



BOARD OF TRUSTEES RESOLUTION NO. 2025-10

**"A RESOLUTION ESTABLISHING THE TERM OF OFFICE, QUALIFICATIONS, AND
PROCESS OF SELECTION FOR THE COLLEGE PRESIDENT OF
CITY COLLEGE OF TAGAYTAY."**

WHEREAS, the City College of Tagaytay (CCT) is committed to ensuring the institution's progress, operational efficiency, and academic excellence while maintaining governance standards in alignment with the vision and mission of CCT;

WHEREAS, the College President plays a critical role in the implementation of policies that ensure administrative integrity, academic standards, and institutional growth as stipulated in the CCT College Code, and must align with the guidelines set by the Commission on Higher Education (CHED) for such administrative roles, particularly CHED Memorandum Order No. 18, Series of 2022;

WHEREAS, it is essential to establish clear policies regarding the term of office, qualifications, and the process of selection for the College President to ensure transparency, merit-based decisions, and compliance with the CHED guidelines for higher education governance;

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 establishing the Term of Office, Qualifications, and process of Selection for the College President of CCT:

I. TERM OF OFFICE

- The College President shall serve a term of four (4) years, subject to renewal or extension upon a comprehensive performance evaluation by the Board of Trustees and in accordance with the institution's needs and CHED guidelines.
- The College President may be reappointed for successive terms based on the evaluation of their performance, which includes fulfilling institutional goals and leadership responsibilities outlined by the Board of Trustees, in alignment with the CHED CMO No. 18, s. 2022.
- Grounds for early termination of the College President's term include, but are not limited to, misconduct, inefficiency, gross neglect of duty, or any other administrative violations that impede the institution's progress, subject to due process as per the CCT's internal policies and CHED requirements.

II. QUALIFICATIONS

In accordance with CHED CMO No. 18, s. 2022, the College President must meet the following qualifications:

- A graduate degree (Doctorate) in Education, Public Administration, or related fields relevant to higher education management;
- Not less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday at the time of application;
- A Filipino citizen;
- At least five (5) years of administrative and academic experience in higher education institutions, with demonstrated expertise in leadership, institutional management, and policy development;

- Proven track record in strategic leadership, institutional development, and academic planning and the ability to foster partnerships with the community and stakeholders;
- Knowledgeable in academic policies, research management, and student affairs, and must show an understanding of the challenges and needs of the academic community;
- No record of administrative, civil, or criminal liability that would impair the integrity of the office or violate the conditions set forth in CHED's governance standards.

III. PROCESS OF SELECTION


1. The selection process shall adhere to the guidelines established under CHED CMO No. 18, s. 2022 and shall be as follows:
 - A Selection Committee shall be appointed by the Board of Trustees to oversee the recruitment and selection process.
 - A public announcement of the vacancy for the position of College President shall be made to encourage qualified applicants, ensuring a wide pool of candidates.
 - Interested candidates must submit a formal application, including the following documents:
 - A curriculum vitae (CV),
 - A vision statement,
 - A proposed development plan for the institution,
 - Any other documents required by the Selection Committee.
2. The Selection Committee shall evaluate applicants based on:
 - Educational background and professional qualifications,
 - Leadership and management capabilities,
 - Alignment with CCT's vision, mission, and institutional goals,
 - Demonstrated commitment to advancing higher education, and
 - Adherence to CHED's prescribed qualifications for similar positions.
3. Shortlisted candidates shall undergo an interview, a presentation of their proposed plans for CCT, and a panel assessment to evaluate their suitability for the role.
4. The Selection Committee shall submit a final recommendation to the Board of Trustees based on the results of the evaluations, interviews, and presentations.
5. The final selection and appointment of the College President shall be made by the Board of Trustees, with the formal appointment made through a Board Resolution and accompanied by a public oath-taking ceremony.
6. Any additional assessments, evaluations, and procedural matters not explicitly covered in this resolution shall be governed by the provisions outlined in **CHED CMO No. 18, s. 2022**.


RESOLVED FURTHER, that this resolution shall take effect immediately and shall serve as the official policy for the appointment of the College President of CCT, in full compliance with CHED Memorandum Order No. 18, s. 2022 and other applicable policies.

RESOLVED FINALLY, that a copy of this resolution be furnished to all relevant offices and departments within CCT for implementation and strict compliance.

Enacted: _____

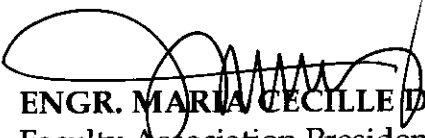
Concurred:


HON. ABRAHAM N. TOLENTINO
Chairman, Board of Trustees


HON. JOJIT S. DESINGAÑO
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:

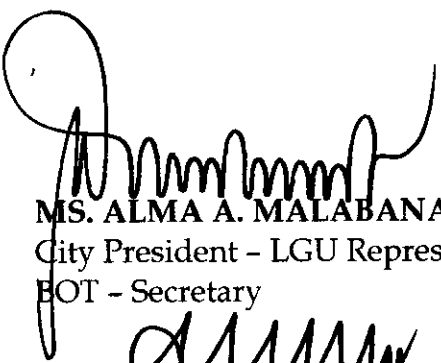
APPROVED:



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 _____