





BOARD OF TRUSTEES RESOLUTION NO. 2020-04


**"A RESOLUTION DISBURSING THE AMOUNT OF Php. 272,000.00
FOR THE PRINTING OF STUDENT AND FACULTY MANUAL OF
THE CITY COLLEGE OF TAGAYTAY"**


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



MS. PACITA ROSARIO Z. AQUINO
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


MS. MARICRIS C. TAGLE
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, thru its Revision Council and Academic Council composed of the Deans of Schools, Faculty President, and the Supreme Student Council President revised its Student and Faculty Manual this first semester 2020 - 2021.

WHEREAS, the purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our institution. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated by the administration to the staff, students and parents/guardians.

WHEREAS, it is standard that a faculty manual or handbook of institutional policies and procedures communicates to the faculty the expectations of the administration. Such a document becomes a contract between the faculty and the college. The faculty manual describes the obligations of the college to compensate the faculty member – and may also address the length of the term of appointment and the possibility of future contracts. The faculty, on the other hand must abide by the rules and regulations set by the college administration as stated in the faculty manual.

WHEREAS, the amount of Php. 272,000.00 from the CHED allocation Fund be utilized for the printing of student and faculty manual itemized as follows:

Particulars	Quantity	Estimated Cost	Total Cost
Student Handbook	3,000 copies	68.00	Php. 204,000.00
Faculty Manual	1,000 copies	68.00	68,000.00
			Php. 272,000.00

WHEREAS, the Board of Trustees unanimously approved to disburse the amount of **Php. 272,000.00** from CHED allocation fund of the City College of Tagaytay for first semester 2020-2021.

NOW THEREFORE, upon the motion of Hon. Lorna S. Toledo, Chairperson, Committee for Education, Member - Board of Trustees, duly seconded by Ms. Pacita Rosario Z. Aquino, CCT College President / BOT Vice-Chairman, approved to disburse the **Php. 272,000.00** from CHED allocation fund of the City College of Tagaytay for first semester 2020-2021.

Enacted: _____

Approved: _____

HON. LORNA S. TOLEDO
City Councilor/Member

MR. ANGELITO M. CARAAN
Faculty President/Member

DR. RAYMUNDO P. ARCEGA
ALCU Representative/Member

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

[Signature]
MS. MARICRIS C. TAGLE
Supreme Student Council President/Member

ATTY. AVELINO M SUMAGUI
NGO Representative/Member

CERTIFIED CORRECT:

[Signature]
MS. JENNIFER M. ABELLANA
BOT - Secretary

ATTESTED:

[Signature]
MS. PACILA ROSARIO Z. AQUINO
Vice - Chairman, Board of Trustees

APPROVED:

[Signature]
HON. AGNES D. TOLENTINO, DMD
Chairman, Board of Trustees _____