



# MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 1<sup>ST</sup> REGULAR MEETING OF THE BOARD  
OF TRUSTEES OF MABALACAT CITY COLLEGE  
HELD ON APRIL 03, 2025

**PRESENT:**

**Vice Chairperson** – Dr. Michelle Aguilar-Ong

College President

**Members -**

Hon. Noelito B. Castro

Chairperson, Committee on  
Education, Sanguniang  
Panlungsod, Mabalacat City

Ms. Rebecca Q. Lising

President, MCC Faculty  
Association

Mr. Mark Francis Agnote

President, MCC Alumni  
Association

Mr. John Michael E. Mackay

President, MCC Student  
Council

**Secretary of the Meeting –**

Atty. Jerome A. Matas



**ABSENT:**

**Chairperson** – Hon. Crisostomo C. Garbo

21 MAY 2025 000047  
Mayor, Mabalacat City

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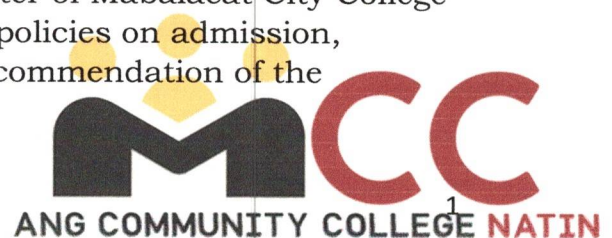
**RESOLUTION NO. 01**  
Series of 2025

**APPROVING THE ACADEMIC COUNCIL RESOLUTION NO.14 s. 2024**

“Approving the Implementation of Academic Measures to Enhance Quality and  
Readiness of Students in Board Programs”

**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;

**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;







# MABALACAT CITY COLLEGE

**WHEREAS**, in the Academic Council Meeting convened on October 9, 2024 by the Vice President for Academic Affairs, Ms. Marilyn S. Arcilla, and attended by the Academic Council members, the Academic Council unanimously recommended in its Resolution No. 14, series of 2024 - "Approving the Implementation of Academic Measures to Enhance Quality and Readiness of Students in Board Programs";

**WHEREAS**, Mabalacat City College is fully committed to fostering a culture of academic excellence by providing high-quality education and support, with the goal of preparing students to excel both academically and professionally;

**WHEREAS**, this commitment extends to ensuring that students enrolled in board programs receive the necessary resources, guidance, and training to develop the skills, knowledge, and competencies required for success in their respective licensure examinations;

**WHEREAS**, the institution strives to cultivate an environment where students are not only academically challenged but also empowered to meet the demands of their future careers with confidence and competence;

**NOW THEREFORE, BE IT RESOLVED**, as it is hereby RESOLVED, by the Board of Trustees of MCC in its 1<sup>st</sup> Regular Meeting herein assembled, to approve, as it hereby approves, the ACADEMIC COUNCIL RESOLUTION NO. 14 series 2024 – "Approving the Implementation of Academic Measures to Enhance Quality and Readiness of Students in Board Programs"

**RESOLVED FURTHER**, That the contents of **Academic Council Resolution No. 14** shall form part of this resolution.

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

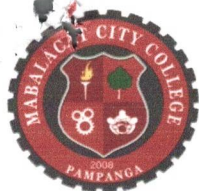
**APPROVED** this 03 day of April 2025.

Approved by:

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

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





# MABALACAT CITY COLLEGE



**HON. NOELITO B. CASTRO**

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



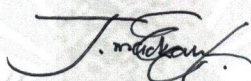
**MS. REBECCA Q. LISING**

Member, President – MCC Faculty Association



**MR. MARK FRANCIS AGNOTE**

Member, President - MCC Alumni Association



**MR. JOHN MICHAEL E. MACKAY**

Member, President - MCC Student Council

**RESOLUTION NO. 01**

Series of 2025

**APPROVING THE ACADEMIC COUNCIL  
RESOLUTION NO.14**

“Approving the Implementation of Academic  
Measures to Enhance Quality and Readiness of  
Students in Board Programs”



**ANG COMMUNITY COLLEGE NATIN**





# MABALACAT CITY COLLEGE

## Office of the Vice President for Academic Affairs

### ACADEMIC COUNCIL Resolution No. 14 Series of 2024

#### Approving the Implementation of Academic Measures to Enhance Quality and Readiness of Students in Board Programs

Excerpt from the minutes of the meeting during the 8<sup>th</sup> regular Academic Council Meeting of A.Y. 2024-2025, held on December 18, 2024 at the OVPAA

**WHEREAS**, the 8<sup>th</sup> Academic Council Meeting was convened by the OIC Vice President for Academic Affairs, Marilyn Sarabia-Arcilla, RN, Ph.D, and attended by the members of the Academic Council, in line with the discussed Implementation of Academic Measures to Enhance Quality and Readiness of Students in Board Programs;

**WHEREAS**, the institution is committed to fostering academic excellence and ensuring the readiness of students enrolled in board programs;

**WHEREAS**, there is a need to implement academic measures to support the students' success in licensure examinations, uphold program standards, and ensure the quality of graduates;

**WHEREAS**, students enrolled in board programs are required to sign a Memorandum of Undertaking (MOU) prior to taking the licensure examination.

**WHEREAS**, the MOU shall include the following: (a) commitment to adhere to the institution's guidelines and protocols related to board examination preparation, (b) agreement to participate in mandatory review sessions from an accredited review centers, mock boards, and other preparatory activities, and (c) assurance that the student will uphold academic integrity and ethical conduct during preparation and examination.

**WHEREAS**, the MOU will be signed by the student, the program head, and a parent or guardian, witnessed by a designated college official.

**WHEREAS**, non-compliance with the terms of the MOU may result in the withholding of institutional endorsement required for examination registration.

**WHEREAS**, a mock board examination shall be conducted for all graduating students enrolled in board programs. The mock board shall (a) simulate the actual licensure examination environment to assess student readiness, (b) be aligned with the scope and competencies required by the licensure examination, and (c) serve as a diagnostic tool to identify areas of strength and improvement for individual students.





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## Office of the Vice President for Academic Affairs

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**WHEREAS**, participation in the mock board examination is mandatory, and performance will be used to determine eligibility for further review sessions and institutional endorsements.

**WHEREAS**, students who fail to meet the required score shall undergo remedial sessions and retake the mock board until the minimum score is achieved.

**WHEREAS**, annotation on curriculum for board programs clearly identify courses and units directly preparatory for licensure examination and specify the integration of mock boards, review sessions, and qualifying exams within the curriculum timeline.

**WHEREAS**, the annotated curriculum shall be regularly updated and disseminated to students, faculty, and stakeholders to ensure transparency and alignment with licensure examination requirements.

**NOW, THEREFORE, BE IT RESOLVED**, that the Academic Council approves and implements academic measures to enhance quality and readiness of students in board programs.

**RESOLVED FURTHER**, students in board programs will be required to take an assessment or qualifying examination upon completing their 2nd year level. This exam will evaluate foundational competencies necessary for advancing to the 3rd year and beyond. Students who meet the passing criteria may proceed to higher-level courses, while those who do not will be offered remediation programs to address deficiencies. Non-compliance with this requirement may result in academic disqualification from the program.

**RESOLVED FURTHER**, students enrolled in Methods of Teaching courses at MCC must pass a qualifying examination prior to advancing to field practice or teaching practicums. Passing the qualifying exam is a prerequisite for practicum eligibility, ensuring that students are adequately prepared for real-world teaching challenges.

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

**APPROVED** this 18<sup>th</sup> day of December 2024.







# MABALACAT CITY COLLEGE

## Office of the Vice President for Academic Affairs

  
Marilyn Sarabia-Arcilla, RN, PhD.  
OIC Vice President for Academic Affairs

  
Ms. Jennyfer N. Merza  
*Dean, Institute of Hospitality and Tourism Management*

  
Ms. Myrna C. Calma  
*Dean, Institute of Business and Computing Education*

  
Mr. Glen Nolasco  
*Dean, Institute of Arts and Sciences*

  
Mr. Conrad Buerkley  
*Dean, Institute of Teacher Education*

  
Mr. Dovie Punsalan  
*Faculty-in-Charge, IAS*

  
Mr. Dennis Tacadena  
*Asst. Dean- BSIT*

  
Ms. Danica Tarape  
*Faculty-in-Charge Mathematics & Natural Science*


  
Ms. Aerish Angerie Arcilla  
*Faculty-in-Charge BSED Math & CPE*

  
Ms. Mary Rose G. Ocampo  
*Faculty-in-Charge Language & Literature*

Ms. Kaserin P. Icmat  
*Faculty-in-Charge of BEED & BECED*

  
Ms. Joyce Ann M. Sanchez  
*Faculty-in-Charge BSBio Program*

  
Mr. Celter Chs P. Torres  
*Faculty-in-Charge BPED & BSED SS*

  
Alyzza Candy V. Gomez  
*Faculty-in-Charge BSED English & Filipino*

  
Mr. Amiel Alfonso  
*Faculty-in-Charge PE*

  
Ms. Giezel S. Aquino  
*Faculty-in-Charge BSTM*

  
Mr. Joven Ocampo  
*Program Head BSHM*

