



REPUBLIC OF THE PHILIPPINES  
Province of Pampanga  
Mabalacat City

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

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20 January 2017

MS. CARMELITA P SOTTO  
President  
Mabalacat City College  
Mabalacat City, Pampanga

Respectfully transmitted herewith for your consideration and appropriate action, City Ordinance of the Sangguniang Panlungsod of Mabalacat, enacted/approved on date of session indicated therein.

CITY ORDINANCE NO 60  
Series of 2016

**THE NEW CHARTER OF MABALACAT CITY COLLEGE**

Very truly yours,

  
AILEEN G. PENA  
SP Secretary



REPUBLIC OF THE PHILIPPINES  
MABALACAT CITY  
PROVINCE OF PAMPANGA

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**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

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MINUTES OF THE 1<sup>st</sup> SPECIAL SESSION OF THE SANGGUNIANG PANLUNGSOD OF MABALACAT CITY, PAMPANGA HELD ON DECEMBER 23, 2016 AT JADE HALL XEVERA, TABUN, MABALACAT CITY, PAMPANGA

PRESENT: Hon. Christian C. Halili -Vice Mayor/Presiding Officer  
Hon. Gerald Guttrie P Aquino - Member  
Hon. Roland D. Peña - Member  
Hon. Dwight Oliver P Morales - Member  
Hon. Eduardo D. Sotto - Member  
Hon. Amauri M. Tiglao - Member  
Hon. Rogelio Q. Yumul - Member  
Hon. Carlo Nino C. Rivera - Member  
Hon. Jerry M. Basilio - Member  
Hon. Danilo B. Bayani - Member  
Hon. Krizzanel C. Garbo - Member  
Hon. Oscar R. Aurelio, M.D. - Member  
Hon. Ruvielane S. Margarito - Member

ABSENT: None

CITY ORDINANCE NO 60  
Series of 2016

AN ORDINANCE

**THE NEW CHARTER OF MABALACAT CITY COLLEGE**

**WHEREAS**, Sangguniang Bayan of the Municipality Mabalacat composed of Vice Mayor Prospero T Lagman and Councilors Noelito B. Castro, Tomas P Manalo, Jr, Christian C. Halili, Benjamin D Jocson, Froylan L. Galang, Oscar R. Aurelio, Jerry M. Basilio, Eduardo D Sotto, ABC President Amauri M. Tiglao and SK President Adam M. Balilo, passed Municipal Ordinance No. 02, Series of 2007, entitled " AN ORDINANCE ESTABLISHING A LOCAL COLLEGE IN THE MUNICIPALITY OF MABALACAT TO BE KNOWN AS THE MABALACAT COLLEGE AND GRANTING ITS CHARTER PROVIDING FOR THE RULES, REGULATIONS AND PERTINENT GUIDELINES FOR ITS ESTABLISHMENT AND OPERATIONS THEREOF;

**WHEREAS**, by virtue of Republic Act No.10164, (an act converting the Municipality of Mabalacat in the province of Pampanga into a component city), there is a need to rename Mabalacat College to Mabalacat City College (MCC);

**WHEREAS**, with the passage of time, there is a felt need for the Charter of MCC to be revised to attune it with the needs of the times. There is also a need to add some provisions to enable the College to open branch/satellite/extension and accommodate senior high school students,

**WHEREAS**, there is a need to strengthen the established local city college to make it more competitive, responsive, relevant, and proactive to the needs and demands of the ever changing society to be at par with the ASEAN and global community;

**NOW THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF MABALACAT CITY, PAMPANGA IN SESSION ASSEMBLED THAT:**

**ARTICLE I - TITLE**

**SECTION 1.TITLE.** This Ordinance shall be known as the "THE NEW CHARTER OF MABALACAT CITY COLLEGE"

**ARTICLE II - GENERAL PROVISIONS**

**SECTION 2.** Mabalacat City College is a Higher Education Institution established by the Local Government Unit of Mabalacat City, Pampanga. It is a Local Economic Enterprise (LEE) guided by its Vision, Mission, Goal and Objectives.

**SECTION 3.** Vision, Mission, Goal and Objectives of the Mabalacat City College

**Vision:**

The College envisions being the equalizer of educational opportunities to produce professionals and leaders in building economically progressive and morally responsive communities.

**Mission:**

The College aims to provide experiential, innovative modes and values-enriched learning, which hone the multiple abilities of individuals to fully prepare them to be competent and socially responsible professionals and leaders.

**Goal** A Vision of Excellence in a Mission of Service through a **TEAM** (Together Everyone Achieves More)

**Objectives:**

- a) To provide degree programs which are needed by the local and global communities and within the standards set by Commission on Higher Education (CHED),
- b) To continuously evaluate educational programs to ensure high standard, quality and relevance in delivery;
- c) To develop research in different disciplines to improve existing knowledge and practices;
- d) To provide extension programs to sustain the greater impact of the college to other services;
  
- e) To integrate moral principles/standards in the curriculum to strengthen the moral responsibilities of the students;
- f) To provide opportunities for application of theories into practice;
- g) To strengthen the institution-industry collaboration/partnership to ensure graduates' employability; and
- h) To establish income generating projects (IGPs) to strengthen the productivity of the College for the welfare of the students;

**SECTION 4.** The College logo and its symbolisms are as follows:

**Logo**



**Symbolisms**

The 27 grooves of the outer gear represent the 27 barangays of Mabalacat City  
The torch on book represents the burning desire for knowledge and commitment for quality education.  
The Balacat tree, from which the town derived its name, represents the 300 years of history, culture and heritage.  
The gear represents progress and the constant demand for quality education.  
The People represent the stakeholders who unify their efforts to the undertakings of the College.

**ARTICLE III - BOARD OF TRUSTEES**

**SECTION 5.** The Governing Board of the College shall be its Board of Trustees with the following composition. Chairman, Local Chief Executive; Vice Chairman, President of the College, and six (6) members composed of, but not limited to, President of the Faculty Association, President of the Supreme Student Council/Government, President of the Alumni Association, Chairman of the Sangguniang Panlungsod Committee on Education, Representative from the Association of Local Colleges and Universities

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(ALCU) and Representative from the Accredited Business or Industry Sector  
The representatives of the faculty, student body and alumni are co-terminus with their respective terms of office. The representative from the accredited business or industry sector shall be appointed by the Board for a specific term. The representative from the ALCU shall be appointed by the Board for a specific term subject to confirmation of the President of National ALCU  
The CHED Regional Director or his/her duly designated representative may be invited as a resource person during board meetings. (CHED Memo 42, section 5, series 2016)

**SECTION 6.** The MCC shall 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. The President of the College shall perform duties and responsibilities within the scope of authority given by the said Board.

**SECTION 7.** Subject to existing laws, the Board of Trustees shall perform the following exercise of its 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 to be implemented in the College;
- b) To effect College Actions. College Actions are speedy resolutions to issues, the discretion for which, is not specifically lodged in any office or committee;
- c) To approve evaluation of academic ranks of personnel (e.g. teaching and non-teaching) as basis for compensation and promotion.
- d) To approve policies on admission, retention, and graduation of students upon the recommendation of the appropriate council or committee;
- e) 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;
- f) 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 the policies and guidelines set by CHED,
- g) To approve evaluation of academic ranks of personnel,
- h) To recommend appointee for the President of the College;
- i) To confirm designees for Vice Presidents, Directors, Deans of Institutes, Program Heads, Coordinators and Heads of Offices designated by the President;

- j) To confirm appointees for professors, associate professors, instructors, lecturers, administrative staff and personnel upon the recommendation of the Personnel Selection Board (PSB),
- k) To approve school policies on discipline, faculty manual, administrative manual and other rules upon the recommendation of appropriate council or committee;
- l) To fix a reasonable amount of tuition and matriculation fees, graduation fees, miscellaneous fees, laboratory fees and all other special fees and charges,
- m) To approve academic arrangements, consortia and other forms of linkages for institutional capability building with other learning institutions and agencies, <sup>both</sup> Boardh public, private, local, national and international,
- n) To provide fellowship and scholarship grants and award the same to deserving and qualified students upon the recommendation of the Scholarships and Grants Committee;
- o) To prescribe implementing rules and regulations for the administration and management of the College;
- p) To receive in trust, legacies, gifts, grants and donations of any kind, tax free and to administer the same for the benefit of the College in accordance with the instructions and directives of the donor and in the absence of specific directives, shall dispose the same in its discretion,
- q) 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;

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

- a. The Chair The City Mayor as Chair shall serve during incumbency;
- b. The President. The College President as Vice Chair shall serve during incumbency;
- c. The term of office of the Chair of the Committee on Education shall be co-terminus with the respective term of the office as member of the Sangguniang Panlungsod,
- d. The Members representing associations such as President of the MCC Faculty Association, President of the MCC Student Council, and President of the MCC Alumni Association shall adopt the terms of office of their respective associations, Association of Local Colleges and Universities;

- e. The representative from accredited members' business sector shall be appointed by the Board with specific term for a maximum of three (3) years.

#### **ARTICLE IV- MEETINGS**

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

**SECTION 10** Special Meetings. Special meetings of the Board shall be held at the College or in any place in Mabalacat City, Pampanga 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 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. Prayer
- c. Roll Call
- d. Approval of the minutes of the previous meeting
- e. Calendar of Business for the day
- 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 of 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 College.

**SECTION 17.** Allowances. The members of the Board shall serve without compensation except for allowances or per diem set at 25% of the monthly Representation and Travel Allowance (RATA) of the Chair 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 current corporate practices.

#### **ARTICLE VI - COLLEGE OFFICIALS**

**SECTION 18.** Appointments, Qualifications and Terms of Office of the College Officials.

- 1 The College President. The College President shall be the Chief Executive of the College. He/She shall be appointed by the Chair with the concurrence of the majority vote of the Board. He/She shall serve for a term of four (4) years, renewable for another four years, unless sooner removed for a cause. The administration of the local college shall be vested in the College President who shall render full-time service. He/She shall receive a salary equivalent to that of the President of a College provided by law (Local Budget Circular No. 61, dated March 18, 1996). The President shall hold an appropriate earned doctoral degree with at least five (5) years of relevant administrative experience; (CHED Memorandum Order No. 32, section 7, series 2006)
- 2 The Vice-President for Academic Affairs (VPAA). The VPAA shall be appointed by the President and confirmed by the Board and shall serve for a term of four (4) years, renewable for another four (4) years, unless sooner removed for a cause. The VPAA's powers and duties as well as



allowances shall be prescribed by the Board. He/she must be a holder of an earned doctoral degree;

3. The Vice President for Administration (VPA). The VPA shall be appointed by the President for a term of four (4) years, renewable for another term, unless sooner removed for a cause. The appointment shall be confirmed by the Board. The VPA's powers and duties as well as allowances shall be prescribed by the Board. He/she must be a holder of an earned master's degree;
4. The Vice President for Research and Extension Services (VPRES). The VPRES shall be appointed by the President and confirmed by the Board and shall serve for a term of four (4) years, renewable for another four (4) years, unless sooner removed for a cause. The VPRES' powers and duties as well as allowances shall be prescribed by the Board. He/she must be a holder of an earned master's degree;
5. The Vice President for External Affairs (VPEA). The VPEA shall be appointed by the President and confirmed by the Board and shall serve for a term of four (4) years, renewable for another four (4) years, unless sooner removed for a cause. The VPEA's powers and duties as well as allowances shall be prescribed by the Board. Preferably, he/she is a master's degree holder

**SECTION 19.** Suspension and Removal. The aforementioned officials may be suspended from office by a majority vote of the Board for reason of incapacity, incompetence, dishonesty, and conviction of crime or any act detrimental to the interest and welfare of the College in accordance with applicable laws.

**SECTION 20.** Service after Retirement Age. The College Officials may be extended by the Board for up to seventy (70) years of age, whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the Board. (Republic Act No. 8292)

#### **ARTICLE VII - INSTITUTES AND INSTITUTE OFFICIALS**

**SECTION 21** The different Institutes that may be established at the MCC are as follows.

- a. Teacher Education
- b. Computing Studies
- c. Hospitality Management
- d. Arts and Sciences
- e. Business Education
- f. Technical Teacher Education
- g. Engineering
- h. Technology Education
- i. Criminal Justice Education

- j. Legal Education
- k. Health Sciences and Allied Education
- l. Aeronautical Education
- m. Maritime Education
- n. Graduate Studies

**SECTION 22.** Dean. Degree-granting institutes shall be headed by a Dean. The Dean provides academic leadership in the Institute 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.

**SECTION 23.** Assistant Dean. Each institute must be assisted by an Assistant Dean, if deemed necessary. An Assistant 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.

**SECTION 24.** Field of Study Head. Each Field of Study under an Institute shall be headed by a Field of Study Head (FoSH). A 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 FoSH, the Dean shall hold the office in an ex-officio capacity. No FoSH shall be appointed in an OIC capacity. A FoSH shall hold twelve (12) units teaching loads.

**SECTION 25.** The Fields of Study are as follows:

- a. Professional Education
- b. Languages and Literature
- c. Physical Education
- d. Natural Sciences and Mathematics
- e. Information Technology Education
- f. Hospitality Management
- g. Social Sciences and Humanities
- h. Business and Accountancy
- i. Technical Education
- j. Business Law

## ARTICLE VIII - FACULTY

**SECTION 26.** The College Faculty may be classified as full-time, part-time, or as guest lecturer

**SECTION 27.** 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 College shall be selected based on standards set by the College consistent with the existing policies of the CHED and the CSC. The members of the faculty of the College shall be recommended for appointment by the President to the Local Chief Executive.

**SECTION 28.** 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 part-timers shall be promulgated. In general, the allowable faculty overload shall not exceed six (6) units including those done outside MCC. However, in the exigency of the service faculty loads may exceed

**SECTION 29.** Members of the Faculty who conducted outstanding researches in their fields of specialization shall be awarded with cash incentives and may qualify for the annual *Lector Magnificus* Award.

**SECTION 30.** Working Hours. MCC shall adopt flexicore work schedule for its full-time faculty members. Full-time faculty members are required to render a total of thirty (30) hours of work per week at the College, divided as follows. Twenty-four (24) hours of actual classroom instruction engagement, and six (6) hours of consultation. Since the Civil Service Commission requires a total of forty (40) hours a week, there is thus, a difference of ten (10) hours. To compensate, faculty members must use the ten (10) hours for teaching-related activities such as preparation of lessons, checking of papers, research and community extension works. However, these may be done inside or outside the College premises. A part-time faculty or guest lecturer may be given teaching load not exceeding what is provided by pertinent regulations, and shall render contract-based service.

**SECTION 31.** Retirement. Retirement of all full-time faculty members shall be compulsory at the age of sixty-five (65) years.

### **ARTICLE IX - NON TEACHING PERSONNEL**

**SECTION 32.** Qualification Standards. To be appointed to a permanent non-teaching position at Mabalacat City College, one must hold an appropriate educational background and experience aligned to or allied to one's assigned position. The members of the non-teaching personnel shall be selected based on standard set by the College consistent with the existing policies of the CHED and the CSC. The members of the non-teaching personnel shall be recommended for appointment by the President to the Local Chief Executive.

**SECTION 33.** Vacant positions marked for filling up shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places at Mabalacat City College, City Hall Building, and/or Community Bulletin Boards for at least fifteen (15) days. Other appropriate modes of publication shall be considered.

**SECTION 34.** Filling up of vacant positions shall be made after fifteen (15) days from their publication. The publication of a particular vacant position shall be valid until filled up but not to extend beyond six (6) months reckoned from the date the vacant position was published.

**SECTION 35.** Members of the Non-Teaching Personnel who conducted outstanding researches in their fields of specialization shall be awarded with cash incentives and may qualify for the annual *Lector Magnificus* Award.

### **ARTICLE X - STUDENTS**

**SECTION 36.** 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 College by reason of age, sex, religious belief, or political affiliation.

### **ARTICLE XI- THE EXECUTIVE AND MANAGEMENT COMMITTEES**

**SECTION 37.** **The Executive Committee (EXECOM).** The EXECOM consists of the President and Vice Presidents. Meetings will be conducted at least once a month.

**SECTION 38. The Management Committee (MANCOM).** The MANCOM consists of the President, Vice Presidents, Deans, Directors and Unit Heads. Meetings will be conducted at least once a month.

**ARTICLE XII- THE ACADEMIC AND ADMINISTRATIVE COUNCILS**

**SECTION 39.** The Academic Council consists of the Vice President for Academic Affairs, Deans, Assistant Dean (if any), SHS Supervising Head (at large), SAS Director (at large), Field of Study Coordinator (at large), Head Librarian (at large) and the Registrar (at large)

**SECTION 40.** 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;
- 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 41.** The Administrative Council consists of the Vice President for Administration and all heads of the administrative offices.

**SECTION 42.** Functions of the College 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 college-wide activities;
- d. To perform actions other than those enumerated above affecting administrative personnel.

**ARTICLE XIII – MABALACAT CITY COLLEGE  
BRANCH/SATELLITE/EXTENSION**

**SECTION 43.** The MCC shall open branch/satellite/extension in a barangay with big population and within the jurisdiction of the Mabalacat City to bring educational opportunities closer to its clientele.

**SECTION 44.** Any branch/satellite/extension opened shall have attendant educational facilities such as buildings and classrooms and may offer the fields of study offered by the main campus.

**SECTION 45.** The branch/satellite/extension 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 XIII – MABALACAT CITY COLLEGE SENIOR HIGH SCHOOL**

**SECTION 46.** Pursuant to the pertinent provisions of Republic Act 10533 or the Enhanced Basic Education Act of 2013, and consistent with the mandate of the CHED therein stated, to work closely with the Department of Education (DepEd) to *formulate strategies and mechanisms to ensure the smooth transition to K to 12, as well as to implement strategies that ensure the academic, physical, financial, and human resource capabilities of Higher Education Institutions (HEIs) and Technical Vocational Institutions (TVIs) to provide educational and training services for graduates of the enhanced basic education program to ensure that they are not adversely affected*, the CHED issues **guidelines for the participation of Local Universities and Colleges (LUCs) in the upcoming full implementation of Grades 11 and 12 of Senior High School (SHS) beginning School Year (SY) 2016-2017**

**SECTION 47.** MCC SHS shall be headed by a Supervising Head who shall be directly reportorial to the President/VPAA.

**SECTION 48.** MCC shall offer Senior High School Curriculum or Tracks and Strands deemed desirable considering the needs of the Community

**SECTION 49.** The SHS may source its funding from the Local Government Unit/Department of Education City Schools Division of Mabalacat City It may also draw its funds from the Special Education Fund as permitted by the Local Government Code and other guidelines released by agencies concerned.

#### ARTICLE XIV – MISCELLANEOUS PROVISIONS

**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 College whose duties and functions are the following:

- a. To attend the commencement exercises of the College;
- b. To conduct visits at the College 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 College.

**SECTION 51.** 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 College.

**SECTION 52.** Accounting Reports. The New Government Accounting System (NGAS) prescribed by the Commission on Audit (COA) effective 2007 shall be implemented to provide adequate information to the needs of the users of financial reports.

**SECTION 53.** Funding – The City Government of Mabalacat shall ensure fiscal autonomy to the College, and as provided for by law, the *Sangguniang Panlungsod* is hereby empowered to establish a College Educational Fund which shall consist of:

- a. Collection of tuition and other fees which are affordable and reasonable to be automatically retained by the College;
- b. **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 by the *Sangguniang Panlungsod*, which shall be released automatically by the Treasurer to the College. The college may request a supplemental budget if the allotted **5%** may not be sufficient to sustain the activities of the College.
- c. Releasing of the budget shall be on a monthly basis to be remitted by the City Treasurer to the authorized cashier/disbursing officer of the College every first week of each month.
- d. Disbursements of the MCC funds shall be managed by the authorized cashier/ disbursing officer with the approval of the College President or the Chair of the Board and shall be subjected to the usual accounting and auditing procedures;

- e. Proceeds from grants and donations from the national government, local and international funding institutions or foreign government.

The amount collected for the College Educational Fund shall be appropriated by the Board of the College, exclusively for the improvement of its facilities and equipment, library, school buildings and upgrading of the salaries and allowances of its faculty and support personnel including faculty and staff development, research, and extension services.

**OFFICE OF THE PRESIDENT**

Position Title	Salary Grade	No. of Employees	No. Incumbent
College President	29	1	1
Administrative Aide III (Driver I)	3	1	1
Administrative Aide VI (Clerk III)	6	1	1
Board Secretary II	17	1	1

**Collection/IGP Unit**

Cashier III	18	1	1
Administrative Officer III (Cashier II)	14	1	1
Administrative Officer I (Cashier I)	10	1	1

**VICE PRESIDENT FOR ACADEMIC AFFAIRS (Higher Education Services)**

Professor III	26	1	
Professor II	25	1	
Professor I	24	1	
Associate Professor V	23	2	
Associate Professor IV	22	2	
Associate Professor III	21	2	
Associate Professor II	20	2	
Associate Professor I	19	2	2
Assistant Professor IV	18	4	2



Assistant Professor III	17	3	
Assistant Professor II	16	3	
Assistant Professor I	15	4	1
Instructor III	14	13	13
Instructor II	13	5	2
Instructor I	12	20	9
<b>REGISTRAR</b>			
Registrar II	15	1	1
Registrar I	11	1	1
Clerk I	3	1	1
<b>LIBRARY</b>			
Librarian III	18	1	1
Librarian II	15	1	1
Librarian I	11	3	2
<b>STUDENT AFFAIRS &amp; SERVICES</b>			
<b>Guidance Services</b>			
Guidance Counselor III	13	1	
Guidance Counselor II	12	1	
Guidance Counselor I	11	1	
Psychologist I	11		

**Health Services**

Medical Officer I	16		
Nurse II	15	1	
Nurse I	11	2	
Dentist I	13	1	
Dental Aide	4	1	

**Admission and Scholarship Grants**

<b>Designee from Non Teaching Personnel</b>			
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**Athletics**

<b>Designee from Non Teaching Personnel or Teaching personnel</b>			
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**Discipline Services**

<b>Designee from Teaching personnel</b>			
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**Career, Placement and Testing**

<b>Designee from Non Teaching Personnel</b>			
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**Cultural Affairs**

<b>Designee from Teaching personnel</b>			
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**Student Affairs**

<b>Designee from Teaching personnel</b>			
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**SENIOR HIGH SCHOOL**

<b>Designee from Faculty position to head the Senior High School</b>			
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**VICE PRESIDENT FOR ADMINISTRATION**

**HUMAN RESOURCE MANAGEMENT**

Human Resource Management Officer III	18	1	1
Administrative Officer IV (H.R.M. Officer II)	15	1	1
Administrative Officer V	18	1	
<b>SUPPLY</b>			

Administrative Officer I (Supply Officer I)	10	1	1
Administrative Officer II (Budget Officer I)	11	1	1
<b>GENERAL SERVICES</b>			
Administrative Aide VI (Laboratory Technician I)	6	1	1
Administrative Aide VI (Utility Foreman)	6	1	1
Administrative Assistant I (Reproduction Machine Operator II)	7	1	1
Administrative Aide III (Utility Worker II)	3	4	4
Administrative Aide III (Driver I)	3	1	1
Administrative Aide II (Messenger)	2	1	1
Administrative Aide II (Utility Worker I)	1	2	2

**RECORDS**

Clerk I	3	1	
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**PHYSICAL PLANT**

Planning Officer III	18	1	
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**SECURITY**

Administrative Officer II (Information Officer I)	11	1	1
Administrative Aide III (Utility Worker II)	3	1	1
Administrative Aide VI	6		
Administrative Aide III	3		

**MANAGEMENT AND INFORMATION SYSTEM**

Information Systems Analyst II	16	1	
Computer Maintenance Technologist I	11	1	1
Computer Programmer II	15	1	

**VICE PRESIDENT FOR RESEARCH AND EXTENSION**

City Gov't. Asst. Department Head I	23	1	
Special Operation Officer II	14	1	
Statistician II	15	1	
Administrative Assistant V	11	1	

**Quality Assurance Unit**

Records Officer II	14	1	1
Administrative Aide III(Clerk I)	3	1	

**Extension Services**

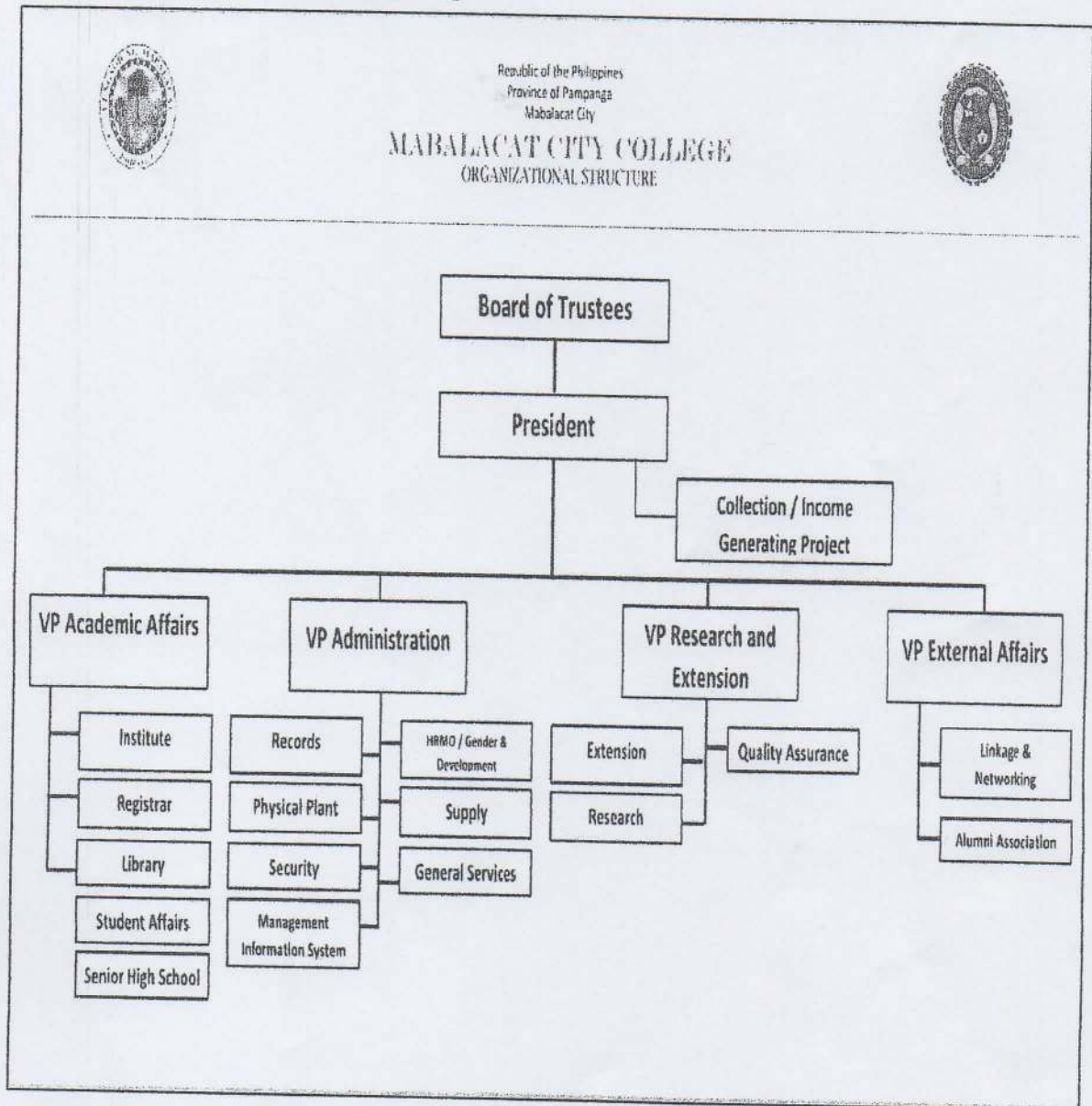
Officer may be designated either from the faculty of non-teaching personnel			

**VICE PRESIDENT FOR EXTERNAL AFFAIRS**

<b>Linkage and Networking</b>			
Officer and staff may be designated for			
<b>Alumni Association</b>			
Officer from the alumni			

(\* Total Benefits includes GSIS, Medicare, State Insurance Premiums, Pag-ibig, PERA, RATA, ADCOM, Year-End Bonus, Cash Gifts and Uniform Allowance)

**SECTION 55.** Organizational Structure. Attached as Appendix A is the organizational chart of the College.




**SECTION 56.** Separability Clause – If any provision of this Ordinance is held invalid or unconstitutional, any other provision not so affected shall continue to be valid and effective.

**SECTION 57.** Repealing Clause – Any City Ordinance, resolution and its rules and regulation, or any part thereof, which are inconsistent with any of the provision of this Ordinance are hereby repealed or amended accordingly

**SECTION 58.** Effectivity Clause – This Ordinance shall take effect upon its approval and publication.

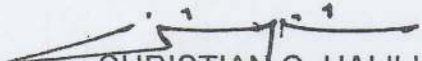
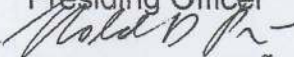
ENACTED: This 23<sup>rd</sup> day of December 2016


CERTIFIED CORRECT


  
AILEEN G. PEÑA  
SP Secretary

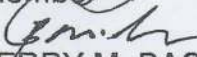
ATTESTED BY   
CHRISTIAN C. HALILI  
Vice Mayor/Presiding Officer

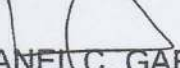
APPROVED:

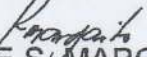
  
CHRISTIAN C. HALILI  
Presiding Officer  
  
ROLAND D PEÑA  
Member


  
EDUARDO D SOTTO  
Member

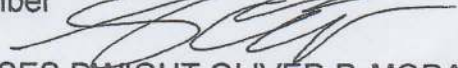
  
ROGELIO Q. YUMUL  
Member

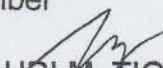
  
JERRY M. BASILIO  
Member

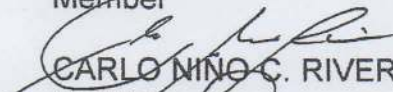
  
KRIZZANEL C. GARBO  
Member


  
RUVIELANE S. MARGARITO  
Member

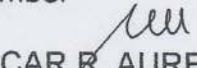
  
GERALD GUTTRIE P AQUINO  
Member

  
MOISES DWIGHT OLIVER P MORALES  
Member


  
AMAURI M. TIGLAO  
Member

  
CARLO NIÑO C. RIVERA  
Member

  
DANILO B. BAYANT  
Member

  
OSCAR R. AURELIO, M.D.  
Member

APPROVED:

  
MARINO P MORALES  
City Mayor  
Date: 01/19/17



Republic of the Philippines  
**MABALACAT CITY**  
Province of Pampanga

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Website: [www.mabalacatcity.gov.ph](http://www.mabalacatcity.gov.ph)  
Email: [spmabalacatcity@gmail.com](mailto:spmabalacatcity@gmail.com)

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10 August 2017

DRA. CARMELITA P. SOTTO  
President  
Mabalacat City College  
Mabalacat City, Pampanga

Respectfully transmitted herewith for your information, Resolution of the Sangguniang Panlungsod of Mabalacat City, enacted/approved on the date of session indicated therein

CITY ORDINANCE NO. 66  
Series of 2017

AN ORDINANCE AMENDING SECTION 18 (1) OF CITY ORDINANCE NO. 60, SERIES OF 2016 ENTITLED "THE NEW CHARTER OF MABALACAT CITY COLLEGE"

Very truly yours,

  
AILEEN G. PEÑA  
SP Secretary

City Ord. No 66  
Series of 2017  
Cont.

who shall render full-time service. He/She shall receive a salary equivalent to that of the President of a College provided by law (Local Budget Circular No. 61, dated March 18, 1996) The President shall hold an appropriate earned doctoral degree with at least five (5) years of relevant administrative experience; (CHED Memorandum Order No. 32, section 7 series 2006)

B). The amendment shall now be Section 18(1) The College President. The College President shall be the Chief Executive of the College. He/She shall be appointed by the Chair with the concurrence of the majority vote of the Board He/She shall serve for a term of four (4) years, renewable for another four years, unless sooner removed for a cause. The administration of the local college shall be vested in the College President who shall render full-time service He/She shall receive a salary equivalent to that of the President of a College provided by law (Local Budget Circular No. 61, dated March 18, 1996) The President shall hold an appropriate earned doctoral degree with at least five (5) years of relevant administrative experience; (CHED Memorandum Order No. 32, section 7, series 2006) There shall be a "The Search Committee for President (SCP) which shall have five (5) members to be appointed by the Governing Board with a member each representing the Civil Service Commission (CSC), Academe, business or industry sector, Association of Local Colleges and Universities (ALCU) and the Commission on Higher Education (CHED) The SCP shall elect Chairman and Vice-Chairman from among themselves. Six (6) months before the expiration of the incumbent president.


### SECTION 3. ADMINISTRATIVE PROVISIONS

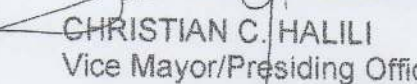
A). All pertinent provisions of City Ordinance No. 60, Series of 2016 which were not amended shall remain valid and in full effect.

SECTION 5 EFFECTIVITY - This Ordinance shall take effect immediately upon approval, signing and posting on conspicuous places within the city and/or publication to any newspaper of local and/or national circulation

ENACTED: This 9th day of August 2017 on motion of Hon Roland D. Peña, duly seconded unanimously

CERTIFIED CORRECT

  
AILEEN G. PEÑA  
SP Secretary

  
ATTESTED BY: CHRISTIAN C. HALILI  
Vice Mayor/Presiding Officer



Republic of the Philippines  
**PROVINCE OF PAMPANGA**  
 CITY OF SAN FERNANDO

**SANGGUNIANG PANLALAWIGAN**

=====

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 9<sup>TH</sup>  
 SANGGUNIANG PANLALAWIGAN OF PAMPANGA UNDER THE LOCAL GOVERNMENT  
 CODE OF 1991 HELD ON MARCH 17, 2017 AT THE SESSION HALL, CAPITOL  
 BUILDING, CITY OF SAN FERNANDO, PAMPANGA**

=====

**PRESENT**

Hon Ferdinand P Labung	Acting Vice-Governor (Temporary Presiding Officer)
Hon Cherry D Manalo	Member
Hon Arthur L. Salalila	Member
Hon Salvador B. Dimson, Jr	Member
Hon Benjamin D Jocson	Member
Hon Ananias L. Canlas, Jr	Member
Hon Nelson T Calara	Member
Hon Rolando D Balingit	Member
Hon Olga Frances D Dizon	Member

**ABSENT**

Hon Dennis G Pineda	Vice-Gov	(On Leave)
Hon Rosve V Henson	Member	
Hon Anthony Joseph S Torres	Member	
Hon Gerome N Tubig	Member	(On Leave)

**RESOLUTION NO. 4602**

**A RESOLUTION APPROVING ORDINANCE NO. 60, SERIES C OF THE  
 SANGGUNIANG PANLUNGSOD OF MABALACAT CITY, PAMPANGA.**

Sponsors.	Hon. Arthur L. Salalila	Hon. Ananias L. Canlas
	Hon. Rosve V Henson	Hon. Nelson T Calara
	Hon. Gerome N. Tubig	Hon. Rolando D. Balingit
	Hon. Benjamin D. Jocson	Hon. Cherry D. Manalo
	Hon. Ferdinand P. Labung	Hon. Olga Frances D. Dizon
	Hon. Salvador B. Dimson, Jr.	

THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF PAMPANGA, in regular session assembled

RESOLVED, as it is hereby resolved by the Sangguniang Panlalawigan, that Ordinance No 60, series of 2016 of the Sangguniang Panlungsod of Mabalacat City, Pampanga, entitled "The New Charter of Mabalacat City College" be, as it is hereby Approved

RESOLVED FINALLY, that copies of this Resolution be furnished to the City Mayor and the Sangguniang Panlungsod, both of Mabalacat City, Pampanga for their information

APPROVED

HEREBY CERTIFY to the correctness of the above-quoted Resolution

**VIRGIE C. NAVARRO**  
 Board Secretary I

ATTESTED

**FERDINAND P. LABUNG**