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**BOARD OF TRUSTEES RESOLUTION NO. 2025-18**

**"A RESOLUTION APPROVING RULE NUMBER 6 - OTHER OFFICERS / ADVISERS 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 6 - Other Officers / Advisers of the Administration as contained in the College Code page 48 to 56, includes the following sections:

1. Other Officers / Advisers of the Administration
2. The Planning Officer
3. Head of Financial Management Services
4. Head for Health Services
5. Head of Security Personnel
6. Accountant
7. Property and Supply Officer
8. The Record officer
9. Head for External Affairs and Public Information
10. College Librarian
11. Management Information System Officer
12. Liaison Officer
13. Section Head of Alumni Officer
14. GAD Focal Person
15. Sports Coordinator
16. The Department Chairpersons and heads of Units
17. The Program Coordinator
18. The Supervisor of Student Teachers
19. Practicum Advisers
20. Head, Research Unit
21. Head, Extension Unit
22. Support Staff

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 6 - Other Officers / Advisers 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 6 - Other Officers / Advisers of the Administration of the College 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 CECILIE D. NAGA**  
Faculty Association President

**DR. ROGELIO T. GALERA, JR.**  
CHED Representative


CERTIFIED CORRECT:

APPROVED:



**HON. AGNES D. TOLENTINO, DMD**  
City Vice Mayor

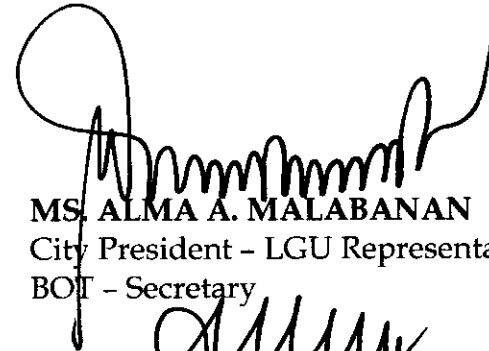
**ATTY. AVELINO M. SUMAGUI**  
NGO Representative



**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 \_\_\_\_\_