer shall process the Travel Order of the participant. No faculty/personnel shall be deemed to be on official business unless with an approved Travel Order.
4. The MCC Finance Officer shall process the release of registration fees and other allowances.

Responsibility of the Faculty/Personnel

1. The faculty/personnel sent on training is expected to complete the number of hours/days of the training, learn as much as he/she can, and conduct herself/himself in a manner as a representative of the College.
2. The faculty/personnel must submit to the MCC Finance Officer a liquidation form with attached official receipts on incurred expenses, within five (5) working days after the training.
3. The faculty/personnel must submit to the L&D section a copy of Certificate of Attendance/Participation/Completion within fifteen (15) working days from the completion of the training program.
4. A Feedback Report must be submitted to the supervisor or office/unit head and L&D section within ten (10) working days after the training.
5. The faculty/personnel must be willing to conduct echo seminar as may be required.

Service Obligation

The faculty/personnel who availed of the MCC LADDER program shall serve compulsory service obligation to MCC after the completion of training.

1. The duration or specific coverage of the obligation shall vary depending on the cumulative cost of training fee for the year, as follows:



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Training Cost (cumulative per year)	Duration of Service Obligation
PHP50,000	6 months
In excess of PHP50,000	Pro-rated

2. There will be no service obligation if the cumulative cost per year is less than PHP50,000.
3. Technical training, whether held locally or abroad, are included in the determination of the cumulative training cost per year and the corresponding service obligation.
4. For coterminus employees, the duration of their service obligation shall be within the term of the officials to whom they are coterminus with.
5. For employees with temporary appointment, their service obligation shall be within the duration or term of their appointment.
6. Employees with existing service obligation are still eligible to attend training and certificate courses for the succeeding year. However, every new service obligation incurred shall be rendered immediately after the previous service obligation has been served.
7. In case an employee withdraws or fails to complete the training or the service obligation on account of voluntary resignation, optional retirement, expiration of term, willful neglect, separation from the service through the employee's own fault or termination for a cause, the said employee shall refund pro-rated amount of the training cost.
8. However, if the reason is beyond the employee's control (e.g., death, dreaded disease, imminent danger to his/her life or family, etc.) as validated by the L&D section, an employee will not be asked to refund the cost of training.

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

APPROVED this 22 day of July 2021.



Republic of the Philippines
Province of Pampanga
Mabalacat City



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Approved by:

HON. CRISOSTOMO C. GARBO

Chairperson, Mayor of the LGU of Mabalacat City


DR. MICHELLE AGUILAR-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


MS. REBECCA Q. LISING

Member, President - MCC Faculty Association


MR. NIEL P. RIGDAO

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Member, President - MCC Student Council

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Start Here,
Be Successful *Anywhere!*

www.mcc.edu.ph
(045) 209 8720

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