



cagayan
de Oro
city of golden friendship

Republic of the Philippines
CITY OF CAGAYAN DE ORO

OFFICE OF THE CITY COUNCIL

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ORDINANCE NO. 14629-2023

AN ORDINANCE AMENDING PERTINENT PROVISIONS OF ORDINANCE NO. 14564-2023, OTHERWISE KNOWN AS THE CHARTER OF THE CITY COLLEGE OF CAGAYAN DE ORO, IN THE MANNER PROVIDED FOR HEREIN

Whereas, on May 29, 2023, the 20th City Council of Cagayan de Oro enacted City Ordinance No. 14564-2023 entitled: "An Ordinance Establishing the City College of Cagayan de Oro, Defining its Powers and Functions, Appropriating Funds Thereof, and for Other Purposes";

Whereas, Section 458(a) of the Local Government Code of 1991 provides that the "Sangguniang Panlungsod is empowered to create and determine the positions, salaries, wages, and other emoluments and benefits of officials and employees, paid wholly or mainly from the City Funds and provides for the expenditures necessary for the proper conduct of programs, projects, services, and activities of the City Government";

Whereas, Article 99(a)(1)(viii) of the Implementing Rules and Regulations (IRR) of the Republic Act No. 7160 or the Local Government Code of 1991 (LGC) provides that, "the Sangguniang Panlungsod as the Legislative Body of the city, shall enact ordinance, approve resolutions, and appropriate funds to determine the positions and the salaries wages, allowances, and other emoluments and benefits of officials and employees";

Whereas, Article 163 of the LGC-IRR provides that, "every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its priority needs, service requirements, and financial capabilities consistent with the principles of simplicity, efficiency, economy; effectiveness, dynamism and public accountability subject to the minimum standards and guidelines therefore by the Civil Service";

Whereas, Article II(1)(e) of the CMO 18, Series of 2022 Policies, Standards and Guidelines on the Grant of Institutional Recognition as a Higher Education Institution to Local Universities and Colleges (LUCs) requires the submission of the City College's organizational structure and functions;

Whereas, Article II(1)(f) of the CMO 18, Series of 2022 with subject: Policies, Standards and Guidelines on the Grant of Institutional Recognition as a Higher Education Institution to Local Universities and Colleges (LUCs) requires the submission of the City College's Basic Plantilla Positions (President/Administrator or equivalent position, Registrar, Librarian, Guidance Counselor, Nurse and Faculty Positions) and Roles and Responsibilities);

Whereas, CHED Memorandum Order No. 14 Series of 2019 with subject: Policies and Guidelines in the Issuance of Certificate of Program Compliance (COPC) to State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) requires the availability of program head and adequate faculty members for the proposed program offerings of the City College;

Whereas, on August 31, 2023, the LGU of Cagayan de Oro City's Human Resource Management Department recommended that the proposed position titles for the City College of Cagayan de Oro's personnel and workers must strictly conform with the DBM Circular No. 137 s. 2021; that it must use generic position titles; and creation of positions must be calibrated due to financial limitations;

Whereas, Section 16, Chapter 5, Title I (A), Book V of the Administrative Code of 1987 and the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018) of the Civil Service Commission provides, among other things, that "all personnel actions shall be in accordance with such rules, standards and regulations as may be promulgated by the Commission";

Whereas, Section 3(b) of the Local Government Code of 1991 (LGC) emphasizes the responsibilities of LGUs to set up appropriate service delivery structures and mechanisms to meet the basic needs of its constituents, to quote, "There shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities";



Whereas, Section 3(f) of the Local Government Code of 1991 (LGC) states that "Local government units may group themselves, consolidate or coordinate their efforts, services, and resources commonly beneficial to them";

Whereas, Section 3(1) of the Local Government Code of 1991 (LGC) underscores the participation of the private sector in the delivery of basic services, to quote, "The participation of the private sector in local governance, particularly in the delivery of basic services, shall be encouraged ensure the viability of local autonomy as alternative for sustainable development";

Whereas, Section 15 of the Local Government Code of 1991 (LGC) lays down the basic functions of the LGUs to wit: (ii) as a corporate body representing its constituency. As a corporate body, it can undertake business enterprise as mode of production and delivery of goods and services to its constituents;

Whereas, Section 17 (a) of the Local Government Code of 1991 (LGC) specifies that "Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to this Code. Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities enumerated herein"; and Section 17(4)(ii) states support for education as one of a city local government unit's basic services and facilities. The creation of the City as a local economic enterprise (LEE) is part of the LGU of Cagayan de Oro's powers incidental to the efficient and effective provision of higher education and technical-vocational education and training to its constituents;

Whereas, Section 17(g) and (j) of the Local Government Code of 1991 (LGC) implies that the LGU can subsidize LEEs as long as the services and facilities can be covered under Section 17(b) and the LGU opts not to charge for the delivery for basic services and facilities;

Whereas, Section 17(j) of the Local Government Code of 1991 (LGC) states, "To ensure the active participation of the private sector in local governance, local government units may, by ordinance, sell, lease, encumber, or otherwise dispose of public economic enterprises owned by them in their proprietary capacity. Costs may also be charged for the delivery of basic services ..."

Whereas, Republic Act No. 10931, also known as the "Universal Access to Quality Tertiary Education Act," was enacted to ensure that Filipino citizens, particularly those from marginalized sectors and indigenous communities, have equal access to quality higher education, thus promoting social justice and inclusivity;

Whereas, the Act provides for free tuition and other school fees in state universities and colleges (SUCs) and local universities and colleges (LUCs) to eligible students, while recognizing that other mandatory fees and charges, as well as academic admission standards, remain within the autonomy of these educational institutions; and

Whereas, the Act provides that students who are not eligible to avail of the Free Higher Education provision shall be charged tuition and other school fees as determined by the Governing Boards of the SUCs and CHED-recognized LUCs, which shall also apply to students who will voluntarily opt out from the free higher education provision but will still enroll and correspondingly pay the tuition and other school fees.

NOW, THEREFORE:

BE IT ORDAINED by the 20th City Council (Sangguniang Panlungsod) of Cagayan de Oro in session that;

SECTION 1. Article I of Ordinance No. 14564-2023, otherwise known as the Charter of the City College of Cagayan de Oro, is hereby amended by adding therein four (4) Sections to be designated as Section 2-A, Section 2-B, Section 2-C and Section 2-D, to read as follows:



“X-X-X

**‘ARTICLE I
‘GENERAL PROVISIONS**

‘X-X-X

‘SECTION 2-A. *City College as a Local Economic Enterprise.* - The City College of Cagayan de Oro is hereby created as a local economic enterprise of the Local Government of Cagayan de Oro City. As a local college, it is classified as an Other Economic Enterprise (OEE) which generates income from its educational services.

‘SECTION 2-B. *Purpose.* The City College of Cagayan de Oro as a local economic enterprise shall:

- ‘a) Provide access to quality technical vocational. education and training, diploma programs, and tertiary education with pricing that is affordable to the youth and adults of Cagayan de Oro and its neighboring areas, with a performance-based approach with efficiency and effectiveness as requisites;
- ‘b) Be a means to augment LGU revenues by supporting the Comprehensive Development Plan (CDP) of the city corresponding to the LDIP and AIP under the basic principle of financial self-sufficiency via cost recovery;
- ‘c) Attract investors by providing top notch and innovative education programs and services not provided by other TVET and HEIs.

‘SECTION 2-C. *Tuition and Other Fees.* The City College of Cagayan de Oro is hereby authorized to collect tuition and other fees from students who do not qualify for the benefits provided under the Free Tertiary Education Act in accordance with the schedule set in Annex “A” and shall be consistent with the policies and guidelines set by the Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), and other relevant government agencies.

‘SECTION 2-D. *Collection of Fees.* The City College of Cagayan de Oro shall establish and maintain policies and procedures for the collection of fees from its students. Such policies and procedures shall comply with all applicable laws and regulations and shall provide for the timely and accurate collection of said fees.

‘X-X-X”

SECTION 2. Section 1 under Article II of Ordinance No. 14564-2023, otherwise known as the Charter of the City College of Cagayan de Oro, is likewise hereby amended, to read in full as follows:

“X-X-X

**‘ARTICLE II
‘THE GOVERNING BOARD**

‘SECTION 1. *The Governing Board (GB).* - The City College shall be governed by a Governing Board composed of the following:

- ‘a) Chairperson: City Mayor
- ‘b) Vice Chairperson: City College President
- ‘c) Members:
 - ‘i) President of the duly recognized Faculty Association
 - ‘ii) President of the duly recognized Supreme Student Council/Government
 - ‘iii) President of the duly recognized Alumni Association
 - ‘iv) Chairperson of the City Council Committee on Education



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- 'v) A representative of the Department of Science and Technology (DOST) – Region X
- 'vi) A representative of the Department of Agriculture - Region X
- 'vii) A representative of the Department of Trade and Industry – Region X
- 'viii) A representative of the Department of Education Division of Cagayan de Oro
- 'ix) A representative of the Nahilaran IPS
- 'x) A representative of the National Commission on Indigenous People (NCIP) Region X
- 'xi) Representatives from duly recognized Business or Industry sectors who shall be appointed by the GB for a term of two (2) years:
 - (1) ICT Industry Sector
 - (2) Engineering Industry Sector
 - (3) Business Sector
 - (4) Health Sector
 - (5) Others as needed
- 'xii) Representatives from the LGU Cagayan de Oro Executive Department:
 - 1. City Mayor's Office
 - 2. City Budget Office
 - 3. City Legal Office
 - 4. City General Services Officer
 - 5. Others as needed
- 'd) Permanent Resource Persons
 - 'i) Representative from Commission on Higher Education-Region X designated by the CHED Chairperson
 - 'ii) Representative of the National Economic and Development Authority (NEDA) – Region X
 - 'iii) Others as needed

'x-x-x"

SECTION 3. Section 4 of Article III of the said Ordinance is likewise hereby amended to read as follows:

"X-X-X

'SECTION 4. Salary. - The salary of the President of the College shall be equivalent to City College President III (Salary Grade 29) position classification, subject to the existing compensation and position classification system and shall be comparable to that being received by other presidents of similar educational institutions of similar standing.

'x-x-x"

SECTION 4. Article IV of Ordinance No. 14564-2023 is hereby amended to read in full as follows:

"X-X-X

'ARTICLE IV 'OTHER COLLEGE OFFICIALS AND EMPLOYEES

'SECTION 1. The following are the positions and functions in the City College:



‘1. Office of the City College President

- 1.1 **Youth Development Officer V (SG 24)** - shall act as the Director for Community Empowerment and Social Synergy. The Community Empowerment and Social Synergy Office of the City College is dedicated to strengthening the college's connection with the local community and promoting social cohesion. The role oversees volunteer programs, develops social impact initiatives to address community needs, and encourages faculty and students to engage in service learning and civic activities. Additionally, the office plays a pivotal role in assessing the impact of its initiatives to ensure they contribute positively to the broader social, economic, and educational well-being of the community, aligning with the college's commitment to social responsibility and community development.

This office shall have the following personnel:

- 1.1.1 **Administrative Officer II (SG 11)** - to act as the Nahilaran Cultural Center Officer and is responsible for managing the day-to-day operations of the center. Curates a diverse array of cultural programs and events, coordinating exhibitions and performances, and nurturing relationships with local artists and cultural groups.
- 1.1.2 **Administrative Officer II (SG 11)** - to act as Social Impact Initiatives Officer and is responsible for conceiving, planning, and implementing community focused programs and projects to address critical societal issues. The officer works closely with local organizations and community stakeholders to develop evidence-based solutions that promote positive social change.
- 1.1.3 **Administrative Officer II (SG 11)** - to act as Student and Faculty Engagement Officer and is responsible for cultivating a culture of active participation and collaboration among students and faculty members within the college community. This entails facilitating meaningful interactions, promoting extracurricular involvement, and organizing events and initiatives that foster student-faculty relationships and enhance the overall educational experience.
- 1.1.4 **Administrative Officer II (SG 11)** - to act as Volunteer Engagement and Management Officer and is responsible in recruiting and coordinating volunteers, matching their skills and interests with appropriate opportunities, and ensuring their experiences are rewarding and impactful. This role shall include volunteer placement.

Professors and/or Instructors may be designated in the abovementioned functions.

- 1.2 **Supervising Administrative Officer (SG 22)** - to act as Director for Internationalization and Sustainable Development and is responsible for leading and overseeing the institution's efforts to promote global engagement and sustainability initiatives. This includes developing strategic plans, fostering international partnerships, and implementing sustainable practices that align with the institution's mission and contribute to global awareness and responsible development

The Director shall be supported by the following personnel:

- 1.2.1 **Administrative Officer II (SG 11)** - to act as Global Partnerships and Exchange Programs Officer and is responsible for developing and managing partnerships with universities and organizations worldwide



to facilitate student and faculty exchange programs. The officer shall also facilitate collaborative research projects with international institutions and organizations.

1.2.2 **Administrative Officer II (SG 11)** - to act as Sustainability and Environmental Initiatives Officer and is responsible for developing and managing sustainability initiatives on campus, including energy conservation, waste reduction, and green infrastructure projects. The officer shall also promote sustainability awareness and offer educational programs on environmental issues.

1.2.3 **Administrative Officer II (SG 11)** - to act as Planning & Quality Management Officer and is tasked with developing, implementing, and monitoring strategic plans and quality assurance processes within the organization. The officer plays a critical role in ensuring that the institution's operations align with its objectives, leading to continuous improvement and the delivery of high-quality services and programs.

1.2.4 **Administrative Officer II (SG 11)** - to act as Public Relations, Communications & Promotions Officer and is responsible for shaping and managing City College's public image and communication strategies. The officer plays a vital role in disseminating information, building positive relationships with stakeholders, and promoting the institution's achievements and initiatives through effective communication channels and promotional campaigns.

1.3 **Administrative Officer IV (SG 15)** - shall serve as Executive Secretary and shall perform a range of administrative and secretarial duties to support the President's Office and ensure its efficient operation and smooth functioning and coordination among various departments and stakeholders.

This office shall be supported by the following personnel:

1.3.1 **Administrative Aide IV (SG 4)** - The Support Staff provides vital administrative and logistical assistance by performing a variety of clerical duties to ensure the efficient operation of the office.

1.3.2 **Administrative Aide II (Messenger) (SG 2)** - The Messenger liaises and supports the daily operations of the President's Office which include the delivery of documents and packages, errands, managing office supplies, logistics and materials needed for activities and meetings.

1.3.3 **Administrative Aide IV (Driver II) (SG 4)** - The Driver (Driver II) facilitates the mobility of the President and administration, responsible for safely operating and maintaining vehicles used by the college, and ensuring that transportation logistics are managed efficiently and effectively.

2. Office of the Vice-President for Academic Affairs

2.1 **UC Vice President III (SG 27)** - The Vice-President for Academic Affairs is directly responsible to the President for carrying out all the educational policies, for implementing all programs, and projects of the institution, for supervising curricular, instructional, and other academic activities in the institution. S/He implements approved plans on academic affairs and programs of the city college in coordination with other Division Heads and Heads of Units. S/He assumes educational leadership in the college council.



2.2 **Administrative Assistant I (SG 7)** - Performs a range of administrative and duties to support the Office of the Vice President for Academic Affairs and ensure its efficient operation and smooth functioning and coordination among various departments and units.

2.3 **Higher Education Programs**

2.3.1 **College of Arts, Sciences and Education**

2.3.1.1 **Professor III (SG 26)** - to serve as the Dean of the College of Arts, Sciences, and Education is the academic leader responsible for overseeing the college's educational programs, faculty, and research activities. The Dean shall provide strategic direction, curriculum development, and administrative management to ensure the highest standards of academic excellence, fostering an environment conducive to innovation and intellectual growth within the college.

2.3.1.2 **Professor I (SG 24)** - to serve as Department Chairperson for Bachelor of Arts in Communication and is responsible for providing academic leadership and management for the communication department. This includes overseeing curriculum development, faculty supervision, and program enhancement to ensure the delivery of a high-quality education that equips students with effective communication skills and a deep understanding of the field.

2.3.1.2.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26)**. As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.1.3 **Professor I (SG 24)** - to serve as Department Chairperson for Bachelor of Early Childhood Education and is responsible for academic leadership and administration within the department. This includes overseeing the curriculum development, faculty coordination, and program enhancement to ensure the delivery of a high-quality education that prepares future educators with the necessary skills and knowledge to support early childhood development and learning.

2.3.1.3.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26)**. As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.1.4 **Professor I (SG 24)** - to serve as Department Chairperson for Bachelor of Special Needs Education and is responsible for providing academic leadership and direction for the department, overseeing curriculum development, faculty coordination, and program enhancement. This role ensures the delivery of a specialized and inclusive education that



equips educators with the skills and knowledge needed to support individuals with special needs and promote their educational and developmental growth.

2.3.1.4.1 **Instructors I- III, Assistant Professors I-IV, Associate Professors I-V, Professors I- III (SG 12 to SG 26).** As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.1.5 **Professor I (SG 24)** - to serve as Department Chairperson for Bachelor of Technology and Livelihood Education and is responsible for providing academic leadership and administration within the department. This includes overseeing the curriculum development, faculty coordination, and program enhancement to ensure the delivery of a high-quality education that equips students with practical skills and knowledge to excel in various technological and livelihood fields, fostering career readiness and entrepreneurship.

2.3.1.5.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26).** As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.1.6 **Professor I (SG 24)** - to serve as Department Chairperson for Bachelor of Technical-Vocational Teacher Education and is responsible for providing academic leadership and management for the department. This includes overseeing curriculum development, faculty coordination, and program enhancement to ensure the delivery of a high-quality education that prepares future technical-vocational educators with the skills and knowledge needed to excel in teaching and training in various vocational fields.

2.3.1.6.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26).** As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.1.7 **Professor I (SG 24)** - to serve as Department Chairperson for Bachelor of Physical Education and is responsible for overseeing the department's programs, faculty, and research initiatives. They provide strategic guidance, curriculum development, and administrative leadership to ensure the highest quality of physical education, sports science, and health-related education, fostering a dynamic learning environment for students and faculty.

2.3.1.7.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to**



SG 26). As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.1.8 Professor I (SG 24) - to serve as Department Chairperson for Graduate Studies and is responsible for providing academic leadership and administration for graduate-level programs within the college. This includes overseeing curriculum development, faculty coordination, and program enhancement to ensure the delivery of high-quality graduate education that meets academic standards and supports research and professional development.

2.3.1.8.1 Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26). As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.2 College of Business Management

2.3.2.1 Professor III (SG 26) - to serve as the Dean of the College of Business Management is the academic leader responsible for overseeing the college's business programs, faculty, and research initiatives. The Dean shall provide strategic direction, curriculum development, and administrative management to ensure the highest quality of business education, preparing students for success in a dynamic and competitive business environment.

2.3.2.2 Professor I (SG 24) - to serve as Department Chairperson for Bachelor of Science in Entrepreneurship and is responsible for providing academic leadership and direction within the department. This includes overseeing the curriculum development, faculty coordination, and program enhancement to ensure the delivery of a high-quality education that equips students with the knowledge and skills needed to excel in entrepreneurship and business ventures, fostering innovation and entrepreneurial thinking.

2.3.2.2.1 Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26). As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.2.3 Professor I (SG 24) - to serve as Department Chairperson for Bachelor of Science in Business Management major in Business Analytics and is responsible for academic leadership within the department. This includes overseeing the curriculum development, faculty coordination, and program enhancement to ensure the delivery of a high-quality education that equips students with the analytical skills and



business acumen needed to excel in data-driven decision-making and business management.

2.3.2.3.1 Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26). As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.2.4 Professor I (SG 24) - to serve as Department Chairperson for Bachelor of Science in Tourism Management and is responsible for overseeing the department's programs, faculty, and research initiatives in the field of tourism and hospitality. The chairperson provides strategic guidance, curriculum development, and administrative leadership to ensure the delivery of high-quality tourism education that prepares students for careers in the dynamic and diverse tourism industry.

2.3.2.4.1 Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26). As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.2.5 Professor I (SG 24) - to serve as Department Chairperson for Bachelor of Science in Hospitality Management and is responsible for providing academic leadership and direction within the department, overseeing curriculum development, faculty coordination, and program enhancement. The chairperson ensures the delivery of a high-quality education that equips students with the knowledge and skills necessary to excel in the hospitality industry, emphasizing customer service, management, and operational excellence.

2.3.2.5.1 Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26). As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.3 College of Engineering, Agriculture, and Information Systems

2.3.3.1 Professor III (SG 26) - to serve as the Dean of the College of Engineering, Agriculture, and Information Systems and is the academic leader responsible for overseeing and advancing the college's diverse range of programs, faculty, and research activities. They provide strategic guidance, curriculum development, and administrative leadership to ensure the highest standards of education and innovation in engineering, agriculture, and information systems, fostering a dynamic learning environment for students and faculty.

2.3.3.2 Professor I (SG 24) - to serve as the Department Chairperson for Bachelor of Science in Agricultural and Biosystems



Engineering and shall be the academic leader responsible for overseeing the department's programs, faculty, and research initiatives in agricultural and biosystems engineering. The chairperson shall provide strategic guidance, curriculum development, and administrative leadership to ensure the delivery of high-quality education that equips students with the knowledge and skills needed to address complex challenges in agriculture, biosystems, and environmental engineering, promoting sustainable practices and innovation in the field.

2.3.3.2.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26).** As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.3.3 **Professor I (SG 24)** - to serve as the Department Chairperson for Bachelor of Science in Mechanical Engineering and shall provide academic leadership and direction within the department, overseeing curriculum development, faculty coordination, and program enhancement. Their role ensures the delivery of a high-quality education that equips students with the knowledge and skills necessary to excel in the dynamic field of mechanical engineering, emphasizing innovation, design, and problem-solving in mechanical systems and technologies.

2.3.3.3.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26).** As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.3.4 **Professor I (SG 24)** - to serve as the Department Chairperson for Bachelor of Science in Environmental Science and shall serve as the academic leader responsible for overseeing the department's programs, faculty, and research initiatives in the field of environmental science. The Chairperson shall provide strategic guidance, curriculum development, and administrative leadership to ensure the delivery of high-quality education that equips students with the knowledge and skills needed to address environmental challenges, promote sustainability, and conduct research in environmental science and related disciplines.

2.3.3.4.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26).** As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.



2.3.3.5 **Professor I (SG 24)** - to serve as the Department Chairperson for Bachelor of Science in Sanitary Engineering and shall provide academic leadership and direction within the department, overseeing curriculum development, faculty coordination, and program enhancement. The chairperson shall ensure the delivery of a high-quality education that equips students with the knowledge and skills necessary to excel in the field of sanitary engineering, emphasizing the design, management, and maintenance of systems that protect public health and the environment through sanitation and water resource management.

2.3.3.5.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I- III (SG 12 to SG 26).** As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.3.6 **Professor I (SG 24)** - to serve as the Department Chairperson for Bachelor of Science in Mining Engineering and shall be the academic leader responsible for overseeing the department's programs, faculty, and research initiatives in the field of mining engineering. The chairperson shall provide strategic guidance, curriculum development, and administrative leadership to ensure the delivery of high-quality education that equips students with the knowledge and skills needed to excel in the mining industry, emphasizing safety, resource extraction, and sustainable mining practices.

2.3.3.6.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I- III (SG 12 to SG 26).** As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.3.7 **Professor I (SG 24)** - to serve as the Department Chairperson for Bachelor of Science in Information Systems and is responsible for providing academic leadership within the department, overseeing curriculum development, faculty coordination, and program enhancement. This role ensures the delivery of a high-quality education that equips students with the knowledge and skills needed to excel in the dynamic field of information systems, emphasizing data management, technology integration, and effective information solutions for organizations.

2.3.3.7.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I- III (SG 12 to SG 26).** As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.4 General Education



2.3.4.1 **Professor I (SG 24)** - to serve as General Education Department Chairperson and is responsible for leading the department's efforts in designing and implementing a comprehensive and well-rounded curriculum that provides students with a broad educational foundation. The Chairperson shall oversee faculty, course development, and assessment processes to ensure that students receive a high-quality general education that supports their academic and personal growth.

2.3.4.1.1 **Instructors I-III, Assistant Professors I-IV, Associate Professors I-V, Professors I-III (SG 12 to SG 26)**. As the key resource for students, they provide top-notch instruction, mentorship, and academic leadership and support to students pursuing various degree programs offered by the city college.

2.3.5 Technical Skills and Technology Programs

2.3.5.1 **Vocational Instruction Supervisor I (SG 22)** - oversees the planning, implementation, and evaluation of the technical-vocational education and training. Addresses audit concerns and findings reported by TESDA.

2.3.5.2 **Instructor I-III (SG 11-13)** - As TESDA certified experts (NTTC holders), they plan and deliver training programs that are aligned and compliant with the TESDA curricula. The number of trainers to be hired must conform to the training regulations and guidelines of the Technical Education and Skills Development Authority (TESDA) per program or qualification.

2.3.6 Academic Support Services

2.3.6.1 **Supervising Administrative Officer (SG 22)** - to serve as Director for Academic Support Services and is responsible for overseeing and managing academic support programs and services and coordinating tutoring, academic advising, and other resources to enhance student learning outcomes. Collaborates with various stakeholders to design and implement effective initiatives that promote academic success and provide comprehensive support to students.

2.3.6.2 **Registrar II (SG 15)** - The City College Registrar manages and supervises staff in the registration of incoming and continuing technical vocational education and training and undergraduate students; the transfer of credits and degree evaluations. Ensures the integrity, accuracy, and security of all academic records of current and former students, and facilitates an efficient system for graduation/graduation clearances; maintains up-to-date course schedules, catalogs, and final examinations; manages efficient use of the classrooms; and, interprets and enforces academic policies and regulations.

2.3.6.2.1 **Administrative Aide VI (SG 6)** - The Records Staff Processes student applications, updates personal and academic information, and issues transcripts and other official documents. Ensures compliance with relevant CHED and TESDA policies and



regulations, record retention, and archival processes. Provides support to students and faculty regarding record-related inquiries.

- 2.3.6.2.2 **Administrative Officer II (SG 11)** - The Student Admission, Registration, and Certification Section develops and implements admission policies and procedures and ensures the timely enrolment of all students. Oversees and manages the processes related to student admissions, registration and certification.
- 2.3.6.2.3 **Administrative Assistant I (SG 7)** - The Records Staff Helps maintain the integrity and confidentiality of student records while facilitating efficient and administrative processes within the Registrar's Office.
- 2.3.6.2.4 **Administrative Assistant I (SG7)** - The Records Staff provides the necessary administrative and clerical support in the admissions, registration and certification services.
- 2.3.6.2.5 **Administrative Officer II (SG 11)** - The Student Grants and Scholarships Administration Officer administers scholarship programs, reviews applications, determines eligibility and coordinates with the Finance Office for the disbursement of scholarship funds. Collaborates with donors and stakeholders to establish and maintain scholarship opportunities. Tracks recipients' progress and provides support to help them succeed.
- 2.3.6.3 **Administrative Officer V (SG 18)** - The Guidance Counseling Coordinator oversees and coordinates the guidance and counseling services of the City College. Develops and implements programs to support the academic, career, and personal/social development and success of the students.
- 2.3.6.4 **Administrative Officer IV (SG 18)** - The Testing Officer/ Psychometrician administers, scores, and analyzes tests and assessments, ensures the validity, and reliability of assessment tools and maintains test security and confidentiality. Provides valuable data and insights into the students' abilities and characteristics. Supports in the decision-making process and program evaluation with the City College.
- 2.3.6.5 **Guidance Counselors (SG 15)** - Implement the programs to support students' needs for counseling and interventions when necessary. Play a key role in promoting a positive and inclusive school climate and foster students' overall well-being and success.
- 2.3.6.6 **College Librarian II (SG 15)** - The City College Librarian provides professional library services in the City College. Manages and administers library resources, including collection development, cataloging, and classification of materials. Assists students and faculty in accessing and utilizing library resources, provides research assistance, and delivers information literacy instruction. (*Refer to CHED Memorandum Order No. 22, Series of 2021*)



2.3.6.7 **College Librarian I (SG 13)** - The City College Librarian supports the operations and services of the City College Library. Assists the College Librarian in the cataloging, shelving, and maintaining of the collections. Assists library users locate and access materials, research inquiries, and other library services.

2.3.6.8 **Administrative Officer II (SG 11)** - The Job Linkaging and Networking Services (JOLINS) Employment Officer connects students and graduates with employment opportunities. Establishes and maintains relationships with employers and industry partners. Provides career counseling, job search assistance, and organizes networking events to help students and graduates succeed in the job market.

2.3.6.9 **Administrative Officer II (SG 11)** - shall serve as Unified TVET Program Registration and Accreditation Officer and responsible for ensuring the quality and standardization of TVET programs in the City College. It involves the evaluation and assessment of training programs to ensure they meet the required standards for skills development and vocational education.

2.3.7 Student Affairs and Services

2.3.7.1 **Supervising Administrative Officer (SG 22)** - to serve as the Director of Student Affairs and Services and is responsible for providing strategic leadership and management of student support programs and services within the institution. The officer's primary function is to enhance the overall student experience by overseeing counseling, career services, extracurricular activities, and student conduct, fostering a positive and inclusive campus environment that supports student success and well-being.

2.3.7.2 **Administrative Officer II (SG 11)** - to serve as Student Engagement and Development Officer to create and oversee programs and initiatives that promote student engagement, personal development, and co-curricular activities within the educational institution. This role involves designing and coordinating events, clubs, leadership opportunities, and other activities that enhance the overall student experience, encourage involvement, and contribute to students' holistic growth and success.

2.3.7.3 **Administrative Officer II (SG 11)** - to serve as Student Grievance and Discipline Officer and is responsible for managing and addressing student grievances and disciplinary matters within the educational institution. This role involves investigating student complaints, facilitating conflict resolution, and ensuring that disciplinary procedures are fair, consistent, and in compliance with institutional policies and regulations.

2.3.7.4 **College Nurse I (SG 15)** - The College Nurse provides healthcare services to students, faculty, and staff within the city college. Assists in maintaining medical records, coordinates referrals to healthcare professionals, and promotes a healthy and safe campus environment.



2.3.7.5 **Nursing Attendant II (SG 6)** - The Nursing Attendant assists the College Nurse in providing healthcare services in the city college and helps in the administrative tasks such as maintaining medical supplies and documentation.

3. Office of the Vice-President for Research, Creative Works and Publication

3.1 **UC Vice President III (SG 27)** - Drives innovation and knowledge dissemination, championing research excellence, creative endeavors, and ethical research practices throughout the institution. This role plays a pivotal role in promoting and fostering interdisciplinary collaborations, strategic planning, intellectual property management, and the advancement of research, scholarly work, and creative endeavors. Under this leadership are the following:

3.1.2 **Supervising Administrative Officer (SG 22)** - to serve as Research Support and Funding Officer and is responsible for facilitating faculty and researchers in identifying, applying for, and managing research grants and funding opportunities. This role involves providing guidance on grant application processes, helping with budget development, ensuring compliance with funding agency requirements, and facilitating the overall research funding process to support the institution's research endeavors and scholarly activities.

3.1.2.1 **Administrative Officer II (SG 11)** - Facilitates researchers in securing grants and funding, empowering them to pursue groundbreaking projects. The office empowers researchers by securing grants and funding to support their innovative projects and research initiatives.

3.1.2.2 **Administrative Officer II (SG 11)** - is responsible for managing intellectual property generated by the institution and facilitating the transfer of technology and innovations to industry partners or commercialization. This role involves identifying and protecting intellectual property, negotiating licensing agreements, and fostering collaborations with external entities to promote the utilization and commercialization of research and innovation for the benefit of the institution and the broader community.

3.1.3 **Supervising Administrative Officer (SG 22)** - to serve as Scholarly Publication and Journals Officer and is responsible for elevating academic discourse by overseeing high-quality journals that publish cutting-edge research findings. The office's mission is to elevate academic discourse by overseeing prestigious journals that disseminate groundbreaking research.

3.1.3.1 **Administrative Officer II (SG 11)** - The Academic Journals Officer is responsible for overseeing the management and publication of academic journals associated with the institution. This role involves coordinating the editorial process, ensuring the quality and integrity of published content, managing peer-review procedures, and promoting the visibility and impact of the journals within the academic community, contributing to the dissemination of scholarly research and knowledge.



3.1.3.2 **Administrative Officer II (SG 11)** - The Editing and Publishing Services Officer is tasked with managing and overseeing the editing and publishing processes for various publications within the institution. This role involves coordinating editorial efforts, ensuring the quality and consistency of content, formatting, and publication standards, and liaising with authors, editors, and publishing platforms to produce high-quality publications that effectively communicate research, information, institutional materials to the intended audience.

3.1.3.3 **Administrative Officer II (SG 11)** – The Research Laboratories Manager is responsible for overseeing the efficient operation, safety, and compliance of research laboratories within the institution. This role involves managing lab resources, equipment, and personnel, ensuring adherence to safety protocols, facilitating research projects, and supporting researchers in optimizing laboratory workflows to facilitate high quality research and experimentation.

3.1.3.4 **Supervising Administrative Officer (SG 22)** - to serve as Creative Works and Arts Promotion Officer and is responsible for cultivating artistic expression by managing spaces for fine arts and performances, nurturing creativity within the institution. The office nurtures creativity by overseeing spaces for fine arts and performances, fostering artistic expression.

3.1.4.1 **Administrative Officer II (SG 11)** - The Fine Arts and Performance Spaces Officer is responsible for the management and coordination of fine arts and performance venues and facilities within the institution. This role involves scheduling and overseeing the use of these spaces, ensuring their proper maintenance, collaborating with artists and performers, and facilitating cultural events and performances to enrich the artistic and cultural experiences of the campus community and the public.

3.1.4.2 **Administrative Officer II (SG 11)** - The Research Communication and Outreach Officer is responsible for developing and implementing strategies to effectively communicate research findings to diverse audiences, including the public, policymakers, and the media. Additionally, it includes organizing outreach activities, such as public lectures, workshops, and community engagement initiatives, to promote the institution's research endeavors and their societal impact, fostering greater understanding and appreciation for research within the community and beyond.

3.1.4.3 **Administrative Officer II (SG 11)** - The Art Exhibitions and Performances Officer is responsible for planning, organizing, and coordinating art exhibitions and performances within the institution. This role involves curating and managing art displays, coordinating performance events, collaborating with artists and performers, and promoting cultural and artistic



experiences that enrich the campus community and engage the public in the arts.

4. Office of the Vice-President for Administration

4.1 **Vice President III (SG 27)** - to serve as the Vice-President for Administration and oversee all administrative operations, planning, general services, and finance matters that support the educational and training needs of the City College.

4.1.1 **Chief Administrative Officer (SG 24)** - this Chief Administrative Officer is responsible for overseeing financial operations, managing budgets, ensuring compliance with financial regulations, analyzing financial data, and providing strategic financial guidance to the City College's leadership. The officer supervises and mentors junior finance staff, contributes to financial planning and forecasting, and collaborates with other departments to support the financial health and sustainability of the City College.

4.1.2 **Administrative Officer V (SG 18)** - serves as the Assessment Center Manager and is responsible for overseeing the general functions and duties of implementing all policies promulgate by the Technical Education and Skills Development Authority (TESDA). Approves and signs the Registry of Works Assessed and Certified (RWAC) Report. Approves capital expenditures and signs all major disbursements within the budgetary limit. Signs all contracts and legal papers of the assessment center. Prepares and submits TESDA Assessment reports to the Governing Board.

4.1.3 **Accountant III (SG 19)** - Records, analyzes, and maintains the financial transaction and ensures that financial reports comply with accounting standards and regulations.

4.1.4 **Administrative Assistant III (SG 9)** - The Senior Bookkeeper manages the financial records and transactions, including accounts payables and receivables, reconciles financial statements, prepares financial reports and advises the management on financial matters.

4.1.5 **Administrative Assistant I (SG 7)** - Performs a range of administrative and duties to support the Finance Office and ensure its efficient operation and smooth functioning and coordination among various departments and units.

4.1.6 **Administrative Officer II (SG 11)** - The Budget Officer is responsible for ensuring the financial resources are managed effectively and in accordance with institutional priorities and goals.

4.1.7 **Administrative Assistant I (SG 7)** - Performs a range of administrative and duties to support the Finance office and ensure its efficient operation and smooth functioning and coordination among various departments and units.

4.1.8 **Administrative Officer III (SG 14)** - The Procurement Officer is responsible for managing the procurement processes for the city college.

4.1.9 **Administrative Assistant I (SG 7)** - Assists in the administrative functions of the procurement processes for the city college.



- 4.1.10 **Administrative Officer II (SG 11)** - Assists the Assessment Manager in all matters affecting general policies of the assessment center; takes charge for the admission of applicants and provide information on assessment; supervise the overall process of assessment; supervise the duties and responsibilities of the competency assessors; contact and assign assessors and make schedule for the assessment; submit Registry of Workers Assessed and Certified (RWAC) Report to the TESDA Provincial Office (PO); attend meetings, seminars, conferences, and other gatherings related to his/her function especially called by TESDA; and perform all duties and functions incidental to the office assigned to him/her by the manager of the Assessment Center.
- 4.1.11 **Administrative Officer II (SG 11)** - The TVET Assessor is responsible for planning and managing the assessment process; administer and follow strictly the methods of assessment prescribed in TESDA competency assessment methodology; maintain accurate records and confidentiality of the assessment procedure, evidences collected and the outcome according to the policies and procedures set by TESDA; and, endorse assessment results or outcomes to the Assessment Center Focal Person.
- 4.1.12 **Administrative Officer III (SG 14)** - The Cashier has the critical role of managing financial transactions and making certain that all payments are processed accurately and efficiently. (Refer to Assessment Fees for the Assessment Centers for TESDA Qualifications)
- 4.1.13 **Administrative Aide VI (SG 6)** - The Assessment Center Aide prepares the Registry of Workers Assessed and Certified (RWAC) Report; keeps and maintains all documents including admission slip, rating sheets, and test package, RWAC report, Competency Assessment Result Summary (CARS); and maintain up-to-date and systematic recording of assessment records.
- 4.1.14 **Administrative Aide IV (SG 4)** - The Assessment Center Liaison/Messenger supports the daily operations of the Finance Office which include the delivery of documents and packages, errands, managing office supplies, logistics and materials needed for activities and meetings.
- 4.1.15 **Supervising Administrative Officer (SG 22)** - the Human Resource and Management Services Officer is responsible for managing and overseeing various aspects of human resources and administrative services within the organization. This role includes responsibilities such as recruitment and staffing, employee relations, performance management, training and development, benefits administration, and organizational policies. This role also involves in strategic planning for workforce management, fostering a positive work environment, and providing support to both employees and leadership in matters related to human resources and management services.
- 4.1.16 **Administrative Officer II (SG 11)** - The Recruitment, Placement, and Rewards and Recognition Officer is responsible for managing and optimizing various aspects of the organization's human resources processes. This includes overseeing recruitment and staffing activities, ensuring the effective placement of employees, and developing and managing rewards and recognition programs



to motivate and retain talent. The role involves coordinating recruitment efforts, conducting interviews, facilitating onboarding processes, and implementing recognition initiatives to foster a positive and productive work environment while aligning with the organization's strategic goals.

- 4.1.17 **Administrative Officer II (SG 11)** - The Learning and Development and Performance Management Officer is responsible for facilitating the growth and development of employees within the organization. This involves designing and implementing training and development programs to enhance employees' skills and knowledge, promoting continuous learning and improvement. This role is also responsible for overseeing the performance management process, including setting performance goals, conducting evaluations, and providing feedback to help employees excel in their roles and contribute effectively to the organization's success.
- 4.1.18 **Administrative Officer II (SG 11)** - The Personnel Grievance and Discipline Officer is responsible for managing and resolving workplace disputes and disciplinary matters within the organization. This includes investigating and addressing employee grievances, ensuring fairness and compliance with policies and CSC laws, and facilitating conflict resolution between employees and management. Additionally, this role is responsible for implementing and enforcing disciplinary procedures, ensuring that corrective actions are taken when necessary, and promoting a harmonious and respectful work environment.
- 4.1.19 **Supervising Administrative Officer (SG 22)** - The Information & Communication Technology (ICT) & Systems Administration Officer is responsible for managing and overseeing the organization's information technology infrastructure and systems. This includes responsibilities such as maintaining and securing the organization's network and computer systems, managing hardware and software assets, ensuring data protection and cybersecurity, and providing technical support to staff.
- 4.1.20 **Information Technology Officer I (SG 19)** - the Network and Infrastructure Officer manages the organization's network infrastructure, implementing security protocols and optimizing network performance to ensure seamless communication and data transfer. The officer also oversees hardware and software maintenance, ensuring the reliability and scalability of the organization's IT infrastructure.
- 4.1.21 **Information Technology Officer I (SG 19)** - the Systems Management Officer is responsible for configuring and monitoring IT systems, ensuring their availability and performance align with the organization's needs. The officer is a/s/o responsible for implementing backup and recovery procedures to safeguard critical data and troubleshoot any system issues that may arise.
- 4.1.22 **Information Technology Officer I (SG 19)** - the Innovation and Education Technology Officer spearheads efforts to leverage cutting-edge technology in educational and training programs, promoting interactive teaming experiences and fostering innovation among students and staff. The officer is also



responsible for assessing emerging educational technologies, develop implementation strategies, and provide training to educators on their effective use.

- 4.1.23 **Information Systems Researcher III (SG 17)** - Maintains existing IT systems, emerging technologies, and strategies to improve and sustain the operations of the City College.
- 4.1.24 **Supervising Administrative Officer (SG 22)** - Oversees and manages the maintenance, construction, and renovation of buildings, grounds, and physical infrastructure of the city college and ensures the compliance to safety regulations and environmental standards.
- 4.1.25 **Administrative Officer I (SG 10)** - the Transportation and Accommodation Officer: This role manages transportation logistics and accommodations for events, ensuring efficient travel arrangements and comfortable stays for participants. The officer also coordinates transportation schedules and negotiates with hotels to optimize cost-effectiveness.
- 4.1.26 **Administrative Officer I (SG 10)** - the Events Logistics and Supplies Officer: Responsible for event logistics and supplies, this role oversees the procurement, storage, and distribution of materials needed for events. This role also coordinates setup and teardown activities to ensure smooth event execution.
- 4.1.27 **Administrative Officer I, SG 10** - the General Maintenance and Campus Development Officer: This position focuses on the maintenance and improvement of campus facilities. Duties include managing repair and maintenance schedules, overseeing renovation projects, and implementing campus development plans to enhance the overall environment.
- 4.1.28 **Administrative Officer I (SG 10)** - the Safety and Security Officer: The Safety and Security Officer is responsible for creating and enforcing safety protocols and security measures in an organization. The officer develops emergency response plans, conduct safety training, and monitor security systems to protect people and assets.
- 4.1.29 **Administrative Assistant I (SG 7)** - Performs a range of administrative and duties to support the Office of the Vice President for Administration and ensure its efficient operation and smooth functioning and coordination among various departments and units.
- 4.1.30 **Administrative Aide IV (Drivers II) (SG 4)** - Facilitates the mobility needs of the city college, ensuring that transportation logistics are managed efficiently and effectively.
- 4.1.31 **Administrative Assistant III (SG 9)** - Manages the day-to-day operations of the city college dormitories (faculty and students), works with other departments to ensure the safety and security of the residents.
- 4.1.32 **Administrative Aide III (SG 3)** - Provides basic administrative support of the dormitories, and maintains the cleanliness and orderliness of dormitory facilities, assists residents with their needs and enforces policies.



- 4.1.33 **Administrative Aide IV (SG 4)** - Provides basic administrative support and maintains the cleanliness and organization of the living quarters for faculty and staff.
- 4.1.34 **Administrative Officer III (SG 14)** - The Supply Officer Manages the city college's inventory of supplies and ensures that the needs of the faculty and staff are available.
- 4.1.35 **Administrative Assistant II (SG 8)** - The Property Custodian manages the city college's physical assets, ensuring that these are secured, well maintained and accounted for. Keeps an up-to-date inventory of assets, manages their use and distribution, performs routine maintenance and repair tasks, and develops policies and procedures related to asset management.
- 4.1.36 **Administrative Officer III (SG 14)** - Provides the city college's needs for a well maintained and safe environment for all employees and students. Plans and implements the maintenance, repairs, and construction activities.
- 4.1.37 **Administrative Aide III (SG 3)** - The Utility Worker performs various cleaning and maintenance tasks, maintains inventory of supplies and equipment, reports any issues to their immediate supervisor. Ensures that facilities are clean and safe for the administration, faculty, staff, and students.
- 4.1.38 **Construction and Maintenance Capataz (SG 5)** - Performs a variety of construction and maintenance tasks such as basic carpentry, electrical, plumbing, and painting tasks needed by the city college campuses.
- 4.1.39 **Watchman III (SG 4)** - Patrol the campus buildings and facilities, monitors security cameras, investigates incidents, and sets work schedules.
- 4.1.40 **Watchman I (SG 2)** - Patrol the area, inspect premises to prevent and detect signs of intrusion, theft, or criminal activity. Control access points, checks identification, respond to emergencies and ensure compliance with security regulations and protocols.

SECTION 2. The number of teaching personnel to be hired per program hereof must conform to the policies, standards and guidelines set by the CHED.

SECTION 3. Additional positions may be created based on the needs of the City College of Cagayan de Oro and subject to existing and applicable laws, rules, and regulations.

SECTION 4. The City College Organizational Structure as per Annex "B" of this Ordinance is hereby approved.

"X-X-X"

SECTION 5. Section 6 of Article V of Ordinance No. 14564-2023 is also hereby amended to read as follows:

"X-X-X"

SECTION 6. All the regular faculty in the College shall not be exempt as such from any civil service examinations or regulations as a requisite to appointment, or subject to the Civil Service eligibility requirements prior to its appointment.



“X-X-X”

SECTION 6. Section 1 of Article VII of the same Ordinance is hereby amended to read as follows:

“X-X-X

“**SECTION 1. Budget.** - The City Mayor shall include in the City Government’s program the implementation of this Ordinance, the funding of which shall be included in the Annual Budget of the City Government. The budget for the year 2024 shall be taken from the Chief Executive Department. The budget appropriation, existing, and upcoming trust funds for CDO-TVI from 2018 to 2023 and City College of Cagayan de Oro for 2023 shall be transferred to the Special Account of the City College as a Local Economic Enterprise (LEE).

“X-X-X”

SECTION 7. Article VIII of Ordinance No. 14564-2023 is hereby amended to read in full as follows:

“X-X-X

**“ARTICLE VIII
“FUNDING; SPECIAL ACCOUNT CREATION**

“**SECTION 1. Funding Requirements.** The funding requirement of the City College of Cagayan de Oro shall be sourced from the General Fund and its operating income. Profit or income derived from the operation and services of the City College, shall fund the cost of personal services (teaching and non-teaching) and other related expenses. The capital outlay shall be treated as investments and part of the development project of the local government. Any excess shall form part of the general fund of the LGU of Cagayan de Oro and may be charged to the 20% Development Fund.

“**SECTION 2. Implementing Rules and Regulations.** The City College of Cagayan de Oro, together with the Human Resource and Management Office (HRMO) and the City Budget Office (CBO), shall formulate the Rules and Regulations for the implementation of this LEE and shall submit it to the City College Governing Board (GB) for approval.

“**SECTION 3. Creation of Special Account for the City College** - There is hereby created a Special Account to be known as the City College Special Account, which shall be used exclusively for the salaries and allowances, development and expansion of the City College and its services. It shall be funded out of the following:

- ‘3.1 Unexpended City College Fund
- ‘3.2 Donations given by private donors
- ‘3.3 All interest income of the special account
- ‘3.4 Funds raised through the City College income generating projects and grants
- ‘3.5 Students’ Fees

“**SECTION 4.** The special account shall be subject to COA rules and other auditing guidelines to ensure proper management, transparency, and changes based on audit results and recommendations. Periodic financial reports must be prepared, submitted, published, and presented to the Local Chief Executive (LCE), City Council, Local Finance Committee (LFC) and the City College Governing Board (GB).

“X-X-X”

SECTION 8. This Ordinance shall take effect upon its approval.

UNANIMOUSLY APPROVED.



Present:

1 st District:	- Councilor Agapito Eriberto G. Suan - Councilor Roger G. Abaday - Councilor Imee Rose P. Moreno	- Councilor Jose Pepe S. Abbu, Jr. - Councilor Malvern A. Esparcia - Councilor Romeo V. Calizo
2 nd District:	- Councilor Yevonna Yacine B. Emano - Councilor Maria Lourdes S. Gaane - Councilor Joyleen Mercedes L. Balaba	- Councilor James K. Judith II - Councilor Edgar S. Cabanlas - Councilor Christian Rustico M. Achas
Ex-Officio:	- Councilor Yan Lam S. Lim	- Councilor John Michael L. Seno
<u>On Official Business:</u>	- Councilor George S. Goking - Councilor Jay R. Pascual	- Councilor Suzette G. Magtajas-Daba
<u>Absent:</u>	- Councilor Ian Mark Q. Nacaya (Indisposed)	

ENACTED this 11th day of September 2023 in the City of Cagayan de Oro

I hereby certify to the correctness of the foregoing Ordinance.

ARTURO S. DE SAN MIGUEL
CITY COUNCIL SECRETARY

Attested as duly enacted:

JOCELYN B. RODRIGUEZ
CITY VICE MAYOR
PRESIDING OFFICER

Approved:

ROLANDO A. UY
CITY MAYOR

Attested:

ATTY. ROY HILARIO P. RAAGAS
CITY ADMINISTRATOR

ANNEX "A"

1. SCHEDULE OF TUITION AND OTHER COSTS

Programs	Tuition Per Unit	No. of Units	Tuition Fee	Athletics Fee	Cultural Fee	Student Fee	Development Fee	Medical/Dental Fee	Entrance Fee	Laboratory Fee	Insurance	Identification Card	Library Fee	Matriculation	Miscellaneous	Total Assessment Per Semester	Total Assessment Per Year
College of Business and Management																	
Bachelor of Science in Entrepreneurship	350.00	24	8,400.00	200.00	100.00	100.00	250.00	100.00	150.00	1,200.00	50.00	150.00	200.00	150.00	150.00	11,200.00	22,400.00
Bachelor of Science in Business Management major in Business Analytics	400.00	24	9,600.00	200.00	100.00	100.00	250.00	100.00	150.00	1,500.00	50.00	150.00	200.00	150.00	150.00	12,700.00	25,400.00
Bachelor of Science in Tourism Management	350.00	24	8,400.00	200.00	100.00	100.00	250.00	100.00	150.00	1,200.00	50.00	150.00	200.00	150.00	150.00	11,200.00	22,400.00
Bachelor of Science in Hospitality Management	350.00	24	8,400.00	200.00	100.00	100.00	250.00	100.00	150.00	1,200.00	50.00	150.00	200.00	150.00	150.00	11,200.00	22,400.00
College of Arts, Sciences and Education																	
Bachelor of Arts in Communication	350.00	24	8,400.00	200.00	100.00	100.00	250.00	100.00	150.00	1,500.00	50.00	150.00	200.00	150.00	150.00	11,500.00	23,000.00
Bachelor of Early Childhood Education	350.00	24	8,400.00	200.00	100.00	100.00	250.00	100.00	150.00	1,200.00	50.00	150.00	200.00	150.00	150.00	11,200.00	22,400.00
Bachelor of Special Needs Education	350.00	24	8,400.00	200.00	100.00	100.00	250.00	100.00	150.00	1,200.00	50.00	150.00	200.00	150.00	150.00	11,200.00	22,400.00
Bachelor of Technology and Livelihood Education	350.00	24	8,400.00	200.00	100.00	100.00	250.00	100.00	150.00	1,200.00	50.00	150.00	200.00	150.00	150.00	11,200.00	22,400.00
Bachelor of Technical- Vocational Teacher Education	350.00	24	8,400.00	200.00	100.00	100.00	250.00	100.00	150.00	1,200.00	50.00	150.00	200.00	150.00	150.00	11,200.00	22,400.00
Bachelor of Physical Education	350.00	24	8,400.00	400.00	100.00	100.00	250.00	100.00	150.00	1,200.00	50.00	150.00	200.00	150.00	150.00	11,400.00	22,800.00
Graduate Studies	350.00	18	6,300.00	200.00	100.00	100.00	250.00	100.00	150.00	1,200.00	50.00	150.00	200.00	150.00	150.00	9,100.00	18,200.00
College of Engineering and Information System																	
Bachelor of Science in Agricultural and Biosystems Engineering	410.00	24	9,840.00	200.00	100.00	100.00	250.00	100.00	150.00	2,000.00	50.00	150.00	200.00	150.00	150.00	13,440.00	26,880.00
Bachelor of Science in Mechanical Engineering	410.00	24	9,840.00	200.00	100.00	100.00	250.00	100.00	150.00	2,000.00	50.00	150.00	200.00	150.00	150.00	13,440.00	26,880.00
Bachelor of Science in Environmental Science	410.00	24	9,840.00	200.00	100.00	100.00	250.00	100.00	150.00	2,000.00	50.00	150.00	200.00	150.00	150.00	13,440.00	26,880.00
Bachelor of Science in Sanitary Engineering	410.00	24	9,840.00	200.00	100.00	100.00	250.00	100.00	150.00	2,000.00	50.00	150.00	200.00	150.00	150.00	13,440.00	26,880.00
Bachelor of Science in Mining Engineering	410.00	24	9,840.00	200.00	100.00	100.00	250.00	100.00	150.00	2,000.00	50.00	150.00	200.00	150.00	150.00	13,440.00	26,880.00
Bachelor of Science in Information Systems	500.00	24	12,000.00	200.00	100.00	100.00	250.00	100.00	150.00	3,000.00	50.00	150.00	200.00	150.00	150.00	16,600.00	33,200.00



2. PROCESSING FEES FOR DOCUMENTS

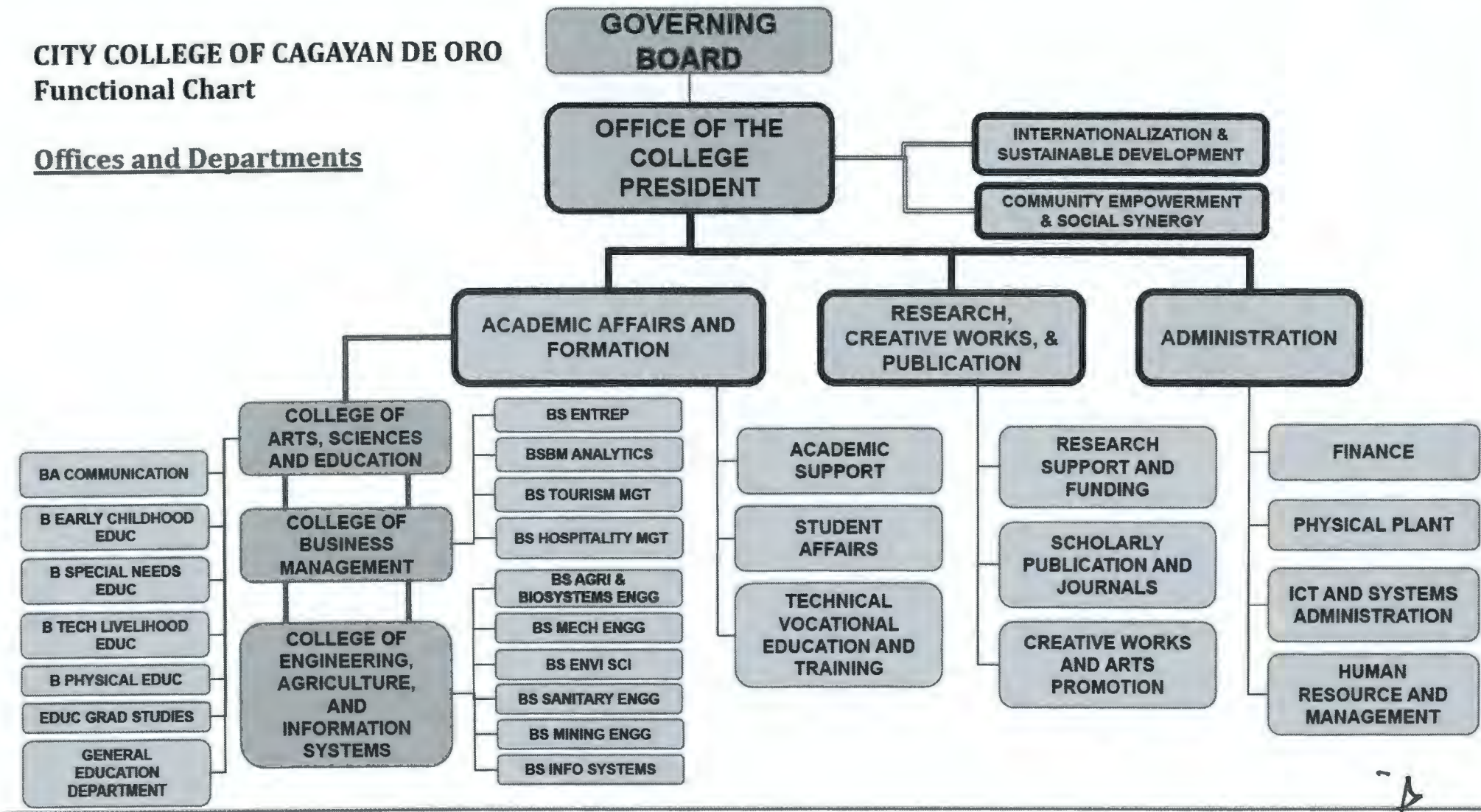
Transcript of Records	60.00 per page
Documentary Stamp	30.00 per piece
Certificate of Graduation	50.00 per sheet
Diploma (Second copy)	1,000.00 per copy
Other certifications	50.00 per sheet
Honorable Dismissal (3-Page Transcript & HD)	260.00 per document
Authentication	10.00 per page
CAV-Red Ribbon Processing Fee	200.00 per process

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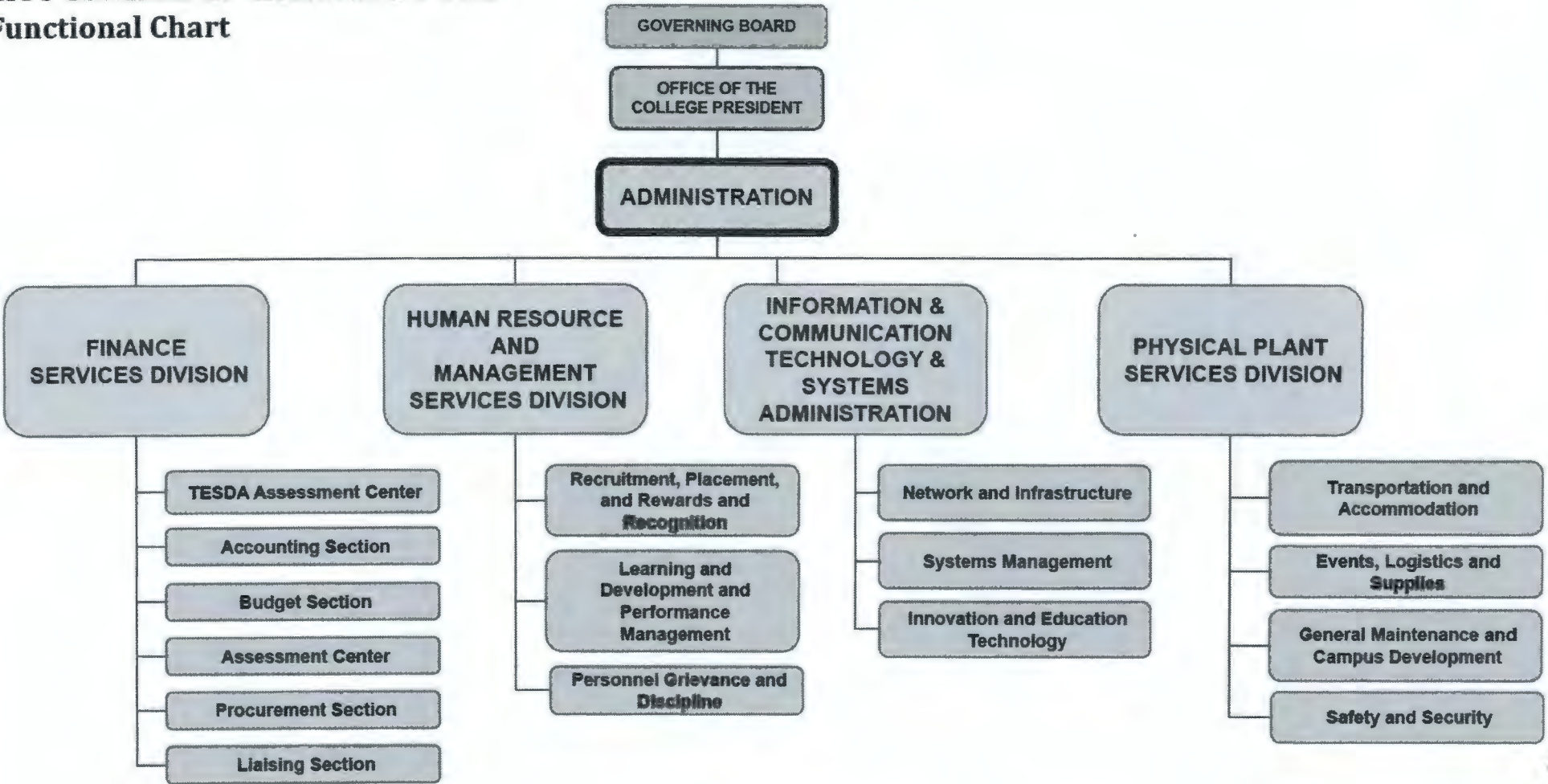
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CITY COLLEGE OF CAGAYAN DE ORO
Functional Chart

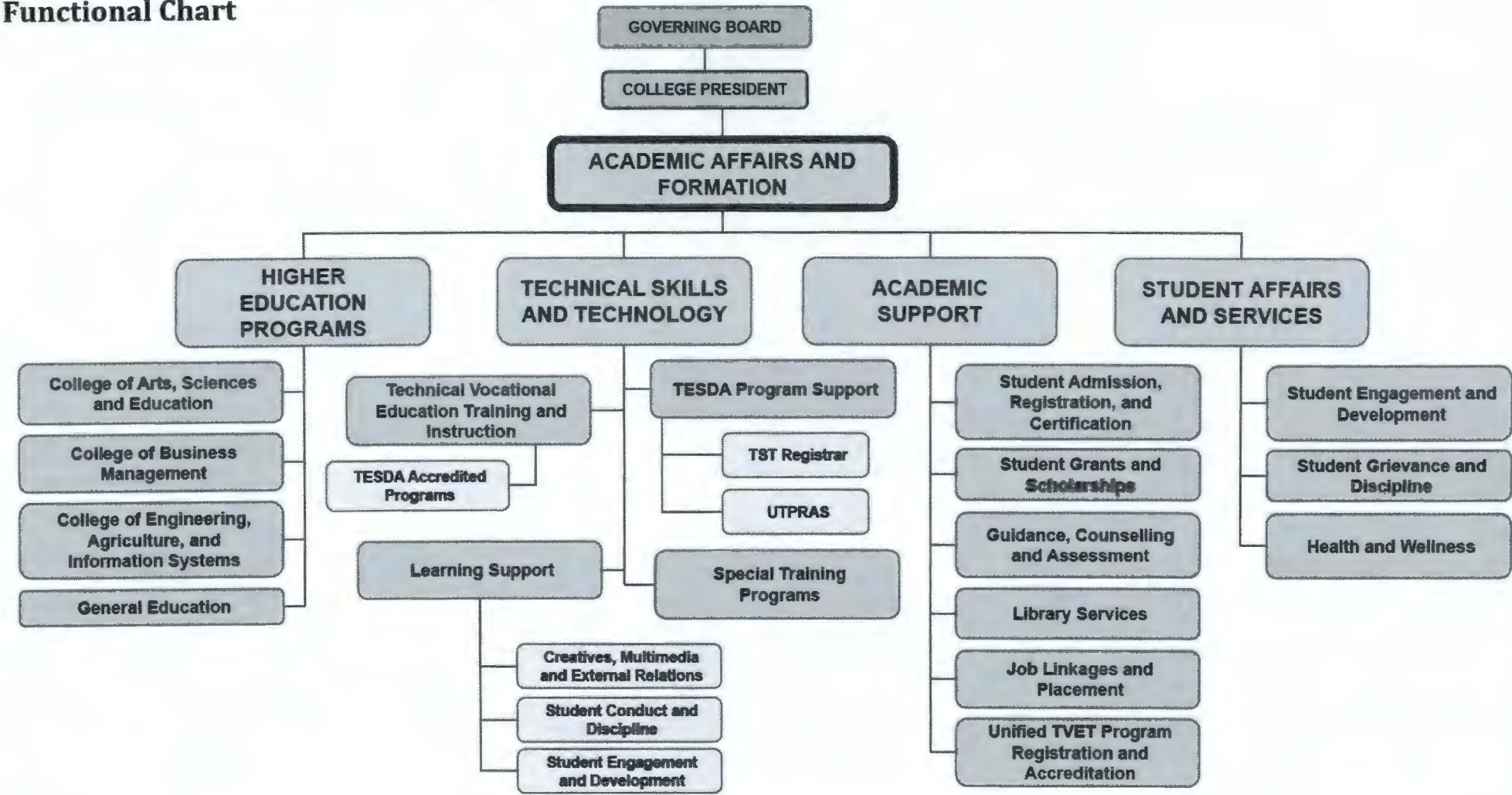
Offices and Departments



CITY COLLEGE OF CAGAYAN DE ORO
Functional Chart



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Functional Chart



CITY COLLEGE OF CAGAYAN DE ORO Functional Chart

