



**Gov. Alfonso D. Tan College**  
Maloro, Tangub City

# FACULTY

## G- Faculty

G.1

## Development Program

- **Resolution on Faculty  
Development Program**



Republic of the Philippines  
**CITY OF TANGUB**  
**SANGGUNIANG PANLUNGSOD**  
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EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE 14TH SANGGUNIANG PANLUNGSOD OF TANGUB CITY HELD ON JULY 24, 2018 AT 9.30 A.M. AT THE ASPIRACION HALL (SP SESSION), TANGUB CITY.

**PRESENT:**

Hon. Edemar S. Alota	City Vice Mayor
Hon. Eva R. Ordeniza	Presiding Officer
Hon. Beatriz G. Florida	City Councilor
Hon. Elnora G. Alingohuro	City Councilor
Hon. Emigdio E. Florida, Sr.	City Councilor
Hon. Cecilio C. Sultan	City Councilor
Hon. Raul O. Palulada	City Councilor
Hon. Alberto C. Peñas	City Councilor
Hon. Valentin P. Ombina	Acting Floor leader
Hon. Mary Grace D. Tabalba	City Councilor
Hon. Philip Jon Axel G. Yoning	ABC President
	City Councilor
	SK Federated President

**ON OFFICIAL BUSINESS:**

Hon. Wilma R. Canama	City Councilor
Hon. Mariano P. Trompeta, Jr.	City Councilor

**ABSENT: NONE**

**CITY RESOLUTION NO. 2018-07-0200-F**

A RESOLUTION ADOPTING AND APPROVING THE RESOLUTION NO. 2018-06-050 OF THE BOARD OF TRUSTEES OF GOV. ALFONSO D. TAN COLLEGE (GADTC), TANGUB CITY, ENTITLED, "A RESOLUTION APPROVING THE FACULTY DEVELOPMENT PROGRAM OF GOVERNOR ALFONSO D. TAN COLLEGE (GADTC), TANGUB CITY."

*(Sponsored by: All members of the Sangguniang Panlungsod)*

WHEREAS, received for consideration was the Resolution No. 2018-06-050 of the GADTC Board of Trustees;

WHEREAS, upon careful deliberation and scrutiny it was found out to be in order and proper of which a copy was hereto attached for reference and perusal;

NOW THEREFORE, upon joint motion, it was

RESOLVED, as it is hereby resolved to adopt and approve as it hereby adopts and approves the RESOLUTION NO. 2018-06-050 OF THE BOARD OF TRUSTEES OF GOV. ALFONSO D. TAN COLLEGE (GADTC), TANGUB CITY, ENTITLED: "A RESOLUTION APPROVING THE FACULTY DEVELOPMENT PROGRAM OF GOVERNOR ALFONSO D. TAN COLLEGE (GADTC), TANGUB CITY".



Republic of the Philippines  
**CITY OF TANGUB**  
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[www.tangubcity.gov.ph](http://www.tangubcity.gov.ph)



RESOLVED FURTHER, that copies of this resolution be furnished the President of Governor Alfonso D. Tan College (GADTC), Hon. Philip T. Tan, the GADTC Registrar, Mrs. Niel Enerio, the GADTC Vice President for Administration, Mrs. Bellaflor E. Fernandez, the GADTC Vice President for Academics, Ms. Love Falloran, the GADTC Vice President, Planning, Dr. Marcelle M. Nueva and all others concerned for their information and guidance.

UNANIMOUSLY APPROVED.

July 24, 2018

I HEREBY CERTIFY to the correctness of the above-quoted excerpt.

ATTESTED:

**EDEMAR S. ALOTA, DPA**  
City Vice Mayor  
Presiding Officer

**ALESTEL M. DABLO**  
SP Secretary

APPROVED:

**ATTY. PHILIP T. TAN, CPA**  
City Mayor

Date of Approval



**EXCERPT FROM THE MINUTES OF THE BOARD OF TRUSTEES MEETING OF  
GOVERNOR ALFONSO D. TAN COLLEGE (GADTC), TANGUB CITY HELD ON  
JUNE 19, 2018 AT 3:00 P.M. AT THE ACTIVITY CENTER FUNCTION ROOM.**

**PRESENT:**

Hon. Philip T. Tan	- City Mayor/College President Presiding Officer
Hon. Edemar S. Alota	- City Vice Mayor/Representative of the City Council
Hon. Elnora G. Alinghuro	- Board member City Councilor
Hon. Alberto C. Peñas	- Chair, Committee on Education Board member City Councilor
Dr. Gerundia C. Peñas	- Chair, Committee on Finance and Appropriation Board member
Prof. P. Emelio S. Pascual	- College Consultant Board member
SDS Jean G. Veloso	- College Consultant Board member
Mrs. Bellaflor E. Fernandez	- DepEd Representative Board member
Mr. Wilmar O. Cuambot	- FAST President Board member
Mrs. Jenieffer T. Tia	- HRMO Board member
Mrs. Alestel M. Dablo	- Dean, Office of Student Affairs (OSA) Board member
Mr. Elviro J. Fuentes, Sr.	- Board Secretary Assistant Board Secretary

**ABSENT:**

Dr. Jennifer W. Tan	- Immediate Former College President Board member
Dr. Raymundo P. Arcega, CESE	- Presidential consultant of the City Mayor for Education/ Board member
Atty. Dickie B. Gongob	- GADTC Alumni President Board member

**RESOLUTION NO. 2018-06-050**

**A RESOLUTION APPROVING THE FACULTY DEVELOPMENT PROGRAM OF  
GOVERNOR ALFONSO D. TAN COLLEGE (GADTC), TANGUB CITY.**

**WHEREAS, there is a need to keep instructors in top teaching form.**



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WHEREAS, it is important to improve faculty perceptions on the value of teaching, increasing motivation and enthusiasm for teaching, increasing knowledge and behaviors, and disseminating skills;

WHEREAS the Faculty Development Program of GATDC is read as follows:

### FACULTY DEVELOPMENT PROGRAM

#### RATIONALE

In order to achieve the objective of bringing about highly educated and professionalized manpower resources, the College shall develop and implement a continuing program of training and development and scholarships program for its faculty. Selection of participants/grantees to trainings seminars/scholarship grants shall be based on actual needs of the College for specialization and enhancement of competence, taking into consideration the development program thrusts and development plan of the institution.

Programs	Objectives	Strategies and Benefits	Policies and Procedures
1. Support for Participation in Local and National Conferences/Seminars/Trainings	<ul style="list-style-type: none"><li>• To upgrade the knowledge and skills of faculty members in their area of discipline.</li><li>• To provide opportunities for faculty members to network with local and national researchers.</li></ul>	<ul style="list-style-type: none"><li>• Support for faculty members for their participation in conferences, seminars and trainings.</li><li>• Travel and conference subsidy</li></ul>	<p>Policy</p> <ul style="list-style-type: none"><li>• Full-time</li></ul> <p>Procedures</p> <ul style="list-style-type: none"><li>• The faculty member initiates the process by writing a formal application addressed to the college President, duly endorsed by the VPAA recommended by the Institute Deans.</li><li>• The application must be submitted to the VPAA Office at least one (1) month before the conference.</li><li>• Application should be accompanied by the following:<ul style="list-style-type: none"><li>o The applicant shall fill-up the travel accomplishment report.</li></ul></li></ul>



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			<ul style="list-style-type: none"><li>o The applicant shall conduct echo seminar after the seminars/trainings/workshops attended.</li><li>o A copy of the invitation and program of the conference.</li><li>o A brief description of how the faculty member plans to manage the classes to be missed while on official business</li><li>• Sign the return service contract</li></ul>
2. Support for Participation in Local and National Conferences/Seminars/Trainings	<ul style="list-style-type: none"><li>• To provide faculty members the opportunity to network with</li></ul>	<ul style="list-style-type: none"><li>• Support for faculty members for their participation in conferences, seminars and trainings.</li></ul>	<p>Policies</p> <ul style="list-style-type: none"><li>• Full-time Faculty Members may avail of the annual membership fee.</li><li>• Only permanent full time faculty members with the rank of Associate</li></ul>

	<ul style="list-style-type: none"> <li>professionals, industry practitioners and researchers in their field of discipline for possible collaboration in research and other academic/professional pursuits.</li> <li>To upgrade the knowledge and skills of faculty members through the annual conference and meetings of professional organizations</li> </ul>	<p>Benefits</p> <ul style="list-style-type: none"> <li>Annual membership fee at a maximum of ₱13,000.00 per professional organization</li> <li>A lifetime membership fee at a maximum of ₱115,000.00 for local professional organization</li> <li>A lifetime membership fee of a maximum of US\$500.00 for international professional organization</li> </ul>	<p>Professor and up may avail of the lifetime membership fee.</p> <p><i>For annual membership fee:</i></p> <ul style="list-style-type: none"> <li>A faculty may avail of this incentive for 1 local and 1 international professional organizations, in case a faculty wishes to join an additional professional organization, he/she should present a paper in the organization's annual conference and meeting to be eligible for reimbursement of the membership fee.</li> <li>The faculty should determine the quality of the professional organization he/she intends to be a member of.</li> <li>Regulations on disbursements, liquidation and oversight shall follow relevant government accounting procedures.</li> </ul> <p><i>For lifetime membership fee:</i></p> <ul style="list-style-type: none"> <li>The faculty member must have presented at least five (5) papers (cumulative) in the organization's annual conference and meeting.</li> <li>Only one (1) lifetime membership</li> </ul>
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			<p>fee may be availed of:</p> <ul style="list-style-type: none"> <li>The faculty should determine the quality of the professional organization he/she intends to be a member of.</li> <li>Regulations on disbursements, liquidation and oversight shall follow relevant government accounting procedures.</li> </ul> <p><i>Procedures</i></p> <ul style="list-style-type: none"> <li>The faculty member initiates the process by <i>writing a formal</i> application letter of intent to avail addressed to the College President, duly endorsed by the VPAA and being recommended by the Institute Dean.</li> <li>Application should be accompanied by the following: <ul style="list-style-type: none"> <li>a Application form</li> <li>b A completely filled out membership form from the professional organization</li> <li>c Print-outs/brochures that will</li> </ul> </li> </ul>
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			<p>determine the credentials of the professional organization</p> <p>For lifetime membership, additional documents are required:</p> <ul style="list-style-type: none"> <li>• Copies of the organization's annual conference and meeting program/s showing the paper presentations of the faculty.</li> <li>• Sign the return service contract</li> </ul>
<p><b>3. Support to Advance Short-Term Courses</b></p>	<ul style="list-style-type: none"> <li>• To advance the knowledge and competencies of faculty members on the state of the art or frontier of knowledge in their area discipline through advanced short terms</li> </ul>	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>• Support for faculty members for their Advance Short-Term Courses</li> </ul> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Tuition and other fees.</li> <li>• Reimbursement for books and other materials needed for a maximum amount of ₱5,000</li> <li>• Regular salary for the entire duration of the study.</li> <li>1. The entire leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave.</li> </ul>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Permanent full-time faculty member.</li> </ul> <p><b>Procedures:</b></p> <ul style="list-style-type: none"> <li>• The faculty member initiates the process by writing a formal application letter of intent to avail addressed to the College President, duly endorsed by the VPAA and being recommended by the Institute Dean.</li> <li>• Sign the return service contract</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide opportunities for faculty members to network with top experts in their field of discipline.</li> </ul>	<p>sabbatical leave, and research incentive and longevity benefits.</p>	
<p><b>4. Support in Scholarship and Privileges</b></p>		<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>• Support for faculty members for their scholarship program</li> </ul> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• 7,500 per month (transportation/ lodge/allowance, etc.)</li> <li>• 2,500 book allowance per semester</li> <li>a. Book allowance must be supported by receipts after the end of the semester/trimester/summe</li> <li>r. This is a prerequisite to the release of book allowance for the next</li> </ul>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• They must be faculty members and have served the College for at least two (2) years.</li> <li>• They must still have sufficient time to serve the College after completion of the sought degrees as stipulated in their contract prior to retirement.</li> <li>• They must be qualified for admission to the Institute of Graduate Studies.</li> <li>• They must enroll in the fields of study that are within the priority</li> </ul>



		semester/trimester/summer a. Thesis aid (refer to Board Resolution 2014-05-15)	needs of the College. <ul style="list-style-type: none"> <li>They must have obtained a very satisfactory work performance rating in the year preceding the application for the study grant.</li> </ul> Procedures <ul style="list-style-type: none"> <li>The faculty applies in writing to the College President through channels at least 6 months before he/she intends to enroll for action of the MAMCOM.</li> <li>The applicant must be informed of the action on his request.</li> <li>Sign the return service contract</li> </ul>
5. Support for In-Service Training Program	<ul style="list-style-type: none"> <li>To keep the faculty members abreast of the college's organizational structure, mission, vision,</li> </ul>	Strategy <ul style="list-style-type: none"> <li>Support faculty members for their In-Service Trainings</li> </ul>	Policy <ul style="list-style-type: none"> <li>All the newly-hired faculty members shall undergo the trainings as per scheduled by the VPAA.</li> </ul>
	and of the administrative and academic and policies and procedures <ul style="list-style-type: none"> <li>To provide the faculty members with trainings relevant for the enhancement of their teaching skills, strategies, and methodologies imperative to the teaching-learning process</li> <li>To strengthen the qualifications of the faculty members of college</li> </ul>	Benefits <ul style="list-style-type: none"> <li>They, as new faculty members, shall be well-aware of the college's mission, vision, organizational structure, policies and procedures.</li> <li>They shall be equipped with new knowledge and learning experiences through the trainings.</li> <li>They shall be given certificates of participation to the trainings that they will undergo</li> </ul>	Procedures <ul style="list-style-type: none"> <li>The newly-hired faculty members shall be required by the VPAA to attend to the In-Service Training Sessions</li> <li>They shall be notified by the VP for Academic Affairs through an advisory regarding the schedule of the In-Service Training Program Sessions.</li> </ul>
6. Support for Paper Presentations in Conferences	<ul style="list-style-type: none"> <li>To encourage faculty members to engage in high quality research that would result in journal</li> </ul>	Strategy <ul style="list-style-type: none"> <li>Support for faculty members who present papers in international and local conferences.</li> </ul> Benefits	Policies <ul style="list-style-type: none"> <li>Except for travel allowance and registration fee for international conference, a full time-faculty member may avail of this incentive as often as there are conferences for paper</li> </ul>

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Publications.		For International Conference	presentations.
<ul style="list-style-type: none"> <li>To provide opportunities for faculty members to publish research in international and local journals or possible collaboration in research and other academic pursuits.</li> </ul>	<ol style="list-style-type: none"> <li>Travel allowance equivalent to P10,000.00 to be provided once every academic year.</li> <li>Pre-departure expenses to include passport and visa application fees, insurance coverage, transportation.</li> </ol>	<ol style="list-style-type: none"> <li>For Journal Conference: Travel and conference subsidy: P2,000.00 to cover registration fee per day</li> </ol>	<ul style="list-style-type: none"> <li>The paper to be presented should be in line with the faculty members' area of discipline or a product of interdisciplinary or multidisciplinary research as defined by the Research and Development Office</li> <li>The faculty member shall submit post-conference report/summary of lecture and inquire financial obligations with two (2) weeks after returning from the conference.</li> <li>Regulations on disbursements, liquidation, and oversight shall follow relevant accounting procedures.</li> <li>Faculty absence while on official business shall be covered by existing college rules on faculty attendance.</li> </ul>
			<p>Procedures</p> <ul style="list-style-type: none"> <li>The faculty member initiates the process by writing a formal application addressed to the College President, duly endorsed by the VPAA recommended by the Institute Dean</li> <li>The application must be submitted to the VPAA Office at least two (2)</li> </ul>

			<p>weeks prior to the conference.</p> <ul style="list-style-type: none"> <li>Application should be accompanied by the following:               <ol style="list-style-type: none"> <li>Application form</li> <li>A copy of the abstract, the program or call for papers of the conference/symposium to be participated in, and proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.</li> <li>An itinerary of outline of conference activities including arrival and departure dates, and as well as when the faculty member expects to return to his/her work in the college.</li> <li>A brief description of how the faculty member plans to manage the classes to be missed while on official business.</li> </ol> </li> </ul>
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NOW THEREFORE, upon joint sponsorship of all members of the Board, it was,


RESOLVED, as it is resolved to approve as it hereby approves the Faculty Development Program of Governor Alfonso D. Tan College (GADTC), Tangub City;

RESOLVED FURTHER, that copies of this resolution be furnished Professor P. Emelio S. Pascual, College Consultant, Dr. Gerundia C. Peñas, College Consultant, Ms. Love H. Falloran, Vice President for Academic Affairs, Mrs. Bellaflor E. Fernandez, Vice President for Administration, Dr. Maricelle Nueva, Vice President for Planning, the College Registrar, Mrs. Niel C. Enerio, the Sangguniang Paulungsod of Tangub City through the City Vice Mayor, Hon. Edemar S. Alota and all others concerned for their information and guidance.

UNANIMOUSLY APPROVED

JUNE 19, 2018

I HEREBY CERTIFY to the correctness of the above-quoted excerpt.

APPROVED:  
  
 ATTY. PHILIP T. TAN, CPA  
*City Mayor*  
 GADTC President  
*Presiding Officer*

  
 AL ESTEL M. DABIO  
*Board Secretary*



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CONCURRED:

**Dr. Jennifer W. Tan**  
Immediate Former College President  
Board member

Absent

**Hon. Edemar S. Alota**  
City Vice Mayor/Representative of the  
City Council/Board member

**Hon. Elnora G. Alinghuro**  
City Councilor/Chair, Committee on  
Education/Board member

Absent

**Hon. Alberto C. Peñas**  
City Councilor/Chair, Committee on  
Finance and Appropriation/Board member

Absent

**Dr. Gerundia C. Peñas**  
College Consultant/Board member

Absent

**Prof. P. Emelio S. Pascual**  
College Consultant/Board member

Absent

**Dr. Raymundo P. Arcega, CESE**  
Presidential consultant of the City  
Mayor for Education/Board member

Absent

**SDS Jean G. Veloso**  
DepEd Representative/Board member

Absent

**Atty. Dickie B. Gongob**  
GADTC Alumni President/Board member

Absent

**Mrs. Bellaflor E. Fernandez**  
FAST President/Board member

Absent

**Mr. Wilmar O. Cuambot**  
HRMO/Board member

Absent

**Mrs. Jenieffer T. Tia**  
Dean, Office of Student Affairs (OSA)  
Board member

Absent