



# MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 1st SPECIAL MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON MARCH 02, 2021, 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

**PRESENT:**

**Vice Chairperson** - Dr. Michelle A. 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:**

 <b>Chairperson</b> - 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. 08**  
Series of 2021

**APPROVING THE POLICY ON FAMILY CAREGIVING FOR WORKING MOTHERS (JUANA AT WORK 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;

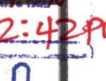
WHEREAS, Article II section 7 (o), of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* of Mabalacat City empowers the Board of Trustees to prescribe implementing rules and regulation for the administration and management of the College;

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WHEREAS, The State shall provide the necessary mechanisms to enforce women’s rights and adopt and undertake all legal measures necessary to foster and promote the equal opportunity for women to participate in and contribute to the development of the political, economic, social, and cultural realms.

NOW THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, by the Board of Trustees in its 1st Special Meeting herein assemble to approve the following policy:

## POLICY ON FAMILY CAREGIVING FOR WORKING MOTHERS “Juana At Work Policy”

Mabalacat City College supports gender equality and diversity. This policy is created particularly for women in recognition of the dual function they do. It is committed to foster a supportive environment that contributes to the improvement of their health, wellness, and family relationship. As a school institution, Mabacalat City College is also committed to raise awareness about society’s wrong expectation of women to still be the primary source of childcare even if they are on a full-time job.

### SCOPE AND COVERAGE

This policy shall cover all teaching and non-teaching personnel of Mabalacat City College.

### DEFINITION

For purposes of this policy, women shall be defined as biologically female and those who identify themselves as female.

### OBJECTIVES

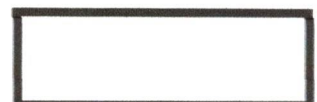
To support Mabalacat City College personnel as parent and promote their wellbeing as working parents.

### GENERAL POLICIES

#### I. 15-MINUTE NAP

To provide additional rest to women who are given the primary and ongoing responsibility for the care of a child one (1) year old and below, they shall be entitled to an extra 15-minute nap time during work hours. This may be availed

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





## MABALACAT CITY COLLEGE

at any time of the day on top of the regular breaktime at the health office/clinic provided that it will not delay urgent tasks.

### II. PRIORITY GRANT FOR LEAVE

To enable women to attend to their child/children's special activities and milestones, their leave application shall be given priority for approval. This is in cases wherein in one office or department, two or more personnel file leave applications on the same date and not all can be simultaneously granted, the women's leave application shall be prioritized. This special activities and milestones include, but not limited to, school play, graduation, general assembly, card giving and birthday celebration.

### III. FLEXIBLE WORK SCHEDULE

To allow women to carry out their duties and responsibilities as parents, they shall be entitled for flexible working schedule provided that the required working hours under the Civil Service Commission Memorandum Circular No. 01 series of 2017 are complied with. They shall file formal request to their immediate supervisor and shall be subject to approval of Human Resource Department.

### IV. ANSWERING PHONE CALLS DURING WORKING HOURS

To ensure that the needs of their child/children is/are properly addressed, the women shall be allowed to answer the phone call of their child/children even during the working hours.

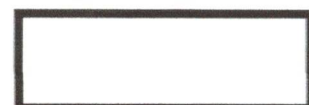
In the event that local legislative standards are more generous towards Women/parents than the benefits set forth in this policy, the local legislative standards shall apply.

The Human Resource Management Office shall draft regulations/orders to implement this policy to ensure that it would achieve its purpose and to prevent abuse of the privileges enumerated in this policy.

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

**APPROVED** this 02 day of March 2021.

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





Republic of the Philippines  
Province of Pampanga  
Mabalacat City



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Approved by:

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

  
**DR. MICHELLE A. 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

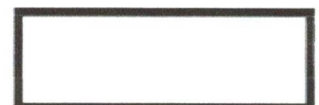
  
**MS. REBECCA Q. LISING**  
Member, President - MCC Faculty Association

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

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

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