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**BOARD OF TRUSTEES RESOLUTION NO. 2025-08**

**"A RESOLUTION CREATING THE FACULTY SELECTION BOARD AND THE ADMINISTRATIVE PERSONNEL SELECTION BOARD AT THE CITY COLLEGE OF TAGAYTAY IN ACCORDANCE WITH CHED MEMORANDUM ORDER NO. 18, S. 2022."**

WHEREAS, the City College of Tagaytay (CCT) is committed to maintaining a transparent, merit-based, and equitable selection process for its teaching and non-teaching personnel;

WHEREAS, the Commission on Higher Education (CHED) Memorandum Order No. 18, s. 2022 mandates the establishment of a Faculty Selection Board (FSB) and an Administrative Personnel Selection Board (APSB) to oversee the hiring, evaluation, and selection of qualified personnel for faculty and administrative positions;

WHEREAS, the creation of these selection boards aims to ensure the integrity of the recruitment process and the appointment of competent individuals to uphold the institution's academic and administrative standards;

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 Administrator / BOT Vice-Chairman, approved the resolution creating the Faculty Selection Board (FSB) and the Administrative Personnel Selection Board (APSB) at CCT in accordance with CHED Memorandum Order No. 18, s.2022 with the following composition and functions:

**Section 1. Creation of the Faculty Selection Board (FSB)**

**Mandate:** The FSB shall be responsible for screening, evaluating, and selecting applicants for teaching positions at the City College of Tagaytay.

**Composition:**

- College President (Chairperson)
- Vice President Academic Affairs
- Program Heads/Department Chairs of concerned office
- Human Resource Development Officer
- Faculty Representative (appointed by the Board of Trustees)

**Functions:**

- Establish criteria for faculty selection based on academic qualifications, experience, and competencies.
- Review and assess applications for teaching positions.
- Conduct interviews and teaching demonstrations as part of the evaluation process.
- Recommend qualified candidates for faculty appointments to the College President and Board of Trustees.
- Ensure compliance with CHED policies and institutional guidelines in faculty recruitment.

**Section 2. Creation of the Administrative Personnel Selection Board (APSB)**

**Mandate:** The APSB shall be responsible for evaluating and recommending candidates for non-teaching administrative and support positions at the City College of Tagaytay.

**Composition:**

- College President (Chairperson)
- Vice President for Administrative and Support Services
- Human Resource Development Officer
- Unit/Department Head of the concerned office
- Non-Teaching Staff Representative (appointed by the Board of Trustees)

Functions:

- Develop and implement selection criteria for non-teaching personnel based on job requirements and institutional needs.
- Review applications, conduct interviews, and assess candidates' qualifications and competencies.
- Recommend eligible candidates for appointment to the College President and Board of Trustees.
- Ensure that all hiring procedures adhere to CHED regulations and internal policies.


Section 3. General Provisions


- The Faculty Selection Board and Administrative Personnel Selection Board shall uphold the principles of meritocracy, fairness, and transparency in all hiring and selection processes.
- All selection procedures and board decisions shall be documented and subject to review by the Board of Trustees to ensure compliance with institutional policies and CHED regulations.
- The appointment of personnel recommended by the selection boards shall be subject to final approval by the College President and confirmation by the Board of Trustees.

RESOLVED FINALLY, that this resolution shall take effect immediately upon approval by the Board of Trustees.

Enacted: \_\_\_\_\_

Concurred:

  
**HON. ABRAHAM N. TOLENTINO**  
Chairman, Board of Trustees

  
**HON. JOHN 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:

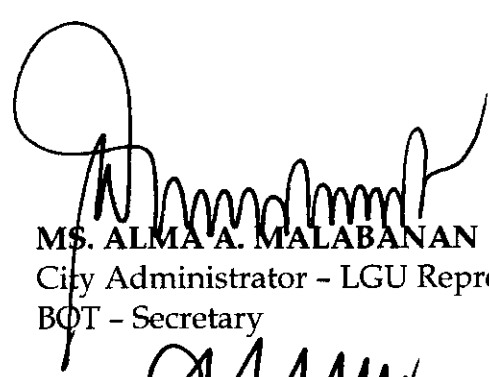
APPROVED:


  
**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 Administrator - LGU Representative  
BOT - Secretary

  
**HON. ABRAHAM N. TOLENTINO**  
Chairman, Board of Trustees \_\_\_\_\_