



## **BOARD OF TRUSTEES RESOLUTION NO. 2025-12**

### **"A RESOLUTION PRESCRIBING THE PROCEDURE FOR HIRING NON-PLANTILLA TEACHING AND NON-TEACHING STAFF AT THE CITY COLLEGE OF TAGAYTAY."**

WHEREAS, the City College of Tagaytay (CCT) recognizes the need for qualified and competent personnel to support the institution's academic and administrative functions;

WHEREAS, the employment of non-plantilla teaching and non-teaching staff shall be governed by merit, fitness, and equality, ensuring that hiring practices align with the principles of fairness and transparency;

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 prescribing the procedure for hiring non-plantilla teaching and non-teaching staff at CCT with the following procedures that shall govern the recruitment, selection, appointment, and employment terms of non-plantilla personnel:

#### **Section 1. Composition of Non-Plantilla Staff**

- Non-Plantilla Teaching Staff - Includes Lecturers, Part-Time Faculty, and other instructional personnel hired on a contractual basis.
- Non-Plantilla Non-Teaching Staff - Includes personnel in administrative, technical, and support roles such as Management Information System Manager, Guidance Counselor, Professional Librarian, Human Resource Personnel, Nurses, Accounting Staff, College Registrar, and other academic and non-teaching employees hired under non-permanent status.

#### **Section 2. Qualifications and Hiring Requirements**

- All appointments shall be based on merit and fitness, ensuring no discrimination based on age, gender, civil status, disability, religion, ethnicity, or political affiliation.
- Individuals teaching programs requiring professional licensure must hold the appropriate valid license.
- Part-time teaching staff employed in other government agencies must secure written permission from their primary employer.
- Nepotism in hiring shall be discouraged unless justified by institutional needs and approved by the Board of Trustees (BOT).
- Any candidate who has filed for or withdrawn from a political candidacy shall not be eligible for appointment within one (1) year after the election.
- Appointments of faculty members engaged in multiple teaching engagements shall comply with the allowable workload limit set by the law.

#### **Section 3. Recruitment and Selection Process**

- The Human Resource Development (HRD) Office of the College shall publish and post vacancies for non-plantilla positions in conspicuous areas and online platforms.
- Applicants must submit the necessary credentials, including academic qualifications, professional certifications, and relevant experience.

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- The Faculty Selection Board (FSB) shall evaluate teaching staff applicants, while the Administrative Personnel Selection Board (APSB) shall assess non-teaching applicants.
- The selection boards shall conduct screening, interviews, and evaluation based on pre-determined criteria.
- The President shall approve the appointment of successful candidates subject to confirmation by the Board of Trustees.

All appointments shall be formalized through a written contract stating the terms and conditions of employment.

#### Section 4. Terms and Conditions of Appointment

- Non-plantilla appointments shall be contractual and shall not grant tenure.
- Reappointment shall be subject to performance evaluation and institutional needs.
- A temporary appointment does not provide security of tenure and may be terminated with or without cause in accordance with the contract terms.
- Employees shall be notified in writing at least sixty (60) days before the non-renewal of their contracts.

#### Section 5. Compensation and Benefits

- Compensation for non-plantilla staff shall be based on the approved salary schedule set by the Board of Trustees and in accordance with applicable guidelines.
- Part-time faculty shall be compensated based on their teaching load.
- Benefits, allowances, and incentives shall be granted as provided in the employment contract and existing policies of the College.

#### Section 6. Resignation and Separation

- Any non-plantilla employee intending to resign must submit a written notice at least thirty (30) days before the intended date of separation.
- The President shall approve resignations and ensure the proper transition of responsibilities.
- Employees under administrative investigation may be allowed to resign, subject to conditions set by the College.

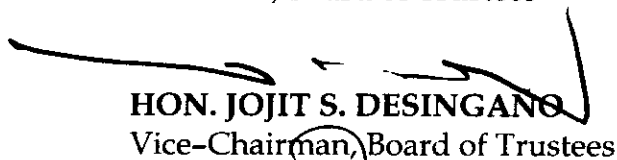
RESOLVED FINALLY, that this resolution shall take effect immediately upon approval by the Board of Trustees.

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

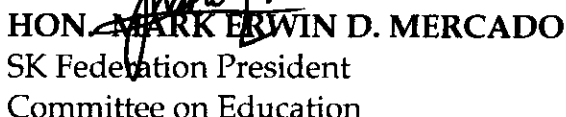
Concurred:



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



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



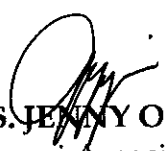
**HON. MARK ERWIN D. MERCADO**  
SK Federation President  
Committee on Education



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

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

**DR. RAYMUNDO P. ARCEGA**  
ALCU Representative

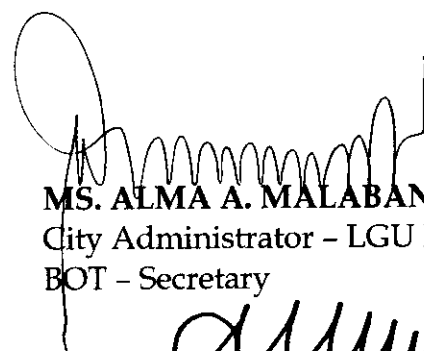
  
**MS. JENNY O. GUARISMO**  
Alumni Association President

  
**ENGR. MARIA CECILIO 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 Administrator - LGU Representative  
BOT - Secretary

**APPROVED:**

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