



**ORDINANCE NO. 14564-2023**

**AN ORDINANCE ESTABLISHING THE CITY COLLEGE OF CAGAYAN DE ORO, DEFINING ITS POWERS AND FUNCTIONS, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES**

**BE IT ORDAINED** by the 20<sup>th</sup> City Council (*Sangguniang Panlungsod*) in session duly assembled that:

**ARTICLE I**  
**GENERAL PROVISIONS**

**SECTION 1. Title.** This Ordinance shall be known as the Charter of the **City College of Cagayan de Oro**.

**SECTION 2. Declaration of Policy.** - The City of Cagayan de Oro affirms the mandate of the Constitution that "the State shall give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development."

Thus, it is the declared policy of the College to provide tertiary education and training to its youth that shall embody these ideals, and that no student shall be denied access to education for reasons of poverty, age, sex, nationality, religious belief, or political affiliation.

**SECTION 3. General Mandate.** - The City College of Cagayan de Oro City shall provide quality, accessible, relevant, and future-ready education and training that aligns with the evolving needs of the local job market, contribute to the equitable development of Cagayan de Oro City and enhance its global competitiveness, thereby fostering economic growth and social mobility within the region.

It shall equip students with relevant skills, knowledge and practical experiences to secure meaningful and sustainable employment.

It shall produce graduates with high levels of academic, thinking, behavioral, and technical skills/competencies that are aligned with national academic and industry standards and needs and international standards, when applicable.

Specifically, its purposes are:

1. Provide the youth and others of the City access to quality higher education, technical-vocational education and training, and professional instruction that is globally competitive;
2. Offer a wide range of tertiary and technical vocational education training programs that are relevant to the needs and interests of the local and global community;
3. Offer technical-vocational education and training programs and to get accreditation as assessment center;
4. Enhance the skills and quality of the city's human resources and prepare Kagay-anons for success in their careers and further education through practical training, re-skilling and upskilling, and academic excellence;
5. Bolster employment opportunities, minimize job mismatch, and uplift individuals from poverty;
6. Foster research and development activities that contribute to the advancement of knowledge and the improvement of the quality of life in Northern Mindanao;
7. Cultivate partnerships with industries, businesses, organizations, and institutions in order to enhance the educational opportunities and resources available to students; and,
8. Promote social responsibility, civic engagement, and ethical behavior among students, faculty and staff.

**Section 4. Curricular Offerings.** The City College of Cagayan de Oro is the premiere higher education institution of the local government of Cagayan de Oro which shall give priority attention



to the educational and training needs of the communities, industries, and other establishments in the city and neighboring areas, guided by the principle of complementing the neighboring TVET and higher education institutions in the region, and in effect, strengthening the overall educational system of the city and the region.

Possible programs and courses that will be offered include:

A. *Degree Programs:*

1. Bachelor of Science in Agriculture (BSA) CMO 23, s. 2021
2. Bachelor of Science in Information Systems (BSIS) CMO 25, s. 2015
3. Bachelor of Science in Entrepreneurship (BSE) CMO 18, s. 2017
4. Bachelor of Science Environmental Science (BSES) CMO 35, s. 2005
5. Bachelor of Science Sanitary Engineering (BSSE) CMO 98, s. 2017
6. Bachelor of Science in Industrial Security Management (BSISM) CMO. 6, S. 2018
7. Other undergraduate programs as deemed necessary

B. *Technical-Vocational Education and Training Qualifications:*

1. Agriculture, Fisheries, and Forestry
2. Construction
3. Creative Industries
4. IT-BPO
5. Health, Wellness and Other Social Services
6. Tourism, Hotels, and Restaurants
7. Ladderized Diploma Programs
8. Other programs as deemed necessary

C. *Specialized Trainings:*

1. Micro-Certificates on Emergent Technologies such as Artificial Intelligence, Data Science and Analytics, Cybersecurity, Internet of Things (IoT), and Cloud Computing
2. And all other specialized trainings deemed necessary

**SECTION 5. Location** - The campuses of the City College of Cagayan de Oro shall be located in Barangays Dansolihon-Tignapoloan, Barangay Agusan, Barangay Kauswagan, Barangay Puerto (El Gaucho) on parcels of land duly owned or leased by the City Government or the City College of Cagayan de Oro, as the case maybe. The Governing Board may expand the City College to new locations upon conducting a feasibility study and complying with all applicable legal requirements.

## **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: 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 PCM's Committee on Education of the Local Sanggunian
  - v. Representative of the Department of Science and Technology (DOST)
  - vi. A representative from the duly-recognized Business or Industry Sector who shall be appointed by the GB for a term of two years
  - vii. A representative of the Department of Trade and Industry
  - viii. A representative of the Department of Education Division of Cagayan de Oro
  - ix. A representative of the Nahilaran IPS



d. Resource Persons

- i. A representative from CHED designated by the CHED Chairperson
- ii. A representative from the Regional Office of the National Economic and Development Authority
- iii. Legal Representative of the Nahilaran IPS
- iv. Others as needed

**SECTION 2.** *Secretary of the City College Governing Board* - The Governing Board shall designate a secretary who shall serve as such for both the GB and the City College and shall keep all records and proceedings of the GB. The Secretary shall communicate to each member of the GB notice of meetings.

**SECTION 3.** *Term of Office and Compensation of the Governing Board:*

- a) The terms of Office of the Chairman, Vice Chairman, Chairman of the Sanggunian Committee on Education, the President of the Faculty Association, the President of the Supreme Student Council, and the President of the Alumni Association shall be co-terminus with the terms of office of their respective positions;
- b) The term of the representatives shall be coterminous to their positions, subject to the confirmation of the Chairman of their respective Heads of Agency;
- c) The Representatives from an accredited business or industry sector shall serve a term of two (2) years with one possible re-election/ re-appointment;
- d) Members of the Board shall serve without compensation other than per diems and/or actual and necessary expenses incurred either in attendance upon meetings of the Board or upon other official business authorized by resolution of the Board.

**SECTION 4.** *Meeting and Quorum of the Governing Board.*

- a) The Governing Board shall meet quarterly. Special meetings may be convened by the Chairperson, provided that there shall be no more than three special meetings in a given year;
- b) A quorum of the Governing Board shall consist of a majority of all the members. All processes against the Governing Board shall be served on the President or Secretary thereof;
- c) The Chairperson shall preside over all Regular and Special Meetings of the Board. In case he/she is unavailable, the Vice Chairman shall serve as the Presiding Officer.

**SECTION 5.** *Functions of the Governing Board:*

- A. Generally, the GB is the highest policy making body of the City College, and as such, shall:
  - 1) Set the vision and strategic direction of the City College, ensuring its alignment with the LGU's development agenda (RISE), higher education agenda, and the national government's thrust;
  - 2) Establish effective and efficient structure of the City College;
  - 3) Approve plans or policies related to the overall governance of the City College.
- B. Specifically, the GB shall have the following duties and responsibilities:
  - 1) Establish policy guidelines, rules, regulations and procedures not contrary to law and which are necessary to carry the purpose of the function of the City College, and ensure participative decision-making and transparency within the institution;
  - 2) Approve academic arrangements for capacity building of the institution, with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, researchers, as the case may be, consistent with the provisions of the Transnational





Higher Education Act (RA No. 11448), and other guidelines of CHED relative to such academic arrangements;

- 3) Approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils in accordance with the existing CHED Policies, Standards and Guidelines and TESDA Circulars/Guidelines on program registration, scholarship and assessment and certification systems;
- 4) Set policies on admission, retention, and graduation of students;
- 5) Award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the City College, subject to the existing CHED guidelines, and to authorize the award of certificates of completion of non-degree and non-traditional courses, subject to existing CHED policies and guidelines and TESDA circulars/guidelines;
- 6) Ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, career and job placement, canteen, buildings, grounds, property maintenance and similar services;
- 7) Institutionalize and strengthen research, technology research, and extension programs;
- 8) Recommend to the Local Chief Executive the appointment of President/Administrator or equivalent position of the City College from the list of three (3) qualified candidate/s / applicant/s based on the search made under Section 12 of CMO No. 18 Series 2022;
- 9) Recommend to the Local Chief Executive the appointment/designation of the vice presidents, deans, directors, heads of departments, faculty members and other officials and employees whose salaries and wages are wholly or mainly paid out of the local funds and whose appointments are not otherwise provided for under RA No. 7160, as well as those the Local Chief Executive may be authorized by law to appoint;
- 10) Fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors subject to compliance with existing CHED policies, standards and guidelines and TESDA Circulars/Guidelines on program registration, scholarship and assessment and certification systems;
- 11) Adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students, if in case the City College is not a recipient of a government subsidy;
- 12) Coordinate with the PCM's local Sanggunian to provide for the regular support for the development, operation, and maintenance of the City College;
- 13) Recommend to the PCM's local Sanggunian policies on higher education and other related development legislation on effective governance and management;
- 14) Approve consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution including its internationalization initiatives;
- 15) Receive and appropriate budget as may be provided, to support the institution in the manner it may determine, in its discretion, to carry out the purposes and functions of the City College;
- 16) Receive in trust legacies, gifts and donations of real and personal properties of all kinds to administer and dispose of the same when necessary for the benefit of the City College, subject to limitations, directions and instructions of the donors, if any. Administer the same in the absences of the specific directives of the donor. Such donations shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;



- 17) Recommend to and implement the Local Government Unit-approved construction or repair of its buildings, machineries, equipment and other facilities and the purchases and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered to by the City College through the GB shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;
- 18) Approve salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensations and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary withstanding; and to remove them for cause in accordance with the requirements of due process of law;
- 19) Approve the absorption/adoption of LGU acquired non-chartered tertiary institutions within the city in coordination with the CHED and other relevant agencies to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- 20) Establish chairs in the City College and to provide fellowships for qualified faculty members and scholarships to deserving students;
- 21) Authorize, as may be needed, an external management audit of the institution to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- 22) Approve the set up on the adoption of modern and innovative modes of transmitting knowledge through different teaching and learning modalities subject to CHED requirements and TESDA Circulars/Guidelines;
- 23) Seek technical advice and updates from resources persons from CHED and TESDA pertaining to the City College operations;
- 24) Institutionalize and strengthen programs that prioritize and support the LGU's development programs and capacity development needs;
- 25) Establish, maintain, and institute mechanisms to share with the LGU and stakeholders, a knowledge-base of the City College's experts and resources to support LGU governance and administration processes; and
- 26) Delegate specific duties and responsibilities provided for hereinabove to the President/Administrator or equivalent position and/or other officials of the City College as it may deem appropriate so as to expedite the administration of the affairs of the City College.

## **ARTICLE II**

### **ADMINISTRATION AND OPERATION**

**SECTION 1. Administration.** - The administration of the City College shall be vested in the President of the College who shall render full-time service. The powers and duties of the President, in addition to those specifically provided in CMO No. 18, Series 2022, shall be those usually pertaining to the offices of the president of other colleges/universities, and those delegated by the Governing Board. The President shall have a term of four (4) years and shall be eligible for reappointment for another term only. The President shall hold a doctoral degree, defined as level 8 in the Philippine Qualifications Framework (L8) as stipulated in PQf-National Coordinating Council Resolution No. 2014-03 adopted in December 11, 2014 and its amendments thereafter, from a CHED-recognized higher learning institution, with at least five (5) years of relevant administrative experience. He/She shall be appointed by the Board upon recommendation of a duly constituted Search Committee.

**SECTION 2. Vacancy.** - In case of vacancy by reason of death, resignation, removal for cause, or incapacity of the President to perform the functions of his office, the Board shall have the authority to designate an Officer-in-Charge pending the appointment of a new president. In such case, his successor shall hold office for the unexpired term.





**SECTION 3. Powers and Duties** - The powers and duties of the President of the College, in addition to those specifically provided in this Ordinance, shall be those usually pertaining to the Office of the President of a similar institution of higher education, and those instructions, circulars, memos, rules and regulations issued by the Commission on Higher Education (CHED) and the Association of Local College and Universities, and those delegated by the Board.

**SECTION 4. Salary.** - The salary of the President of the College shall be equivalent to Salary Grade 26 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 like standing.

**SECTION 5. Term.** - The term of office of the College President shall be four (4) years, with one possible re-appointment for another term.

**SECTION 6. Process of Selection of President.** - The Search Process and Minimum Qualifications for the City College of Cagayan de Oro President are based on the applicable provisions of CMO No. 7, series of 2022. The following conditions shall apply in the conduct of the search for City College President:

**1. Creation of Search Committee for President.**

- a) The Governing Board of the City College of Cagayan de Oro shall create a Search Committee for President (SCP) to search, screen, and recommend eligible candidates for President no later than six (6) months before the end of the term of the incumbent. The GB will designate the members of the SCP Secretariat to assist the SCP with its tasks and activities.
- b) The SCP shall have at least five (5) members selected by the GB composed of qualified representatives from the academic community, the private sector, CHED, Association of Local Universities and Colleges (ALCU) if the institution is a member of said organization, and other relevant government agencies as may be identified by the GB. The GB shall designate the Chairperson of the SCP from among its members. The SCP shall meet within fifteen (15) days from its constitution.
- c) No SCP member shall be related within the fourth civil degree of consanguinity or affinity, had or have personal, social, professional relationships, business interests of financial connections, and political party affiliations to an applicant for City College President to avoid conflict of interest.

If any such relationships exist, the SCP member shall disclose the relationship to the GB. The disclosure or discovery of such relations and conflict of interests or partially will serve as the basis for the GB to decide whether to revoke the appointment of the concerned SCP member.

To ensure the effective and efficient performance of its duties, the GB shall allocate budget and provide facilities of the City College of Cagayan de Oro to SCP.

- 2. Publication of Notice of Search for City College of Cagayan de Oro President.** - The SCP shall, within one (1) month from its first meeting, prepare the notice of search for City College President and publish it in at least one (1) newspaper of general circulation for at least three (3) consecutive weeks.

Publication in multimedia of the notice within the same time frame is also encouraged. The notice shall include the minimum qualifications specified under Number 3 of Annex E of CMO No. 18, s. 2022, the documentary requirements specified in Number 4 Annex E of CMO No. 18, s. 2022, the deadline for submitting the requirements, and the place for the submission of the application. The applications shall be sent through the SCP Secretariat, addressed to the SCP Chairperson.

The applications and other documentary requirements shall be filed personally, through a representative, by registered mail, or by authorized private courier with the SCP Secretariat, provided that all the applications must be received on or before the deadline.



3. **Minimum Qualifications.** - The minimum qualifications of any applicant for the City College Presidency shall be:
- Not less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday at the time of application;
  - A Filipino citizen;
  - Holder of an earned doctorate degree that is defined as level 8 in the PQF under RA No. 10968, awarded by a CHED-recognized HEI or foreign institution accredited by its higher education ministry/commission or appropriate regulatory body;
  - With proven track record as HEI administrator (e.g. president, vice-president, dean, campus administrator, director) or high level management executive/administrator, whether in the public or private sector, for at least five (5) years; Nomenclature of the position is high-level management; and
  - Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.

The GB may set additional minimum qualifications it deems fit.

4. **Documentary Requirements for City College Presidential Applicants.** -Interested applicant must submit one (1) of original and six (6) certified photocopies of the following documents to the SCP Secretariat:
- Formal application letter addressed to the Chairman of the Governing Board;
  - Detailed curriculum vitae, attested and signed by the applicant;
  - Transcript of records, training certifications, professional accreditations, diplomas, and employment/service records;
  - Published research work, if any;
  - Signed and notarized statement containing the Proposed Vision, Mission and Development Goals for the City College of Cagayan de Oro;
  - Certificates/clearances from the following government agencies, obtained not more than three (3) months from the filing date of the application indicating that the applicant has not been found guilty in any administrative and/or criminal case:
    - National Bureau of Investigation (NBI)
    - Sandiganbayan
    - Civil Service Commission (CSC)
    - Municipal or Regional Trial Court
    - Ombudsman (for government employees)
    - Institution/Company where the applicant is presently employed

In case of delay in the issuance of the agency/office concerned due to pandemic or fortuitous events, proof of payment of application fee may be used in the application subject to submission of the certificates/clearances at the time of the pre-evaluation process by the SCP. The deadline of which can be set by the SCP.

- Birth certificate authenticated by the Philippine Statistics Authority;
- Medical certificate of physical fitness issued by a Physician from a government health institution not in any way connected with the applicant of the City College;
- Drug testing certificate pursuant to the CSC memorandum Circular No. 13, s. 2017;
- Neuro-psychiatric examination result obtained from a government health institution. In the case there is none, the neuro-psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant;
- Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 12); and,
- Other documents that may be required by the City College GB;



The documentary requirements shall be submitted on or before the deadline specified in the published notice of search and call for application.

An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.

5. **Submission and Pre-Evaluation Process.** – The procedure for the submission and pre-evaluation of applications for the City College Presidency is as follows:
  - a. An applicant or his/her representative must submit all the required documents to the SCP Secretariat within the prescribed period.
  - b. The SCP Secretariat shall transmit the original and photocopies of the documents submitted by an applicant to the SCP. All original documents submitted by an applicant that are accepted by the SCP secretariat must be returned to the applicant within sixty (60) days after the completion of the search and selection processes.
  - c. The SCP Secretariat shall submit a status report relative to 5.a and 5.b, as well as a summary of documents received and the issues it encountered, to the SCP Chairperson within ten (10) calendar days after the deadline set in the Published Notice.
  - d. Upon receipt of the SCP Secretariat Report, the SCP shall convene within a reasonable period to determine if the documents screened and pre-evaluated by the SCP Secretariat are indeed complete. The SCP shall also look into the documentary issues that the SCP Secretariat encountered and reported, and all the documents attached to the report to validate the decision of the SCP Secretariat. During this period, the SCP is given the authority to ascertain, validate the validity of the compliance with the minimum requirements and/or documentary requirements.
  - e. If the SCP decides to disqualify an applicant because of failure to comply with all the minimum requirements and/or submit all the documentary requirements, it shall immediately inform the applicant, stating the reasons for the disqualification.
  - f. A motion for reconsideration of an applicant's disqualification may be filed with the SCP and should be resolved by the SCP within five (5) days from the receipt of the MR. Decisions of the SCP may be appealed to the GB. The decision or resolution of the SCP disqualifying an applicant for failure to submit the complete requirements on time shall be final. All original documents shall be returned to the applicant.
  - g. In case the SCP has determined, that there are three or more qualified applicants, the SCP through its Chairperson shall immediately send formal notices to the applicants inviting them to proceed with the succeeding phases of the search; *i.e.*, the public presentation and panel interview to be held in the City College premises.
  - h. In case the SCP has determined that there are less than three (3) applicants who have submitted applications or less than three (3) applicants who have qualified, the SCP shall report the same to the GB.
6. **Criteria for Evaluation.** - In general, applicants for City College Presidency shall be evaluated in, but not limited to, the following major areas:
  - a. Professional Competence
  - b. Academic Background
  - c. Public Forum/Presentation
  - d. Panel Interview

The evaluation instrument shall be developed by the SCP subject to the approval by the GB.

7. **Search Process Proper.** - The screening and selection of candidates/applicants shall observe the following process:
  - a. Profile Appraisal. The SCP shall devise its appraisal form considering the requirements for the position.





b. Panel Interview by the SCP;

- i. The sequence of the interview shall be determined by drawing of lots.
- ii. Each of the applicants shall be interviewed using a set of predetermined questions formulated and agreed upon by the SC and rated accordingly using an evaluation criteria sheet devised by the SCP.
- iii. Each member of the Committee shall be allowed to ask a minimum of three (3) questions. Each question, however, may be followed up by another clarificatory question.
- iv. Questions related, but not limited to the following areas may be asked during the individual interview:
  - a) Leadership skills
  - b) Relations with City College community and the general public
  - c) Management competencies
  - d) Resource generation/Good relations with Alumni
  - e) Personal values/Stature in the academic profession
  - f) Commitment to academic excellence and promotion of academic freedom
- v. The same process shall be observed up to the least interviewee
- vi. There shall be a designated place, which shall serve as the holding area for applicants waiting for their turn to be interviewed.
- vii. Nothing in this process, however, shall prevent the GB from conducting the interview of the applicants for better appreciation of the applicants' abilities and readiness for the position.

c. Public Forum/Presentation

- i. The applicants shall appear before an audience composed primarily of representatives coming from the following sectors: the students, faculty, non-teaching staff, LGU, parents, alumni association, and other stakeholders.
- ii. Prior to the scheduled public forum/presentation, the aforementioned concerned sectors shall select from among themselves, representatives who shall act as the sector's spokespersons during the public forum.
- iii. An evaluation criteria sheet shall be devised by the SCP to rate the applicant's presentation.
- iv. The sequence of the individual presentation shall be determined by drawing of lots.
- v. After drawing lots, a five-minute (5 minute) recess shall be declared to give a chance to the presenter to prepare while the rest shall be ushered to a separate waiting area where they will not have the opportunity to listen to the presentations being done by other candidates.
- vi. The applicant shall be given a maximum of fifteen (15) minutes (depending on the number of applicants) to give a brief description about himself/herself and present to the public his/her mission/vision for the City College.
- vii. The presenter shall be allowed to use slide presentations or presentations with the aid of any equipment provided that they submit a printed report of their presentation to the SCP before the presentation.
- viii. A timekeeper shall be assigned to remind the applicant two (2) minutes before the expiration of the fifteen (15) minutes given and another reminder at the expiration of the fifteen (15) minutes.
- ix. The same process shall be observed up to the last presenter.
- x. After the last presenter, there shall be a 15-minute recess for the preparation of the Open Forum.
- xi. Sheets of paper will be made available during the presentation for those, which shall be read by the moderator for the applicants to respond.



- xii. The SCP shall screen questions from the audience to avoid inappropriate queries which shall be derogatory to the applicant.
- xiii. The Finalization and Submission of the SCP Report

The SCP shall submit the names of all qualified candidates ranked based on the accumulated scores that each obtained in the major areas for evaluation to the GB. Furthermore, the SCP shall submit to the GB the summary of the criteria evaluation sheet and the procedures followed/used for the Search.

8. **Re-Opening of Submission of Applicants.** - The City College of Cagayan de Oro shall reopen the submission of applicants for City College President if upon report of SCP:
- a) Less than three (3) aspirants have submitted applications; or,
  - b) Less than three (3) aspirants have qualified.

The SCP shall publish the Notice of Search in accordance with Number 2 Publication of Notice of Search for City College President of CMO No. 18, s. 2022. Applicants who have already submitted his/her application and documentary requirements during the previous search need not submit anew.

After re-opening the submission of application, and there are still less than three (3) qualified applicants, the City College GB may choose to reopen the search or choose from the qualified applicants per evaluation of the Search Committee.

9. **Appointment** - The GB shall forward to the Local Chief Executive the list of the three (3) qualified candidates/applicants and the recommended candidate/applicant from among them.

The City College President will be appointed by the LCE, being the appointing authority pursuant to the powers and duties of Municipal Mayors, City Mayors, and Governors as provided for in Sections 444 (b)(1)(v), 455 (b)(1)(v), and 465 (b)(1)(v), respectively, under Chapter III of RA No. 7160.

10. **Hold-Over.** In the event of the expiration of term of a City College President, the concerned City College GB may allow hold-over capacity of its President under the following conditions:
- a) The LUC has substantially undertaken the activities for the evaluation for re-appointment of the incumbent President;
  - b) The GB has not yet resolved whether the President will be reappointed for a second term, or in case the President has signified his/her intention not to be re-appointed, the GB has not yet appointed a new President;
  - c) The GB has approved the hold-over capacity before the expiration of the term; and,
  - d) No hold-over capacity shall exceed the period of six (6) months. After the expiration of that period and no President has been elected, the GB shall designate an OIC-President.
11. **Re-appointment of City College President under Secondment.** - The reappointment of City College President under secondment shall, aside from complying with the requirements prescribed below, strictly adhere to the requirements of Civil Service Commission (CSC) MC No. 15, s. 1999, as amended by CSC Resolution No. 06-1165 dated July 5, 2006, the Guidelines on Secondment, and the applicable provisions of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised 2018 issued by the CSC.
- A. Six (6) months prior to the end of the first term of an incumbent City College President. He/She may apply for re-appointment for second term subject to the evaluation of his/her performance by an Evaluation Committee constituted by the GB. A President who will undergo evaluation for a second term, must not have been convicted to any administrative offense or crime.



- B. The Evaluation Committee shall submit the results of its evaluation to the GB.
- C. The GB recommendation for the re-appointment of the City College President to the Local Chief Executive must be a majority of the sitting members. Otherwise, the GB shall constitute the SCP. The GB, however, upon its discretion, may opt to constitute the SCP to open the selection/search process to other interested applicants for the position of City College President. Moreover, in case there is no re-appointment, another search will be conducted.

#### **ARTICLE IV OTHER COLLEGE OFFICIALS AND EMPLOYEES**

**SECTION 1.** The following are the other officials of the City College:

##### **A. COLLEGE PRESIDENT (SG 26)**

- i) Staff
  - 1) **Executive Secretary** (Administrative Officer IV-SG 15). Performs 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.
  - 2) **Quality Management Officer** (Management and Audit Analyst II-SG 15). Works closely with the city college administration, faculty, staff, and stakeholders to develop, implement, and monitor quality assurance and quality improvement of programs and systems of the city college, with the goal of ensuring compliance with the standards and regulations set by TESDA, CHED, and other relevant agencies.
  - 3) **Planning and Advancement Officer** (Development Management Officer II-SG 15). Works closely with the city college administration, faculty, staff and stakeholders in the strategic plans and initiatives to advance the city college's mission and goals, to secure resources to support its programs and operations and fostering partnerships, and to promote the college's brand and reputation.
  - 4) **Support Staff** (Administrative Aide VI-SG 6). Provides vital administrative assistance by performing a variety of clerical duties to ensure the efficient operation of the office.
  - 5) **Liaison/Messenger** (Administrative Aide IV-SG 4). 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.
  - 6) **Driver** (Administrative IV-SG 4). Facilitates the mobility of the President and administration, ensuring that transportation logistics are managed efficiently and effectively.

##### **B. VICE-PRESIDENT FOR ACADEMIC AFFAIRS**

- i) *Functions of the VP for Academic Affairs* (SG-24). 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.
- ii) *Teaching Personnel and Functions*
  - 1) **Associate Professors II** (Undergraduate Programs Deans/Chairpersons-SG 20).
    - 1.1 Oversees and manages the academic programs within the college
    - 1.2 Develops strategic plans for the academic programs





- 1.3 Oversees the development and revisions of the academic programs and courses and makes sure these are up-to-date, relevant, and aligned with industry standards
  - 1.4 Serves as leader and mentor to the faculty and staff of the college in areas of curriculum development, guidance and support, and instructional techniques and student engagement
  - 1.5 Ensures that adequate support is given to the students such as academic advising, students services, and support programs
  - 1.6 Works closely with the accreditation bodies and other regulatory agencies to ensure that the college is in compliance with all relevant regulations, guidelines, policies, and standards
  - 1.7 Represents the college to external stakeholders, industry partners, government agencies, and other educational institutions; and builds and maintains partnerships and collaborations that benefit the college and its students
- 2) **Associate Professor IV** (*Director for Research and Development-SG 22*). Carries out all research, development and innovation programs of the city college. Plays a vital role in advancing the knowledge and capabilities of the city college, driving innovation and excellence in research and development.
  - 3) **Faculty** (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.  
    - a) Professor III (SG 26)
    - b) Professor I (SG 24)
    - c) College Instructor I (SG 12)
  - 4) **Vocational School Administrator I** (*Director for TVET Programs-SG 22*). Oversees the planning, implementation, and evaluation of the technical-vocational education and training. Addresses audit concerns and findings reported by TESDA.
  - 5) **Instructor II** (TESDA UTPRAS Officer-SG 13). Responsible for facilitating the city college's recognition of TVET qualifications ascertaining the compliance of all technical and vocational education and training offerings are aligned to the existing policies, standards, and guidelines of TESDA.
  - 6) **National TVET Trainers**. As TESDA certified experts (NTTC holders), they plan and deliver training programs that are aligned and compliant with the TESDA curricula.  
    - a) Instructor I (SG 12)
    - b) Instructor III (SG 14)
- iii) Non-Teaching Personnel and Functions
- 1) **Administrative Officer II** (*Coordinator for Nahilaran Cultural Center-SG 11*). Oversees the programs, projects, and activities that promote and protect the preservation of the culture, tradition, and arts of the Nahilaran cultural community.
  - 2) **Administrative Officer II** (*Manager for Project Development and Publication-SG 15*). Promotes the city college's strategic objectives through effective project development and publication of various materials and contents.
  - 3) **Administrative Assistant I** (*Administrative Assistant to the OVP Acads-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.

## C. VICE-PRESIDENT FOR ADMINISTRATION



- i) *Functions of the VP for Administration* (SG 24).- Oversees all administrative operations, planning, general services, and finance matters that support the educational and training needs of the city college.
- ii) *Staff and Functions*
  - 1) **Administrative Assistant I** (*Administrative Assistant to the OVP Admin-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.
  - 2) **Supervising Administrative Officer** (*Director of Physical Plant Services-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.
  - 3) **Administrative Aide IV** (*Driver - SG 4*). Facilitates the mobility needs of the city college, ensuring that transportation logistics are managed efficiently and effectively.
  - 4) **Information Technology Officer I** (*Information Technology Officer-SG 19*). Develops and implements strategies to protect the city college's data and information security, identifies new technologies and solutions to support the operations and the learning activities of the campuses.
  - 5) **Information Systems Researchers III** (*Information Systems Researchers III-SG 17*). Maintains existing IT systems, emerging technologies, and strategies to improve and sustain the operations of the City College.
  - 6) **Administrative Assistant III** (*Dormitory Manager-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.
  - 7) **Administrative Aide III** (*Dormitory Attendant-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.
  - 8) **Administrative Aide IV** (*Faculty Residence Attendant-SG 4*). Provides basic administrative support and maintains the cleanliness and organization of the living quarters for faculty and staff.
  - 9) **Supply Officer II** (*Supply Officer/Property Custody Supervisor-SG 14*). Manages the city college's inventory of supplies and ensures that the needs of the faculty and staff are available.
  - 10) **Administrative Assistant III** (*Property Custodians-SG 8*). 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.
  - 11) **Administrative Officer II** (*General Maintenance and Campus Development Officer-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.
  - 12) **Administrative Aide IV** (*Utility Janitors-SG 4*). 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.
  - 13) **Construction and Maintenance Capataz** (*General Construction and Maintenance Workers-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.



- 14) **Security Officer III** (*Security Officer-SG 18*). Heads and supervises the protection, safety and security operations of the city college. Enforces protocols in the city college premises, assets, employees, students and visitors and responds to emergencies, and coordinates with local law enforcement and emergency services.
- 15) **Watchman II** (*Head Watchmen-SG 4*). Patrol the campus buildings and facilities, monitors security cameras, investigates incidents, and sets work schedules.
- 16) **Watchman I** (*Watchmen-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.
- 17) **Supervising Administrative Officer** (*Director for Finance Services-SG 22*). Oversees the city college's financial operations, including budgeting, reporting and risk management. Works closely with the administration and departments to achieve financial stability.
- 18) **Accountant III** (*Accountant II-SG 19*). Records, analyzes, and maintains the financial transaction and ensures that financial reports comply with accounting standards and regulations.
- 19) **Administrative Assistant III** (*Senior Bookkeeper-SG 9*). Manages the financial records and transactions, including accounts payables and receivables, reconciles financial statements, prepares financial reports and advises the management on financial matters.
- 20) **Administrative Assistant I** (*Administrative Assistant-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.
- 21) **Administrative Officer II** (*Budget Officer-SG 11*). The Budget Officer is responsible for ensuring the financial resources are managed effectively and in accordance with institutional priorities and goals.
- 22) **Administrative Assistant I** (*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.
- 23) **Administrative Officer III** (*Supply Officer II-SG 14*). The Procurement Officer is responsible for managing the procurement processes for the city college.
- 24) **Administrative Assistant I** (*Administrative Assistant-SG 7*). Assists in the administrative functions of the procurement processes for the city college.
- 25) **Administrative Officer V** (*TESDA Assessment Center Supervisor-SG 18*). Oversees 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.
- 26) **Administrative Officer II** (*Processing Officer, Assessment Center (TESDA Assessments-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.

- 27) **Administrative Officer II** (TVET Assessor-SG 11). 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.
- 28) **Administrative Officer III** (Cashier II-SG 14). The cashiers have 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)
- 29) **Administrative Aide VI** (Assessment Center Aide-SG 6). Prepare Registry of Workers Assessed and Certified (RWAC) Report; keep and maintain 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.
- 30) **Administrative Aide IV** (Liaison Staff/Messenger-SG 4). 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.
- 31) **Supervising Administrative Officer** (Director for Academic Support Services-SG 22). Oversees and manages academic support programs and services and coordinates 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.
- 32) **Registrar II** (City College Registrar-SG 15). Manages and supervises staff in the registration of incoming and continuing technical vocation 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, catalogues, and final examinations; manages efficient use of the classrooms; and, interprets and enforces academic policies and regulations.
- 33) **Administrative Aide VI** (Records Staff-SG 6). 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.
- 34) **Administrative Officer I** (Scholarships Administration-SG 10). 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.
- 35) **Administrative Assistant I** (Records Staff-SG 7). Helps maintain the integrity and confidentiality of student records while facilitating efficient and administrative processes within the Registrar's Office.
- 36) **Administrative Officer II** (Admission, Registration, and Certification Section Head-SG 11). 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.

- 37) **Administrative Assistant I** (*Records Staff-SG 7*). Provides the necessary administrative and clerical support in the admissions, registration and certification services.
- 38) **Administrative Officer V** (*Student Affairs and Services Coordinator-SG 18*). Develops methods to encourage student participation in student activities programs. Prepares student development and disciples handbooks, guides, and brochures. Participates in College committees, work groups, and campus-wide initiatives. Oversees the student disciplinary processes. Supervises co-curricular and extracurricular student activities.
- 39) **Administrative Officer II** (*Student Activities and Development-SG 14*). Creates a vibrant campus life by organizing co-curricular and extra-curricular activities, clubs, and events. Supports student leadership development and provides resources to enhance academic, social, and personal growth and promotes student success within the City College.
- 40) **Administrative Officer II** (*Student Engagement and Formation-SG 14*). Enforces disciplinary policies, addresses student misconduct, and implements appropriate measures. Promotes a positive learning environment and provides guidance and formation programs to help students develop character and responsible behavior. Ensures compliance with the code of conduct and support students' personal and ethical development.
- 41) **Administrative Officer V** (*Service, Extension, and Linkages Officer-SG 18*). Establishes linkages and network with the academe, industries, relevant government, and non-government organizations, alumni, parents, and other stakeholders through partnerships and collaborations. Coordinates, monitors, and evaluates the extension services rendered by the various institutes/programs in the partner communities of the city college.
- 42) **Administrative Officer II** (*Partnership and Development Officer-SG 14*). Establishes and manages strategic partnerships with external stakeholders. Seeks funding opportunities, develops grant proposals, and oversees fundraising initiatives to support the city college's programs and initiatives.
- 43) **Administrative Officer II** (*Marketing and Promotions Officer-SG 14*). Develops and implements marketing strategies to promote the city college's programs and services. Creates engaging promotional campaigns and materials to attract prospective students and stakeholders. Coordinates events and initiatives to enhance the city college's brand awareness and reputation within the community.
- 44) **Administrative Officer III** (*Job Linking and Networking Services (JOLINS-SG 14)* 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.
- 45) **College Nurse I** (*College Nurse-SG 15*). 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.
- 46) **Nursing Attendant II** (*Nursing Attendant-SG 6*). Assist the College Nurse in providing healthcare services with the city college and helps in the administrative tasks such as maintaining medical supplies and documentation.



- 47) **College Librarian II** (City College Librarian-SG 15). Provides professional library services in the City College. Manages and administers library resources, including collection development, cataloguing, 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)
- 48) **College Librarian I** (City College Librarian-SG 13). Supports the operations and services of the City College Library. Assists the College Librarian in the cataloguing, shelving, and maintaining of the collections. Assists library users locate and access materials, research inquiries, and other library services.
- 49) **Administrative Officer V** (Guidance Counseling Coordinator-SG 18). 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.
- 50) **Administrative Officer IV** (Testing Officer/Psychometrician-SG 18). Administers, scores, and analyzes tests and assessments, ensuring 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.
- 51) **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.

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## **ARTICLE V**

### **THE COUNCILS, CITY COLLEGE HIRING SELECTION BOARD, MERIT AND PROMOTION COMMITTEE**

#### **SECTION 1.** *The Administrative Council -*

- (a) There shall be an Administrative Council, consisting of the President of the City College, the Vice-Presidents, chairpersons and directors.
- (b) Powers and Function. Subject to the approval of the GB, the Administrative Council shall have the following powers:
  1. Policy Development. Formulate policies for efficient governance of the City College.
  2. Strategic Planning. Set goals and strategies for long-term growth.
  3. Institutional Oversight. Supervise units for compliance and accountability.
  4. Resource Management. Optimize allocation of resources.
  5. Decision Making. Make informed decisions on academic and administrative matters.
  6. Stakeholder Engagement. Foster relationships with stakeholders.
  7. Continuous Improvement. Assess performance and implement enhancements in the delivery of services.

#### **SECTION 2.** *The Academic Council:*

- (a) There shall be an Academic Council consisting of the VP for Academics, the Chairpersons of the Undergraduate Programs, Director of the TVET Programs.
- (b) *Powers and Function.* The Academic Council shall have the power to prescribe the policies and guidelines on matters such as curriculum development, review, and implementation, program assessment, faculty appointment and promotion, academic policies, student academic support, and accreditation and quality assurance. The College Council alone shall have the power to set the requirements for admissions, graduation and receiving of title or degree and recommend students or others to be recipients of titles or degrees. Through the

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City College President, or committee, it shall have disciplinary power over the students within the limits prescribed by the rules of discipline. All these are subject to the approval of the Governing Board.

**SECTION 3.** *City College Hiring and Selection Board:*

- (a) There shall be the City College Hiring and Selection Board which shall be composed by the following:
1. The Vice-President for Academic Affairs (for faculty positions) or the Vice President for Administration (for non-teaching positions) as *chair*;
  2. Director, Human Resource Development and Management Office
  3. Chairperson, where the vacancy exists
  4. Director of the office/s where the vacancy exists
  5. Ranking faculty member chosen by the College President
- (b) *Powers and Function.* The College Hiring and Selection Board shall assist the Governing Board in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to, the following:
1. Develop internal procedures for the proper and efficient discharge of its duties and functions, in accordance with existing laws and regulations;
  2. Recommend to the Governing Board *the* designation of subcommittee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
  3. Evaluate and deliberate the qualifications of all applicants in accordance with its policy and relevant hiring guidelines;
  4. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
  5. Develop and conduct further assessment such as written examination, skills test, and others, as deemed necessary;
  6. Submit to the City College President the candidates for appointment;
  7. Maintain fairness and impartiality in the assessment of applicants;
  8. Recommend areas of improvement, through proper channels, on the recruitment, selection, and placement policies; and
  9. Perform other related functions as may be assigned.

**SECTION 4.** *The Merit and Promotion Committee.* This committee evaluates the faculty members' performance and accomplishments, assessing their eligibility for merit recognition and recommending candidates for faculty promotions. They develop and review criteria for merit recognition and promotions, ensuring fairness and transparency. The committee reviews applications, maintains comprehensive records, and provides objective evaluations based on predefined criteria set by the CHED programs standards and guidelines and TESDA's circulars and standards. Their recommendation and reports are submitted to the City College President and are subject to the final approval of the Governing Board.

**SECTION 5.** *The College Faculty.* The body of instructors and professors of the College shall constitute the faculty of the College, with the President as the Presiding Officer. In the appointment of professors or instructors of the College, no religious test shall be applied, nor shall religious opinions or affiliations of the faculty of the College be made a matter of examination or inquiry; provided, however, that no instructor or professor in the College shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under penalty of dismissal by the Governing Board, to influence students or attendants at the College for or against any particular church or religious sect.



**SECTION 6.** All the regular faculty in the College shall 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.

**SECTION 7.** The non-teaching personnel of the College are employees who perform duties and responsibilities toward the efficient administration of the College. The Board shall have the power to create non-teaching personnel positions in line with existing rules and regulations.

#### **ARTICLE VI MISCELLANEOUS PROVISIONS**

**SECTION 1.** *City Treasurer* - The Treasurer of the City of Cagayan de Oro shall be ex-officio Treasurer of the College and all accounts and expenses thereof shall be audited by the Commission on Audit (COA) or his/her duly authorized representative.

**SECTION 2.** *Reporting* - On or before the 31<sup>st</sup> day of December of each year, the Governing Board shall file with the Office of the Local Chief Executive, the Sangguniang Panlungsod, the Commission on Higher Education, and the Association of Local Colleges and Universities a detailed report, setting forth the progress, conditions, and needs of the College.

**SECTION 3.** *Academic Freedom*. The City College of Cagayan de Oro shall enjoy academic freedom and institutional autonomy, pursuant to Paragraph 2, Section 5 of Article XVI of the 1987 Constitution of the Republic of the Philippines.

#### **ARTICLE VII APPROPRIATIONS**

**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 fund for CDO-TVI shall be carried over to the City College to keep up the operation and implementation of technical-vocational education and training.

#### **ARTICLE VIII TRUST FUND**

**SECTION 1.** *The City College Trust Fund*. There is hereby created a trust fund, to be known as the City College Trust Fund. Said trust fund, which shall be used exclusively for the development and expansion of the City College and its services, but not to include salaries and allowances, shall be funded out of the following:

1. Unexpended City College Fund
2. Donations given by private donors
3. All interest income of the trust fund
4. Funds raised through City College's income generating projects and grants
5. Students' Fees (If applicable)

The trust fund shall be administered by the Board in accordance with existing government auditing rules and regulations.

#### **ARTICLE VIII TRANSITORY PROVISION**

**SECTION 1.** *Interim appointment of the college president*. The Local Chief Executive may, in the interim, appoint an interim president of the college. He/she may be appointed to not more than one (1) term, provided that all other minimum qualifications are met.



**SECTION 2.** *Transition* – The management of all existing programs and services implemented by the Cagayan de Oro City Technical Vocational Institute shall be transferred to the City College upon the effectivity of this ordinance.

**SECTION 3.** *Transfer of existing plantilla positions to the City* - All existing plantilla positions created in Ordinance No. 13473-2018, otherwise known as the Cagayan de Oro Technical Vocational Institute Charter, and other related ordinances, are hereby transferred to the City College of Cagayan de Oro.

The transfer of the plantilla positions shall be carried out in accordance with existing civil service laws, rules, and regulations. The employees currently occupying these positions shall be retained by the City College of Cagayan de Oro, and shall be subject to the same terms and conditions of employment as those in the original ordinances.

The City College of Cagayan de Oro is hereby authorized to make the necessary adjustments to its budget and staffing levels to accommodate the transferred plantilla positions.

#### **ARTICLE IX FINAL PROVISIONS**

**SECTION 1.** *Formulation of Implementing Rules and Regulations* - Within six (6) months after the approval of this Ordinance, the Interim officers of the City College through a technical working group shall formulate and issue the appropriate rules and regulations necessary for the efficient and effective implementation of any and all provisions of this Ordinance which shall be effective upon the approval by the City Mayor.

**SECTION 2.** *Separability Clause.* If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue in full force and effect.

**SECTION 3.** *Repealing Clause.* Ordinance No. 13473-2018, otherwise known as the Cagayan de Oro Technical Vocational Institute Charter, and Ordinance No. 14011-2021, otherwise known as the Ordinance authorizing the incorporation of the Cagayan de Oro City Technical Vocational Institute, all ordinances, local issuances or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 4.** *Effectivity Clause.* This Ordinance shall immediately take effect upon approval and in accordance with law.

#### **UNANIMOUSLY APPROVED.**

**Author:** Councilor Suzette G. Magtajas-Daba

**Co-Authors:** City Vice Mayor Jocelyn B. Rodriguez, Councilor Agapito Eriberto G. Suan, Councilor Roger G. Abaday, Councilor Imee Rose P. Moreno, Councilor Jay R. Pascual, Councilor George S. Goking, Councilor Romeo V. Calizo, Councilor Jose Pepe S. Abbu, Jr., Councilor Malvern A. Esparcia, 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 Ian Mark Q. Nacaya, Councilor Christian Rustico M. Achas, Councilor Yan Lam S. Lim & Councilor John Michael L. Seno

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





**ENACTED** this 29<sup>th</sup> day of May 2023 in the City of Cagayan de Oro.

I hereby certify to the correctness of the foregoing Ordinance.

Attested as duly enacted:

**JOCELYN B. RODRIGUEZ**  
CITY VICE MAYOR  
PRESIDING OFFICER

Attested:

**ATTY. ROY HILARIO P. RAAGAS**  
CITY ADMINISTRATOR

**ARTURO S. DE SAN MIGUEL**  
CITY COUNCIL SECRETARY

Approved:

**ROLANDO A. UV**  
CITY MAYOR