



# 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:**

<i>Chairperson</i> - Hon. Crisostomo C. Garbo	Mayor, Mabalacat City, Pampanga
Hon. Krizzanel C. Garbo	Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City, Pampanga

x-----x

**RESOLUTION NO. 44**  
Series of 2021

**APPROVAL OF THE MCC SCHOLARSHIP FOR PROFESSIONAL  
ADVANCEMENT THROUGH CONTINUING EDUCATION (MCC SPACE)  
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;



## MABALACAT CITY COLLEGE

**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) 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;

**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 Scholarship for Professional Advancement through Continuing Education (MCC SPACE)

#### I. Rationale:

The Presidential decree No. 907, also known as the Civil Service Law, is the legal basis of this program. Section 1, Chapter 6, Book V of Executive Order 292 of 1987 states that every department or agency needs to have a continuing program for career and personnel development for all agency personnel at all levels, and shall create an environment or work climate conducive to the development of personnel skills, talents and values for better public service.

Mabalacat City College is committed to providing opportunities for the growth and development of its people which are deemed as its most important assets. Thus, the creation of the MCC Scholarship for Professional Advancement through Continuing Education or MCC SPACE.

The implementation of the MCC SPACE program shall also provide an opportunity for employees to demonstrate their commitment to the College's mission, vision and values.

#### II. Objectives:

The following are the specific objectives of MCC SPACE:

1. To provide educational assistance to employees through scholarship grants;
2. To institutionalize a system of providing employees access to opportunities for continuing education; and,





## MABALACAT CITY COLLEGE

3. To enhance the competencies and capacities of employees for improved work performance.

### III. Guiding Principles and Policies:

1. The College shall ensure the equitable distribution of educational and professional development opportunities for all interested and qualified employees.
2. There shall be no discrimination in the selection of candidates with regards to gender, civil status, age, religious belief, ethnicity or political affiliation.
3. There shall be consultation and discussion between the interested employee and his/her immediate supervisor prior to application of scholarship.
4. Scholar/Grantee shall adhere to the terms and conditions specified in the scholarship contract between the scholar/grantee and the College to ensure return of investment to the College.

### IV. Continuing Education Committee

The Continuing Education Committee (CEC) shall be the mandated committee that will ensure the effective implementation and execution of these policies, and when appropriate, recommend enrichment to this program.

The CEC shall be composed of the following:

- a. VP for Administration (Chairperson)
- b. VP for Academic Affairs (Member)
- c. Head of People Experience (Member)
- d. Learning and Development Officer (Secretariat)

### V. Qualification Requirements

An employee who is interested to avail of the scholarship may apply provided he/she possesses the following qualifications:

1. Must have rendered at least two (2) years work experience in the College as permanent, casual, contract of service or job order, and must have assumed and performed current function for at least two (2) years at the time of application;
2. Must have at least a Very Satisfactory performance rating for the last two (2) rating periods;



## MABALACAT CITY COLLEGE

3. Must have no pending administrative and criminal case at the time of application;
4. Must have no current service obligation from previous scholarship or other educational assistance availed of except those who will be taking professional examinations for the first time;
5. Must have no pending local or foreign scholarship/training applications; and,
6. Must be willing to comply with the terms of the educational support and carry out responsibilities as scholar/grantee.

### VI. Implementing Procedures

This section describes the major processes involved in selecting scholars/grantees of MCC SPACE. The Learning and Development (L&D) Officer of People Experience shall be designated as officer-in-charge of this educational support mechanism and act as the Secretariat to the Continuing Education Committee (CEC).

#### 1. Posting/ Announcement

The L&D Officer shall prepare invitations for scholarship to all offices/units through a memorandum signed the by CEC Chairperson. This shall be disseminated via Microsoft Teams.

#### 2. Pooling of Applicants/Nominees

Interested and qualified employees shall express their intent to avail of scholarship through a formal letter addressed to the Continuing Education Committee with an endorsement letter from their respective office/unit head and will accomplish the application form for MCC SPACE.

In some cases, the office/unit head may nominate his/her qualified staff based on the relevance of the course of program to the function of the staff but the employee must be well-apprised and has agreed to the nomination prior to submission to the Committee.

#### 3. Initial Screening

The L&D Officer as Secretariat shall initially review the qualifications of nominees based on the requirements set by the College and the completeness and accuracy of documents submitted by the nominating office/unit.





# MABALACAT CITY COLLEGE

If application/nomination is in order, the Secretariat prepares a matrix of applicant/s for CEC deliberation. If not in order, the Secretariat informs the nominee through a memorandum indicating what is lacking or the necessary action needed to undertake.

The L&D Officer shall maintain a pool of employees who plan to pursue their studies and are potential candidates for scholarships. Anytime a slot is vacated, the L&D Officer shall call for nominations from offices/units.

#### 4. Deliberation

The Continuing Education Committee shall convene and deliberate nominees for scholarship using the selection criteria below:

Criteria	Point System
Relevance to the course/ scholarship program to: <ul style="list-style-type: none"> <li>a. Office/Unit mandate or functions</li> <li>b. Actual duties or position of the applicant</li> <li>c. Career development and potential of the applicant to assume higher functions and responsibilities</li> </ul>	<b>60 points</b> (a+b+c)  Very relevant                    20 Fairly relevant                    15 Relevant                                10 Less relevant                        5 Not relevant                         0
Actual years of service in the College:  More than 10 years                15 More than 5 years to 10 years    10 2 years to 5 years                    5	<b>15 points</b>
Performance rating:	<b>10 points</b>

*[Handwritten signatures and initials on the left margin]*



## MABALACAT CITY COLLEGE

	Outstanding	10
	Very Satisfactory	5
Continuing education scholarship program availed in the past five years in the College		<b>15 points</b>
	has <i>not</i> availed	15
	has availed <i>once</i> and complied all the requirements of the previous grant/s	10
	has availed <i>more than once</i> and complied all the requirements of the previous grants	5

Nominee/s who meet the criteria with a cut-off score of at least 80 points shall be recommended for scholarship slot/s or grant. Based on the results, the CEC will select/identify the most viable nominee of the College.

A personal interview or written examination may be conducted by the CEC as deemed necessary to select deserving employees for scholarship.

However, for the following cases, the CEC may recommend nominee/s thru a referendum based on the pool of potentials and/or endorsement of the office/unit heads, to wit:

- a. There is a lone candidate to the scholarship;
- b. The deadline for submission of nominee/s or scholar/s is within two weeks or 10 working days and there is not enough time for the CEC to conduct deliberations; and/or
- c. The CEC cannot convene due to lack of quorum.

5. Endorsement to Approving Authority

The results of the deliberation/screening shall be endorsed by the CEC to the College President for approval.

The L&D section will inform all applicants on the result of their applications through a memorandum.

6. Awarding of Scholarship

Start Here,  
Be Successful *Anywhere!*

www.mcc.edu.ph  
(045) 209 8720





# MABALACAT CITY COLLEGE

Employees who have been selected by the CEC shall be assisted by the L&D section in accomplishing the scholarship contract prior to academic undertaking and to require submission of all other documentary requirements.

## 7. Monitoring and Evaluation of Scholar

All scholars are required to provide the CEC, thru the Secretariat, updates/status of their academic undertaking/load quarterly for monitoring purposes.

Scholars shall submit a certified copy of his/her grades and enrolment/registration form with a month after the semester ends.

The L&D section acknowledges, reviews, and evaluates the submitted documents of the scholar.

## VI. Service Obligation

The scholar/grantee shall serve compulsory service obligation to MCC after the completion of grant to ensure return of investment (ROI). The duration or specific coverage of the obligation shall be determined accordingly and stipulated in the scholarship contract.

Duration of Scholarship	Service Obligation
For every year or a fraction thereof not less than 6 months	one (1) year
Six (6) months and below	six (6) months

## VII. Penalties

As a general rule, a scholar/grantee who fails to meet the conditions of the grant through his/her own fault or neglect, resignation or voluntary separation, shall pay the actual amount of the grant and the total compensation and benefits received during the duration of the scholarship.

However, if the scholar has rendered at least 50% of the required service obligation, the proportionate refund of the monetary value of the scholar's obligation to the College shall be computed as follows:

$$R = \frac{(SOR - SOS)}{SOR} \times TCR$$



# MABALACAT CITY COLLEGE

- where: R = Refund  
TCR = Total Compensation Received  
(Gross salary, allowances, and other benefits received while on scholarship program)  
SOS = Service Obligation Served  
(Rounded off to the nearest month)  
SOR = Service Obligation Required  
(Rounded off to the nearest month)

An agreement of the refund shall be made between the scholar and MCC. Payment on installment basis through salary deduction should not exceed three (3) years.

In case of separation from MCC due to resignation, the employee shall pay in full the equivalent monetary cost of the remaining obligation.

However, in case of transfer to other government agencies, continuation of service obligation may be allowed given the following conditions:

- reason for transfer is due to promotion in position/rank; and
- the grantee has rendered at least 50% of the required service obligation in MCC.

The refund of all expenses may be condoned in the following instances:

- abolition of the office
- dissolution of the position being held by the scholar/grantee
- non-renewal for contractual employees
- death or permanent disability

**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

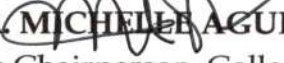




Republic of the Philippines  
Province of Pampanga  
Mabalacat City





# MABALACAT CITY COLLEGE

  
DR. MICHELLE AGUILAR-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

  
**MS. REBECCA O. LISING**  
Member, President - MCC Faculty Association

  
**MR. NIEL B. RIGDAO**  
Member, President - MCC Alumni Association

  
**MR. JOHN KHYLE DAVID B. VILLANUEVA**  
Member, President - MCC Student Council

RESOLUTION NO. 44  
Series of 2021

APPROVAL OF THE MCC SCHOLARSHIP  
FOR PROFESSIONAL ADVANCEMENT  
THROUGH CONTINUING EDUCATION  
(MCC SPACE) POLICY

Start Here,  
Be Successful *Anywhere!*

[www.mcc.edu.ph](http://www.mcc.edu.ph)  
(045) 209 8720