



# MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 1<sup>ST</sup> SPECIAL MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON MARCH 6, 2020, 3:00 P.M. AT MABALACAT CITY COLLEGE, MABALACAT CITY, PAMPANGA.

**Present:**

**Chairperson:** Hon. Crisostomo C. Garbo

Mayor, Mabalacat City, Pampanga  
OIC MCC President  
Chairperson, Committee on Education,  
Sangguniang Panlungsod, Mabalacat City,  
Pampanga

**Members:** Hon. Krizzanel C. Garbo

Representative, ALCU-National  
President, MCC Faculty Association  
President, MCC Alumni Association  
President, MCC Student Council  
Secretary, Mabalacat City College  
Chief Administrative Officer

Imelda DP. Soriano, Ed.D.  
Ms. Irene Cristy M. Bacolod  
Neil P. Rigdao  
Rosanel L. Dimarucut

**Secretary:**

Zenaida C. Mandal  
**Guests:** Michelle Aguilar-Ong

x-----x

## RESOLUTION NO. 06 Series of 2020

### CONFIRMATION OF THE APPOINTMENT OF MICHELLE AGUILAR-ONG AS INTERIM PRESIDENT OF MABALACAT CITY COLLEGE

**WHEREAS**, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

**WHEREAS**, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College;

**WHEREAS**, MCC BOT Resolution No. 29 series of 2019 **DR. CARMELITA P. SOTTO** tendered her irrevocable resignation as College President of MCC effective August 31, 2019.

**WHEREAS**, **HON. MAYOR CRISOSTOMO C. GARBO**, was appointed as OIC President of MCC starting September 01, 2019;

**WHEREAS**, the board approved and constituted the Search Committee as stated in BOT Resolution No. 05 series 2020;

**WHEREAS**, the search process is tedious and would still require some time;







# MABALACAT CITY COLLEGE

**WHEREAS**, the OIC President Hon. Crisostomo C. Garbo, is preoccupied with his executive duties and functions as Mabalacat City Mayor;

**WHEREAS, MICHELLE AGUILAR-ONG** has the familiarity and experience in Mabalacat City-LGU operation and administration being designated as CIO officer from 2017 and 2020, and as the chief administrative officer has been administering the affairs of MCC since October 13, 2019.

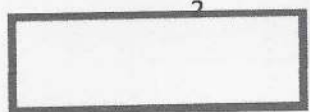
**WHEREAS**, the City Mayor appointed **MICHELLE AGUILAR-ONG** as Interim President until such time that the search process is complete;

**WHEREAS**, The College President will act as chief executive officer and leader of the College, responsible for the overall operation, development, and promotion of the College pursuant to the policies of the Board. The College President shall provide leadership in policy development, fiscal management, personnel management, educational program planning, and communication to further the public image of the College and move the institution toward fulfilling its mission and goals. The College President will:

1. Recommend to the Board changes and development of policies needed to reflect new local and national regulations, student and community needs, or efficient operation of the College.
2. Adopt administrative regulations and procedures for the operation and administration of the College.
3. Be informed and exert leadership toward the development of local and national educational policies.
4. Prepare and submit an annual budget to the Board, make recommendations to the Board for budget changes, and implement the College budget as approved and amended.
5. Develop and implement appropriate administrative procedures for the handling of offers of gifts to the College and further institutional development within the overall mission and goals of the College.
6. Approve leaves and travel orders of personnel, issue certificate of employment;
7. Member of the Personnel Selection Board (PSB) on appointments of employees.
8. Maintains the orderly functioning of the College and take appropriate action such as but limited to issuance of memoranda and letters within the limits of Board policy, as may be necessary to prevent any interference with such orderly operation of the College.
9. Develop, review, and implement procedures for the recruitment, selection, development, evaluation, promotion and termination of College employees.
10. Develop, review, and update job descriptions for all professional employees at the College;
11. Provide for appropriate professional growth programs for College employees;

*Handwritten signatures and initials in purple and black ink on the left margin.*

*Handwritten signature in blue ink on the right margin.*







## MABALACAT CITY COLLEGE

12. Prepare and recommend purchases for the College's use and needs;
13. Certify obligation requests and payroll list of MCC Personnel;
14. Make recommendations to the Board for the adoption of programs of instruction and other educational and community services;
15. Review the educational program on a continuing basis and recommend changes which will improve the quality and scope of services offered by the College;
16. Provide leadership in the development and implementation of a master plan for College and campus development;
17. Represent the College to the public, parents, media and to the community organizations;
18. Be responsible for the formulation of all reports of the College required by local agencies;
19. Provide the Board with the flow of information regarding the College and its needs;
20. Maintain liaison with the leadership of other educational institutions to ensure articulation between the educational programs of cooperating institutions for the benefit of students and community;
21. Maintain communication with faculty and staff and acts as spokesperson to the Board for the Faculty and to the faculty for the Board;
22. Represents the College in all its dealings, constants and agreements as the authorized Signatory;
23. Perform such other duties as the Board may assign.

*Dr. Michelle Aguilar-Ong*

**NOW, THEREFORE**, be it resolved as it is hereby **RESOLVED** by the Board of Trustees, through its 1<sup>st</sup> Special Meeting herein assembled confirmed Dr. Michelle Aguilar-Ong as Interim President of Mabalacat City College, until search process is complete.

**RESOLVED FINALLY**, that a copy of the resolution be given to Sangguniang Panlungsod of Mabalacat City and to Police Station of Mabalacat City for information.

Approved by:

*Crisostomo C. Garbo*  
**HON. CRISOSTOMO C. GARBO**  
City Mayor/BOT Chair

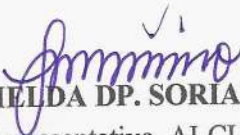
*Krizzanel C. Garbo*  
**HON. KRIZZANEL C. GARBO**  
Member, Chairperson-Committee on Education  
Sangguniang Panlungsod



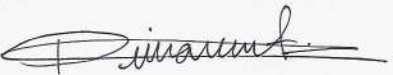
Republic of the Philippines  
Province of Pampanga  
Mabalacat City

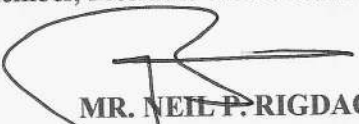


## MABALACAT CITY COLLEGE

  
**IMELDA DP. SORIANO, Ed.D.**  
Representative, ALCU-National


  
**MS. IRENE CHRISTY M. BACOLOD**  
Member, President – MCC Faculty Association

  
**MS. ROSANEL DIMARUCUT**  
Member, President- MCC Student Council

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

---

Prepared by:

  
**MS. ZENAIDA C. MANDAL**  
Board Secretary  
MCC, Mabalacat City

