

MABALACAT CITY COLLEGE CHARTER

(OLD) Municipal Ordinance No. 02, Series of 2007 "An Ordinance Establishing A Local College in the Municipality of Mabalacat to be known as the "MABALACAT COLLEGE" and granting its CHARTER provisions for the RULES, REGULATIONS and pertinent GUIDELINES for the ESTABLISHMENT and OPERATIONS thereof

(NEW) CITY ORDINANCE NO. 60 series of 2016 THE NEW CHARTER OF MABALACAT CITY COLLEGE 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"

Sangguniang Panlalawigan Resolution No. 4602 - A Resolution Approving Ordinance No. 60 series of 2016 of the Sangguniang Panlungsod of Mabalacat City, Pampanga.

FILE



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MUNICIPALITY OF MABALACAT
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OFFICE OF THE SANGGUNIANG BAYAN

MINUTES OF THE 11TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MABALACAT PAMPANGA HELD ON OCTOBER 04, 2007 AT THE SANGGUNIANG BAYAN SESSION HALL

- PRESENT:
- | | |
|------------------------------|---------------------|
| Hon. Prospero T Lagman, M.D. | - Presiding Officer |
| Hon. Tomas P. Manalo, Jr. | - Member |
| Hon. Jerry M. Basilio | - Member |
| Hon. Noelito B. Castro | - Member |
| Hon. Christian C. Halili | - Member |
| Hon. Oscar R. Aurelio, M.D. | - Member |
| Hon. Benjamin D. Jocson | - Member |
| Hon. Froylan L. Galang | - Member |
| Hon. Eduardo D. Sotto | - Member |
| Hon. Amauri M. Tiglao, Jr. | - Member |
| Hon. Adam M. Balilo | - Member |



ABSENT: NONE

MUNICIPAL ORDINANCE No. 02
Series of 2007

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

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF MABALACAT, PAM PANGA IN SESSION ASSEMBLED THAT:

SECTION 1 TITLE. This Ordinance shall be known as "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".

SECTION 2. ADMINISTRATIVE PROVISIONS AND COVERAGE.

- a. This ordinance establishing the Mabalacat College and Granting its charter providing for the rules, regulations and pertinent guidelines for its establishment and operations thereof shall be an exclusive undertaking and initiative of the Local Government Unit of Mabalacat through the cooperative and support of the Department of Education (DEPED), the Commission of Higher Education (CHED) and all the local elected and appointed officials of the municipality;
- b. The Mabalacat College shall be provided herein of its rules, regulations and guidelines for its establishment and operation thereof;

WHEREAS, it has been the declared policy of the State to recognize the vital role of the youth in our society and the need to assist them in their full development;

WHEREAS, the 1987 Philippine Constitution mandates that the State shall promote and protect the right of all citizens to quality education at all levels and shall take appropriate steps to make education accessible to all;

WHEREAS, it is further believed that education is accorded with premier importance towards the full development of the human resource of the municipality in particular and the country at large;

WHEREAS, it is within the firm belief of the Sangguniang Bayan that the education is an effective tool in emancipating the underprivileged sector of our society from the bondage of poverty, therefore an implementation of any legislative undertaking such as the establishment of a local college/local higher learning institution will definitely transform deserving students with the desired competitive work knowledge, skills and values which are essential in their progressive living as individuals and members of community and society;

WHEREAS, based on the survey it was found out that a significant number of families in the municipality failed to send their children for college education because of their inability to cope with the commercialize education in private higher learning institutions;

WHEREAS, the marginalized youth with capability to pursue college education, must be provided with equal right for quality and affordable higher education;

WHEREAS, cognizant to the importance of college education as a strong foundation in arming the youth for community and nation building, the Honorable Mayor thru the Committee on Education proposed the establishment of Mabalacat College that will offer different degree courses in the fields of sciences, arts, education, commerce, engineering and related courses. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization;

WHEREAS, the aspects of budgetary/funding requirements of the operation of the Mabalacat College is well deliberated and be shouldered by the Municipality of Mabalacat;

WHEREAS, all sectors, both public and private, have expressed and confirmed their approval to the establishment of the college considering that this legislative undertaking shall serve as an important legacy in building a brighter life of our youth today and the future;

NOW THEREFORE, be it ordained, as it is hereby ordained in session duly assembled, that;

ARTICLE I – GENERAL PROVISIONS

SECTION 1. There is hereby established in the Municipality of Mabalacat, within the powers and limitations hereinafter specified; a higher educational institution to be known as the Mabalacat College, guided with the following fundamental principles:

- a) That the basic education level must be sustained by means of a specialized formal training through an affordable, accessible, and high standard of collegiate education;
- b) That the basic right for higher education of every capable individuals must be requested and be given equal opportunity for development in his/her chose field of specialization;
- c) That the local college will serve as a catalyst for human development, cultural convergence and unity;
- d) That the local college will be a strong identity in their belief as united people for education as instrument for progress and development.

SECTION 2. Vision, Purpose and Objectives of the Mabalacat College

Vision:

MABALACAT COLLEGE, the equalizer of educational opportunities, hones human potentials who eventually leads in building a progressive, socially and morally responsive communities.

Objectives:

- a) To provide degree program which are needed by the local and global communities;
- 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.

ARTICLE II – BOARD OF TRUSTEES

SECTION 3. The governance of the Mabalacat College is hereby vested and exercised by a Board of Trustees to be known as the Board of Trustees of the Mabalacat College. The Board of Trustees (BOT) shall be composed of the following:

- The Municipal Mayor as Chairman;
- The President of the Mabalacat College as Vice Chairman;
- The Chairman of the Committee on Education of the Sangguniang Bayan;
- President- Faculty Association;
- President-Student Council;
- ALCU Representative;
- CHED rank not lower than a Director;
- President – Alumni Association;
- President of a reputable business firm in the Municipality of Mabalacat.

SECTION 4. The Mabalacat College shall exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively in 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 5. Subject to existing laws, the Board of Trustees shall perform the following exercise of its corporate powers.

- a. To approve degree programs to be offered in the college based on the priority needs of the community;
- b. To confer degrees and certificates and award honorary degrees upon persons in recognition of their academic performances in the field of arts, sciences literature, statesmanship, government services, eminence in philosophy and community service;
- c. To approve evaluation of academic ranks of personnel (e.g. teaching and non-teaching) as basis for compensation and promotion.
- d. To reassess and approve upon the recommendation of the College President, appointees for professors, associate professors, instructors, lecturers and all other administrative staff and personnel. Related thereto, to fix their compensation (salaries, wages and allowances); hours of service and designate such other duties and functions as it may deem proper under the circumstances and within the discretion of the president, grant their leave of absences based on the promulgated regulations and other provisions of the law, to the contrary notwithstanding. To suspend or remove them for a valid cause under the guidance of due process of law, such that, an investigation and hearing for this purpose have already been accomplished as basis for final decision;

- e. To approve the courses of study and rules of discipline drafted by the College Council as herein provided. To fix the amount of tuition and/or matriculation fees, graduation fees, miscellaneous fees, laboratory fees and all other special fees and charges;
- f. To develop the consortia and other forms of linkages with other learning institutions and agencies, both public and private, local and foreign in furtherance of the purpose and objectives of the College;
- g. To provide fellowship and scholarship grants and award the same to deserving and qualified students;
- h. To prescribe specific regulations for the administration and management of the College in conformity with the powers vested upon the college as defined under in Section 2, Article II of this Ordinance;
- i. To receive in trust, legacies, gifts, grants and donations of any kind (be it real or personal properties), tax free and to administer the same for the benefit of the College or of a particular department thereof or in the form of subsidy to any student or group of students in accordance with the instructions and directives of the donor and in the absence of specific directives, shall grant the same upon the discretionary powers of the Board of Trustees as maybe determined under such circumstances;
- j. To promulgate and enforce rules of discipline governing the officers, faculty, teaching and non-teaching personnel, provided and such powers maybe delegated to the President, Vice President or any committee created for the purpose;
- k. To exercise such other powers and perform such other functions and duties not inconsistent with existing law as maybe prescribed by law or an ordinance and as it may deemed necessary for the effective and efficient governance of the College;

SECTION 6. Term of Office of the Board of Trustees. The members of the BOT shall have the following terms of office:

- a. The Chairman. The incumbent Municipal Mayor as founding Chairman shall serve for a term not exceeding six (6) years and his/her successor maybe appointed by him during his term provided he or she possesses the qualification set forth under Sec. 1 Article V hereof;
- b. The President. To be appointed by the Chairman, confirmed by the BOT and shall hold office for a term of four (4) years or until his successor shall have been appointed and qualified;
- c. The term of office of the Chairman of the Committee on Education shall be co-terminus with his/her respective term of the office as member of the Sangguniang Bayan;
- d. The other members namely: President of the Faculty Assn., President, Student government, President Alumni Assn., and other members shall adopt the terms of the office of their respective association.

ARTICLE III- MEETINGS

SECTION 7. Regular Meetings. Regular meetings of the BOT shall be held quarterly every first Thursday of the quarter at the College or in any other place in the Municipality of Mabalacat as determined by the board from the last preceding meeting.

SECTION 8. Special Meetings. Special meetings of the BOT shall be held at the College or in any place in the Municipality of Mabalacat upon the call of the Chairman or the majority of the BOT members.

SECTION 9. a written notice to the BOT 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 10. Quorum. A majority of all the members shall constitute a quorum to transact official business and decide any question at the meeting.

SECTION 11. Order of Business. The order of business of the meetings of the BOT shall be as follows:

- a. Call to order
- b. Prayer
- c. Roll Call
- d. Approval of the minutes of the previous meeting
- e. Ratification of all the acts and resolutions approved by the Ex-Com (not for BOT meeting)
- f. Calendar of Business for the day
- g. Adjournment

ARTICLE IV – QUALIFICATIONS, VACANCY, SUSPENSION/REMOVAL AND COMPENSATION OF MEMBERS OF BOT

SECTION 12. Qualifications. All members of the BOT shall be bonafide citizens of the Philippines and with proven responsibility, integrity and honesty.

SECTION 13. Vacancy. In case of vacancy in the BOT 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 the appointment of the Chairman of the BOT. Such appointee shall only serve the unexpired term of his predecessor.

SECTION 14. Suspension and Removal. A member of the BOT may be suspended or removed from office upon a majority vote of the members of the board based on the following causes:

- a. Incapacity;
- b. Incompetence;
- c. Dishonesty;
- d. Conviction of a crime involving moral turpitude; or,
- e. Any act detrimental to the interest and welfare of the College.

Provided, no member of the board may be suspended or removed from office without taking into consideration the due process of law.

SECTION 15. Compensation. The members of the BOT shall serve without compensation except for reasonable allowances or per diem as may be authorized by the board.

ARTICLE V – COLLEGE OFFICIALS

SECTION 16. The following are the Officers of the College:

1. The President of the Mabalacat College shall be the Chief Executive of the College. He shall be appointed by the Chairman with the concurrence of the majority vote of the BOT. He shall serve for a term of four (4) years, renewable for another four years, unless

sooner removed for a cause. He shall receive a salary equivalent to that of the President of a College provided by law or as may be authorized by the BOT. The President shall hold an appropriate earned doctoral degree with at least five (5) years of relevant administrative experience.

2. The Vice-President for Academic Affairs who shall be appointed by the President and shall serve for a term of three (3) years, renewable for another three (3) years, unless sooner removed for a cause. His powers and duties as well as rate of compensation shall be prescribed by the BOT, provided that he must be a holder of an earned doctoral degree;
3. The Vice-President for Administrative Affairs who shall be appointed by the President and for a term of three (3) years, renewable for another three (3) years, unless sooner removed for a cause. His powers and duties as well as rate of compensation shall be prescribed by the BOT;
4. The College Secretary who shall be appointed by the BOT and shall serve for a term of three (3) years, renewable for another three (3) years, unless sooner removed for cause. His powers and duties as well as rate of compensation shall be prescribed by the BOT.

SECTION 17. Suspension and Removal. The aforementioned officers may be suspended from office by a majority vote of the BOT for reason of incapacity, incompetence, dishonesty, conviction of crime involving immoral turpitude or any act detrimental to the interest and welfare of the college in accordance with applicable laws.

ARTICLE VI – FACULTY

SECTION 18. Composition. The members of the faculty of the College shall be selected based on standard set by the Commission on Higher Education and existing policies of the Civil Service Commission and other meritorious performances.

SECTION 19. The members of the faculty of the College shall be recommended for appointment by the President and shall be approved by the BOT.

ARTICLE VII – NON TEACHING PERSONNEL

SECTION 20. Composition – the non teaching personnel shall be composed of College employees performing non teaching functions or those not included in the enumeration under Section 1, Art. VI hereof.

SECTION 21. The members of the non-teaching personnel shall be recommended for appointment by the President subject to the approval of the BOT.

ARTICLE VIII – STUDENTS

SECTION 22. Student Admission – Preference in the admission of students shall be given to the bonafide residents of Mabalacat subject to the selection and admission policies approved by the BOT, provided, however, that no students shall be denied admission to the College by reason of age, sex, nationality, religious belief, or political affiliation.

ARTICLE IX- COLLEGE ACADEMIC COUNCIL

SECTION 23. The College Academic Council is hereby created consisting the President of the College, Dean of the different colleges, Department Chairpersons, Chief Librarian and Registrar.

SECTION 24. Powers of the College Academic Council are as follows:

- a. To formulate the programs of study and rules and discipline subject to the approval of the BOT and existing laws, rules and regulations;
- b. To prescribe requirements for admission of students to Mabalacat College, as well as for graduation and conferment of degrees, subject to the approval of the BOT;
- c. To exercise exclusive power to recommend students as candidates for graduations or any other persons to be conferred with honorary degrees;
- d. To discipline through the President, students within the limit prescribed by the rules of discipline approved by the BOT.

SECTION 25. The College Administrative Council hereby created consisting of the President of the College, Vice President, Dean of College, and all heads of the administrative offices.

SECTION 26. Powers of the College Administrative Council are as follows:

- a. To formulate policies and standards relative to the administrative functions and procedures;
- b. To prescribe requirements for admission of non teaching personnel who will be employed in the college;
- c. To have powers to recommend rules and regulations affecting administrative personnel;
- d. To implement such policies and provide sanctions to violators of such policies and
- e. To perform actions other than those enumerated above affecting administrative personnel.

ARTICLE X - MISCELLANEOUS PROVISIONS

SECTION 27. Board of Visitors. The Mayor, Vice Mayor, and the members of the Sangguniang Bayan of Mabalacat 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, programs of study, discipline and state of finances of the College;
- d. To submit reports and recommendations to the Sangguniang Bayan relative to the exercise of its duties and functions.

SECTION 28. Reports. The BOT of the Mabalacat College shall submit as required from time to time by the Municipal Mayor and the Sangguniang Bayan an annual report on the progress, conditions and the needs of the College.

SECTION 29. 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 30. The different courses that may be offered at the Mabalacat College are as follows:

- a. College of Business Administration

- Leading in Bachelor of Science in Business Administration
 - Major in Financial/Management Accounting
 - Major in Management and Entrepreneur
 - Major in Marketing and Public Relations
 - Major in Banking and Finance
- Leading to Bachelor of Science in Hotel and Restaurant Management
- ✓ b. College of Nursing
 - Leading to Bachelor of Science in Nursing
- ✓ c. College of Education
 - Leading to Bachelor of Science in Secondary Education
 - Major in: Mathematics, Biology, Chemistry, General Science
 - Leading to Bachelor of Science in Elementary Education
- ✓ d. College of Information and Technology Education
 - Leading to Bachelor of Science in Computer Science
- e. Non Degree Programs
 - Diploma in Computer Secretarial
 - Diploma in Computer Technician
 - Diploma in Computer Programming and Technology/Information System, Internet Software, Management System (Network)

SECTION 31. Funding – The Municipal Government of Mabalacat shall ensure fiscal autonomy to the College, and as provided for by law, the Sangguniang Bayan is hereby empowered to establish a College Educational Fund which shall consist of:

- a. Collection of tuition and other school fees which are affordable and reasonable to be automatically retained by the College;
- b. Three percent (3%) of the proceeds of collections from General Funds, IRA, market stall fees and other local fees collected by the municipality, subject to the approval by the Sangguniang Bayan, which shall be released automatically by the Treasurer to the College;
- c. Proceeds from grants and donations from the national government, local and international funding institutions or foreign governments, and

With the approval of the Mayor and the concurrence of the Sangguniang Bayan, the amount collected for the College Educational Development Fund shall be appropriated by the Board of Trustees 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.

SECTION 32. The following shall be the official plantilla of the Mabalacat College:

Office of the President:

Position	Salary Grade	No. of Employee	Annual Salary	Total Benefits*
President	25-1	1	257,268.00	449,477.20
Admin. Aide VI (Clerk III)	6-1	1	90,360.00	144,969.00
Admin. Aide III (Utility Worker)	3-1	1	71,748.00	121,714.20

Office of the VP for Administration

Position	Salary Grade	No. of Employee	Annual Salary	Total Benefits*
Vice Pres. For Administration	24-1	1	247,368.00	437,267.20
Registrar II	15-1	1	158,004.00	228,771.60
Asst. Registrar I	11-1	1	125,160.00	188,264.00
Cashier II (Head)	14-1	1	149,052.00	217,730.80
Cashier (Asst. Head)	10-1	1	118,080.00	179,457.00

Office of the VP for Academic Affairs:

Position	Salary Grade	No. of Employee	Annual Salary	Total Benefits*
Vice Pres. For Academic Affairs	24-1	1	247,368.00	437,267.20
Faculty Positions (Full Time)	14-1	8	1,192,416.00	1,741,846.40
Faculty Positions (Part Time)	14-1	4	596,208.00	870,923.20

Office of the Higher Education Services:

Position	Salary Grade	No. of Employee	Annual Salary	Total Benefits*
Director for Research	18-1	1	188,184.00	265,993.60
Director for Students Affairs	18-1	1	188,184.00	265,993.60
Director for Community Extension Services	18-1	1	188,184.00	265,993.60
Librarian II	14-1	1	149,052.00	217,730.80
Asst. Librarian I	10-1	1	118,080.00	179,457.00
Guidance Counselor III	12-1	1	132,672.00	197,528.80
Psychometrician	12-1	1	132,672.00	197,528.80
Nurse I	10-1	1	118,080.00	179,457.00
Security Guard	3-1	1	71,748.00	121,714.20

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

SECTION 33. Transitory Provision - The BOT shall approve the provisional organizational chart of the College as recommended by the College President and shall remain as the table or organization until amended or revised.

Res. (O.C.) dated Sept. 20, 2007

Mun. Ord. No. 02
Series of 2007
Cont:..

SECTION 34. 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 35. Repealing Clause – Any Municipal 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.

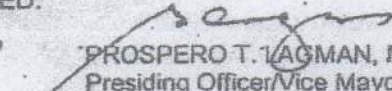
SECTION 36. Effectivity Clause – This Ordinance shall take effect upon its approval.

APPROVED: OCTOBER 04, 2007

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I HEREBY CERTIFY TO THE CORRECTNESS OF THE ABOVE-QUOTED EXCERPTS.


EDGAR D. ANGELES
SB Secretary

ATTESTED:


PROSPERO T. LAGMAN, M.D.
Presiding Officer/Vice Mayor

APPROVED: 
MARINO P. MORALES
Municipal Mayor