

# MABALACAT CITY COLLEGE

## BOARD OF TRUSTEES

FROM THE MINUTES OF THE 3RD REGULAR MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON AUGUST 24, 2023 2 P.M. VIA MICROSOFT TEAMS

**PRESENT:**

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

*Members* -

Dr. Myrna C. Calma President, MCC Faculty Association

Mr. Mark Francis Agnote President, MCC Alumni Association

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

**ABSENT:**

Hon. Crisostomo C. Garbo Mayor, Mabalacat City

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

Dr. Imelda DP. Soriano Representative, ALCU-National

*Secretary of the Meeting* -

Eunice P. Lansangan, LPT

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**RESOLUTION NO. 26**  
Series of 2023

**APPROVAL OF ACADEMIC RESOLUTION NO. 09 - "ACADEMIC RESOLUTION APPROVING THE PROVISION OF AFFIDAVIT OF EXPLANATION AS A REQUIREMENT FOR RECTIFICATION OF GRADES"**







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**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 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 April 28, 2023 by the Assistant Vice President for Academic Affairs, Dr. Romeo D. Erese III and was attended by the members of the Academic Council, Registrar Head, and Director for Research Innovations, the Academic Council unanimously recommended the provision of an affidavit for change of grades in its Resolution No. 9, series of 2023 - "Approving the Provision of Affidavit of Explanation as a Requirement for Rectification of Grades";

**WHEREAS**, numerous cases of students asking for a change of grade have been filed in the Office for Academic Affairs and Registrar.

**WHEREAS**, changes in grades should be dealt with and taken care of within a year after the release of the final grade. However, cases raised show that changes in grades are still requested even after the one-year turnaround time has lapsed.

**WHEREAS**, Article 19, Chapter 2 of the Civil Code of the Philippines states that every person must, in the exercise of his rights and in the performance of his duties, act with justice, give everyone his due, and observe honesty and good faith.

**WHEREAS**, Article VIII, Section 1 of the Code of Ethics for Professional Teachers states that a teacher has a right and duty to determine the academic marks and the promotions of learners in the subject or grades he handles, provided that such determination shall be in accordance with generally accepted procedures of evaluation and measurement. In case of any complaint, teachers concerned shall immediately take appropriate actions, observing due process.

**WHEREAS**, to promote accountability for the faculty, they should shoulder the notary fee for the affidavit explaining the reason for the change of grades.

**WHEREAS**, the Academic Council recommends the notarized explanation for the change of grade of a student to promote accountability for teachers and to follow the rule of MCC when requesting for rectification of grade.

**BE IT RESOLVED**, That the Board of Trustees of Mabalacat City College approves the said recommendation of the Academic Council in its RESOLUTION NO. 09 s. 2023 - "Approving the Provision of Affidavit of Explanation as a Requirement for Rectification of Grades";





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**RESOLVED FURTHER**, That the contents of Academic Council Resolution No. 09, 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 24th day of August 2023.

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

  
**DR. MYRNA C. CALMA**  
Member, President - MCC Faculty Association

  
**MR. MARK FRANCIS AGNOTE**  
Member, President - MCC Alumni Association







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**MR. PRINCE EJ N. MANALO**  
Member, President - MCC Student Council

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**ANG COMMUNITY COLLEGE NATIN**