



MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 1st SPECIAL MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON MARCH 02, 2021, 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

PRESENT:

Vice Chairperson - Dr. Michelle A. Ong

College President

Members -

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 Khyle 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

Hon. Krizzanel C. Garbo

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

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RESOLUTION NO. 05
Series of 2021

APPROVING ACADEMIC COUNCIL Resolution No. 01, Series of 2021
"A RESOLUTION FOR THE APPROVAL OF THE PROPOSED ADMISSION PROCEDURES, POLICIES AND GUIDELINES FOR ACADEMIC YEAR 2021 - 2022"





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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, the Academic Council Meeting convened by the Vice President for Academic Affairs, Dr. Myrna C. Calma, and attended by the members of the Academic Council, recommended the approval of the Proposed Admission Procedures, Policies and Guidelines for Academic Year 2021 – 2022;

WHEREAS, the Office of the Vice - President for Academic Affairs presented to the members of the Academic Council the proposed admission procedures, policies and guidelines for Academic Year 2021 – 2022;

WHEREAS, the recommended Admission Procedures, Policies and Guidelines for academic Year 2021 - 2022 are as follows:

ADMISSION PROCEDURES FOR A.Y.2021-2022

1. In the light of the global health crisis that struck the world, the conduct of the College Admission Test (CAT) will be waived for the Academic Year 2021-2022 as a matter of consideration for government protocols. Applicants will be evaluated based on the following guidelines:
 - 1.1. All applicants will be evaluated based on their Grade 11 GPA, Institute Interview, Strand Alignment and Residency.
 - 1.2. The existing admission policy on minimum GPA requirement as agreed by the Academic Council for every institute shall be: IASTE-85% IBE-85%, ICS-85%, IHTM-83%. The GPA shall constitute 60% of the admission ranking points for IASTE, 50% for IBE, 50% for ICS and 50% for IHTM
 - 1.3. Each Institute shall conduct an interview of the applicants using an institute constructed assessment tool. The interview shall comprise 30% of the admission ranking points for IASTE, 20% for IBE, 45% for ICS and 40% for IHTM



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- 1.4. All applicants will be considered for admissions. However, for ranking purposes, the applicant's senior high school strands will be taken into account in consideration of the applicant's aligned specialization by virtue of their strands. The alignment of strands shall comprise the following percentage: IASTE -10%, IBE-30%, ICS-5%, IHTM-10%.
- 1.5. Applicants who are official residents of Mabalacat City shall be given priority unless they competitively meet the top-rank among the applicants, where further deliberation may ensue.
- 1.6. Only applicants with complete and satisfactory admission requirements shall be eligible for the ranking process specifically adopted for AY 2021-2022. Only the top-ranking students for each program shall be admitted and admission shall be limited to the identified carrying capacity of each program.
- 1.7. The Admissions Office will inform all applicants of their eligibility. However, the College Registrar will have the final say on applicants who will satisfy all the requirements and who shall be officially admitted to the College.
- 1.8. In case of a tie among applicants, the socio-economic status of the applicant will be evaluated with the following additional requirements: the applicant maybe requested to submit the copy of the certificate of indigency; and/ or the income tax return duly stamped by the Bureau of Internal Revenue.
- 1.9. The number of students per class in each programs shall be considered. Each class should have at least thirty - five (35) students to sustain the course/program/major/specialization. Any program with less than the number of students required shall be suspended and the students will be advised to transfer to another program where they are deemed qualified.

WHEREAS, the sample computation point for ranking purposes for student's admission to the respective program are as follows:



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NO.	NAME OF APPLICANT	SHS STRAND	SOCIO-ECONOMIC STATUS	PROGRAM APPLIED	ADMISSION CRITERIA					IN CASE OF TIE	TOTAL POINTS	RANKING
					A. GRADE 11 GPA (60%)	POINTS ACCUMULATED	B. INSTITUTE INTERVIEW (30%)	POINTS ACCUMULATED	C. STRAND ALIGNMENT (10%)			
1	DELA CRUZ, JOHN	GAS	PUBLIC	BEED	85	51	70	21	100	10	82	2
2	RIZAL, JOSE	STEM	PRIVATE	BEED	90	54	85	25.5	0	0	79.5	3
3	BONIFACIO, ANDRES	HUMSS	PRIVATE	BEDD	86	51.6	90	27	100	10	88.6	1

WHEREAS, the Institute of Business Education (IBE), Institute of Arts and Sciences and Teacher Education (IASTE), Institute of Hospitality and Tourism Management (IHTM), and the Institute of Computing Studies recommended the following interview tool/Instrument for student's admission:

INTERVIEW TOOL FOR EACH INSTITUTE

INSTITUTE OF BUSINESS EDUCATION
INSTITUTE ADMISSION

CANDIDATE EVALUATION FORM

Applicant's Name:	Program :
Evaluator :	Date :

Please use this form as a guide to evaluate the Applicant's qualification for admission in the Bachelor of Science in Accountancy (BSA) /Bachelor of Science in Customs Administration. Check the appropriate numeric value corresponding to the applicant's level of qualification and provide appropriate comments in the space below.

RATING SCALE

Scale Value	Descriptive Equivalent	Average	Equivalent Grade
5	Exceptional	4.51 - 5.00	95 and above
4	Exceeds Expectation	3.51 - 4.50	90 -94
3	Meets Expectation	2.51 - 3.50	84 - 89
2	Below Expectation	1.51 - 2.50	80 - 84
1	Does not Fit/Not Applicable	1.00 - 1.50	75 - 79

Competency	RATING				
	5	4	3	2	1
Presentation Skills: Overall assessment of candidate's 20 min. presentation for organization and stand-up / facilitation skills.					



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Candidate's Understanding of the Program applying for: Assess candidate's knowledge of the program and its requirements.					
Relevant Background/Special Skill Set: Explore the candidate's knowledge and past learning experiences.					
Problem Solving/Decision Making Candidate demonstrates ability to make decisions; involve others as appropriate; ability to resolve issues.					
Professional Impression: Consider self-confidence, maturity, and presence to assess the candidate's level of professionalism.					
Motivation/Initiative: Analyze applicant's ability to think and act independently, and goal orientation. Why does this person want to take BSA/BSCA?					
Interpersonal/Communication Skills: Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and Interpersonal relations.					
Flexibility: Assess candidate's responsiveness to change, tolerance for ambiguity.					
Program Fit: Review the candidates' potential to fit the unique characteristics of BSA/BSCA program.					
Overall Evaluation: Please add appropriate comments below					

Comments/Suggestions/Recommendations:

Evaluator : _____

Designation/Position: _____

Signature : _____

Date : _____

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Rizal St., Dolores, Mabalacat City, Pampanga, Philippines 2010



INSITUTE OF ARTS, SCIENCES, AND TEACHER EDUCATION (IASTE)

INSTITUTE INTERVIEW EVALUATION TOOL

NAME: _____ **DATE:** _____

_____ Last Name Given Middle

PROGRAM: *(Put a check on program applying for)*

- | | | | |
|---|--|---|-------------------------------|
| <input type="checkbox"/> AB History | <input type="checkbox"/> BS Biology | <input type="checkbox"/> BECED | <input type="checkbox"/> BEED |
| <input type="checkbox"/> BSED English Science | <input type="checkbox"/> BSED Filipino | <input type="checkbox"/> BSED Mathematics | <input type="checkbox"/> BSED |

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BSED Social Studies

BPED

BTVTED

RATING SCALE

Scale Value	Descriptive Equivalent	Average	Equivalent Grade
5	Exceptional	4.51 - 5.00	95 and above
4	Exceeds Expectation	3.51 - 4.50	90 - 94
3	Meets Expectation	2.51 - 3.50	84 - 89
2	Below Expectation	1.51 - 2.50	80 - 84
1	Does not fit/Not Applicable	1.00 - 1.50	75 - 79

CRITERIA	RATING				
	5	4	3	2	1
Outward Behavior/Stance					
Courteousness					
Impact/ Relevance of Answers					
Organization of Ideas					
Choices of Words					
Grammatical Proficiency					
Fluency/ Voice Quality					
Eye Connection					
Dynamism to chosen program					
Overall Evaluation					
AVERAGE					

Comments/ Suggestions/ Recommendations:

Evaluator : _____
 Designation : _____
 Signature : _____
 Date : _____

Institute of Hospitality Management Assessment Tool for Interview BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

Specify areas being considered/ rated during the interview.

- 5 - Excellent
- 4 - Very Good



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- 3 - Fair
- 2 - Good
- 1 - Needs Improvement

COMPETENCY					
Confidence	5	4	3	2	1
Use of Communication Skills/ Content of Answer	5	4	3	2	1
Knowledge about the Program	5	4	3	2	1
Appearance/ Personal Grooming	5	4	3	2	1
Non-Verbal Behavior	5	4	3	2	1
Total					

NO.	QUESTION/S
1.	How would you describe yourself to someone who did not know you?
2.	What do you like to do for fun?
3.	How are you as a student?
4.	What strand did you took in senior high school and Why?
5.	What subject in senior high school did you find most challenging?
6.	How have you been a leader or displayed leadership?
7.	Tell me something about your family.
8.	Why did you choose BS Hospitality Management as a program in the College?
9.	Why do you want to attend Mabalacat City College?
10.	What do you expect to be doing ten years from now?

Remarks: _____

 (Signature over printed name)
Interviewer



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Institute of Computing Studies

Mabalacat City College

Student Name: _____

Date ___ / ___ / 2021

Questions about incoming student and their technical/analytical skills

No.	Communication	Yes	No	N/A	A 1-5	B	A*B
1	What do you think about the slogan of MCC "Start Here at MCC, be successful anywhere"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	
2	What interests you about this BSIT/ACT program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	
3	Why do you want this program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	
4	Describe the skills you have that qualify you for this BSIT/ACT program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	
5	Describe your dream job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	
6	What can we expect from you within four semester of schooling? (Note: handover BSIT/ACT curriculum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	
7	Are you a team player?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	
No.	Creativity	Yes	No	N/A	A 1-5	B	A*B
8	Tell me how the Internet works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	
9	What websites do you follow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
10	Do you prefer to work your school project alone or in a group? Why?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	
11	Back in SHS schooling days, Tell me about the most difficult technical challenge you've encountered and how you resolved it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	



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12	What online resources do you use to help you do your assignments? (Search engine / application tools)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	
No.	Critical Thinking	Yes	No	N/A	A 1-5	B	A*B
13	Given this problem (forgot social media or email password), what solution would you provide? Explain your thought process. How do you troubleshoot this IT issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	
14	Do you have prior experience in computer programming? What languages have you programmed in? (Note: optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3/0	
15	Give an example of where you have applied your technical knowledge in a practical way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	
16	How do you handle multiple assignment/project tight deadlines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	
EVALUATION							
Analytical Skills Criteria		C = A*B		B		D = C/B	
Communication							
Creativity							
Critical Thinking							
EVALUATION RATE ($\Sigma D = \Sigma C / \Sigma B$):							
The student's analytical skills was:							
<input type="checkbox"/> Excellent 4.5 - 5.0		<input type="checkbox"/> Very Satisfactory 3.75 - 4.49		<input type="checkbox"/> Satisfactory 3.0 - 3.74		<input type="checkbox"/> Poor 1.0 - 2.99	

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Index Score Range		Equivalent		Index Score Range		Equivalent	
5	4.9	100		1.69	1.6	67	
4.89	4.8	99		1.59	1.5	66	
4.79	4.7	98		1.49	1.4	65	
4.69	4.6	97		1.39	1.3	64	
4.59	4.5	96		1.29	1.2	63	
4.49	4.4	95		1.19	1.1	62	
4.39	4.3	94		1.09	1	61	
4.29	4.2	93		0.99	0.9	60	
4.19	4.1	92		0.89	0.8	59	
4.09	4	91		0.79	0.7	58	
3.99	3.9	90		0.69	0.6	57	
3.89	3.8	89		0.59	0.5	56	
3.79	3.7	88		0.49	0.4	55	
3.69	3.6	87		0.49	0.4	54	
3.59	3.5	86		0.39	0.3	53	
3.49	3.4	85		0.29	0.2	52	
3.39	3.3	84		0.19	0.1	51	
3.29	3.2	83		0.09	0	50	
3.19	3.1	82					
3.09	3	81					
2.99	2.9	80					
2.89	2.8	79					
2.79	2.7	78					
2.69	2.6	77					
2.59	2.5	76					
2.49	2.4	75					
2.39	2.3	74					
2.29	2.2	73					
2.19	2.1	72					
2.09	2	71					
1.99	1.9	70					
1.89	1.8	69					
1.79	1.7	68					

Criteria	Percentage	Score	Total
Grade Point Average (GPA)	50%		
Analytical Thinking Interview	45%		
DepEd SHS Strands	5%		
Total Score			

REMARKS:



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WHEREAS the recommended Institutes policies and guidelines for students' admission for Academic Year 2021 – 2022 are as follows:

Institute's Policies and Guidelines for Student's Admission for Academic Year 2021 - 2022

Admission into Mabalacat City College is highly competitive. The applicant must pass the initial screening, compete through the college admission test and /or qualifying examination for specific bachelor's degree program and the interview conducted by the respective Institute.

Admission to the College is based on a selection process that is applied to all prospective students regardless of age, sex, religious belief, or political affiliations. Every applicant is assessed in terms of his/her qualifications required by the educational programs of the different institutes. The following factors are considered in such assessment: past scholastic records; scholastic aptitude, character, recommendations and applicant's acceptance of the policies, rules and regulation of Mabalacat City College.

ADMISSION POLICIES AND GUIDELINES

Admission policies and guidelines for undergraduate and associate degrees' programs are based on a set of objective criteria developed by the Institute Deans and the Director for Center for Applied Associate Degrees. In addition to the general admission requirements sets by the college admission office for bachelor degree and associate degrees, the Institute of Arts, Sciences and Teacher Education (IASTE), Institute of Business Education (IBE), Institute of Computing Studies (ICS), Institute of Hospitality and Tourism Management (IHTM) and Center for Applied Associate Degrees (CAADs), each offers academic programs that require applicants to meet additional criteria for admission. Some of these programs allow for competitive entry of freshmen or transferees, and other programs require students to complete prescribed coursework prior to application.

The additional requirements defined by these programs help ensure that students who enroll in these programs have the ability to complete the program successfully, and, in some cases, the additional requirements are necessary to meet standards set for the particular program. The institutes admission policies and guidelines include the following:

Institute of Arts, Sciences and Teacher Education

1. Policies for Transferees of Old Curriculum (including crediting system)



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- 1.1 The applicant should have a General Weighted Average (GWA) of 85%.
- 1.2 No units earned from previous school attended will be credited except NSTP.
- 1.3 The applicant will be advised to be on back to zero status (start with new curriculum).
- 1.4 Only a certification of having a good moral character from previous school attended will be accepted for admission.
- 2. Policies for Transferees of New Curriculum (including crediting system)**
 - 2.1 The Applicant should have a General Weighted Average (GWA) of 85%.
 - 2.2 All possible units earned of the applicant from his/her previous school attended will be credited.
 - 2.2 Only a certification of having a good moral character from previous school attended will be accepted for admission.
- 3. Policies for Returnees of Old Curriculum**
 - 3.1 No units earned from previous courses taken will be credited except for NSTP.
 - 3.2 The applicant will be advised to be back to zero status and start the new curriculum.
 - 3.3 Secure certificate of good moral character from the college office of the discipline services (ODS).
- 4. Policies for Returnees of New Curriculum**
 - 4.1 The applicant will automatically be evaluated based on the Retention and Admission Policies of the respective program of the Institute where the student's returnees previously enrolled.
 - 4.2 Secure certificate of good moral character from the college office of the discipline services (ODS).
- 5. Policy for graduates of Old High School Curriculum**
 - 5.1 All freshmen applicants will be accepted provided they meet the requirements for admission sets for the specific program of specialization.
- 6. Policy for Alternative Learning System (ALS) certified.**
 - 6.1 Alternative Learning System (ALS) certified are required to take the senior high school before they can be qualified to apply in any program of the IASTE.
- 7. Policy for Associate Degrees Graduates**
 - 7.1 All possible subjects/courses with the same description may be credited subject to evaluation of the institute dean.
- 8. Policy for TESDA Certified**



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- 8.1 No units earned of the applicant from previous school attended will be credited

9. Policies for Enrollees for Second Degree

- 9.1 The applicant must undergo and pass the evaluation conducted by the Institute.
- 9.2 The applicant shall be under the new curriculum.
- 9.3 Only a certification of having a good moral character from previous school attended will be accepted for admission.

10. Policies for Methods of Teaching

- 10.1 Must be a Bachelor degree graduate.
- 10.2 Applicant must provide a certificate of good moral character from previous school attended.
- 10.3 Applicants are not entitled to the free tuition of CHED - Unifast and therefore required the full amount of tuition fee upon enrolment.

Institute of Business Education

1. Policies for Transferees of Old Curriculum (including crediting system)

- 1.1 Transferees must have a General Weighted Average (GWA) of 85%.
- 1.2 Pass through the admission procedures of the admission office.
- 1.2 No units from the previous school attended will be credited except NSTP 1

& 2.

- 1.3 Transferees will be advised to take the new curriculum.
- 1.4 Certificate of good moral character from previous school attended.

2. Policies for Transferees of New Curriculum (including crediting system)

- 2.1 Transferees must have a General Weighted Average (GWA) of 85%.
- 2.2 Courses taken from the previous school attended to be credited must have a grade of 85% and above (for general education and minor courses except for NSTP 1 & 2).
- 2.3 Passed the interview/evaluation conducted by the Institute.
- 2.4 No credit will be given for major courses taken from previous school attended.
- 2.5 Certificate of good moral character (honorable dismissal)

3. Policies for Returnees of Old Curriculum



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- 3.1 Student's returnee will automatically back to first year regardless of his/her year level from the old curriculum.
- 3.2 NSTP 1 and 2 taken from the old curriculum will be given a full credit.
- 3.3 Retention policies will also be applied to determine whether the returnee is still qualified for the specific program.

4. Policies for Returnees of New Curriculum

- 4.1 Students will be evaluated based on the retention policies of his/her respective program.
- 4.2 Passed the interview and evaluation by the Institute Dean.

5. Policies for graduates of Old High School Curriculum

- 5.1 Must pass the general admission requirements as provided by the admission office for freshmen students.
- 5.2 Must have a GWA of at least 85%.
- 5.3 With a certificate of good moral character.
- 5.4 A letter of recommendation from the previous high school attended is needed.

6. Policy for Alternative Learnings Systems (ALS) Certified

- 6.1 ALS certified students are required to take the senior high school in order for them to be accepted in any program offered by the Institute of Business Education.

7. Policies for Associate Degree graduates

- 7.1 For programs with board examination, no credit will be given for major courses taken from the associate degree.
- 7.2 General education courses and other minor courses maybe credited provided the grade must be 85% and above.
- 7.3 A Passing grade of NSTP 1 & 2 taken from associate degree will be given a full credit.
- 7.4 For ladderized associate degree taken from Mabalacat City College, courses taken will be given full credit in accordance with the retention policies of the respective program.



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8. Policies for TESDA Certified students

- 8.1 For TESDA Certified students, no credit will be given for the courses/subjects taken from TESDA Certified program.
- 8.2 In order to be accepted to the programs the general admission requirements for freshmen students must be followed.

9. Policies for enrollees for Second Degree

- 9.1 No credit will be given for courses taken by the students applying for second degree.
- 9.2 Enrollees for second degree will be considered as entering freshmen and therefore must comply with the requirements prescribed for their admission.
- 9.3 Enrollees for second degree is not entitled to free tuition fee by the CHED Unifast and therefore required to pay the full amount of tuition fee when accepted.

Institute of Hospitality and Tourism Management

1. Policies in Transferees of Old Curriculum (including crediting system).

- 1.1 The transferee student must meet the GWA of 83.
- 1.2 The only subject that can be credited are NSTP1 and NSTP2
- 1.3 The old curriculum was obsolete for the programs BSHRM and BSTM
- 1.4 The student will be advised to go back to first year and take the new curriculum

2. Policies for Transferees of New Curriculum (including crediting system).

- 2.1 The transferee student must meet the GWA of 83 in his/her previous school.
- 2.2 The institute dean/ FOSH must have an initial interview with the transferee student.
- 2.3 The common, professional, professional elective, specialization courses must share the same description base on the CHED's CMO No. 6 s. 2017 for BSTM and BSHM programs for the courses
- 2.4 Major courses must have a grade of at least 83% to be credited
- 2.5 Minor courses must have a grade of at least 80% to be credited
- 2.6 Students with at least three failed subjects both in minor and major courses will not be qualified for admission in the institute.

3. Policies for Returnees of Old Curriculum

- 3.1 The returnee student must meet the GWA of 83.



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- 3.2 The only subject that can be credited are NSTP1 and NSTP2
- 3.3 The student will be advised to go back to first year and take the new curriculum
- 4. Policies for Returnees of New Curriculum**
 - 4.1 The returning student must meet the GWA of 83 in his/her previous courses taken.
 - 4.2 The institute dean/ FOSH must have an initial interview with the returning student
 - 4.3 Students with at least three failed subjects both in minor and major course will not be admitted as a returnee of the institute.
- 5. Policies for Graduates of Old High School Curriculum**
 - 5.1 The institute of hospitality and tourism management will admit the old high school curriculum
 - 5.2 The applicant must undergo the standard admission procedure conducted by the admission office of the college
 - 5.3 The applicant must have a GWA of 83%
 - 5.4 Passed the interview conducted by the Dean/or the Field of Study head of the IHTM.
 - 5.5 Certificate of having a good moral character from the previous high school attended.
- 6. Policy for Alternative Learning System (ALS) certified**
 - 6.1 ALS certified students are required to take the senior high school in order for them to be accepted in any program offered by the Institute of Hospitality and Tourism Management.
- 7. Policies for Associate Degree Graduates**
 - 7.1 The student must have a GWA of at least 83% from the associate degree taken.
 - 7.2 No subjects will be credited except for NSTP1 and NSTP2
 - 7.3 For ladderized associate degree taken from Mabalacat City College, courses taken will be given full credit in accordance with the retention policies of the respective program he/she is applying for admission.
- 8. Policy for TESDA Certified**
 - 8.1 Students that took short courses will be advised to return to first year as regular student in the new curriculum.
- 9. Policies for enrollees for Second Degree**
 - 9.1 No credit will be given for courses taken by the students applying for second degree.
 - 9.2 Enrollees for second degree will be considered as entering freshmen and therefore must comply with the requirements prescribed for their admission.
 - 9.3 Enrollees for second degree is not entitled to free tuition fee by the CHED Unifast and therefore required to pay the full amount of tuition fee when accepted.



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Institute of Computing Studies (ICS)

1. Policy for Transferees of Old Curriculum (including crediting system)

- 1.1 Applicants who already earned units in college and who graduated a secondary level prior to senior high will be considered as freshmen with new curriculum.

2. Policies for Transferees of New Curriculum (including crediting system)

- 2.1 Only CHED-accredited college and university earned academic course units with above 2.25 grade or equivalent are credited with the same credit units and course description.
- 2.2 The ICS Dean evaluates courses and determines transfer eligibility of Major specific core courses and minor courses for full credit subject to the rule of pre requisite.
- 2.3 Submission of Course syllabus or course outline from the previous school attended is required.
- 2.4 Transferee who already completed more than 70% of the unit requirements of the course to be enrolled in may not be granted for admission.

3. Policy for Returnees of Old Curriculum

- 3.1 Students may choose a tutorial/special classes of deficient courses (4th year standing of the old curriculum) or whatever is more practicable depending on the status of the returning student.
- 3.2 The student will be advised to go back to first year and take the new curriculum. (1st year – 3rd year standing of the old curriculum)
- 3.3 No credit will be given from the previous courses taken from the old curriculum except NSTP 1 & 2.

4. Policies for Returnees of New Curriculum

- 4.1 Students who stopped during the 1st/second semester and returning during second/1st semester will be considered as irregular student and may only take courses without pre - requisite and advance minor courses only. Otherwise, if student preferred to be a regular student status will be advised to enroll on the same semester, he/she stopped.
- 4.2 Must meet the retention policies prescribed by the institute for his/her program of study.

5. Policies for graduates of Old High School Curriculum

- 5.1 Must pass the general admission requirements as provided by the admission office for freshmen students.
- 5.2 Must have a GWA of at least 83%.
- 5.3 With a certificate of good moral character.
- 5.4 A letter of recommendation from the previous high school attended is needed.

6. Policy for Alternative Learning System (ALS) certified



MABALACAT CITY COLLEGE

- 6.1 Required to finished his/her Senior High School to be qualified in any program offered by the Institute.

7. Policies for Associate Graduates

- 7.1 The student must have a GWA of at least 2.25 from the associate degree taken.
- 7.2 No subjects will be credited except for NSTP1 and NSTP2
- 7.3 Certificate of having a good moral character from previous school attended.
- 7.3 For ladderized associate degree taken from Mabalacat City College, courses taken will be given full credit in accordance with the admission and retention policies of the respective program he/she is applying for admission

8. Policy for TESDA certified

- 8.1 Considered freshmen applicants and adopt the new curriculum

9. Policy for Enrollees for Second Degree

- 9.1 No credit will be given for courses taken by the students applying for second degree.
- 9.2 Enrollees for second degree will be considered as entering freshmen and therefore must comply with the requirements prescribed for their admission.
- 9.3 Enrollees for second degree is not entitled to free tuition fee by the CHED Unifast and therefore required to pay the full amount of tuition fee when accepted.

Approved

[Signature]

Center for Applied Associate Degrees

Trainee Entry Requirements for:

- 2 Year Associate Degree in Computer Technology
- 2 Year Office Management Services (with 3 Bundled TESDA National Certificates: Bookkeeping NCII, Front Office Services NCII and Events Management Services NCII)
- 3 Months Shielded Metal Arc Welding NCII

Trainees or students who wish to enter this 2-year course should possess the following requirements:

1. Must be an ALS Passer. (for a short course only, not qualified for associate degree)
2. Must be a Grade 12 completer.
3. Can communicate in Basic English in both oral and written form.
4. Must be physically and mentally fit.
5. With good moral character certificate from previous school.
6. Can perform basic mathematical computation.

[Signature]

[Signature]



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7. Must pass the evaluation and interview for admission.

*****Nothing Follows*****


NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, by the Board of Trustees of MCC in its 1st Special Board Meeting herein assembled to approve Academic Council Resolution No. 01, Series of 2021 APPROVING ACADEMIC COUNCIL Resolution No. 01, Series of 2021 "A RESOLUTION FOR THE APPROVAL OF THE PROPOSED ADMISSION PROCEDURES, POLICIES AND GUIDELINES FOR ACADEMIC YEAR 2021 - 2022"

RESOLVED further that a copy of this resolution be furnished to the concerned offices.


APPROVED this 02 day of March 2021.

Approved by:

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


DR. MICHELLE A. ONG
Vice Chairperson, College President

HON. KRIZZANEL C. GARBO
Member, Chairperson - Committee on Education
Sangguniang Panlungsod of the LGU of
Mabalacat City


DR. IMELDA DP. SORIANO
Representative, ALCU - National







Republic of the Philippines
Province of Pampanga
Mabalacat City



MABALACAT CITY COLLEGE

MS. REBECCA O. LISING

Member, President - MCC Faculty Association

MR. NIEL P. RIGDAO

Member, President - MCC Alumni Association

MR. JOHN KYLE DAVID B. VILLANUEVA

Member, President - MCC Student Council

APPROVING
ACADEMIC COUNCIL
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