



BOARD OF TRUSTEES RESOLUTION NO. 2025-07

"A RESOLUTION APPROVING THE MERIT SYSTEM PLAN FOR THE CITY COLLEGE OF TAGAYTAY IN COMPLIANCE WITH CHED MEMO 18, S. 2022 AND RELEVANT GOVERNMENT POLICIES AND CIRCULARS."

WHEREAS, pursuant to the provisions of Section 32, Book V of the Administrative Code of 1987 (Executive Order No. 292), the City College of Tagaytay (CCT) is committed to fostering a system of merit-based appointment, promotion, and recognition of its employees in line with national regulations and guidelines;

WHEREAS, the Civil Service Commission (CSC) Memorandum Circulars, particularly CSC Memorandum Circular No. 3, 1979 as amended by CSC Memorandum Circular No. 18, s. 1988; CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998; CSC Memorandum Circular No. 15, s. 1999; CSC Memorandum Circular No. 8, s. 1999; and CSC Memorandum Circular No. 3, s. 2001, collectively establish the standards and procedures for merit promotion systems in government institutions;

WHEREAS, the Department of Budget and Management (DBM) National Budget Circular No. 461 provides guidelines on the implementation of merit promotion plans, specifically the formulation of individual school merit promotion plans in higher education institutions (HEIs);

WHEREAS, the Association of Local Colleges and Universities (ALCU) has established a Unified Merit System that serves as a guideline for all member schools, including City College of Tagaytay, to ensure consistency and fairness in the promotion and merit-based advancement of employees;

WHEREAS, the Commission on Higher Education (CHED) Memo 18, s. 2022 sets forth additional guidelines for the development and implementation of merit systems in higher education institutions to enhance organizational efficiency and performance;

WHEREAS, it is the policy of the City College of Tagaytay to strictly adhere to the principles of merit, fitness, and equality in all its personnel actions, ensuring that the selection and promotion of employees are based on their relative qualifications, competence, and capacity to perform the duties and responsibilities of the position;

WHEREAS, the City College of Tagaytay recognizes the need to establish plantilla positions that are composed of both teaching and non-teaching staff, with the utmost emphasis on providing equal opportunity for all qualified candidates without discrimination based on religion, ethnicity, disability, political affiliation, civil status, or gender, in accordance with accepted ethical standards and legal mandates;

WHEREAS, it is recognized that the budget required for the implementation of the City College of Tagaytay Merit System Plan may be supported by available funding through UniFAST, which provides financial assistance for various initiatives, including those that promote personnel development and institutional advancement within the education sector;

NOW, THEREFORE, upon the motion of Hon. Agnes D. Tolentino, City Vice Mayor, and Member of the Board of Trustees, duly seconded by Hon. Jojit S. Desingano, CCT College Administrator / BOT Vice-Chairman, approved the resolution approving the merit system plan for CCT in compliance with CHED Memorandum No. 18, s.2022 and relevant government policies and circulars;

RESOLVED FURTHER, that the City College of Tagaytay Merit System Plan shall be submitted to the Civil Service Commission for attestation and approval as one of the bases for the expeditious approval of appointments and accreditation of the College in line with its personnel actions;

RESOLVED FURTHER, that the necessary funds to implement the City College of Tagaytay Merit System Plan shall be allocated from the UniFAST downloadable funds, which are available for educational initiatives aimed at enhancing the performance and development of both students and faculty members;


RESOLVED FURTHER, that in the implementation of the City College of Tagaytay Merit System Plan, the plantilla positions shall be composed of both teaching and non-teaching staff, and all personnel actions shall strictly adhere to the principles of merit, fitness, and equality, ensuring that the selection of employees is based solely on their qualifications and competence to perform the duties and responsibilities of the position, free from any form of discrimination;

RESOLVED FINALLY, that the City College of Tagaytay Merit System Plan shall serve as a guiding framework for ensuring that appointments, promotions, and other personnel actions within the institution are carried out based on merit, qualifications, and performance in accordance with applicable laws and regulations.

Enacted: _____

Concurred:


HON. ABRAHAM N. TOLENTINO
Chairman, Board of Trustees


HON. JOHN S. DESINGANO
Vice-Chairman, Board of Trustees


HON. MARK ERWIN D. MERCADO
SK Federation President
Committee on Education


DR. RAYMUNDO P. ARCEGA
ALCU Representative


ENGR. MARIA CECILLE D. NAGA
Faculty Association President

DR. ROGELIO T. GALERA, JR.
CHED Representative

CERTIFIED CORRECT:

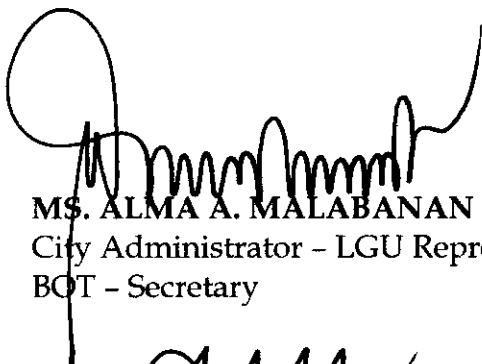
APPROVED:



HON. AGNES D. TOLENTINO, DMD
City Vice Mayor

ATTY. AVELINO M. SUMAGUI
NGO Representative


MS. JENNY O. GUARISMO
Alumni Association President


MS. SEDONNE GABRIELLE B. NEULID
Supreme Student Council President


MS. ALMA A. MALABANAN
City Administrator - LGU Representative
BOT - Secretary


HON. ABRAHAM N. TOLENTINO
Chairman, Board of Trustees _____