



Republic of the Philippines  
Province of Pampanga  
Mabalacat City



## MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 3<sup>RD</sup> 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:**

*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. 43**  
Series of 2021

**APPROVAL OF THE MCC SIGNIFICANT AND TOP-NOTCH ACHIEVEMENTS  
REWARD SYSTEM (MCC STARS) 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**, 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 Significant and Top-Notch Achievements Reward System (MCC STARS)

#### Rationale:

The College shall have an established incentive award system to motivate and reward employees and officers whether individually or as a group for their suggestions, outputs, accomplishments and other contribution to the improvement, efficiency or excellence of the its services to foster ingenuity, innovation, integrity and productivity. This is the College's counterpart of Program on Awards and Incentives for Service Excellence (PRAISE) by the CSC.

However, MCC STARS shall not be limited to motivational awards customary to government agencies. It also recognizes other forms of awards such as those that promote relaxation, recreation and work-life balance for employees.

#### Objectives:

The following are the specific objectives of MCC STARS:

1. To establish a system for identifying, selecting, rewarding and providing incentives to deserving College officials or officers, faculty members and non-teaching personnel or employees;
2. To identify outstanding accomplishments, best practices of College officials or officers, faculty members, non-teaching personnel or employees on a continuing basis;
3. To recognize and reward accomplishments and innovations periodically or as the need arises; and





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4. To provide incentives and interventions to motivate College officials and officers, faculty members, non-teaching personnel or employees of the College who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

### Policies:

1. The System shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
2. The System shall emphasize timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
3. The System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.

For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed twenty (20) percent of the savings, generated.

4. At least five (5) percent of the People Experience Funds shall be allocated for the System and incorporated in MCC's Annual Work and Financial Plan and Budget.
5. The System shall be institutionalized through the creation of STARS Committee.
6. The STARS Committee shall have the following composition:
  - a. Vice President for Administration (Chairperson)
  - b. Head of People Experience (Member)
  - c. Director of Quality Assurance (Member)
  - d. Faculty Association President (Member)
  - e. NTP Association President (Member)
  - f. Career Advancement and Rewards Specialist (Secretariat)
7. The Vice President for Administration shall be responsible in overseeing the System's operation and the Career Advancement and Rewards Unit shall serve as the System's Secretariat.
8. The STARS Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis.



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9. The STARS Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the College. The College President, however, may employ an external independent body to assist the STARS Committee to judiciously and objectively implement the system of incentives and awards.
10. The STARS Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and responsibilities.
11. All permanent employees with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in MCC.

### Search/Screening Procedures

1. Competition among Candidates or Nominees.

Candidates/nominees for any of the awards, whether by individual or group categories, shall compete among themselves and be screened based on the criteria or standards, requirements and process provided by MCC STARS.

2. Grounds for Disqualification.

Notwithstanding as may be provided in pertinent provisions of CSC circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending and/or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the College.

Provided, that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charged has been filed against a candidate or nominee before a competent tribunal before thirty (30) days the official acceptance of letter of intent or nomination. Provided, further, that a pending case that has already been considered dismissed and awaiting a formal resolution shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the investigation committee or body.





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3. Prohibition of Multiple Claims of Incentives for Best Employees Award and Best Organizational Unit Award.

Given the multi-tasking mechanism observed in the College, multiple claims of incentives by any awardee for Best Employees Award and Best Organization Unit Award in a given year are strictly prohibited in whatever form and conditions. The awardee or awardees shall be entitled to the incentive whichever is higher.

4. Entitlement of Incentives for Awards Other Than Best Employees Award and Best Organizational Unit Award.

College officials or officers, faculty members, non-teaching personnel or employees shall be entitled to incentives for awards other than Best Employees Award and Best Organizational Unit Award based on the criteria, standards and requirements prescribed under existing laws, rules and regulations.

### Types of Awards

1. International Awards

These are awards given to a permanent employee who has been recognized internationally by prestigious organization for his/her outstanding performance, innovative ideas and inventions, exemplary behavior and extra-ordinary acts and services in the public interest and other pre-determine criteria of such organization.

2. National Awards

The College may participate through nominations in the search for deserving employees who may be included in the screening of candidates for national awards given by other government agencies, private entities, NGOs and other award-giving bodies such as the:

- a. Presidential Lingkod Bayan Award
- b. Civil Service Commission of the PAGASA Award
- c. Outstanding Public Official/Employee or Dangal ng Bayan Award
- d. Other Awards (given by other government agencies, private institution or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government)

#### Qualifications for Nomination

- Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which



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nominee is being recognized for should also be made with the last three (3) years immediately prior to nomination and have been consistent and continuously carried out by the nominee during the said period:

- Have a performance rating of at least Very Satisfactory for four (4) rating periods prior to the nomination; and
- Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

### 3. Regional Awards

The College also seeks to recognize a permanent MCC employee who is a recipient of an award in a regional level for his/her excellent public service, exemplary behavior and other significant contributions.

### 4. Local Awards

These are awards given to permanent teaching and non-teaching personnel who received an award, honor and citation within the province, city or their municipality in recognition of their outstanding community service, exemplary behavior and conduct, and significant contributions in their field of specialization or profession.

### 5. College Awards

These are awards to recognize personnel who embody service excellence, dedication, admirable qualities and conduct or whose achievements and contributions have resulted to the successful attainment of the College goals and accomplishing the office/institute targets.

#### a. Best Faculty Award

The committee will select among all the awardees of the same award in the institute category to determine who has demonstrated the deepest commitment to teaching and has made notable contributions to his/her field of study/specialization.

#### b. Best Non-Teaching Staff Award

This is granted to a non-teaching personnel who excelled among all the winners from office category in terms of excellent service, exemplified key components of the College mission, and fostered admiration and leadership among colleagues.





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c. Best Organizational Unit Award

This is granted to the top performing organizational unit which may be an office, unit, institute or section on the bases of meeting the organization's policies and targets, outstanding services and accomplishments, productivity, teamwork and cooperation and significant contributions for the improvements of the university.

d. Perfect Attendance Award

It is the award accorded to a non-teaching personnel who was never late and consistently arrives in the College earlier or on time and had not been absent nor on leave (except for Special Privilege Leave and Forced Leave) for one Academic Year.

e. Outstanding IPCR Rating Award

The College gives due recognition to all personnel who received an outstanding rating in their Individual Performance Commitment Review (IPCR) for every rating period.

6. Office/Institute Awards

a. Best Faculty Award

This is granted to a faculty member of each institute who has demonstrated an outstanding teaching initiative that inspired student learning through innovative pedagogy, and whose contributions in the attainment of the thrusts of the College as to instruction, research and extension directly benefited significant number of people in the institute and the community.

Recipients of this award will be automatically nominated by the Committee for the same title of award in College category.

b. Best Non-Teaching Staff Award

This award is given to an outstanding permanent non-teaching personnel of each office for exemplary performance in the delivery of services and exemplifying positive work attitude and values.

Recipients of this award will be automatically nominated by the Committee for the same title of award in College category.



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## Types of Incentives

### 1. Loyalty Incentive

This is a type of incentive presented to permanent personnel by virtue of the length of service they have rendered in the College.

- a. For 10 years of continuous service at MCC - Plaque of Appreciation and personalized MCC watch will be given.
- b. For 15 years of continuous service at MCC - Plaque of Appreciation and 18K Gold Plated MCC Service Pin will be given.
- c. For 20 years of continuous service at MCC - Plaque of Appreciation and 18K Gold MCC Ring will be given.
- d. For 25 years of continuous service at MCC - Plaque of Appreciation and 18K Gold MCC Bracelet will be given.
- e. For 30 years of continuous service at MCC - Plaque of Appreciation and 18K Gold MCC Necklace will be given.
- f. For 35 years of continuous service at MCC - Plaque of Appreciation and 18K Gold "35 years-engraved" MCC Pendant will be given.
- g. For 40 years of continuous service at MCC - Plaque of Appreciation and 18K Gold "40 years-engraved" MCC Pendant will be given.

### 2. Length of Service Incentive

This incentive is given to an employee who has at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No.1, s. 1990.

### 3. Career and Self-Development Incentive

This is granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals.

## Forms of Awards and Incentives

1. Compensatory Time-Off - granted to an employee who has worked beyond his/her regular office hours on a project without overtime pay.





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2. Flexiplace - work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to the established guidelines.
3. "Salu-salo" Together - meal hosted by superiors or supervisors for employees who have made significant contributions.
4. Personal Growth Opportunities - incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, industry immersion, travel packages and other learning opportunities.
5. Trophies, Plaques and Certificates
6. Monetary Award
7. Travel Packages
8. Other Incentives - incentives in kind which may be in the form of merchandise, computers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in College publications, and others.

**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



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**HON. KRIZZANEL C. GARBO**

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

**DR. IMELDA DP. SORIANO**

Representative, ALCU - National

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