



# 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. 38**  
Series of 2021

**APPROVAL OF THE PRACTICE OF PROFESSION 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;

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



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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**, Republic Act No. 6713 Rule II Section 2 of the Code provides that it is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest;

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

### POLICY ON THE PRACTICE OF PROFESSION

Pursuant to Section 12, Rule 18 of the Revised Civil Service Rules which provides "No officer or employee shall engage directly in any private business, vocation, or profession or be connection with any commercial, credit, agricultural, or industrial, or industrial undertaking without written permission from the head of the department".

#### I. Scope and Coverage

This policy shall cover all employees.

#### II. Guidelines

- A. Written permission shall be obtained from the College President, upon recommendation of the Vice President of the office where the employee is assigned.
- B. Approved permit shall indicate the exact time devoted to practice of profession shall be consistently observed.
- C. Employee has at least very satisfactory performance and maintains the same while in the practice of profession.
- D. No college resources shall be used.
- E. Practice of profession shall not conflict or tend to conflict with employee's official functions.

#### III. Prohibitions Pertinent to the Practice of Profession

- A. Double/multiple employment
- B. Additional, double or indirect compensation unless specifically authorized by law.





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- C. The practice of profession shall not be done during one's prescribed office hours and not within the required forty (40) work hours each week.
- D. When an employee has serious medical condition, a medical clearance must be secured before an approved permit is issued.


#### IV. Cancellation of Permits

The College President shall cancel approved permits and/or regulate the time fixed for employees to engage in practice of profession, anytime when this affects employee performance and/or services to the College.

#### V. Sanction

The penalty for engaging in the practice of one's profession without authority:

- a. 1st Offense - Reprimand
- b. 2nd Offense - Suspension 1-30 days
- c. 3rd Offense - Dismissal

 **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

**HON. KRIZZANEL C. GARBO**

Member, Chairperson - Committee on Education

Sangguniang Panlungsod of the LGU of  
Mabalacat City

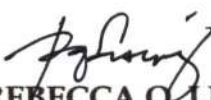


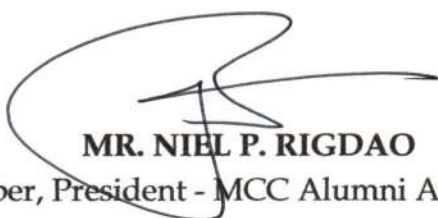
Republic of the Philippines  
Province of Pampanga  
Mabalacat City



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Representative, ALCU - National

  
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