



BOARD OF TRUSTEES RESOLUTION NO. 2025-17

**"A RESOLUTION APPROVING RULE NUMBER 5 - OFFICERS OF THE
ADMINISTRATION OF THE COLLEGE CODE OF THE CITY COLLEGE OF TAGAYTAY"**

WHEREAS, the City College of Tagaytay College Code is the Manual of Policies and Procedures that presents faculty and staff with the latest rules, regulations, policies, practices, and procedures through which the College functions as an institution. The Manual also seeks to make manifest the rights and prerogatives, as well as the duties and responsibilities, of college personnel.

WHEREAS, this policy manual is the official document of the Board of Trustees and provides a common guide for employees of the College, students, and the general public. The manual sets forth the authority by which the Board acts, as well as the administrative organization and procedural methods by which the official Board functions. Policy established herein reflects either legal restrictions or obligations of the Board or general policies which have been approved by the Board in an effort to facilitate the operation of the College.

WHEREAS, the policies set forth herein are designed to make possible the best program of instructional services for faculty and staff of the City College of Tagaytay. These policies do not supersede action of the Board as recorded in the minutes of the Board meetings. Furthermore, these policies are subject to amendment by the Board of Trustees of the College.

WHEREAS, the College Code does not represent a contract between the college and any employee, student, or other person, instead the College Code constitutes a good-faith effort to outline normal policies, including rules, regulations, procedures, and customary practices currently in force at the City College of Tagaytay.

WHEREAS, Rule number 5 - Officers of the Administration as contained in the College Code page 34 to 46, includes the following sections:

1. Composition
2. The College President
3. The Vice President for Academic Affairs
4. The School Dean
5. Director for Admission and Registration
6. The Dean of Student Affairs and Services
7. Director for Quality Assurance and Accreditation Center
8. Director, National Service Training Program
9. Vice President for Administrative and Support Services
10. Director for Administrative Services
11. Director for Support Services
12. College Secretary
13. Vice President for Research, Development and Extension
14. Secretary to the Vice Presidents
15. Director for Research, Development and Extension

WHEREAS, the College Code is an embodiment of functions that defines the manner that college governance cascades from top management down to the middle level structure to the operating core, which well delineates the accountability and responsibility of individuals and offices for the services that they discharge.


WHEREAS, this resolution shall take effect immediately and shall serve as the official document of the Board of Trustees and provides a common guide for employees of the College, students, and the general public.

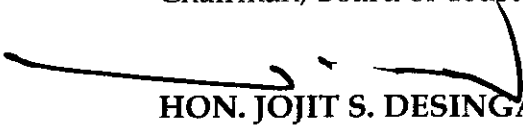
WHEREAS, the Board of Trustees unanimously approved the resolution approving Rule number 5 - Officers of the Administration of the College Code of the City College of Tagaytay.

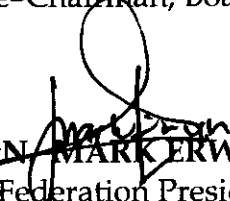
NOW, THEREFORE, upon the motion of Hon. Agnes D. Tolentino, City Vice Mayor, and Member of the Board of Trustees, duly seconded by Hon. Jojit S. Desingano, CCT College President / BOT Vice-Chairman, approved the following resolution approving Rule number 5 - Officers of the Administration of the College Code of the City College of Tagaytay.

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:

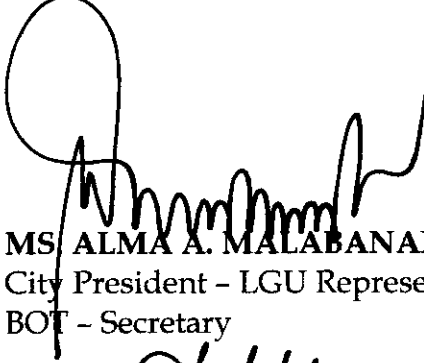
APPROVED:



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 _____