



# 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:**

- |                                               |                                    |
|-----------------------------------------------|------------------------------------|
| <i>Vice Chairperson</i> - Dr. Michelle A. Ong | College President                  |
| <i>Members -</i>                              |                                    |
| 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:**

- |                                               |                                                                                       |
|-----------------------------------------------|---------------------------------------------------------------------------------------|
| <i>Chairperson</i> - 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. 06**  
Series of 2021

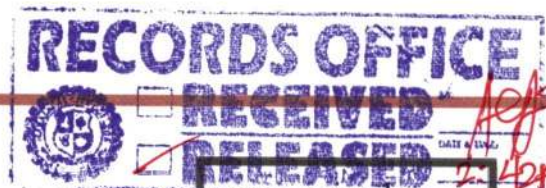
**APPROVING ACADEMIC COUNCIL Resolution No. 02, Series of 2021**

**"A RESOLUTION FOR THE APPROVAL OF THE PROPOSED PRACTICUM/ ON - THE JOB TRAINING ALTERNATIVES FOR THE INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT FOR THE SECOND SEMESTER, ACADEMIC YEAR 2020 - 2021"**

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

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order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

**WHEREAS**, Article II section 7 (o), 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 prescribe implementing rules and regulation for the administration and management 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;

**WHEREAS**, the Vice - President for Academic Affairs presented to the members of the Academic Council the proposed practicum/on - the - job training alternatives of the Institute of Hospitality and Tourism Management for this Second Semester, Academic Year 2020 - 2021;

**WHEREAS**, the proposed alternative for students practicum or on - the - job training is prepared and presented by the Dean of the Institute of Hospitality and Tourism Management, Darren Molano;

**WHEREAS**, the proposed alternative for students practicum or on - the - job training is created hence, the Face - to Face or Actual practicum in the work place is not yet allowed by the Commission on Higher Education (CHED);

**WHEREAS**, the proposed alternative for students practicum or on the job - training is needed by the graduating students of BS Hotel and Restaurant Management and BS Tourism Management to finish the required units of practicum as prescribed by their respective curricula;

**WHEREAS**, the students will be graded based on the prepared rubrics of the Institute of Hospitality and Tourism Management for the specific tasks assignments in the proposed alternatives;

**WHEREAS**, the Summary of Alternative Strategies and the timeline for BS Hotel and Restaurant Management and BS Tourism Management proposed alternative for practicum are as follows:

DATE	ALTERNATIVE STRATEGY: TOPICS AND TASKS
March 8-12	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Gastronomy (Food and Culture)                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>
March 15-19	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Food and Beverage Service (Casual and Fine Dining)                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>



## MABALACAT CITY COLLEGE

March 22-26	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Rooms Division (Housekeeping and Front Office)                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>
March 29-31	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Travel, Food and Writing Photography                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>
April 5-9	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Professional Etiquette: Virtual and Work Place                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>
April 20-May 28	Part 2: Training and Workshop 1: General Trends and Issues in the Hotel Industry during Pandemic Training and Workshop 2: Trends and Issues in the Restaurant Industry during Pandemic Training and Workshop 3: Travel, food and writing Photography Training and Workshop 4: Gastronomy (Food and Culture)
May 31-June 5	Part 3: Assessment for the Program
<b>June 18</b>	Deadline of the submission of Practicum Report and Portfolio

### Schedule of On-the-Job Training for the BS in Tourism Management

DATE	ALTERNATIVE STRATEGY: TOPICS AND TASKS
March 8-12	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Tour Packaging                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>
March 15-19	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Tour Guiding                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>
March 22-26	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Flight Attendant Showmanship                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>
March 29-31	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Travel, Food and Writing Photography                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>
April 5-9	<ul style="list-style-type: none"> <li>• Part 1 Virtual on-the job training with the OJT coordinator               <ul style="list-style-type: none"> <li>○ Professional Etiquette: Virtual and Work Place                   <ul style="list-style-type: none"> <li>▪ Assessment and Portfolio</li> </ul> </li> </ul> </li> </ul>



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April 20-May 28	Part 2: Training and Workshop 1: Trends and Issues in the Tourism Industry Training and Workshop 2: Trends and Issues in the Airline and Airport Industry Training and Workshop 3: Trends in Issues in the Travel Agencies Training and Workshop 4: Agri-Tourism Industries Training and Workshop 5: Travel, food and writing Photography Training and Workshop 6: Branding in the Tourism Industry
May 31-June 5	Part 3: Assessment for the Program
<b>June 18</b>	Deadline of the submission of Practicum Report and Portfolio

**WHEREAS**, the guidelines for the Part 1 of the proposed alternatives of practicum or on - the - job training are as follows;

Guidelines for the Part 1 of the Institute of Hospitality and Tourism Management alternatives On-the-Job trainings of the BS Hotel and Restaurant Management and BS in Tourism Management programs.

**General Instruction:**

- The Practicum coordinator for each program must provide instructions and specific guidelines for the students.
- Each student must produce a specific **output** for each given activity by the OJT coordinator.
- The **output** of the student will vary depending on each activity; it can be a **video presentation** or a **written report**.
- The student must submit a soft copy of their output on each given deadline.
- The OJT coordinator will evaluate each output and assess each student requirement.
- The grade will be given by the OJT Coordinator.
- The courses of the Virtual on-the job training for **BSHRM**:
  - Gastronomy (Food and Culture)
  - Food and Beverage Service (Casual and Fine Dining)
  - Rooms Division (Housekeeping and Front Office)
  - Travel, Food and Writing Photography
  - Professional Etiquette: Virtual and Work Place
- The courses of the Virtual on-the job training for **BSTM**:
  - Tour Packaging
  - Tour Guiding



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- Flight Attendant Showmanship
- Travel, Food and Writing Photography
- Professional Etiquette: Virtual and Work Place
- On June 18, 2021, the student must submit a compiled hard and soft copy of all the needed requirement for the practicum to their respective OJT coordinator
- Grades will be given and computed by the OJT Coordinator.

**WHEREAS**, Part 2 of the proposed alternative for practicum will be conducted by renowned practitioners in the hotel, restaurant and tourism industry;

**WHEREAS**, the students enrolled in the practicum is required to pay a practicum fee amounting to **Two thousand two hundred pesos (Php 2,200)** to settle the expenses of the training and workshops conducted by the industry practitioners and for the certificates of participation of students;

**WHEREAS**, the IGP will be the responsible office in the collection and disbursement of the practicum fee being collected;

**WHEREAS**, the members of the Academic Council unanimously approved the Resolution No. 02 series of 2021 as presented;

**NOW THEREFORE, BE IT RESOLVED**, as it is hereby RESOLVED, by the Board of Trustees in its 1st Special Meeting herein assemble to approve the ACADEMIC COUNCIL Resolution No. 02, Series of 2021 "A RESOLUTION FOR THE APPROVAL OF THE PROPOSED PRACTICUM/ ON - THE JOB TRAINING ALTERNATIVES FOR THE INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT FOR THE SECOND SEMESTER, ACADEMIC YEAR 2020 - 2021"

**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




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Province of Pampanga  
Mabalacat City



## MABALACAT CITY COLLEGE

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

  
**DR. IMELDA DP. SORIANO**  
Representative, ALCU - National

  
**MS. REBECCA Q. 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

RESOLUTION NO. 06

Series of 2021

APPROVING ACADEMIC COUNCIL Resolution No. 02, Series of  
2021

*"A RESOLUTION FOR THE APPROVAL OF THE PROPOSED  
PRACTICUM/ON - THE JOB TRAINING ALTERNATIVES FOR THE  
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