



# MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 1ST REGULAR MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY UNIVERSITY HELD ON FEBRUARY 10, 2022 12:00 PM AT BEST WESTERN HOTEL, BALIBAGO, ANGELES CITY

**PRESENT:**

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

**Vice Chairperson** - Dr. Michelle Aguilar-Ong College President

**Members -**

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

Mr. Niel P. Rigdao President, MCC Alumni Association

Mr. Denmark Blances President, MCC Student Council

**Secretary of the Meeting -**  
Atty. Charmaine P. Lansangan-Venturina

**ABSENT:**

Dr. Imelda DP. Soriano Representative, ALCU-National  
Ms. Rebecca Q. Lising President, MCC Faculty Association

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**RESOLUTION NO. 04**  
Series of 2022

**APPROVAL TO CONVERT MABALACAT CITY COLLEGE INTO A LOCAL UNIVERSITY AND TO ESTABLISH ITS CHARTER AS A UNIVERSITY**

**WHEREAS**, Article III Section 6 of the City Ordinance No. 60 s. 2016 otherwise known as The New Charter of Mabalacat City College, provides that the carrying out and performance of the general powers and functions of Mabalacat City College are vested exclusively [in] the Board of Trustees;

**WHEREAS**, Article III Section 7 (q) of the City Ordinance No. 60 s. 2016 otherwise known as The New Charter of Mabalacat City College, provides that the Board of Trustees shall 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;



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**WHEREAS**, there is now an imperative need to convert the fourteen-year-old Mabalacat City College into a local university, providing equitable access to quality tertiary-level education primarily to Mabalaqueños;

**WHEREAS**, the conversion of Mabalacat City College into a local university will ensure personnel autonomy, property autonomy and fiscal autonomy in order to attain its vision, mission and objectives;

**WHEREAS**, there is a need to update the plantilla positions created in Mabalacat City College pursuant to the Local Budget Circular No. 137, July 13, 2021, Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition, as it supersedes The Revised Index of Occupational Services, Position Titles and Salary Grades (IOS) in the Local Government under LBC No. 61 dated March 18, 1996.

**BE IT RESOLVED**, that the Board of Trustees of Mabalacat City College approves to recommend to the Sangguniang Panlungsod the CONVERSION OF MABALACAT CITY COLLEGE TO A LOCAL UNIVERSITY AND THE CREATION OF ITS CHARTER, as follows:

## CHARTER OF THE UNIVERSITY OF MABALACAT CITY

### ARTICLE I - TITLE

**SECTION 1. Title.** This Ordinance shall be known as "THE CHARTER OF THE UNIVERSITY OF MABALACAT CITY."

### ARTICLE II - GENERAL PROVISIONS

**SECTION 2.** University of Mabalacat City or "UMC" is a Higher Education Institution established by the Local Government Unit of Mabalacat City, Pampanga as a local economic enterprise.

**SECTION 3.** Vision, Mission, Core Values and Objectives of the University of Mabalacat City

**Vision:** The University of Mabalacat City envisions itself to be the top choice of the community it serves in quality education, research and training.

**Mission:** The mission of the University of Mabalacat City is to meet the needs of its community as a center for learning and research aiming for an open admission policy.

The Mission and Vision must be revisited every five (5) years to ensure its relevance, which may be revised through a board resolution.

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**Core Values:** The day-to-day operations shall be guided by passion, integrity, excellence and service.

**Objectives:**

- a) To provide equitable access to quality education and training for all residents and people of Mabalacat City and even outside its jurisdiction, with priority given to Mabalacat City residents;
- b) To offer degree programs which are needed by the local and global communities and within or above the standards set by the Commission on Higher Education (CHED);
- c) To continuously evaluate educational programs to ensure high, quality and relevant standards;
- d) To develop research that enables the University to address challenges and contribute in the significant development of the local and national community;
- e) To provide extension programs in the improvement of livelihood, literacy, preservation of environment and cultural awareness, among others;
- f) To focus on industry standards in the application of theories through facilities, laboratories, infrastructure and technology;
- g) To strengthen the institution-industry collaboration/partnership to ensure graduates' employability and success;
- h) To establish income generating projects (IGPs) to reinforce the productivity of the University for the welfare of the students;
- i) To provide a venue for extra-curricular activities that will enrich students and personnel experience;
- j) To create an environment that supports internationalization and language enrichment for better appreciation and understanding of the global landscape;
- k) To exemplify good governance not only in its teachings but also in the conduct of its business;
- l) To incorporate sustainable development goals in its actions in unity with the global call for better and sustainable future.

**SECTION 4.** The University Logo and its symbolisms are as follows:





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- a) It shall be called the "UMC Logo".
- b) The official colors of the University are cardinal red and acadia grey. Cardinal red symbolizes strong determination to succeed and acadia grey symbolizes firm foundation.
- c) The Torch represents the burning desire for knowledge and commitment for quality education.
- d) The Shield represents a secure environment for its learners and personnel.
- e) The Balacat tree from which the town derived its name, represents 300 years of history, culture and heritage.
- f) The People represents the local and global community who unify their efforts to the undertakings of the University.
- g) The Laurel represents the successes and victories of the academic community.

### ARTICLE III - BOARD OF REGENTS

**SECTION 5.** The Governing Board of the University shall be its Board of Regents with the following composition:

- a) Chairperson - Local Chief Executive
- b) Vice Chairperson - University President
- c) Nine (9) Members composed of, but not limited to --
  - i) Faculty Regent. The faculty regent is the representative of all teaching personnel, chosen in accordance with the rules and qualifications set approved in a referendum by the covered personnel;
  - ii) Student Regent. The student regent shall be chosen by the students from their ranks in accordance with the rules and qualifications approved in a referendum by the students;
  - iii) Alumni Regent. The alumni regent is the elected president of the alumni association of the University;
  - iv) Staff Regent. The staff regent is the representative of the full-time permanent, research and extension services personnel and administrative personnel, who shall be chosen by them based on their ranks, in accordance with the rules and qualifications set by approved in a referendum by the covered personnel;
  - v) Chairperson of the Sangguniang Panlungsod Committee on Education. The incumbent chairperson serves as the representative of the aforementioned committee;
  - vi) Representative from the Association of Local Colleges and Universities (ALCU),;
  - vii) Two (2) representatives from the accredited NGOs, preferably business or industry Sector; and





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- viii) A representative of the Department of Science and Technology (DOST) or from any other national government agency with a rank not lower than a director.

In the event that the incumbent ALCU representative is no longer a College or University President, the Board shall appoint another representative who shall serve for the remaining term.

The CHED Regional Director or his/her duly designated representative may be invited as a resource person during board meetings. (Section 5 of CHED MC No. 42, s. 2016).

Further, the Chairman may appoint a representative from another sector in lieu of the representatives from DOST and the accredited business or industry sector members of the BOR who is co-terminus with the representatives' term of office.

**SECTION 6.** The governance of the University and the exercise of its corporate powers Coof the University. He/She shall exercise the powers specifically provided for in this Ordinance, those determined by the Board, and those which are related or necessary to his/her functions.

**SECTION 7.** Subject to existing laws, the Board of Regents shall perform the following corporate powers:

- a) 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 and the local government of Mabalacat to be implemented in the University;
- b) To effect University Actions (*University Actions are speedy resolutions to issues, the discretion for which, is not specifically lodged in any office or committee*);
- c) To approve policies on admission, retention, and graduation of students upon the recommendation of the appropriate council or committee;
- d) To confer degrees, diploma, and certificates of completion, upon the recommendation of the Academic Council, to candidates for graduation who fully complied with the requirements set forth in their respective programs of studies;
- e) To confer honorary degrees upon persons in recognition of their outstanding performances in the fields of arts, sciences, literature, governance, government service, community service, among others, in accordance with policies and guidelines set by CHED;
- f) To confirm the appointment of the University President;
- g) To confirm designees for Vice Presidents, Assistant Vice Presidents, Directors, Assistant Directors, Deans, Associate Deans, and Program Heads of Colleges/Schools designated by the University President;
- h) To confirm appointees in the academic ranks upon the recommendation of the Faculty Selection Board (FSB) for teaching personnel;
- i) To confirm appointees in the non-academic ranks upon the recommendation of the Personnel Selection Board (PSB) for non-teaching personnel;





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- j) To approve school policies on discipline, faculty manual, administrative manual and other rules upon the recommendation of appropriate council or committee;
- k) To fix a reasonable amount of tuition and matriculation fees, graduation fees, miscellaneous fees, laboratory fees and all other special fees and charges;
- l) To approve and grant the proposal of the Program on Awards and Incentives for Service Excellence Committee or its equivalent;
- m) To confirm the academic arrangements, consortia and other forms of linkages for institutional capability building with other learning institutions and agencies, public, private, local, national and international;
- n) To approve investments and other income generating programs/projects;
- o) To confirm fellowship and scholarship grants to deserving and qualified students upon the recommendation of the Scholarships and Grants Office;
- p) To prescribe implementing rules and regulations for the administration and management of the University;
- q) To receive in trust, legacies, gifts, grants and donations of any kind, tax free and to administer the same for the benefit of the University in accordance with the instructions and directives of the donor and in the absence of specific directives, shall dispose the same in its discretion;
- r) 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 University.

**SECTION 8. Memberships and Terms of Office of the Board.** Membership to the Board is provided for by this Charter and cannot be delegated. The members of the Board shall have the following terms of office:

- a. The Chairperson. The City Mayor as Chairperson shall serve during incumbency;
- b. The Vice Chair. The University President as Vice Chair shall serve during incumbency;
- c. The term of office of the Chair of the Committee on Education and representative from the DOST or from other national government agencies shall be co-terminus with their respective terms of offices;
- d. The faculty, student and staff regents shall serve for a term of two (2) consecutive years. The student regent shall serve for a maximum of one (1) term while the faculty and staff regents shall serve for a maximum of two (2) consecutive terms.
- e. The representatives of ALCU and the business sector shall serve for two (2) consecutive years, for a maximum of two (2) consecutive terms.

### ARTICLE IV- MEETINGS

**SECTION 9. Regular Meetings.** Regular meetings of the Board shall be held quarterly every first Thursday of the quarter at the University, in any other place in the Philippines, abroad or virtually as determined by the Board.



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**SECTION 10. Special Meetings.** Special meetings of the Board shall be held at the University, in any other place in the Philippines, abroad or virtually upon the call of the Chair/Vice Chair or the majority of the board members.

**SECTION 11.** A written notice to the board members stating the date, time and purpose of the meeting, be it regular or special shall be served personally or electronically at least three (3) days before the meeting is held.

**SECTION 12. Quorum.** A majority of the members shall constitute a quorum to transact official business and decide any question at the meeting.

**SECTION 13. Order of Business.** The order of business of the meetings of the Board shall be as follows:

- a. Call to Order
- b. Roll Call
- c. Approval of the Minutes of the Previous Meeting
- d. Matters Arising from the Previous Meeting
- e. Matters for Information / Discussion / Approval
- f. Adjournment

### ARTICLE V - QUALIFICATIONS, VACANCY, SUSPENSION, REMOVAL AND ALLOWANCES OF MEMBERS OF THE BOARD

**SECTION 14. Qualifications.** All members of the Board shall be bona fide citizens of the Philippines and with proven probity, responsibility, integrity and honesty.

**SECTION 15. Vacancy.** In case of vacancy in the Board 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 appointment by the Board. Such appointee shall only serve the unexpired term of the predecessor.

**SECTION 16. Suspension and Removal.** A member of the Board may be suspended or removed from office upon a majority vote of the members or the Board, taking into consideration due process, based on the following causes:

- a. Incapacity;
- b. Incompetence;
- c. Dishonesty;
- d. Conviction of a crime;
- e. Conspicuous absences for a number of meetings or;
- f. Any act detrimental to the interest and welfare of the University.

**SECTION 17. Honoraria and Allowances.** The members of the Board shall serve without compensation except for allowances or per diem set at 25% of the monthly Representation





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and Travel Allowance (RATA) of the Chairperson during its regular or special meetings called for by the presiding officer. (COA Circular No. 2012-001 dated June 14, 2012)

The members of the Board shall also be entitled to cash incentives, allowances other than per diems, in accordance with government rules and issuances.

## ARTICLE VI- UNIVERSITY OFFICIALS

### SECTION 18. Appointments, Qualifications and Terms of Office of the University Officials.

1. The University President. The University President shall be the Chief Executive of the University. The administration of the local University shall be vested in him/her. He/She must be a holder of an earned Doctorate Degree and all other qualifications required by the CHED. His/her position title and salary shall be that of a College Administrator. His/her term shall be based on the applicable laws, rules, circulars and issuances of the CHED, DBM and the CSC.

In lieu of the Personnel Selection Board in the appointment of a University President, there shall be a Search Committee for President (SCP) shall have five (5) members to be appointed by the Board of Regents with a member each representing the academe, business or industry sector, Association of Local Colleges and Universities (ALCU), Commission on Higher Education (CHED) and the Civil Service Commission (CSC). The SCP shall elect a Chairman and a Vice-Chairman, if the SCP deems it necessary, among themselves.

Should the CHED and/or the CSC waive/s their/its seat, the SCP shall proceed with the remaining three (3) or four (4) members. The quorum and majority votes shall be based on the number of the remaining members.

2. The Executive Vice President (EVP). The EVP shall be recommended by the University President for designation and confirmed by the Board. He/She must be a holder of an earned Doctorate Degree or a full-fledged lawyer. He/she shall be in co-terminous with the President. His/her allowances shall be prescribed by the Board. He/She shall be responsible for strategic planning and development management, information systems, general accreditations, and legal affairs.

3. The Vice President for Academic Affairs (VPAA). The VPAA shall be a permanent employee with position title of Supervising Administrative Officer or a Teaching Rank of Associate Professor and above. He/She must be a holder of an earned Doctorate Degree. His/her allowances shall be prescribed by the Board. He/She shall be responsible for program review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success,

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program and curriculum development, and the encouragement and improvement of teaching and learning.

4. The Vice President for Student Affairs and Services (VPSASS). The VPSASS shall be a permanent employee with position title of Supervising Administrative Officer. He/She must be a holder of an earned Masterate Degree. His/her allowances shall be prescribed by the Board. He/She shall be responsible for the admissions and enrollment management, health services, disciplinary services, athletics, and guidance services.

5. The Vice President for Finance and Administration (VPFA). The VPFA shall be a permanent employee with position title of Supervising Administrative Officer. He/She must be a holder of an earned Masterate Degree. His/her allowances shall be prescribed by the Board. He/She shall be responsible for human resources and personnel services, physical plant, information system, security, property, finance, budget, procurement, and accounting services.

6. The Vice President for Research and Extension Services (VPRES). The VPRES shall be a permanent employee with position title of Supervising Administrative Officer or a Teaching Rank of Associate Professor and above. He/She must be a holder of an earned Doctorate Degree. His/her allowances shall be prescribed by the Board. He/She shall be responsible for research, extension and production services, non-formal education, student trainings, outreach and community programs.

7. The Vice President for External and International Affairs (VPEIA). The VPEIA shall be a permanent employee with position title of Supervising Administrative Officer. Preferably, he/she is a Masterate Degree holder. His/her allowances shall be prescribed by the Board. He/She shall be responsible for admissions, the alumni association activities, linkage and networking, marketing and business promotions, scholarships and grants, and student career placements.

An Assistant Vice President (AVP) for each Vice President shall be a permanent employee with a position title of Executive Assistant III. The AVP will support and manage a range of projects related to strategic initiatives, advancement, writing, and research, among others, of the office of its VP.

A Director of a unit/s under a VP may be designated by the University President, if deemed necessary. The Director of a Unit/s shall organize, direct, evaluate and supervise the staff under its unit.

**SECTION 19.** Suspension and Removal of Designation. The designation of the aforementioned officials may be suspended or removed by the University President for

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reason of incapacity, incompetence, dishonesty, and conviction of crime or any act detrimental to the interest and welfare of the University in accordance with applicable laws.

## ARTICLE VII - COLLEGES, SCHOOLS, PROGRAMS AND OFFICIALS

**SECTION 20.** Colleges and Schools may be established by the Academic Council to be confirmed by the Board of Regents. An academic teaching unit, or a college, is a part of the University which offers instruction leading to a degree in arts, letters, or sciences. A college normally includes more than one department of instruction. A college offers curricula leading to academic degrees at the undergraduate, master's and/or doctoral levels.

Naming of a college or school within the institution is subject to the recommendation of the Academic Council led by the VPAA, and approved by the Board of Regents.

The offering of any professional program that fails to meet the national passing rate for three (3) consecutive years, or three (3) consecutive board exams, whichever is longer, shall be suspended until a graduate class meets the national passing rate.

A vocational school may be created by the Board using the Mabalacat City College Brand, to be administered by the Extension Services arm of the OVPRES.

**SECTION 21.** Dean. Degree-granting Colleges/Schools shall be headed by a Dean. The Dean provides academic leadership in the College/School and is responsible for the planning and implementation of its programs and activities. The qualifications of the Dean shall be that which is required by pertinent Republic Acts, CHED Memorandum Orders and other pertinent laws. Associate and Diploma-granting Colleges/Schools shall be headed by a Director.

**SECTION 22.** Associate Dean. Each college of more than one thousand (1,000) student population may be assisted by an Assistant Dean, if deemed necessary. An Associate Dean must be a holder of an appropriate Master's degree relative to the Field of Specialization. In the absence of qualified candidates for any vacant positions for Assistant Dean, the Dean shall hold the office in an ex-officio capacity. No Assistant Dean shall be appointed in an OIC capacity. An Assistant Dean shall hold six (6) units teaching loads. Assistant Director shall be the equivalent for Associate and Diploma-granting Colleges/Schools.

**SECTION 23.** Program Head. Each program under a College or School shall be headed by a Program Head. A Program Head should be holder of an appropriate Master's degree relative to the Field of Study managed. In the absence of qualified candidates for any vacant positions for Program Head, the Dean shall hold the office in an ex-officio

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capacity. No Program Head shall be appointed in an OIC capacity. A Program Head shall hold nine (9) units teaching loads.

**SECTION 24.** The College/School officials shall be designated by the University President upon the recommendation of the immediate supervisor and manager, if applicable.

### ARTICLE VIII - FACULTY

**SECTION 25.** The University Faculty may be classified as full-time, adjunct or as visiting professor.

**SECTION 26. Qualification Standards.** To be appointed to a permanent faculty position at MCC, one must hold an earned Master's Degree in the area of specialization. The members of the faculty of the University shall be selected based on standards set by the University consistent with the existing policies of the CHED and the CSC. The members of the faculty of the University shall be recommended for appointment by the University President after the evaluation made by the FSB to the Local Chief Executive.

*All faculty merit and incentive policies passed by the Board of Trustees that are not inconsistent with this Charter shall remain valid and existing.*

**SECTION 27.** The implementing rules and regulations on recruitment, appointment, promotion, career and personnel development, performance evaluation system, incentive award system, moonlighting, overload, leave benefits, complaints and grievance machinery, public sector unionism, discipline, and welfare services including that of adjunct are stated in *Annex A and A-1*, and may be amended and modified if found necessary by the Board. In general, the allowable faculty overload shall not exceed six (6) units including those done outside the University. Overloading is highly discouraged, however, in the exigency of the service faculty loads may exceed.

**SECTION 28.** The award and merit system for outstanding members of the Faculty are stated in *Annex B*, and may be amended and modified if found necessary by the Board.

**SECTION 29. Retirement.** Retirement of all full-time faculty members shall be in accordance with applicable laws and issuances.

### ARTICLE IX - NON-TEACHING PERSONNEL

**SECTION 30. Qualification Standards.** The members of the non-teaching personnel shall be selected based on standard set by the University consistent with the existing policies of the CHED and the CSC. The members of the non-teaching personnel shall be



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recommended for appointment by the University President after the evaluation made by the PSB to the Local Chief Executive.

**SECTION 31.** Vacant positions marked for filling up shall be published in accordance with Republic Act 7041 (Publication Law). Filling up vacant positions shall be in accordance with applicable CSC laws and issuances.

*All merit and incentive policies for the non-teaching personnel passed by the Board of Trustees that are not inconsistent with this Charter shall remain valid and existing.*

## ARTICLE X - STUDENTS

**SECTION 32.** Student Admissions - Preference in the admission of students shall be given to the bona fide residents of Mabalacat City subject to the selection and admission policies approved by the Board, provided, however, that no student shall be denied admission to the University by reason of age, sex, religious belief, or political affiliation. Students admitted that are not bona fide residents of Mabalacat City may be charged with non-resident and other fees.

## ARTICLE XI - THE EXECUTIVE AND MANAGEMENT COMMITTEES

**SECTION 33.** The Executive Committee (EXECOM). The EXECOM consists of the President and Vice Presidents. Meetings will be conducted at least once a month.

**SECTION 34.** The Management Committee (MANCOM) The MANCOM consists of the President, Vice Presidents, AVPs, Deans, Associate Deans, Directors and Assistant Directors.

**SECTION 35.** Other Committees may be constituted by the Board of Regents, as deemed necessary.

## ARTICLE XII - THE ACADEMIC, ADMINISTRATIVE, RESEARCH AND INDUSTRY COUNCILS

**SECTION 36.** The Academic Council consists of the VPAA, AVPAA, if any, Deans, Assistant Deans, if any, Directors, Field of Study Heads, the Registrar, and the University President and the VPSASS as ex officio members.

**SECTION 37.** Functions of the Academic Council.

- a. To formulate the fields of study, rules and discipline subject to the approval of the Board and existing laws, rules and regulations;
- b. To prescribe requirements for admission of students to MCC, as well as for graduation and conferment of degrees, subject to the approval of the Board;

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- c. To exercise exclusive power to recommend students as candidates for graduation or any other persons to be conferred with honorary degrees;
- d. To discipline students within the limit prescribed by the standards of student conduct;
- e. To confer special academic awards to deserving students.

**SECTION 38.** The Administrative Council consists of the VPFA, AVP FA, if any, directors, if any, and all heads of the administrative units, and the University President as an ex officio member.

**SECTION 39.** Functions of the University Administrative Council are as follows:

- a. To formulate policies and standards relative to the administrative functions and procedures;
- b. To recommend rules and regulations affecting administrative personnel;
- c. To plan and organize University-wide activities;
- d. To perform actions other than those enumerated above affecting administrative personnel.

**SECTION 40.** The Student Affairs and Support Services Council (SASSC) shall be composed of the VPSASS, AVPSASS, if any, all the heads of the units under the VPSASS, with the University President and the VPAA as ex officio members.

**SECTION 41.** Functions of the SASSC are as follows:

- a. Review and deliberate annual activities of the student organizations;
- b. Cascade the priorities of the Management to the student organizations;
- c. Formulate policies and standards relative to student reinforcements, grievances and support services;
- d. Formulate and implement an Annual Student Success and Support Program Plan.

**SECTION 42.** The Research and Extension Services Council consists of the following:

- a. Chairperson - Vice President for Research and Extension Services
- b. Ex-Officio Member - University President
- c. Internal Members:
  - i. Center for Research and Development Director; and
  - ii. Community Extension Services (Kayantabe) Director.
- d. Seven (7) external members composed of:
  - i. Community Extension Services (Kayantabe) Director;
  - ii. Representative from the Community Development and/or Gender and Development Office of the local government unit;
  - iii. Representative from the Women Federation;
  - iv. Representative from the Department of Education and/or Commission on Higher Education;
  - v. Representative from an Accredited Business or Industry Sector;



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- vi. Representative from a government agency (National Economic Development Authority [NEDA)/Commission on Population and Development (POPCOM)/Philippine Statistics Authority (PSA)/Department of Social Welfare and Development (DSWD)/]; and
- vii. Representative from the Indigenous Peoples or from the National Commission on Indigenous Peoples (NCIP).

The external representatives shall be appointed by the Board for a specific term.

The VPAA and other representatives from relevant organizations may be invited as a resource person during research and community extension council meetings.

### SECTION 43. The Research and Extension Services Council shall:

- a. Meet regularly to conduct a periodic review on the implementation and monitoring of research projects that are impactful towards community development and empowerment;
- b. Collaborate for the facilitation of funding support for faculty paper presentations and publications of research outputs to reputable, refereed and/or Scopus-indexed journals;
- c. Provide support and network in locating for possible opportunities for collaboration and search for partner-organizations that will sponsor research projects thru grants and sharing of resources;
- d. Tackle initiative and opportunities for collaborative conversations where researchers can convey their findings to the community;
- e. Establish a strong collaboration to support interdisciplinary research projects; and
- f. Recommend thru resolutions relevant research and community extension programs and initiatives.

### SECTION 44. The University Industry Council (UIC) consists of the following:

- a. Chairperson: Vice President for External and International Affairs
- b. Ex-Officio Member: University President
- c. Internal Members:
  - i. Head, Career and Placement Office
  - ii. Head, Partnerships and Linkaged Office
- d. External Members:
  - i. Industry Representatives from the various Colleges of the University
  - ii. Representative, Clark Development Corporation
  - iii. Representative, Business Association
  - iv. Representative, Department of Labor and Employment
  - vi. Representative, National Economic Development Authority (NEDA)





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The External Members will be appointed by the Board of Regents subject to the policies and guidelines of the University.

## SECTION 45. The University Industry Council shall:

- a. Propose policies and mechanisms on strengthening industry-academe linkages that shall mitigate employment gap.
- b. Meet regularly and advise the University Administrators on matters concerning the enhancement and designing of curriculum relevant to the industry needs, employment opportunities, institutional advancement, and other possible grants that shall provide sustainable development for the institution and community.
- c. Assist the college in the conduct of career fairs, career development programs, and stakeholders' summit and recognition
- d. Facilitate partnership in linking the University and various industries; and
- e. Monitor the implementation of established partnerships

SECTION 46. Other Councils may be constituted by the Board of Regents, as deemed necessary. The Presiding Officer of the Councils shall be entitled to cash incentives, allowances and/or per diems, to be determined by the Board of Regents, in accordance with government rules and issuances.

## ARTICLE XIII - UNIVERSITY OF MABALACAT CITY BRANCH/SATELLITE/EXTENSION

SECTION 47. The University may open a branch/satellite/extension/hub in a barangay with a big population and within the jurisdiction of the Mabalacat City to bring educational opportunities closer to its clientele. All University branches/satellites/extensions/hub shall be named through a board resolution.

SECTION 48. Any branch/satellite/extension/hub opened shall have educational facilities such as buildings and classrooms and may offer programs offered by the main campus.

SECTION 49. The branch/satellite/extension/hub is empowered to collect tuition and other fees which are affordable and reasonable to be remitted to the bonded cashier of the main campus.

## ARTICLE XIV - MISCELLANEOUS PROVISIONS



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**SECTION 50.** Board of Visitors. City Vice Mayor, and the members of the Sangguniang Panlungsod of Mabalacat City shall constitute the Board of Visitors of the University whose duties and functions are the following:

- A. To attend granting of admission vouchers to bona fide residents admitted to the University;
- B. To conduct visits at the University at any time possible as it may deem proper;
- C. To inspect and evaluate the books of accounts, properties, fields of study discipline and status of finances of the University.

**SECTION 51.** Faculty Selection Board (FSB). The FSB shall be composed of the following:

- A. The Vice President for Academic Affairs as Chairperson;
- B. The Dean/Director of the College/School where the vacancy exists;
- C. The Human Resource Management Officer (HRMO) of the Mabalacat City government as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the Institute Head for determining qualified insiders who may be considered for appointment. She shall keep records of the proceedings of the FSB and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
- D. The President of the CSC-accredited Faculty Association or if there is no accredited faculty association, representative chosen through election.

If any of the FSB members is an applicant for ranking or that he/she has to recuse himself/herself from deliberating on the qualification/disqualifications of an applicant/s, the Vice President for Finance and Administration shall take his/her seat on the FSB.

The FSB shall follow the rules and procedures stated in Annex A and A-1.

**SECTION 52.** Personnel Selection Board (PSB). The PSB for first and second level positions shall be with the following compositions:

- A. Chairperson or the authorized representative;
- B. Head of the unit where the vacancy is;
- C. Human Resource Management Officer directly responsible for personnel management;
- D. Two (2) representatives for the rank and file career employees one from the level one and one from the second level.

**SECTION 53.** Term of Office. Members of the PSB shall serve for a period of two (2) years.

**SECTION 54.** Functions of the PSB.





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- A. Adopt a formal screening procedure and formulate criteria or the evaluation of candidates for appointment;
- B. Disseminate screening procedure and criteria for selection to all. Any modification of the procedure and criteria for selection shall likewise be properly disseminated;
- C. Maintain fairness and impartiality in the assessment of candidates for appointment.
- D. Evaluate and deliberate en banc the qualification of those listed in the selection line-up;
- E. Further assessment such as: written examination, skills test, hands-on examination, interview and others may be conducted as deemed necessary.
- F. Follow strictly the process on the selection of employees for appointment in the government service.
- G. Make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions in order to assist the appointing authority in the judicious and objective selection of candidates for appointment;
- H. Submit to the appointing authority a comprehensive evaluation report of candidates screened for appointment from which the appointing authority shall base the final selection of the appointee.
- I. Ensure that minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written request and for inspection and audit by the CSC, if necessary.

Sections 50 to 54 shall be interpreted in accordance with the applicable laws and issuances of the Civil Service Commission.

**SECTION 55. Non-Financial Reports.** The Board shall submit as required from time to time by the City Mayor and the Sangguniang Panlungsod an annual report on the progress, conditions and the needs of the University.

**SECTION 56. Accounting Reports.** The latest accounting system prescribed by the Commission on Audit (COA) shall be implemented to provide adequate information to the needs of the users of financial reports. The University shall produce its own financial reports.

**SECTION 57. Funding.** The City Government of Mabalacat shall ensure **fiscal autonomy** to the University by appropriating five percent (5%) of the proceeds of collections from the General Funds, IRA, market stall fees and other local fees collected by the City, subject to the approval of the Sangguniang Panlungsod, which shall be released automatically by the Treasurer to the University, provided however, that all funds allotted and accruing to the University shall be put and kept under its name and account, to be managed and under the custody of the University, and provided further, that any surplus or



## MABALACAT CITY COLLEGE

unappropriated amount at the end of each year shall remain with the coffers of the University.

**SECTION 58.** The Head of Procuring Entity shall be the Local Chief Executive.

**SECTION 59.** Bids and Awards Committee ("BAC"). The University shall have its own BAC composed of the following:

**Regular Members:**

- a. Chairperson, who is at least a third (3<sup>rd</sup>) ranking permanent official of the Procuring Entity;
- b. An officer from the legal or administrative area of the procuring entity who shall be at least third (3<sup>rd</sup>) ranking permanent personnel or if not available, an officer of the next lower rank; and
- c. An officer from the finance area of the Procuring Entity, who shall be at least third (3<sup>rd</sup>) ranking permanent personnel or if not available, an officer of the next lower rank.

In addition, two (2) provisional members who has technical expertise relevant to the procurement at hand, and a representative from the end-user or implementing unit who has knowledge of procurement laws and procedures.

**Provisional Members:**

- a. An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, has knowledge, experience and/or expertise in procurement; and
- b. A representative from the end-user or implementing unit who has knowledge of procurement laws and procedures

**Secretariat:**

- a. To assist the BAC in the conduct of its functions, the Head of the Procuring Entity shall create a Secretariat that will serve as the main support unit of the BAC. The Head of the Procuring Entity may also designate an existing organic office within the UMC to serve as the Secretariat.

**SECTION 60.** Functions of the BAC. The BAC shall have the following functions:

- (a) advertise and/or post the invitation to bid/request for expressions of interest;
- (b) conduct pre-procurement and pre-bid conferences;
- (c) determine the eligibility of prospective bidders;
- (d) receive and open bids;
- (e) conduct the evaluation of bids;
- (f) undertake post-qualification proceedings;





## MABALACAT CITY COLLEGE

- (g) resolve requests for reconsideration;
- (h) recommend award of contracts to the HoPE or his duly authorized representative:
  - (i) recommend the imposition of sanctions in accordance with Rule XXIII;
  - (j) recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
  - k) conduct any of the Alternative Methods of Procurement;
  - l) conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and
  - m) perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the following:
    - 1.) Review of the Technical Specifications, Scope of Work, and Terms of Reference;
    - 2.) Review of Bidding Documents;
    - 3.) Shortlisting of Consultants;
    - 4.) Eligibility Screening;
    - 5.) Evaluation of Bids;
    - 6.) Post-Qualification; and
    - 7.) Resolution of Request for Reconsideration.

The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and it shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB24. The PMR shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. The PMR shall be approved and submitted by the HoPE to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester. The PMR shall likewise be posted in accordance with E.O. 662, s. 2007, as amended.(a)

**SECTION 61.** Honoraria of BAC, BAC Secretariat, and TWG Members. The UMC may grant payment of honoraria to the BAC members in an amount not to exceed twenty five percent (25%) of their respective basic monthly salary subject to availability of funds. The Procuring Entity may also grant payment of honoraria to the BAC Secretariat and the TWG members, subject to the relevant rules of the DBM.

Sections 58 to 61 shall be interpreted in accordance with the applicable laws, rules and regulations, and the issuances of the DBM.



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**SECTION 62.** All policies passed by the Board of Trustees that are not inconsistent with this Charter shall remain valid and existing. In the event of any inconsistency or conflict, the provisions of this Charter shall prevail.

## PLANTILLA POSITIONS

OFFICE OF THE PRESIDENT		SG
(1)	College Administrator	25
(1)	Executive Assistant II	17
(1)	Executive Assistant I	14
(1)	Administrative Officer III	14
(1)	Administrative Assistant II	8
(1)	Administrative Assistant I	6
<b>Quality Assurance Unit</b>		
(1)	Administrative Officer III	14
(1)	Administrative Officer II	11
(1)	Administrative Assistant II	8
<b>Auditing Unit</b>		
(1)	Internal Auditor II	15
<b>OFFICE OF THE EXECUTIVE VICE PRESIDENT</b>		
(1)	Supervising Administrative Officer	22
(1)	Board Secretary II	17
(1)	Administrative Assistant II	8
<b>Legal Unit</b>		
(1)	Attorney III	21
(1)	Legal Assistant III	14
(1)	Administrative Assistant II	8
<b>Planning Unit</b>		
(1)	Planning Officer II	15
(1)	School Credits Evaluator	11
<b>Strategic Communications Unit</b>		
(1)	Administrative Officer IV	15
(1)	Administrative Officer II	11
(1)	Administrative Assistant II	8
<b>Events and Production Unit</b>		
(1)	Administrative Officer III	14
(1)	Administrative Officer II	11
(1)	Music Director	11
(1)	Administrative Officer I	10
(1)	Administrative Assistant II	8
<b>Management Information System</b>		
(1)	Information System Analyst III	19
(1)	Information System Analyst II	16
(1)	Computer Programmer II	15
(1)	Computer Programmer II	15
(1)	Computer Maintenance Technologist I	11
(1)	Administrative Assistant II	8





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(1)	Administrative Aide V	5
<b>Building Maintenance</b>		
(1)	Engineer II	16
(5)	Administrative Assistant II	8
<b>OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION</b>		
(1)	Supervising Administrative Officer	22
(1)	Executive Assistant III	20
(1)	Administrative Officer V	18
(1)	Administrative Officer II	11
<b>People Management Unit</b>		
(1)	Supervising Administrative Officer	22
(1)	Administrative Officer V	18
(2)	Administrative Officer IV	15
(1)	Administrative Officer III	14
(1)	Administrative Officer II	11
(1)	Administrative Assistant II	8
<b>People Experience Unit</b>		
(1)	Administrative Officer V	18
(1)	Administrative Officer IV	15
(1)	Administrative Officer I	10
<b>Archives Unit</b>		
(1)	Administrative Officer IV	15
(1)	Administrative Officer III	14
<b>Finance Unit</b>		
(1)	Administrative Officer V	18
(1)	Accountant II	16
(1)	Administrative Officer III	14
(2)	Administrative Officer II	11
(1)	Administrative Officer I	10
<b>Administrative Unit</b>		
(1)	Administrative Officer V	18
(1)	Administrative Officer IV	15
(1)	Administrative Officer II	11
(1)	Administrative Officer I	10
(2)	Administrative Assistant III	9
(1)	Warehouseman II	8
(1)	Administrative Assistant III	9
(3)	Administrative Aide VI	6
<b>The MCC Store</b>		
(1)	Administrative Officer IV	15
(1)	Administrative Officer I	10
(1)	Warehouseman II	8
<b>Grounds and Facility Unit</b>		
(1)	Administrative Officer IV	15
(4)	Administrative Assistant II	8



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(2)	Administrative Assistant I	7
(4)	Administrative Aide VI	6
(5)	Administrative Aide V	5
(2)	Administrative Aide IV	4
(8)	Administrative Aide III	3
(1)	Administrative Aide II	2
(2)	Administrative Aide I	1
<b>Safety and Security Unit</b>		
(2)	Security Officer I	11
(4)	Security Guard III	8
<b>OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS</b>		
(1)	Supervising Administrative Officer	22
(1)	Executive Assistant III	20
(1)	Administrative Officer III	14
(1)	University Researcher Associate I	12
(1)	Administrative Officer III	12
(2)	Administrative Officer II	11
(1)	Administrative Officer I	10
(1)	Associate Professor V	23
(1)	Associate Professor IV	22
(2)	Associate Professor III	21
(2)	Associate Professor II	20
(3)	Associate Professor I	19
(4)	Assistant Professor IV	18
(5)	Assistant Professor III	17
(6)	Assistant Professor II	16
(8)	Assistant Professor I	15
(14)	Instructor III	14
(17)	Instructor II	13
(44)	Instructor I	12
<b>Registrar Unit</b>		
(1)	Registrar III	18
(1)	Registrar II	15
(1)	Registrar I	11
(1)	Clerk I	3
<b>OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES</b>		
(1)	Supervising Administrative Officer	22
(1)	Executive Assistant III	20
(1)	Administrative Officer V	18
(1)	Education Research Assistant II	10
<b>Library Services Unit</b>		
(1)	Librarian III	18
(1)	Librarian II	15
(3)	Librarian I	11





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(1)	Computer Maintenance Technologist I	11
<b>Guidance Services Unit</b>		
(1)	Health Education and Promotion Officer II	18
(1)	Health Education and Promotion Officer II	14
(1)	Guidance Counselor III	13
(1)	Guidance Counselor II	12
(3)	Guidance Counselor I	11
<b>Health Services Unit</b>		
(1)	Medical Officer III	21
(1)	Medical Officer I	16
(1)	Nurse III	17
(1)	Nurse II	16
(2)	Nurse I	15
(1)	Dentist II	17
(1)	Dentist I	13
(1)	Health Education and Promotion Officer	10
(1)	Dental Aide	4
<b>Center for Character Development Unit</b>		
(1)	Youth Development Officer II	14
<b>Student Affairs Services Unit</b>		
(1)	Youth Development Officer II	14
<b>Sports and Athletics Services Unit</b>		
(1)	Sports Development Officer II	14
<b>OFFICE OF THE VICE PRESIDENT FOR EXTERNAL AND INTERNATIONAL AFFAIRS</b>		
(1)	Supervising Administrative Officer	22
(1)	Executive Assistant III	20
(1)	Administrative Officer V	18
(1)	Administrative Officer II	11
<b>Admissions Unit</b>		
(1)	Administrative Officer III	14
(1)	Administrative Officer II	11
<b>Alumni Relations Unit</b>		
(1)	Administrative Officer III	14
(1)	Administrative Officer II	11
<b>Career and Placement Unit</b>		
(1)	Administrative Officer III	14
(1)	Administrative Officer II	11
<b>Internationalization Unit</b>		
(1)	Administrative Officer III	14
(1)	Administrative Officer II	11
<b>Partnership and Linkages Unit</b>		
(1)	Administrative Officer III	14

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(1)	Administrative Officer II	11
<b>Scholarship, Grants and Advancement Unit</b>		
(1)	Administrative Officer III	14
(1)	Administrative Officer II	11
<b>OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND SERVICES</b>		
(1)	Supervising Administrative Officer	22
(1)	Executive Assistant III	20
(2)	Administrative Officer II	11
<b>Research Unit</b>		
(1)	City Gov't. Asst. Department Head I	23
(1)	University Researcher II	18
(1)	Project Development Officer III	18
(2)	University Researcher I	16
(1)	Statistician II	15
(1)	University Researcher Associate II	14
(1)	University Researcher Associate I	12
(1)	Education Research Assistant II	10
(1)	Education Research Assistant I	9
<b>Kayantabe Unit</b>		
(1)	Community Affairs Officer III	18
(1)	Community Affairs Officer II	15
(1)	Special Operation Officer II	14
(1)	Community Affairs Officer I	11
(1)	Community Affairs Assistant II	8
(1)	Community Affairs Assistant I	5

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**RESOLVED FINALLY**, that a copy of this resolution be furnished to the Sangguniang Panlungsod.

**APPROVED** this 10th day of February 2022.

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Approved by:

*[Handwritten signature]*

*Crisostomo C. Garbo*  
HON. CRISOSTOMO C. GARBO

Chairperson, Mayor of the LGU of Mabalacat City





# MABALACAT CITY COLLEGE

**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

(ABSENT)

**DR. IMELDA DP. SORIANO**  
Representative, ALCU - National

(ABSENT)

**MS. REBECCA Q. LISING**  
Member, President - MCC Faculty Association

**MR. NIEL P. RIGDAO**  
Member, President - MCC Alumni Association

**MR. DENMARK R. BLANCES**  
Member, President - MCC Student Council

RESOLUTION NO. 04  
Series of 2022

APPROVAL TO CONVERT MABALACAT CITY COLLEGE INTO A  
LOCAL UNIVERSITY AND TO ESTABLISH ITS CHARTER AS A  
UNIVERSITY