



Republic of the Philippines  
City of Tagaytay  
City College of Tagaytay  
**OFFICE OF THE COLLEGE PRESIDENT**  
Website: [www.cctagaytay.edu.ph](http://www.cctagaytay.edu.ph)



## BOARD OF TRUSTEES RESOLUTION NO. 2022-01


**"A RESOLUTION TO APPROVE THE SUMMER AND SEMESTRAL  
BREAK SALARY RATES OF THE FACULTY WITH ADMINISTRATIVE  
DUTY DURING ENROLMENT PERIOD FROM DAILY RATE TO PER  
HOUR RATE"**

  
**HON. AGNES D. TOLENTINO, DMD**  
City Mayor/Chairman

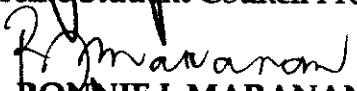
  
**DR. LOPITA C. JUNG**  
College President/Vice - Chairman

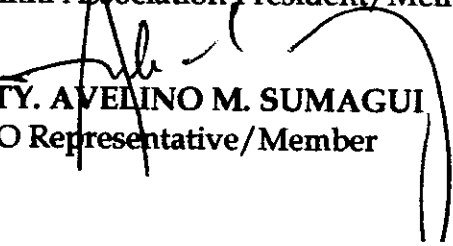
  
**HON. LORNA S. TOLEDO**  
City Councilor/Member

**DR. RAYMUNDO P. ARCEGA**  
ALCU Representative/Member

  
**MR. ANGELITO M. CARAAN**  
Faculty President/Member

  
**MR. GINO A. ANDALES JR.**  
Supreme Student Council President /Member

  
**MR. RONNIE I. MARANAN**  
Alumni Association President/Member

  
**ATTY. AVELINO M. SUMAGUI**  
NGO Representative/Member

WHEREAS, the City College of Tagaytay has rapid increase in the number of population for the past 3 years. The task and activities during enrolment period creates exhaustion to the members of the enrolment committee with enormous activities and paper works, including evaluating of student grades, advising of subjects to take and determining the student status for the semester, other administrative functions such as selection and recruitment of faculty, faculty loading while determining and evaluating the past academic performance of teachers against their workload, student and faculty schedule and room utilization.

WHEREAS, the salary usually connotes a set wage based on a set of expected duties to be performed, the amount of work assigned to or expected from a faculty in a specified time period, is too much that it often leads to exhaustion. The faculty is receiving Php. 600.00 to Php. 750.00 daily rate during the summer and semestral break enrolment period.

WHEREAS, there is a need to adjust the salaries of the members of the enrolment committee performing administrative task and admission and registration related activities.

WHEREAS, the Administrative positions duties and responsibilities during enrolment period are as follows:

**College President.** Provides direction in the academic programs offered by the College, plans and directs all policies, objectives, and initiatives for the institution. Oversees all financial, academic, and operational functions.

**School Deans.** Provide leadership and direction in the academic programs offered by the School, in Curriculum and instruction, research and extension programs; supervise the enrolment of students and attends to the changing, adding and/or dropping of subjects, and withdrawal from enrolment; monitor faculty activities; determine the need for recruitment and hiring of faculty to be recommended to the College President; perform other duties related to the position and/or as may be assigned by higher authorities from time to time.

**Department Heads.** Assist their respective deans/ directors in the management and supervision of their respective schools/units; evaluate the performance of faculty members and staff of the School in relation to department goals; take charge of planning, development and supervision of their respective department units; determine the status of faculty workload based on evaluation of past academic performance ratings; perform other duties and responsibilities that may be assigned by higher authorities.

**Program Chairs.** Recommend programs/projects affecting instruction; recommend subjects that are to be offered; recommend new and revised policies, rules, and regulations affecting the School; evaluate student grades, advising of subjects to take and determining the student status for the semester, student and faculty schedule and room utilization.

**Program Coordinators.** Assist Program Chairs in evaluation of student grades; advise subjects to take and determine the student status for the semester; prepare daily report on enrollment status.

**Other Positions.** As deemed necessary for the enrolment, including MIS Officers, Registration and Admission Staff, Technical Support Staff, Laboratory Officers, Scholarship Head and Coordinator, Student Affairs and Services, Health Officer, Discipline and Guidance and Counseling Heads.


WHEREAS, the Board of Trustees unanimously approved the summer and semestral break salary rates of the faculty with administrative duty during enrolment period from daily rate to per hour rate.

WHEREAS, this Board Resolution is in consonance with Republic Act No.8292, also known as "Higher Education Modernization Act of 1997"

NOW THEREFORE, upon the motion of Hon. Lorna S. Toledo, Chairperson, Committee for Education, Member - Board of Trustees, duly seconded by Dr. Lopita U. Jung, CCT College President / BOT Vice-Chairman, unanimously approved the summer and semestral break salary rates of the faculty with administrative duty during enrolment period from daily rate to per hour rate.


Enacted: \_\_\_\_\_

Approved:

  
**HON. LORNA S. TOLEDO**  
City Councilor/Member

  
**MR. ANGELITO M. CARAAN**  
Faculty President/Member


  
**DR. RAYMUNDO P. ARCEGA**  
ALCU Representative/Member

  
**MR. RONNIE I. MARANAN**  
Alumni Ass'n. President/Member

  
**MR. GINO A. ANDALES JR.**  
Supreme Student Council President/Member

  
**ATTY. AVELINO SUMAGUI**  
NGO Representative/Member

CERTIFIED CORRECT:

  
**DR. JENNIFER M. ABELLANA**  
BOT - Secretary

ATTESTED:

  
**DR. LORITA U. JUNG**  
Vice - Chairman, Board of Trustees

APPROVED:

  
**HON. AGNES D. TOLENTINO, DMD**  
Chairman, Board of Trustees \_\_\_\_\_