



MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 3RD REGULAR MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON JULY 22, 2021 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

PRESENT:

Vice Chairperson - Dr. Michelle Aguilar-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:

<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. 41
Series of 2021

APPROVAL OF THE CAREER ADVANCEMENT AND PATHING PROGRAM FOR EMPLOYEE DEVELOPMENT (MCC CAPPED) POLICY

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;



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WHEREAS, Article II section 7 (a), 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 promulgate sound policies in accordance with the declared state policies on higher education as well as with the policies, standards and thrusts of the CHED to be implemented in the College;

WHEREAS, The Civil Service Commission (CSC) encourages the establishment of a program on career development and management in every department or agency as specified in the Implementing Rule VIII, under Book V E.O. 292 of the Civil Service Law;

WHEREAS, Mabalacat City College is committed to providing opportunities for the growth and development of its people which are deemed as its most important assets and to create work environment conducive to employees' development of knowledge, skills and attitude;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolves, that the Board of Trustees approved, as it hereby approves, the following policy:

MCC Career Advancement and Pathing Program for Employee Development (MCC CAPPED)

Rationale:

The Civil Service Commission (CSC) sanctions the establishment of a program on career development and management in every department or agency as specified in the Implementing Rule VIII, under Book V E.O. 292 of the Civil Service Law.

The MCC Career Advancement and Pathing Program for Employees Development, also known as MCC CAPPED, is designed to provide College personnel, both teaching and non-teaching, a process through which they can chart their professional development goals within the context of the College's resources and needs. It necessitates the fusion of the personnel's career goals and the College's organizational needs.

The College, through the MCC CAPPED, shall invest in strengthening its capacity to build a culture of coaching and mentoring in the organization to improve the performance and effectiveness of its office/unit heads and employees.

Objectives:

The following are the specific objectives of MCC CAPPED:



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1. To employ competent personnel in the fulfillment of the College's mandate, mission, vision, and goals;
2. To respond to the recognized need of individual personnel to grow in their respective professions; and,
3. To support the personnel's career development by providing the structure and processes necessary to facilitate their professional growth.

Guiding Principles and Policies

The following are the guiding principles and policies of MCC CAPPED:

1. The College shall put together a clear structure for its Career Advancement and Pathing Program for Employee Development. The College shall treat the CAPPED as a continuing priority and shall provide reasonable time, available space, adequate funding, and other relevant resources.
2. All levels of management shall, within reason, accommodate the participants' need to attend their CAPPED-related responsibilities.
3. The College shall ensure that CAPPED is offered to all employees.
4. The College shall ensure that all documents and records pertaining to CAPPED shall be treated with utmost confidentiality.

Implementing Procedures:

The Career Advancement and Rewards section of People Experience shall be responsible in the development and implementation of the career planning and development program of the College. Furthermore, the Career and Rewards section shall act as the focal unit in monitoring and evaluating the implementation of MCC CAPPED.

The following are the procedures in the implementation of MCC CAPPED:

1. The personnel shall assess one's own personal fit as an employee of the College. The personnel shall assess one's knowledge, skills, abilities, attitudes and values, and interests. These "data" combine to form the individual profile.
2. The office/unit head and the career advancement and rewards specialist shall act as career coaches to the personnel. The career coaches and the personnel shall agree on the latter's personal profile.



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3. The personnel shall match one's personal profile with the possibilities of career movement in MCC. The personnel shall choose three potential career targets on which to base one's Career Development Plan (CDP).
4. The personnel and the career coaches shall agree on the appropriateness and practicality of the former's career targets. They shall then agree on one career path on which the personnel would focus.
5. The personnel shall design a CDP in pursuit of one's career path. The CDP shall lay out the personnel's proposed plans and activities, the projected time frame to complete each activity, as well as the resources that would be required for such activities.
6. The personnel and the career coaches shall agree on the former's CDP.
7. The personnel shall implement one's CDP based on an agreed concrete plan for monitoring and evaluating the extent to which the CDP objectives are being met.
8. The career coaches shall continue to provide a supportive atmosphere to the personnel and perform regular monitoring and appraisal.

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

APPROVED this 22 day of July 2021.

Approved by:

HON. CRISOSTOMO C. GARBO

Chairperson, Mayor of the LGU of Mabalacat City

DR. MICHELLE AGUILAR-ONG

Vice Chairperson, College President



Republic of the Philippines
Province of Pampanga
Mabalacat City



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HON. KRIZZANEL C. GARBO

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

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Start Here,
Be Successful *Anywhere!*

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