



MEMBERS OF THE ACADEMIC COUNCIL

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Dean, School of Hospitality and Tourism Management

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Director, Research, Development and Extension Services

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Dean, Office of Student Affairs and Services

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Department Head - GED

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Department Head, SBM-BSOA

EMERSON T. LAUREN, MSc
Department Head, SBM - BSOA

ANGELITO M. CARAN, MIT
Department Head, SCS-QS Department

REGGIE MAR DE CASTRO, MIT
Department Head, SCS-IT Department

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LORETA B. MADRILEJOS, MBA
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Program Coordinator, SBM-MM Dept.

CARLA M. MOYA, MBA
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ZALDY V. ASIDO
Program Coordinator - BSE Filipino

ALWIN CARLO M. ANG CAYA
Program Coordinator - BSCS

NOEL JR. C. GARCIA
Program Coordinator - BSIT

ACADEMIC COUNCIL RESOLUTION 2023-01

ACADEMIC COUNCIL RESOLUTION ON THE APPROVAL OF THE GUIDELINES FOR LATIN HONOR SCREENING, EVALUATION, AND SELECTION PROCEDURES BEGINNING ACADEMIC YEAR 2022-2023

WHEREAS, the City College of Tagaytay, as a higher education institution, through the Academic Council, intends to screen, evaluate, and select honor students who excel not only in academics but also in communication skills from the graduating class of their batch.

WHEREAS, the effects of the results from five semesters of online classes necessitates a holistic evaluation of the candidates for honors that will include oral and written communication assessments.

WHEREAS, the Academic Council has created policies and guidelines in the conduct of screening and selecting qualified candidates, stated as follows:

A. Graduation with Honors (Revised CCT Student Handbook 2020)

1. Academic awardees will be in accordance with the following criteria:
 - a. No Failing/Conditional grades in any subjects whether earned in or outside the College. (Both for transferees and regular students)
 - b. No Incomplete Grades for the last two (2) semesters (both for transferees and regular students) which are not completed within the prescribed period, withdrawn, or dropped in any academic subject.
 - c. No grade lower than 2.25
 - d. For transferees to qualify, must have at least 2 years of residence in the department where they are presently enrolled.
 - e. Grade Point Average and communication skills will be the basis for granting academic honors including grades from P.E. and NSTP.
2. The College Registrar in close coordination with the Academic Council shall determine and recommend to the College Administrative Council a student who completes his/her baccalaureate course with any of the following weighted averages to graduate with honors:
 - a. Summa cum Laude -- 1.00 to 1.25 + Academic Gold Medal Achievement Award with all units required for graduation earned from the College and residence of at least six (6) semesters immediately preceding graduation.
 - b. Magna Cum Laude - 1.26 to 1.50 + Academic Silver Medal Achievement Award with all units required for graduation earned from the College and with a residence of at least six (6) semesters immediately preceding graduation.
 - c. Cum Laude - 1.51 to 1.75 + Academic Bronze Medal Achievement Award with all units required for graduation earned from the College and residence of at least four (4) semester's immediately preceding graduation with residence of at least six (6) semesters immediately preceding graduation.
3. Every candidate for graduation with honors must have
 - a. carried the normal load prescribed in his/her curriculum except in the last semester,
 - b. have no final grade of "5" in any academic and non- academic subject prescribed in his/her curriculum
 - c. have not repeated a subject in another educational institution
 - d. good moral character certified by the Office of the Guidance Counselor



SELECTION PROCESS

A. Identification. The candidates for Latin honors shall be screened by the Honors Selection Committee (HSC). The following process shall be observed:

- The Dean of the School shall secure a copy of the student's academic records from the Office of the College Registrar to determine the student's eligibility as a candidate for Latin honors.
- The students must apply as a candidate for Latin honors by submitting an application letter to their respective School Dean.
- The Dean shall forward the list of candidates with the attached copy of the students' academic records to the Office of the Vice-President for Academic Affairs.

B. Evaluation and Deliberation. T

The HSC shall be composed of the following:

Chairperson – **College Registrar**

Vice-Chairperson – **Dean of OSAS**

Members - **All School Deans**

- The candidates for Latin honors must pass a written and an oral examination.

General Criteria for Written and Oral Examination:

- The candidate should be able to analyze and evaluate complex information and arguments, as well as develop and defend their own ideas and arguments.
- The candidate should have strong speaking and writing skills, with the ability to speak and write clearly, concisely, and coherently.
- The candidate should have a deep and thorough understanding of their field of study, including its key concepts, theories, and methodologies.
- The candidate should have a broad knowledge of their field, including its historical and cultural contexts, and its connections to other disciplines.

Written Examination Rubric

An English Proficiency Test focusing on English language grammar shall be administered by the school.

Oral Examination

A simple interview assessment shall be conducted by the HSC to the candidates.

Oral Assessment Rubric:

Content 25%	Depth of knowledge and understanding of the topic (5%) Organization and coherence of ideas (15%) Use of supporting evidence and examples (5%)
Communication Skills 50%	Clarity and effectiveness of oral expression (20%) Articulation and pronunciation (20%) Active listening and responding to questions (10%)
Confidence and Personality 25%	Non-verbal communication (10%) Physical Appearance (15%)

C. Publication. Official publication of the list shall be made at least fifteen (15) days before graduation if possible. Honor students should seek clarification of the results within the week after publication.

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Program Coordinator – BSE Filipino

ALDWIN CARLO M. ANG CAYA
Program Coordinator – BSCS

NOEL JR. GARCIA
Program Coordinator – BSIT



D. Summary of CCT Requirements for Latin Honors


1. Latin Honor Requirements as stipulated in CCT Student Handbook (2020) (70%)
Written and Oral Assessment (30%) sum of which should fall within the required grade point average of not less than 1.75.
2. Completed Undergraduate Thesis
3. Completed Course Work Requirements

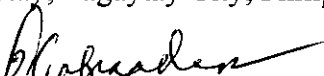
E. Other Requirements


1. Candidate has no outstanding balance in any campus office or campus-recognized organizations.
2. Candidate has no grievance records and has no records of violations of any school rules, regulations, and policies.
3. Candidate has no criminal or civil cases or records outside the campus.
4. Candidate is a morally upright individual and a proud Filipino citizen.


NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the CCT Academic Council recommends the implementation of the evaluation, screening, and selection of candidates for Latin Honors.


Signed this 16th day of May, 2023 at City College of Tagaytay, Tagaytay City, Philippines.



JENNIFER M. ABELLANA, Ph.D
Vice-President for Academic Affairs
Academic Council Chair



RIZZA C. CATPANDAN, MMEM, LPT
Dean, School of Arts and Sciences
Academic Council Member



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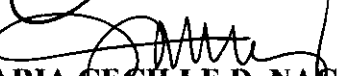

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Dean, School of Hospitality and Tourism
Management and Academic Council Member



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Director, Research, Development and
Extension Services
Academic Council Member



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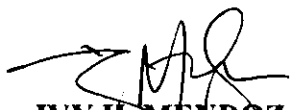

REGGIE MAR DE CASTRO, MIT
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Academic Council Members, continued.....


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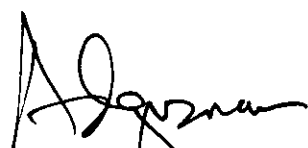

ALDWIN KARLO M. ANG CAYA
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Academic Council Member



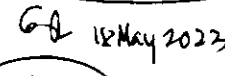


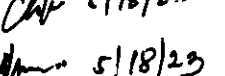



NOEL JR. G. GARCIA
Program Coordinator – BSIT
Academic Council Member

Noted by:


DR. ALFREDO E. DE GUZMAN
College President

received
5-17-2023


5-17-2023

received
SHTM -  5-18-23
SBM - 
SAS -  18 May 2023
SCS -  MAY 18 2023
OSAS - 
SED -  5/18/23
R+D -  5/18/23
Registrar -  5/18/23



Republic of the Philippines
City of Tagaytay
City College of Tagaytay
Akle St., Kaybagal South, Tagaytay City 4120
School of Arts and Sciences



**GUIDELINES FOR THE CCT LATIN HONOR SCREENING AND
SELECTION PROCEDURE**

A. Graduation with Honors (Revised CCT Student Handbook 2020)

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4. Special Awards are given in accordance to the criteria set forth by the concerned department
 - o Outstanding Performance in Practicum
 - o Best in Programming
 - o Best in Demonstration Teaching
 - o Outstanding Scholar of the Year
 - o Athlete of the Year (CCT Wild Board Award)



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5. Awards from the City Government of Tagaytay:
- o Batang Tagaytay Award -One (1) Best in Leadership
 - o Excellence Award – Highest GPA in the Batch

B. Honors Selection Committee (HSC)

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