



Republic of the Philippines
City of Tagaytay



OFFICE OF THE SANGGUNIANG PANLUNGSOD

**EXCERPT FROM THE MINUTES OF THE 62nd REGULAR SESSION OF
THE SANGGUNIANG PANLUNGSOD OF TAGAYTAY HELD ON
SEPTEMBER 30, 2002 AT THE MULTI-PURPOSE SESSION HALL,
TAGAYTAY CITY**

PRESENT:

Hon. Virgilio T. Ambion City Vice Mayor, Presiding Officer
Hon. Alexander T. Zaide City Councilor, Presiding Officer Pro-Tempore
Hon. Abraham N. Tolentino City Councilor, Majority Floor Leader
Hon. Celso P. De Castro City Councilor, Asst. Majority Floor Leader
Hon. Fredlander V. Bay City Councilor
Hon. Laureano S. Mendoza City Councilor
Hon. Sofronio P. Dimaranan City Councilor
Hon. Damaso B. Malabanan City Councilor
Hon. Virgilio G. Rafeis City Councilor
Hon. Reynaldo R. Hernandez Ex-Officio Member, ABC President
Hon. Karl Justin M. Sumagui Ex-Officio Member, SK President

ABSENT:

Hon. Virginia B. Taruc (OB) City Councilor
Hon. Reynante G. Sarabia City Councilor

City Ordinance No. 2002-229

**AN ORDINANCE ESTABLISHING THE
CITY COLLEGE OF TAGAYTAY**

Sponsored by :
COUN. CELSO DE CASTRO
Chair, Comm. on Education

WHEREAS, it is incumbent upon the Local Government Unit to provide the poor but deserving young residents of Tagaytay with subsidized quality tertiary education;

WHEREAS, there is increasing demand for professionals and skilled manpower in the City of Tagaytay and nearby areas;

WHEREAS, Tagaytay City has to provide quality human resources to maintain its competitive edge;

NOW THEREFORE, upon motion of Coun. Celso P. de Castro seconded unanimously;

BE IT ORDAINED that :

SECTION 1. SCOPE - The City College of Tagaytay is hereby established to be maintained and operated by the City Government of Tagaytay.

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SECTION 2. DEFINITION OF TERMS -

City College – one that is being run, manage, maintained and operated by the City Government.

SECTION 3. PRIMARY PURPOSE. *The primary purposes of this college shall be :*

- 1. To foster the intellectual, social, moral and creative life of its clientele through quality tertiary education;*
- 2. To provide the youth with rich and substantial, relevant and wide ranging academic disciplines, expose them to varied curricular and co-curricular experiences which enhance their personal and professional dedication and commitment to social, moral, cultural and economic transformation; and*
- 3. To work collaboratively with the government and the community in the pursuit of achieving local, regional and national development goals.*

SECTION 4. COURSES AND PROGRAMS - *The City College shall offer the following courses :*

- Teachers Education Program*
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- Business Education Program*
- Engineering Program*
- Information Technology Program*
- Health Related Program*
- Graduate Studies*

The City College of Tagaytay shall also offer other programs in the academic, vocational and technical fields as its Board of Trustees may deem proper and necessary. (AS AMENDED BY CITY ORDINANCE NO. 2003-257)

SECTION 5. THE BOARD OF TRUSTEES ITS COMPOSITION, DUTIES, FUNCTIONS AND QUALIFICATIONS -

- 1. The Government of said College shall be vested in a Board of Trustees, initially composed of the following:*
 - (a) City Mayor as the Chairman*
 - (b) the College Administrator as the Vice-Chairman*
 - (c) the Chairman of the Committee on Education of the Sangguniang Panlungsod*
 - (d) the DepEd Superintendent*
 - (e) Tagaytay Religious Association (TRA) President or his duly authorized representative.*
 - (f) duly appointed Personnel Officer of the City Government, and*
 - (g) One (1) prominent citizen from the private sector to be appointed by the chairman who will serve for a period of three (3) years.*
- 2. The Secretary of the Board of Trustees shall be designated by the board.*

3. All members of the Board of Trustees must be citizens of the Republic of the Philippines. They shall not receive any compensation as such but they shall be entitled to actual reimbursement of necessary expenses incurred during or in conjunction with their attendance in the regular meetings or special sessions of the Board of Trustees or in connection with their performance of official business duly authorized by the Board through a resolution.
4. A member of the Board of Trustees may be removed from office by a majority vote of the members of the Board, for incapacity, incompetence, dishonesty, conviction of a crime involving moral turpitude, or any act detrimental to the College, provided, that no member of the said Board shall be removed from office without due process of law.

In case of vacancy in the position of the representative of the private sector in the Board of Trustees, by reason of resignation, removal, death or other incapacity of its members, such vacancy shall be filled by appointment of the Mayor, but such appointee shall hold office only for the unexpired term of his predecessor.

5. Subject to existing laws, the Board of Trustees shall have the following powers and duties in addition to its general powers of administration:

5.a. To provide rules for its own governance and to enact for the college such rules and regulations not contrary to law, as maybe necessary to carry-out the purpose and function of the college as defined in Section 3 of this Charter;

5.b. To review and submit an annual budget proposal and such other budgetary request for the college as may from time to time be necessary for the maintenance and operation of the college for the consideration and approval of the Sangguniang Panlungsod;

5.c. To confer degrees upon successful completion of requirements for graduation. It may also confer honorary degrees upon persons in recognition of learning, statesmanship or eminence in any of the fields of specialization of the college, or in recognition of public service;

5.d. To set policies on admission and graduation of students;

5.e. To approve the curricula and rules of discipline;

5.f. To receive in trust legacies, gifts and donations of real and personal properties and to administer the same for the benefit of the college and/or as may be desired and directed by the donor, and, in default, thereof, in such manner as the Board of Trustees may in its discretion determine;

- 5.g. To confirm the designation of other academic officials, teaching and non-teaching personnel made by the Mayor upon recommendation of the head of the college;
- 5.h. To setup the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- 5.i. To establish policy guidelines and procedures for participative decision-making, and transparency within the college;
- 5.j. To fix the tuition fees and other necessary charges, such as, but not limited to matriculation fees, graduation fees and laboratory fees, as they may deem proper to impose, after due consultations with the involved sectors;
- 5.k. The Board of Trustees through the College of President shall submit to the Commission on Higher Education (CHED), Tagaytay City Government and the Sangguniang Panlungsod, an annual report, citing the progress, conditions and needs of the College;
- 5.l. To perform such other duties and functions which it may deem necessary for the proper governance of the college consistent with existing laws.

SECTION 6. MEETING & QUORUM. The Board of Trustees shall regularly convene at least once every quarter. The Chairman of the Board of Trustees may call a special meeting whenever necessary, provided that members are notified in writing at least 3 days prior to said meeting. A majority of the members shall constitute a quorum for board meetings.

SECTION 7. PERSONNEL ITS DUTIES AND FUNCTIONS

- a. The Head of the City College of Tagaytay shall hereby be known as College Administrator. He shall be appointed by the City Mayor.
- b. No person shall be appointed Head of the College unless he is academically qualified preferably a holder of an earned Doctorate degree, must have relevant administrative experience and a person of good moral character.
- c. The Administrator of the College shall exercise overall supervision and administration of the college. In addition, by authority of the Board of Trustees he shall perform the following duties and Responsibilities.
 - 1. Prepare the yearly budget and submit the same to the Board of Trustees for review and approval.

2. *Promulgate rules and regulations, issued by the Board of Trustees, governing student's behavior and appropriate measures for the implementation for the same;*
 3. *Coordinate with all authorities with regards to the problems and status of the college.*
 4. *Evaluate performance of teaching and non-teaching personnel of the college; and*
 5. *Exercise such other powers and duties vested upon him by the Board of Trustees.*
- d. *In the absence of the College Administrator, the person next-in-rank shall act as Officer-In-Charge. In the absence of the next-in-rank, the Board will determine who will take his place.*
- e. *The faculty of the college shall be composed of Professors, Associate Professors, Assistant Professors and Instructors whether full time or part time that shall perform duties and responsibilities as required by the position.*
- f. *There shall be other non-teaching personnel to be appointed by the City Mayor such as : 1) Registrar III, (1) Administrative Officer (1) Supply Custodian (4) Clerk II (2) Messengers (1) College Librarian and (1) Utility Worker II.*
- g. *There shall be an Administrative Council which shall be composed of the Administrator as Chairman, and all other college officials holding administrative position as members. The function of the Administrative Council is to review and recommend to the Board of Trustees appropriate policies governing the administration, management and development planning of the College.*
- h. *There shall be an Academic Council which shall be composed of the College Administrator as Chairman, professors, Associate Professors, Assistance Professors and the body of Instructors as members. The Council, subject to the approval of the Board shall fix the requirements for admission, graduation and the vesting of titles or degrees. Through its Administrator, it shall have disciplinary power over the students within limits prescribed by the rules of discipline approved by the Board of Trustees.*

SECTION 8. GENERAL AND ADMINISTRATIVE PROVISIONS.

1. *No students shall be denied admission to this college by reason of age, sex, and religious belief, provided, that in the admission of students, preference shall be given to the poor but deserving bonafide residents of Tagaytay City subject to the rules and regulations on admission as may be prescribed by the Board of Trustees.*

2. The teaching and non-teaching staff of the college shall be governed by the existing Civil Service Laws, Rules and Regulations.
3. All compensation or remuneration of the teaching and non-teaching staff of the college shall conform with the existing rules and regulation of the Department of Budget & Management and other rules and laws issued by competent authority subject to availability of funds.
4. The City Government of Tagaytay shall appropriate funds necessary for the operation and maintenance of City College of Tagaytay as recommended by the Board of Trustees.
5. The Sangguniang Panlungsod may amend any provision of the Charter in any regular or special session upon recommendation of the Board of Trustees.

SECTION 9. FUNDING SUPPORT - The amount of Five Million Pesos (P5,000,000.00) is hereby initially appropriated for the development of school site, construction of school buildings and facilities and operational expenses for school year 2003-2004.

SECTION 10. SEPARABILITY CLAUSE - The provisions of this Charter are hereby declared separable, and if any clause, sentence, provision or section hereof, or its application to any person or circumstances should be declared invalid, such invalidity shall not affect the other provisions of this ordinance which may be given force and effect without the provisions having been declared invalid.

SECTION 11. EFFECTIVITY CLAUSE - This Ordinance shall take effect upon approval.

ENACTED: September 30, 2002

APPROVED: September 30, 2002

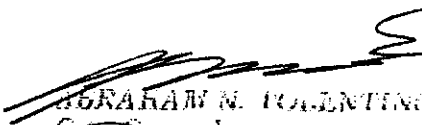

CELSO P. DE CASTRO
City Councilor

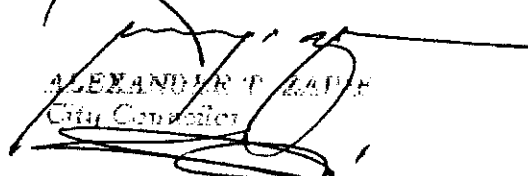
FREDLANDER V. BAY
City Councilor


LAUREANO S. MENDOZA
City Councilor

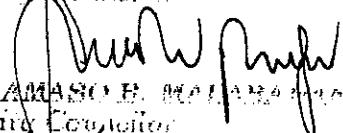
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VIRGILIO G. RAFOLS
City Councilor


REYNALDO R. HERNANDEZ
ABC President


ABRAHAM N. TOLENTINO
City Councilor


ALEXANDER T. ZAFRA
City Councilor

SOFRONIO P. DIMARANGAL
City Councilor


DAMASO B. MALABANAN
City Councilor


KARL JUSTIN M. ZUMAGAT
Sf. President