



BOARD OF TRUSTEES RESOLUTION NO. 2025-16

"A RESOLUTION APPROVING RULE NUMBER 4 - ORGANIZATION STRUCTURE 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 4 - Organization Structure as contained in the College Code page 28 to 33, includes the following sections:

1. Organization Structure of the City College of Tagaytay
2. Office of the Vice President for Academic Affairs
3. Office of the Vice President for Research, Development and Extension
4. Office of the Vice President for Administrative and support Services
5. School of Arts and Sciences
6. School of Business and Management
7. School of Computer Studies
8. School of Education
9. School of Hospitality and Tourism Management
10. Office of Student Affairs and Services
11. Office of the Director for Admission and Registration

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 4 - Organization Structure 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 4 - Organization Structure of the College of the College Code of the City College of Tagaytay.

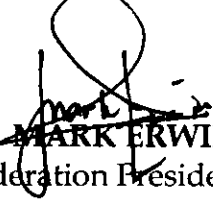
Enacted: _____

Concurred:


HON. ABRAHAM N. TOLENTINO
Chairman, Board of Trustees



HON. JOJIT S. DESINGANO
Vice-Chairman, Board of Trustees

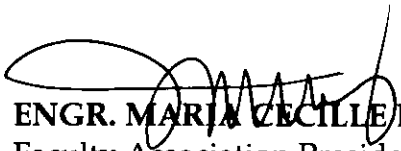

HON. AGNES D. TOLENTINO, DMD
City Vice Mayor


HON. MARK ERWIN D. MERCADO
SK Federation President
Committee on Education

ATTY. AVELINO M. SUMAGUI
NGO Representative

DR. RAYMUNDO P. ARCEGA
ALCU Representative

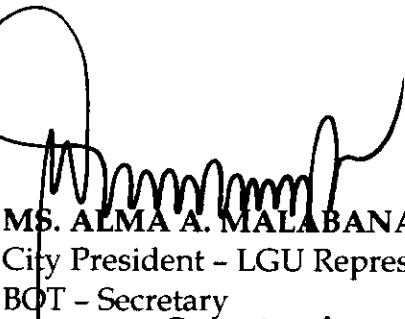

MS. JENNY O. GUARISMO
Alumni Association President


ENGR. MARIA CECILLE D. NAGA
Faculty Association President


MS. SEDONNE GABRIELLE B. NEULID
Supreme Student Council President

DR. ROGELIO T. GALERA, JR.
CHED Representative

CERTIFIED CORRECT:


MS. ALMA A. MALABANAN
City President - LGU Representative
BOT - Secretary

APPROVED:


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