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**BOARD OF TRUSTEES RESOLUTION NO. 2025-09**

**"RESOLUTION FOR THE CREATION OF THE SEARCH COMMITTEE FOR  
PRESIDENT (SCP) OF CITY COLLEGE OF TAGAYTAY."**

WHEREAS, the Board of Trustees (BOT) of City College of Tagaytay (CCT) recognizes the critical importance of selecting a qualified and competent leader for the position of College President to ensure the effective governance and continued growth of the institution;

WHEREAS, the selection of the College President shall adhere to a transparent, fair, and merit-based process that aligns with the applicable provisions of Commission on Higher Education (CHED) Memorandum Order (CMO) No. 7, Series of 2022, as stated in CHED MO No. 18, s. 2022, governing the search process and minimum qualifications for Local Universities and Colleges (LUC) Presidents;

WHEREAS, the BOT is committed to forming a Search Committee for President (SCP) composed of individuals with integrity, expertise, and a deep understanding of higher education leadership to oversee the recruitment, evaluation, and recommendation of candidates for the position;

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. Desingasño, CCT College President and BOT Vice-Chairman, approved the resolution establishing the Search Committee for President (SCP) of CCT:

**I. Creation and Composition of the Search Committee for President (SCP)**

- The Governing Board (GB) of the LUC shall create a Search Committee for President (SCP) to search, screen, and recommend eligible candidates for LUC President, not later than six (6) months before the end of the term of the incumbent.
- The GB shall also designate the members of the SCP Secretariat to assist the SCP with its tasks and activities.
- 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, the Association of Local Universities and Colleges (ALCU) if the institution is a member, and other relevant government agencies as may be identified by the GB.
- The GB shall designate the Chairperson of the SCP from among the members of the SCP.
- The SCP shall meet within fifteen (15) days from its constitution.

**II. Appointment Process**

- The BOT shall appoint the members of the SCP based on their qualifications, experience, and ability to contribute effectively to the selection process.
- The incumbent College President shall submit recommendations for SCP members, subject to review and final approval by the BOT.

- No SCP member shall be related within the fourth civil degree of consanguinity or affinity, had or have personal, social, professional relationships, business interests, financial connections, or political party affiliations with an applicant for LUC President to avoid conflict of interest.
- If any of such relationships exist, the SCP member shall disclose the relationship to the GB. The disclosure or discovery of such relations and possible conflicts of interest or partiality will serve as the basis for the GB to decide whether to revoke the appointment of the concerned SCP member.

### III. Term of Appointment

- The SCP members shall serve for a term of one (1) year, subject to renewal as deemed necessary by the BOT.
- The SCP shall be dissolved upon the successful appointment of the College President unless an extension is required due to unforeseen delays in the selection process.

### IV. Responsibilities of the Search Committee for President (SCP)

The SCP shall have the following responsibilities:

- Ensure that the selection process adheres to the provisions of CMO No. 7, s. 2022, and the guidelines outlined in CHED MO No. 18, s. 2022.
- Conduct a thorough review of applications and assess candidates based on the prescribed minimum qualifications and competencies required for an LUC President.
- Facilitate interviews and other assessment procedures to evaluate candidates' leadership capabilities, academic background, and administrative experience.
- Submit a shortlist of qualified candidates to the BOT for final deliberation and selection.
- Maintain the highest standards of confidentiality, transparency, and fairness throughout the search process.
- Allocate budget and provide facilities of the LUCs to SCP to ensure the effective and efficient performance of its duties.

### V. Publication of Notice of Search for LUC President

- Within one (1) month from its first meeting, the SCP shall prepare the notice of search for the LUC President and publish it in at least one (1) newspaper of general circulation for at least three (3) consecutive weeks.
- The publication of the notice in multimedia within the same time frame is also encouraged.
- The notice shall include the minimum qualifications specified under Number 3 of this Annex, the documentary requirements specified in Number 4 of this Annex, 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.

## VI. Conflict of Interest

- Any SCP member who has a direct or indirect conflict of interest with any applicant must disclose such conflict and recuse themselves from the selection process.
- The BOT reserves the right to replace any SCP member who fails to adhere to ethical and impartial selection practices.


## VII. Transparency and Documentation


- The SCP shall ensure that all proceedings, deliberations, and evaluation results are well-documented and submitted to the BOT for review and final approval.
- The search process shall be conducted with full transparency while maintaining confidentiality in the evaluation of candidates.

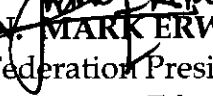
RESOLVED, that this resolution takes effect immediately upon approval by the Board of Trustees.

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

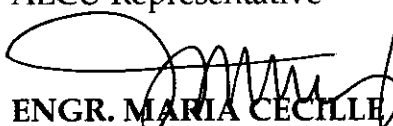
Concurred:

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

  
**HON. JOJIT 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:

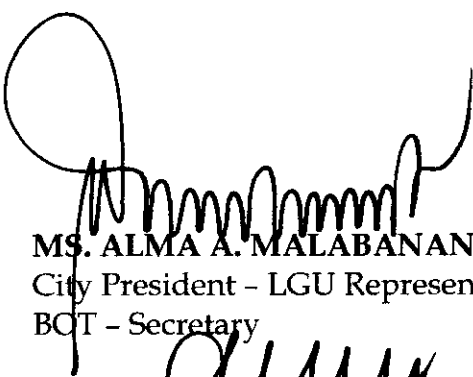
APPROVED:


  
**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 President - LGU Representative  
BOT - Secretary

  
**HON. ABRAHAM N. TOLENTINO**  
Chairman, Board of Trustees \_\_\_\_\_