



# MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 4<sup>th</sup> QUARTER REGULAR MEETING OF THE BOARD  
OF TRUSTEES OF MABALACAT CITY COLLEGE  
HELD ON OCTOBER 29, 2020, 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

**PRESENT:**

*Vice Chairperson* - Dr. Michelle A. Ong

College President

*Members* -

Hon. Krizzanel C. Garbo

Chairperson, Committee on Education,  
Sangguniang Panlungsod, Mabalacat  
City, Pampanga

Dr. Imelda DP. Soriano

Representative, ALCU-National

Ms. Rebecca Q. Lising

President, MCC Faculty Association

Mr. Niel P. Rigdao

President, MCC Alumni Association

Mr. John Kyle David B. Villanueva

President, MCC Student Council

*Secretary of the Meeting* -

Atty. Charmaine P. Lansangan-Venturina

**ABSENT:**

*Chairperson* - Hon. Crisostomo C. Garbo

Mayor, Mabalacat City, Pampanga

**RESOLUTION NO. 36**  
Series of 2020

**RESOLUTION APPROVING POLICY ON EMPLOYEES' WELLNESS**

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, CIVIL SERVICE COMMISSION (CSC) as the central personnel agency of the government issued a Memorandum Circular No. 38, s. 1992 regarding the "Physical and Mental Fitness Program for Government Personnel", dated September 30, 1992;

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**WHEREAS**, Wellness Policy focuses on the physical and emotional well-being of employees, promoting the personal health of employees as a top priority, the main goal of implementing an employee wellness is to encourage employees down the path to a healthier lifestyle;

**NOW THEREFORE, BE IT RESOLVED**, as it is hereby RESOLVED, by the Board of Trustees in its 4<sup>th</sup> Quarter Regular Meeting herein assembled, to approve the following policy:

## POLICY ON EMPLOYEES' WELLNESS

**Policy Declaration:** Maintaining balance at work is beneficial to both employee and the organization. Employees will be able to combat work stress brought about by workloads and professional relationships. Likewise, the organization is assured of high productivity. Hence, wellness policy is needed to ensure the inclusion of wellness programs in the workplace.

1. Wellness Hour. An hour and a half, every Friday of the week, shall be allotted to wellness programs. Programs are in the form of physical exercise, games, hobby learning or anything that relaxes the mind and promotes well-being. Teachers who cannot attend the wellness program due to classes can take it during their break any time of the day.
2. Wellness Lounge. Space for wellness lounge shall be provided in the campus. The lounge shall serve as a breather space for all employees. Human Resource Unit (HRU) shall manage its operation including the formulation of guidelines in its usage. HRU shall also conduct the assessment of the program.
3. Green spaces. All offices are encouraged to incorporate plants as design in the work spaces to relax the mind and enhance oxygen production.
4. Collaborative spaces. To improve professional relationships and teamwork, each department has collaborative spaces such as work stations.
5. Budget. Funding of wellness program shall be charged in OMOOE, training and development or it can be sourced from IGP of the college.
6. This policy shall take effect immediately.

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

**APPROVED** this 29<sup>th</sup> day of October 2020.

Approved by: \_\_\_\_\_

**HON. CRISOSTOMO C. GARBO**  
Chairperson, Mayor of the LGU of Mabalacat City



Republic of the Philippines  
Province of Pampanga  
Mabalacat City



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Vice Chairperson, College President

  
**HON. KRIZZANEL C. GARBO**

Member, Chairperson - Committee on Education  
Sangguniang Panlungsod of the LGU of Mabalacat City

  
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