



BOARD OF TRUSTEES RESOLUTION NO. 2025-17

**"A RESOLUTION TO ALLOCATE FUND FOR THE CITY COLLEGE OF TAGAYTAY
19TH COMMENCEMENT EXERCISES EXPENDITURES"**

WHEREAS, a graduation fee covers payments for commencement exercise essentials such as the diploma, graduation picture, flowers (for decoration) and rentals for the sound system, chairs and graduation robe or toga and cap, and other necessary expenses to be incurred during the commencement exercises. The Graduation Fee is a one-time, non-refundable fee that is added to the student's account with each credential for which the student applies. The fee is to be paid when the student applies to graduate to participate in the commencement ceremony.

WHEREAS, the City College of Tagaytay will be holding its 19th Commencement Exercises on the 18th of July of the current year, with one thousand thirty-two (1,032) students who have successfully completed all their Academic Requirements under various courses taken in the Institution

WHEREAS, there is a need for fund allocation for graduation expenses broken down as follows:

PARTICULARS	AMOUNT
Diploma Holder	Php. 291,200.00
Yearbook	999,375.00
Flower Arrangement	80,000.00
Lights and Sounds with LED Panel	105,000.00
Toga	281,440.00
Office Supplies	44,650.00
Other Supplies	15,400.00
Rental Expense	150,000.00
Meals	290,000.00
TOTAL	Php. 2,257,065.00


WHEREAS, the Board of Trustees unanimously approved the resolution to allocate fund for the City College of Tagaytay 19th Commencement Exercises expenditures.

NOW THEREFORE, upon the motion of Ms. Jenny O. Guarismo, Alumni Association President/Member - Board of Trustees, duly seconded by Hon. Jojit S. Desingano, College President / BOT Vice-Chairman, approved the resolution to allocate fund for the City College of Tagaytay 19th Commencement Exercises expenditures.

Enacted: _____

Concurred:

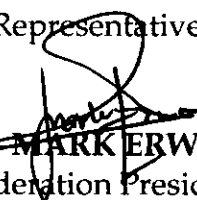

HON. JOJIT S. DESINGANO
Vice-Chairman, Board of Trustees



HON. AGNES D. TOLENTINO, DMD
City Vice Mayor

DR. RAYMUNDO P. ARCEGA
ALCU Representative

ATTY. AVELINO M. SUMAGUI
NGO Representative

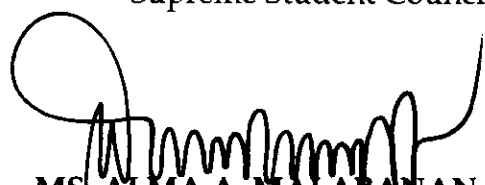
ENGR. MARIA CECILLE D. NAGA
Faculty Association President


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


MS. JENNY O. GUARISMO
Alumni Association President

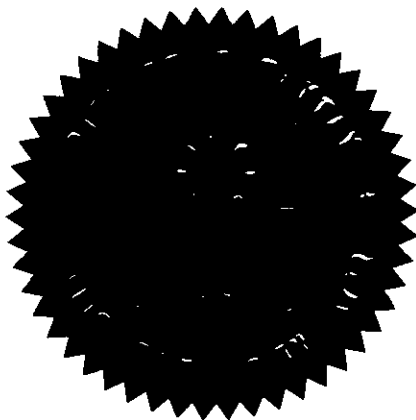
MS. SEDONNE GABRIELLE B. NEULID
Supreme Student Council President

CERTIFIED CORRECT:


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

APPROVED:


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



JUN 16 2025