



# MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 1ST REGULAR MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON JANUARY 23, 2023 2:00 PM VIA MICROSOFT TEAMS (VIRTUAL)

**PRESENT:**

*Vice Chairperson* - Dr. Michelle Aguilar-Ong College President

*Members -*

Hon. Noelito B. Castro Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City

Ms. Rebecca Q. Lising President, MCC Faculty Association

Mr. Niel P. Rigdao President, MCC Alumni Association

Mr. Prince EJ N. Manalo President, MCC Student Council

*Secretary of the Meeting -*

Llewellyn B. Manjares Jr.

**ABSENT:**

*Chairperson* - Hon. Crisostomo C. Garbo Mayor, Mabalacat City  
Dr. Imelda DP. Soriano Representative, ALCU-National

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**RESOLUTION NO. 01**  
Series of 2023

**APPROVAL OF ACADEMIC RESOLUTION NO. 01 - "ACADEMIC RESOLUTION APPROVING THE PROPOSED ADMISSION POLICIES AND PROPOSAL ON ADOPTING STANDARDIZED TESTING FOR COLLEGE ADMISSION FOR THE ACADEMIC YEAR 2023-2024"**

**WHEREAS**, Article III Section 6 of the City Ordinance No. 60 s. 2016 otherwise known as The New Charter of Mabalacat City College, provides that the carrying out and

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performance of the general powers and functions of Mabalacat City College are vested exclusively [in] the Board of Trustees;

**WHEREAS**, Article II section 7 (d) of the New Charter of Mabalacat City College provides that the Board of Trustees shall approve policies on admission, retention, and graduation of students upon the recommendation of the appropriate council or committee;

**WHEREAS**, in the Academic Council Meeting convened on January 20, 2023 by the Assistant Vice President for Curriculum and Innovative Strategies, Dr. Romeo D. Erese III, Instruction and Ms. Jennyfer Merza, Assistant Vice-President for Instruction and Training Development and attended by the members of the Academic Council, the Academic Council unanimously recommended in its Resolution No. 01, series of 2023 - "Academic Resolution Approving the Proposed Admission Policies and Proposal on Adopting Standardized Testing for College Admission for the Academic year 2023-2024" the following policies:

I. **Opening of Admissions for AY 2023-2024** - The proposed schedule of the opening of admissions will be on February 6, 2023.

## II. Policies for Incoming Freshmen

- a. Criteria for Admission of Incoming Freshmen - Senior high school graduates are eligible to enroll as freshmen in college. However, applicants must undergo additional screening and selection based on the established criteria and policies by the College.
- b. College or program's enrollment capacity and applicants' residency - Applicants who are official residents of Mabalacat City shall be given priority. Applicants who are non-residents of Mabalacat City shall be considered provided that they competitively meet the top rank among the applicants, where further deliberation may ensue.
- c. Performance in the MCC College Entrance Exam - Only applicants who qualify with complete and satisfactory admission requirements shall be eligible for the college entrance exam. Those who satisfy the competency-based qualifications set by the program or/and institutes shall be admitted and ranked following each program's carrying capacity.
- d. Institute Interview - Applicants who do not qualify for their first-choice program may be channeled to their second or third choice as long as they meet the examination performance requirements of their program choices and there are still slots available in the program. Alternatively, they will be advised to transfer to another program where they are deemed qualified. Meanwhile, the Admissions Officer shall endorse for institute interview the student applicants for the Institute for Hotel and Tourism Management and Bachelor of Physical Education. For the rest of the programs, only wait-listed students shall be endorsed for an interview, at the discretion of the dean.

## III. Adopting Standardized Testing for MCC College Entrance Exam

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*[Handwritten signatures and initials in blue and black ink on the left margin.]*



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Adopting standardized testing would ensure that test scores are a valid, reliable, and effective indicator of students' college readiness, as well as a rich profile of information about the applicant's aptitudes in many areas, such as Verbal, Numerical, Abstract, Perceptual Speed and Accuracy, Mechanical Reasoning, Space Relations, Spelling, and Language Usage. The competencies set per program vary depending on each program's required competencies, which were reviewed by the Support for Academic and Institutional Development and Academic Council in consultation with relevant members of Admissions. See table in the attached resolution.

### IV. Other Admissions Policies

- a. Policy For Transferees - The Admissions office shall verify the college or program's enrollment capacity and availability of slots before accepting transferee applicants. NSTP taken from the previous school attended will be credited. As for the other courses, the Registrar's Office will have to evaluate which may be credited by MCC, based on the College's and CHED's guidelines. Certification of good moral character from the previous school attended is required for admission of transferees.
- b. Policy for Certificate Program/ Microcredentialing - The Admissions office shall verify the college or program's enrollment capacity and availability of slots before accepting transferee applicants. All possible subjects/courses with the same description may be credited subject to evaluation by the Registrar's Office.
- c. Policy for Methods of Teaching or Certificate of Professional Education - The Admissions Office shall first verify the college or program's enrollment capacity and availability of slots before accepting applicants for methods of teaching. The applicant must be a Bachelor's degree graduate. The applicant must provide a certificate of good moral character from a previous school attended. Applicants are not entitled to the free tuition of CHED - UniFAST and are therefore required to pay the full tuition fee, as approved by the Board, upon enrolment.
- d. Policy for the Honors Program - Those who did not qualify for the Honors Program shall be endorsed by the Office of the Vice President for Student Life to the Admission Office based on their evaluation results on who will have to take the college entrance exam (CEE) and who will be exempted from taking the CEE.
- e. Policy for the First Generation Applicants ("Be the FIRST College Graduate" or the "BIDA FIRST" Program) - All First-Generation Applicants shall be automatically admitted by the College. To determine which program the applicant is suitable for, he/she will still need to go through the admissions process as discussed above.
- f. Policy for IP and ALS Applicants - This inclusivity policy is made to ensure indigenous peoples (IP) have access to education. A member of the IP community or an ALS graduate may be admitted as a freshman into the College for automatic admission. However, to determine which program the applicant is suitable for, he/she will still need to go through the admissions process as discussed above.



## MABALACAT CITY COLLEGE

**BE IT RESOLVED**, That the Board of Trustees of Mabalacat City College approves the said recommendation of the Academic Council in its RESOLUTION NO. 01 s. 2023 - "Academic Resolution Approving the Proposed Admission Policies and Proposal on Adopting Standardized Testing for College Admission for the Academic year 2023-2024";

**RESOLVED FURTHER**, That the contents of Academic Council Resolution No. 01, series of 2023 shall form part of this resolution;

**RESOLVED FINALLY**, that a copy of this resolution be furnished to the offices concerned.

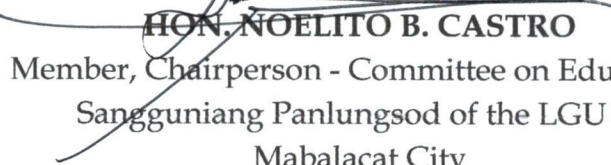
**APPROVED** this 23<sup>rd</sup> day of January 2023.

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Approved by:

**HON. CRISOSTOMO C. GARBO**  
Chairperson, Mayor of the LGU of Mabalacat City

  
**DR. MICHELLE AGUILAR-ONG**  
Vice Chairperson, College President

  
**HON. NOELITO B. CASTRO**  
Member, Chairperson - Committee on Education  
Sangguniang Panlungsod of the LGU of  
Mabalacat City

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



Republic of the Philippines  
Province of Pampanga  
Mabalacat City



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**MS. REBECCA Q. LISING**

Member, President - MCC Faculty Association

**MR. NIEL P. RIGDAO**

Member, President - MCC Alumni Association

**MR. PRINCE EJ N. MANALO**

Member, President - MCC Student Council

RESOLUTION NO. 01  
Series of 2023

APPROVAL OF ACADEMIC RESOLUTION NO. 01 - "ACADEMIC  
RESOLUTION APPROVING THE PROPOSED ADMISSION  
POLICIES AND PROPOSAL ON ADOPTING STANDARDIZED  
TESTING FOR COLLEGE ADMISSION FOR THE ACADEMIC  
YEAR 2023-2024"

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# MABALACAT CITY COLLEGE

## OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

### ACADEMIC COUNCIL Resolution No. 1, Series of 2023

#### ***"Academic Resolution Approving the Proposed Admission Policies and Proposal on Adopting Standardized Testing for College Admission for the Academic year 2023-2024"***

*Excerpt from the 1<sup>st</sup> Academic Council Meeting on Friday, January 20, 2023, 10:00 a.m. at IHTM Hometown Bar and Resto, Mabalacat City College.*

WHEREAS, the 1<sup>st</sup> Academic Council Meeting was convened by the Assistant Vice-President for Curriculum and Innovative Strategies, Dr. Romeo D. Erese III, and Ms. Jennyfer Merza, Assistant Vice-President for Instruction and Professional Development, attended by the members of the Academic Council with Ms. Josevy Taguibao, Assistant Vice-President for Admissions and Information Delivery.

WHEREAS, the Assistant Vice-President for Admissions and Information Delivery, Ms. Josevy Taguibao, presented to the members of the academic council the proposed Admission Policies and the proposal to adopt Standardized Testing for College Admission for the academic year 2023-2024.

WHEREAS, the Mabalacat City College is embracing a culture of care, compassion, and community sense, it needs to create an admission policy that applies to a wide variety of prospective students.

WHEREAS, the proposed admission policies and proposal on Adopting Standardized Testing for College Admission for the academic year 2023-2024 are as follows:

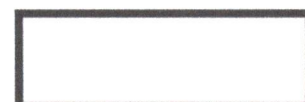
I. Title

#### **PROPOSED ADMISSION POLICIES FOR 2023-2024 AND PROPOSAL ON ADOPTING STANDARDIZED TESTING FOR COLLEGE ADMISSIONS**

II. **Rationale**

The College is committed to ensuring that its admission policies and procedures are inclusive, transparent, ethical, and efficient, thereby making education accessible to a wide variety of prospective students. The College has devised a policy framework to assist students with college applications.

Recognizing the potential of every senior high school graduate from various institutions and for each to have a chance to apply at MCC, hence the proposal on the update on the policy. One is the careful consideration to adopt standardized testing and removing grade point average as admissions educational placement criteria. Another is the





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proposed program for access to a college education for IPs or their automatic admissions. Similarly, students who will be the family's first college degree holders are referred to as the First Generation.

Acknowledging the many dimensions of our diverse applicants as well as specialized program requirements, institution interviews are included as critical components of the process to get the most accurate and contextual depiction of a candidate as a student and a person.

### III. **Proposal**

- Opening of Admissions for AY 2023-2024
- A Policies for Incoming Freshmen
- Adopting Standardized Testing for MCC College Entrance Exam
- Other Admission Policies

#### **A. Opening of Admissions for AY 2023-2024**

The proposed schedule of the opening of admissions will be on February 6, 2023.

#### **B. A Policies for Incoming Freshmen**

##### **B.1. Criteria for Admission of Incoming Freshmen**

Senior high school graduates are eligible to enroll as freshmen in college. However, applicants must undergo additional screening and selection based on the established criteria and policies by the College.

1. College or program's enrollment capacity and applicants' residency

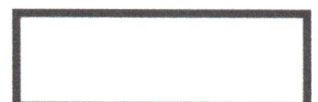
Applicants who are official residents of Mabalacat City shall be given priority. Applicants who are non-residents of Mabalacat City shall be considered provided that they competitively meet the top rank among the applicants, where further deliberation may ensue.

2. Performance in the MCC College Entrance Exam

Only applicants who qualify with complete and satisfactory admission requirements shall be eligible for the college entrance exam. Those who satisfy the competency-based qualifications set by the program or/and institutes shall be admitted and ranked following each program's carrying capacity.

3. Institute Interview

Applicants who do not qualify for their first-choice program may be channeled to their second or third choice as long as they meet the examination performance requirements





## MABALACAT CITY COLLEGE

of their program choices and there are still slots available in the program. Alternatively, they will be advised to transfer to another program where they are deemed qualified.

Meanwhile, the Admissions Officer shall endorse for institute interview the student applicants for the Institute for Hotel and Tourism Management and Bachelor of Physical Education. For the rest of the programs, only wait-listed students shall be endorsed for an interview, at the discretion of the dean.

### ***C. Adopting Standardized Testing for MCC College Entrance Exam***

With the College's mission of meeting the needs of its community as a center for learning and pursuing an open admissions policy, this proposal geared towards ensuring its admission policies are more inclusive, transparent, ethical, and efficient, thereby making education accessible to a diverse range of prospective students by implementing standardized testing for college admissions.

Standardized testing was carefully considered because we recognize the potential of every senior high school graduate from various schools, giving everyone a chance to apply at MCC. The adopted exam is a comprehensive profile of student's interests and aptitudes as part of the screening process, intending to identify student's potential for academic and career success. It seeks to uncover a student's potential to learn in the context of a specific curriculum and environmental input.

### **Objectives**

1. Procure standardized test materials for college entrance exams applicable to all its program for the educational and career placement of students.
2. Implement a standardized screening process that would profile students' interests and aptitudes to identify student's potential for academic and career success.
3. Ensure that test scores are a valid, reliable, and effective indicator of students' readiness for college and would measure the rich profile of information about the applicant's aptitudes in many areas, such as Verbal, Numerical, Abstract, Perceptual Speed, and Accuracy, Mechanical Reasoning, Space Relations, Spelling and Language Usage; and
4. Improve access and opportunity for every student to apply at Mabalacat City College by countering grade subjectivity the varying grading standards and grade inflation.

### **Competencies**

Adopting standardized testing would ensure that test scores are a valid, reliable, and effective indicator of students' college readiness, as well as a rich profile of information







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about the applicant's aptitudes in many areas, such as Verbal, Numerical, Abstract, Perceptual Speed and Accuracy, Mechanical Reasoning, Space Relations, Spelling, and Language Usage. The competencies set per program vary depending on each program's required competencies, which were reviewed by the Support for Academic and Institutional Development and Academic Council in consultation with relevant members of Admissions. Reflected on the table is the set of competencies per program completed last January 19, 2022.

MCC COLLEGE ENTRANCE EXAM								
PROGRAM	Verbal	Numerical	Abstract	Perceptual Speed and Accuracy	Mechanical Reasoning	Space Relations	Spelling	Language Usage
	Academic Courses, Business, Law, Education, Journalism, Sciences	Mathematics, Physics, Chemistry, Engineering, Bookkeeping, Laboratory Work, Carpentry, Tool making	Mathematics, Computer Programming, Drafting, Automobile Repair	Routine Clerical Tasks - Filing or Coding, Technical and Scientific Data Work	Carpenter, Mechanic, Engineer, Electrician, Machine Operator	Drafting, Architecture, Art, Clothing, Design, Carpentry, Dentistry	Academic and Vocational Pursuits, Courses that require written reports	Academic and Vocational Pursuits, Courses that require written reports
<b>ITE</b>								
Bachelor of Early Childhood Education	A	A	A	A	A	A	A	A
Bachelor of Elementary Education	AA	AA	A	A	A	A	A	A
Bachelor of Secondary Education Major in English	AA	A	A	A	A	A	AA	AA
Bachelor of Secondary Education Major in Filipino	A	A	A	A	A	A	A	A
Bachelor of Secondary Education Major in Mathematics	A	AA	AA	A	A	A	A	A
Bachelor of Secondary Education in Science	A	A	A	AA	A	A	A	A
Bachelor of Secondary Education in Social Studies	A	A	A	A	A	A	A	A
Bachelor of Physical Education	A	A	A	A	A	A	A	A
Bachelor of Technical Vocational Teacher Education	A	A	A	A	A	A	A	A
Certificate of Professional Education	A	A	A	A	A	A	A	A
Progressive and Holistic Child Development Training Course	A	A	A	A	A	A	A	A
<b>IAS</b>								
Bachelor of Science in Biology	A	AA	A	AA	A	A	A	A
Bachelor of Arts in History	AA	A	A	A	A	A	AA	AA
<b>IBCE</b>								
Bachelor of Science in Information Technology	A	A	A	A	A	A	A	A
Bachelor of Customs Administration	AA	AA	A	A	A	NA	A	A
Bachelor of Science in Accountancy	AA	AA	A	A	A	NA	A	A
Bachelor of Science in Management Accounting	A-AA	A-AA	A	A-AA	A	NA	A	A
Bachelor of Science in Office Administration	A	A	A	A-AA	A	A	A	A
Bachelor of Science in Entrepreneurship	A-AA	A	A	A	A	A	A	A
<b>IHTM</b>								
Bachelor of Science in Tourism Management	A	A	BA	A	NA	NA	AA	AA
Bachelor of Science in Hospitality Management	A	A	BA	A	NA	NA	AA	AA

*Below Average (BA), Average (A), Above Average (AA), Not Applicable (NA)*

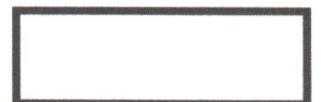
#### D. Other Admissions Policies

##### • For Transferees

1. The Admissions office shall verify the college or program's enrollment capacity and availability of slots before accepting transferee applicants.

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2. NSTP taken from the previous school attended will be credited. As for the other courses, the Registrar's Office will have to evaluate which may be credited by MCC, based on the College's and CHED's guidelines.

3. Certification of good moral character from the previous school attended is required for admission of transferees.

- **Policies for Certificate Program/ Microcredential**

1. The Admissions office shall verify the college or program's enrollment capacity and availability of slots before accepting transferee applicants.
2. All possible subjects/courses with the same description may be credited subject to evaluation by the Registrar's Office.

- **Policies for Methods of Teaching or Certificate of Professional Education**

1. The Admissions Office shall first verify the college or program's enrollment capacity and availability of slots before accepting applicants for methods of teaching.
2. The applicant must be a Bachelor's degree graduate.
3. The applicant must provide a certificate of good moral character from a previous school attended.
4. Applicants are not entitled to the free tuition of CHED – UniFAST and are therefore required to pay the full tuition fee, as approved by the Board, upon enrolment.

- **Policies for the Honors Program**

1. Those who did not qualify for the Honors Program shall be endorsed by the Office of the Vice President for Student Life to the Admission Office based on their evaluation results on who will have to take the college entrance exam (CEE) and who will be exempted from taking the CEE.

- **Policies for the First Gen: Be the FIRST BIDA Program**

1. All First-Generation Students shall be automatically admitted by the College. To determine which program the applicant is suitable for, he/she will still need to go through the admissions process as discussed above.

- **Policies for the Program for Access to College Education for IPs**

1. This inclusivity program was made to ensure indigenous peoples have access to education. A member of the IPs community, a high school, or ALS g may be admitted as a freshman into the College for automatic admissions. However, to determine which program the applicant is suitable for, he/she will still need to go through the admissions process as discussed above.

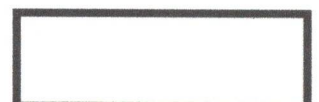
WHEREAS, the proposed Admission Policies and the proposal to adopt Standardized Testing for College Admission for the academic year 2023-2024 were unanimously approved by the members of the Academic council.

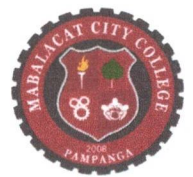
**NOW, THEREFORE, BE IT RESOLVED**, as it is hereby RESOLVED, by the Academic Council to adopt the proposed admission policy.

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**RESOLVED FURTHER**, that this admission policy shall take effect in the academic year 2023-2024.

**RESOLVED FINALLY**, that a copy of this resolution be furnished to the members of the Board of Trustees for approval.

**APPROVED** this 23<sup>rd</sup> of January 2023.

  
DR. ROMEO D. ERESE III


*Assistant Vice-President for Curriculum and Innovative Strategies*

  
JENNYFER N. MERZA

*Assistant Vice-President for Instruction and Professional Development/Dean, Institute of Hospitality and Management*

  
MARILYN S. ARCILLA

*Dean, Institute of Arts, Sciences*

  
ARVINA D. SARMIENTO

*Dean, Institute of Teacher Education*

  
DR. JOSEPHINE C. EVANGELISTA

*Dean Institute Business and Computing Education*

  
LORENZO MACAM

*Assistant Dean, Institute of Business and Computing Education*

  
MR. BENJAMIN DOROTEO CB

*Bachelor of Customs Administration, Field of Study Head*

  
MR. GLEN S. NOLASCO

*Bachelor of Science in Biology, Field of Study Head*

  
MS. GRACIA T. CANLAS

*Bachelor of Secondary Education Major In Natural Sciences  
Field of Study Head*

  
MR. JOHN EDWARD ALFONSO

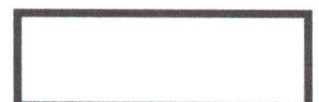
*Bachelor of Arts in History  
Field of Study Head*

  
MS. GIZEL S. AQUINO

*Bachelor of Science in Tourism Management  
Field of Study Head*

  
MR. HAROLD VAN A. AQUINO

*Bachelor of Science in Hospitality Management  
Field of Study Head*





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MR. KARLO S. TOLENTINO  
*Bachelor of Education in Social Studies  
Field of Study Head*

MR. EDWARD O. INONG  
*Bachelor of Secondary Education Major in  
English, Bachelor of Secondary Education  
Major in Filipino  
Field of Study Head*

DR. CONRAD M. BUERKELEY  
*Certificate of Professional Education  
Field of Study Head*

MS. SUSAN E. MANUEL  
*Bachelor of in Physical Education  
Bachelor of Secondary Education Major in  
Mathematics  
Field of Study Head*

MR. GENESIS DIMALANTA, LPT, MPES.  
*Bachelor of Science in Physical Education  
Field of Study Head*

DR. MAUREEN P. SANTOS  
*Bachelor of Technical Vocational  
Teacher Education  
Bachelor of Secondary Education in Science  
Field of Study Head*

MS. JONABELLE N. DE LEON  
*Languages and Literature  
Field of Study Head*

MR. ERNIELEE PINEDA JD, MBA  
*Bachelor of Science in Information  
Technology  
Field of Study Head*

ACADEMIC COUNCIL  
Resolution No. 1, Series of 2023

***"Academic Resolution Approving the Proposed Admission  
Policies and Proposal on Adopting Standardized Testing  
for College Admission for the Academic year 2023-2024"***

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