



REPUBLIC OF THE PHILIPPINES
SANGGUNIANG PANLUNGSOD
CITY OF MANDALUYONG

ORDINANCE NO. 928, S-2023



**AN ORDINANCE REESTABLISHING THE
MANDALUYONG COLLEGE OF SCIENCE AND
TECHNOLOGY (MCST), GIVING IT CORPORATE
EXISTENCE, PROVIDING FOR A BOARD OF TRUSTEES,
DEFINING THE BOARD'S RESPONSIBILITIES AND
DUTIES, PROVIDING HIGHER EDUCATIONAL AND
PROFESSIONAL TRAINING AND FOR OTHER PURPOSES**

WHEREAS, Republic Act 7160, otherwise known as the Local Government Code of 1991, empowers Local Government Unit to establish its own Local College or Tertiary Education Program for its constituents pursuant to an Ordinance passed by the Local Legislative Council;

WHEREAS, Republic Act 7722 otherwise known as "The Higher Education Act of 1994" created the Commission on Higher Education (CHED) as the regulatory body that supervises the operations of all universities and colleges in the Country;

WHEREAS, the Civil Service Commission (CSC) is the Central Personnel Agency of the Government mandated by law to administer the employment system of Government employees in all levels of government agencies;

WHEREAS, it has been the declared policy of the State to recognize the vital role of the youth in our society and the need to assist them in their development;

WHEREAS, the 1987 Philippine Constitution mandates that the State shall give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development;

WHEREAS, the College shall enjoy academic freedom and institutional autonomy, pursuant to paragraph 2, Section 5 of Article XIV of the Constitution of the Republic of the Philippines;

WHEREAS, on December 4, 2015, the Sangguniang Panlungsod ng Mandaluyong enacted Ordinance No. 618, S-2015 entitled "AN ORDINANCE ESTABLISHING THE COLLEGE OF THE CITY OF MANDALUYONG (METRO MANILA), GIVING IT CORPORATE EXISTENCE, PROVIDING FOR A BOARD OF TRUSTEES, DEFINING THE BOARD'S RESPONSIBILITIES AND DUTIES, PROVIDING HIGHER EDUCATIONAL AND PROFESSIONAL TRAINING AND FOR OTHER PURPOSES";

WHEREAS, on November 12, 2018, the Sangguniang Panlungsod ng Mandaluyong enacted Ordinance No. 713, S-2018 entitled "AMENDMENTS TO ORDINANCE ESTABLISHING THE MANDALUYONG COLLEGE OF SCIENCE AND TECHNOLOGY (MCST), GIVING IT CORPORATE EXISTENCE, PROVIDING FOR A BOARD OF TRUSTEES, DEFINING THE BOARD'S RESPONSIBILITIES AND DUTIES, PROVIDING HIGHER EDUCATIONAL AND PROFESSIONAL TRAINING AND FOR OTHER PURPOSES";

WHEREAS, the Mandaluyong College of Science and Technology (MCST) adopted a new checklist of requirements from the Commission on Higher Education (CHED) for Recognition as Higher Education Institution/Certificate of Authority to establish a Higher Education Institution under CMO 32 Series of 2006 and the Local Government Code of 1991 (RA 7160);

WHEREAS, there is a need to repeal the existing Ordinance Nos. 618, S-2015, and 713, S-2018, to comply with the needed requirements from the Commission on Higher Education (CHED).

NOW THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF MANDALUYONG CITY, METRO MANILA IN SESSION ASSEMBLED THAT:

ARTICLE I – GENERAL PROVISIONS

SECTION 1. TITLE. This Ordinance shall be known as the CHARTER OF THE MANDALUYONG COLLEGE OF SCIENCE AND TECHNOLOGY (MCST).

SECTION 2. DECLARATION OF POLICY. The City of Mandaluyong affirms the mandate of the Constitution that “the State shall give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development”. Thus, it is the declared policy of the College to provide tertiary education to its youth that shall embody these ideals, and that no student shall be denied access to tertiary education for reason of poverty, age, sex, nationality, religion, political affiliation or physical disability. Academic freedom and institutional autonomy shall also be enjoyed in this institution of higher learning. It shall enhance the right of teachers to professional development while non-teaching academic and non-academic personnel shall enjoy the protection of the State.

SECTION 3. PURPOSE. The MCST is hereby established for the purposes of:

1. Providing the youth of the City access to higher education and professional instruction that is globally competitive; and
2. Enhancing educational growth and addressing unmet needs of the underprivileged constituents and promoting inclusive growth through expanded access to education.

SECTION 4. DOMICILE AND PLACE OF BUSINESS.

Mandaluyong College of Science and Technology (MCST) shall have its domicile and place of business in the City of Mandaluyong.

SECTION 5. SEAL OF THE COLLEGE.

Mandaluyong College of Science and Technology is hereby authorized to adopt, alter and use its own seal. The said seal shall be used in all documents which are official in character.

SECTION 6. SOURCES OF FUNDS.

The funds of Mandaluyong College of Science and Technology shall be derived from the following sources:

- a. Tuition and miscellaneous fees paid by the students;
- b. Annual Budget Allocation from the City Government;
- c. Aid from national government;
- d. Legacies, gifts, and donations from persons and/or institutions; and
- e. Other sources which the law or ordinance may allow.

SECTION 7. PHILOSOPHY, MISSION, VISION, GOALS, AND CORE VALUES.

7.1 Philosophy. Mandaluyong College of Science and Technology advocates the establishment of a culture of excellence in Science and Technology that is anchored on the principles of academic excellence, research advancement, continuous development and moral integrity.

7.2 Mission. To cultivate a culture of excellence in science and technology pursuing the improvement of the quality of life of every Mandaleño towards the City's sustainable development and resiliency.

7.3 Vision. A college of distinction in science and technology committed to produce high caliber and employable graduates.

7.4 Goals:

7.4.1 Provide Mandaleños access to quality higher education.

7.4.2 Support knowledge advancement and continuous development.

7.4.3 Collaborate between and among various educational, technical, and professional stakeholders.

7.4.4 Foster institutional effectiveness and efficiency.

7.4.5 Produce graduates that are locally grounded, yet, globally competent.

7.4.5.1 Core Values. Mandaluyong College of Science and Technology Core Values represents the shared beliefs of the Mandaleños. These shared beliefs are captured in the four ideals that define a genuine Mandaleño. As an institution, MCST upholds the values of:

- a.) NAGLILINGKOD – MCST not only promotes, but also puts forward provision of genuine service to the general public.

- b.) KUMAKALINGA – MCST is a prime mover in caring and nurturing people, the environment, and the country.
- c.) DISIPLINADO – MCST upholds integrity fastened on the tenets of responsibility and accountability.
- d.) GAWA, HINDI SALITA – MCST, as an empowered tertiary education institution shall be known for what it will do, and not for what it just says.

THE GOVERNING BOARD MEMBERSHIP AND FUNCTIONS

ARTICLE II THE BOARD OF TRUSTEES

SECTION 1. THE COLLEGE BOARD OF TRUSTEES.

As stipulated in Republic Act (RA) 8292 and CHED Memorandum Order (CMO) 32, S- 2006 as amended by CMO 42, S-2016, the College shall be governed by a Board of Trustees composed of the following:

1. The Local Chief Executive as Chairman;
2. The College President as Vice-Chairman;
3. The Representative of the Lone Congressional District of Mandaluyong City;
4. The Chairman of the Sanggunian Committee on Education;
5. The President of the Faculty Association;
6. The President of the College Student Council, provided, that in the absence of a Council president or student representative elected by the Council, the College shall schedule one (1) week for the campaign and election of a student representative;
7. The President of the Alumni Association;
8. The Representative of the Association of Local College and Universities with a rank not lower than Vice-President or Head of its Regional Chapter appointed by the President of the Association and confirmed by the Board;
9. Two (2) representatives from an accredited business or industry sector nominated by a Search Committee created by the Board for such purpose, and whose appointments shall be ratified by the Board.

The Board of Trustees shall appoint a secretary who shall serve as such for both the Board and the College and shall keep all records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings, as non-voting observer.

SECTION 2. TERM OF OFFICE AND COMPENSATION OF THE BOARD OF TRUSTEES.

1. The terms of Office of the Chairman, Vice-Chairman, and of the following members, namely the Representative of the Lone Congressional District of the City of Mandaluyong, Chairman of the Sanggunian Committee on Education, the President of the Faculty Association, the President of the Supreme Student Council, and the President of the Alumni Association shall be co-terminous with the terms of office of their respective positions;
2. The term of office of the Representative of the Association of Local College and Universities shall be co-terminous to his/her position, subject to the confirmation of the Chairman of his/her Head of Agency;
3. The Representatives from an accredited business or industry sector shall serve a term of two (2) years with one possible reelection/ reappointment;
4. Members of the Board shall serve without compensation other than per diem and/or actual and necessary expenses incurred either in attendance upon meetings of the Board or upon other official business authorized by a Resolution of the Board.

SECTION 3. MEETINGS AND QUORUM OF THE BOARD OF TRUSTEES.

1. The Board of Trustees shall meet quarterly. Special meetings may be convened by the Chairperson, whenever necessary, provided that members are notified in writing at least three (3) days prior to said meeting;
2. A quorum of the Board of Trustees shall consist of a majority of all the members. All processes against the Board of Trustees shall be served on the President or Secretary thereof;
3. The Chairperson shall preside over all Regular and Special Meetings of the Board. In case he/she is unavailable, the Vice Chairman shall serve as the Presiding Officer.

SECTION 4. POWERS OF THE BOARD OF TRUSTEES.

As stipulated in the Higher Education Modernization Act of 1957 Republic Act 197, the Board of Trustees shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under Section 35 of Republic Act 11232 otherwise known as the Revised Corporation Code of the Philippines:

1. Promulgate policies in accordance with the declared State policies on higher education, as well as the policies, standards, and thrusts of the Commission on Higher Education under Republic Act 7722 and other pertinent laws;
2. Promulgate rules and regulations consistent with existing laws, rules, and regulations as may be necessary to carry out the purposes and functions of the City College;
3. Develop academic arrangements and linkages for institutional capability building with appropriate institutions and agencies, both public and private, local and foreign;
4. Receive and appropriate to the ends specified by law such sums as may be provided by law for the support of the College;
5. Determine and approve curricular programs and course offerings that are responsive to the needs and demands of the community, provided that such programs and course offerings comply with issuances of the Commission on Higher Education on the matter;
6. Promulgate policies on admission, retention, and graduation of students, and to confer degrees, titles, diplomas, and certificates, provided that conferment of honorary degrees and/or titles shall be in accordance with the policies and guidelines set by the Commission on Higher Education;
7. Ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, canteen, building and grounds maintenance, transportation, and such other similar services;
8. Institutionalize research and extension programs;
9. Appoint the President of the College upon the recommendation of the Search Committee;
10. On the recommendation of the President of the College, confirm the appointment of college officials, professors, instructors, lecturers, and other non-teaching personnel of the College, to fix their compensation, hours of service, and such other duties and conditions as it may deem proper in pursuant or in compliance with the Salary Standardization Act; to grant to them, in its discretion, leave of absence under such regulations as it may promulgate, any other provisions of the law to the contrary notwithstanding, and to remove them for cause after an investigation and hearing shall have been had pursuant to the Administrative Code of 1987 and of the Omnibus Civil Service Laws, Rules and Regulations;

11. To fix the tuition fees required of students, as well as matriculation fees, graduation fees and fees for laboratory courses, and all special fees, and to remit the same in special cases, constituting a special trust fund of the College;
12. To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
13. To provide fellowships for faculty members and scholarships to students showing special evidence of merit;
14. To prescribe rules for its own government, and to enact for the government of the College such general ordinances, resolutions and regulations, not contrary to law, as are consistent with the purposes of the College as defined in Article 1, Section 3 of this Ordinance;
15. To receive in trust legacies, gifts, and donations of real and personal property of all kinds and to administer the same for the benefit of the College, or of the department thereof, or afford to any student or students, in accordance with the directions and instructions of the donor, and, in default thereof in such manner as the Board of Trustees may, in its discretion, determine;
16. To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the college and to authorize the award of certificates of completion of non-degree and non-traditional courses;
17. To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;
18. To develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researches, as the case may be;
19. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, language laboratory, disaster risk reduction and management laboratory; science and technology laboratory, etc., for the promotion of greater access to higher education;

20. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the College, the proceeds from which to be used for the development and strengthening of the College;
21. In coordination with the Sangguniang Panlungsod, provide for the regular support of the College for its development, operation, and maintenance;
22. Recommend to the Sangguniang Panlungsod policies on tertiary education and such other development legislation on effective governance and management.

ARTICLE III THE COLLEGE PRESIDENT

- SECTION 1. The administration of the College shall be vested in the President of the College who shall render full-time service. He/She shall be appointed by the Board upon recommendation of a duly constituted Search Committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term.
- SECTION 2. In case of vacancy by reason of death, resignation, removal for cause, or incapacity of the President to perform the functions of his office, the Board shall have the authority to designate an Officer-in-Charge pending the appointment of a new president. In such case, his successor shall hold office for the unexpired term.
- SECTION 3. The powers and duties of the President of the College, in addition to those specifically provided in this Ordinance, shall be those usually pertaining to the Office of the President of a similar institution of higher education, and those instructions, circulars, memos, rules and regulations issued by the Commission on Higher Education (CHED) and the Association of Local Colleges and Universities, and those delegated by the Board.
- SECTION 4. The salary of the President of the College shall be subject to the existing compensation and position classification system and shall be comparable to that being received by other presidents of similar educational institutions of like standing.
- SECTION 5. SELECTION AND APPOINTMENT OF THE PRESIDENT.
1. The Board of Trustees shall create a Search Committee at least six (6) months prior to the end of the term of the incumbent President, but in no case earlier than one (1) year before the end of the term of said President;
 2. The Search Committee shall have at least five (5) members composed of representatives from the academic community, the private sector, a Representative of the Commission on Higher Education, and a Representative of the Association of Local Colleges and Universities, provided that the private sector representative should not be in any way or form, directly or indirectly connected or associated with the College;

3. The Search Committee shall submit to the Board a shortlist of at least three (3) nominees for the position of President in a meeting specifically convened for the purpose;
4. The Board shall identify the Chairperson of the Search Committee and allocate a budget necessary for the search process;
5. The President of the College shall be appointed by the Board of Trustees upon the recommendation of a duly constituted Search Committee.

The Search Process:

5.1 After the Governing Board (GB) has constituted the Search Committee and its Secretariat, a notice for the MCST President vacancy shall be published in at least one (1) newspaper of national circulation for at least three (3) consecutive weeks

5.2 The screening and selection of candidates/applicants shall generally be of the following process:

- A compliance check by the Secretariat
- Profile Appraisal
- Panel Interview by the Search Committee
- Public Forum/Presentation
- Finalization of the SCP Report
- Submission of SCP Report to the GB
- Selection/Election of the College President via a majority vote of GB members

5.3 Compliance check by the Secretariat to determine if the minimum qualifications for the position are met; and the completeness of the documents as required under these rules and by the Governing Board

5.3.1 Initially, the SCP Secretariat shall check if the applicant has met the minimum qualifications for the position and if all the documentary requirements have been submitted. It shall then submit to the SCP an initial report on these concerns. An applicant who does not meet any one of the set minimum qualifications and cannot submit pertinent supporting documentary evidence shall be disqualified from the search process.

5.3.2 Should some candidates/applicants fail to submit some of the required documents, the SCP shall immediately refer to/advise the GB to determine whether the applications shall be accepted and participate in the selection process.

5.3.3 In case the SCP finds no more than three (3) qualified applicants, the SCP shall immediately refer the situation to the GB for further instruction/s.

5.4 Profile Appraisal. The Profile Appraisal Form shall be used for this purpose

5.5 Panel Interview

5.5.1 The drawing of lots will determine the sequence of the interview.

5.5.2 Each of the applicants shall be interviewed using a set of pre-determined questions formulated and agreed upon by the SCP and rated accordingly using an evaluation criteria sheet.

5.5.3 Each member of the Committee shall be allowed to ask a minimum of three (3) questions. Each question, however, may be followed up by another clarificatory question.

5.5.4 Question-related, but not limited to the following areas, may be asked during the individual interview:

- Leadership skills
- Relations with the LUC community and the general public
- Management competencies
- Resource generation
- Personal values/Stature in the academic profession
- Commitment to academic excellence and promotion of academic freedom

5.5.5 The same process will be observed up to the last interviewee

5.5.6 There will be a designated place which shall serve as the holding area for applicants waiting for their turn to be interviewed

5.5.7 Nothing in these rules, however, will prevent the GB from conducting the interview of the applicants for better appreciation of the applicants' abilities and readiness for the position

5.6 Public Forum/Presentation

- 5.6.1 The applicants shall appear before an audience composed primarily of representatives from the following sectors: the students, the faculty, the non-teaching academic staff, the alumni association, and the LGU officials.**
- 5.6.2 Prior to the scheduled public forum/presentation, the aforementioned concerned sectors shall select from among themselves a representative who shall act as the sector's spokesperson during the public forum.**
- 5.6.3 The SCP shall use an evaluation criteria sheet to rate the applicant's presentation.**
- 5.6.4 The drawing of lots will determine the sequence of the individual presentation.**
- 5.6.5 After drawing of lots, a five-minute recess will be declared to give the first presenter chance to prepare, while the rest will be ushered to a separate waiting area where they will not have the opportunity to listen to the presentations being done by other candidates.**
- 5.6.6 The applicant will be given a maximum of fifteen (15) minutes (depending on the number of applicants) to give a brief description of himself/herself and present his/her mission/vision for the College.**
- 5.6.7 The presenter will be allowed to use PowerPoint presentations or presentations with the aid of any hi-tech equipment, provided that they submit a printed report of their presentation to the SCP.**
- 5.6.8 A timekeeper will be assigned to remind the applicant two (2) minutes before the expiration of the fifteen (15) minutes given and another reminder at the expiration of the fifteen (15) minutes.**
- 5.6.9 The same process will be observed up to the last presenter.**
- 5.6.10 After the last presenter, there will be a 15-minute recess for the preparation of the Open Forum.**

5.6.11 **Sheets of paper will be made available during the presentation for the audience, which the moderator will read for the applicants to respond.**

5.6.12 **The SCP, to avoid inappropriate queries that shall be derogatory to the applicant, shall screen questions from the audience.**

5.7 The Search Committee will then rank the applicants based on the accumulated scores that each obtained in the major areas for evaluation.

5.8 The SCP shall submit the names of at least two (2) qualified candidates to the GB. Furthermore, the SCP shall also submit to the GB the summary of the criteria evaluation sheet and the procedures followed/used for the Search.

SELECTION/ELECTION

5.9 Selection/election of the new President shall be made via secret balloting by the GB members.

5.10 The ballots shall be counted by the Secretary of the Board and witnessed by the Chairman. Every member shall be given a chance to examine the ballots if he/she desires.

5.11 Failure to obtain the required majority vote from the board members shall necessitate second balloting until a majority vote is obtained.

5.12 The majority vote shall be defined as 50% of the total GB members plus one (1).

RE-APPOINTMENT

5.13 No incumbent President shall be re-appointed without evaluating his/her performance by an Evaluation Committee constituted by the GB.

5.14 The Evaluation Committee shall submit its evaluation results and their recommendation to the GB for appropriate decision.

5.15 However, the foregoing is without prejudice to the constitution of a Search Committee by the GB, upon its discretion, to open the selection/search process to other interested applicants for President of the MCST.

- 5.16 For the MCST President whose re-appointment would reach the mandatory age of retirement, 65 years old, the Search Committee must unanimously rate his/her performance as outstanding. Furthermore, the SCP must also unanimously recommend the re-appointment of the MCST President to the GB.

SECTION 6. QUALIFICATIONS AND TERM OF OFFICE OF THE PRESIDENT.

1. The President of the College must possess the following minimum qualifications:
 - a. Not less than thirty-five (35), but not more than sixty-one (61) years old at the time of application;
 - b. A resident and duly registered voter of the City of Mandaluyong;
 - c. Holder of an earned doctorate degree from a reputable institution of higher education;
 - d. Proven track record as an administrator (President, Vice-President, Dean, Campus Administrator, Director), preferably in the academe, whether public or private, for at least five (5) years prior to application;
 - e. Must not have been convicted of any administrative offense or of any crime involving moral turpitude wherein the penalty is more than six (6) months;
 - f. An applicant who does not meet any of the above-mentioned minimum qualifications and cannot submit pertinent supporting documents shall be disqualified from the search process;
 - g. Incumbent Presidents of other SUCs whose term is set to expire within six (6) months of the search process shall be allowed to submit his/her application for the vacant position of College President.
2. The term of office of the College President shall be four (4) years, with one possible reappointment;
3. Applicants for the position of College President must submit to the Search Committee one (1) set of original and six (6) certified photocopies of the following documents:
 - a. Formal application letter addressed to the Chairperson of the Board;
 - b. Detailed Curriculum Vitae duly signed under oath;
 - c. Certified True Copy of documents in support of the data stated in the Curriculum Vitae;

- d. Proposed Vision, Mission, and Development Goals for the College;
- e. Certificates/Clearances from the following government agencies obtained not more than one (1) month from the date of filing of application, indicating that applicant has no pending administrative and/or criminal case:
 - Sandigang Bayan;
 - Civil Service Commission;
 - National Bureau of Investigation;
 - Municipal/Regional Trial Court;
 - Ombudsman (for government payees); Institution/Company where applicant is presently employed;
 - NSO-authenticated birth certificate;
 - Medical Certificate of Fitness issued by a licensed physician from a government hospital;
 - Results of a neuro-psychiatric examination conducted by a physician from a recognized health institution;
 - Duly accomplished CSC Form 212 signed under oath.

SECTION 7. SALARY OF THE COLLEGE PRESIDENT

- 7.1 The Salary Grade (SG) of the MCST President is based on the College level, e.g., SG 27 for LUC Level I and SG 30 for Level IV (DBM Index of Occupational Services, Position Titles and Salary Grades, Vol. III, 1997)

SECTION 8. POWERS AND DUTIES OF THE MCST PRESIDENT.

In addition to the powers and duties provided for in Republic Act No. 8292 and Republic Act No. 7722, the President shall exercise the leadership and symbolic functions appurtenant to his/her office as the chief executive officer of the College. As such, he/she shall carry out the general policies laid down by Republic Act No. 8292, Republic Act No. 7722, the College Charter (Ordinances), CHED Memorandum Order No. 32, CHED Memorandum No. 04, the Board of Trustees, and other pertinent laws. He/She shall have the power to act within the framework of said policies, and he/she alone shall undertake to direct or assign the details of executive action. He/She shall also exercise the following powers and duties:

- 8.1 To have general supervision over the academic and administrative and business, and financial operations of the College. He/She shall have the general responsibility to enforce discipline and maintain satisfactory academic standards in all units. Accordingly, all officers, members of the faculty, and employees of the College shall be under his/her direction;
- 8.2 To act as ex-officio Chairman of the Academic Council, Administrative Council, Research Council, and Extension Service Council;
- 8.3 To determine and prepare the agenda of all meetings of the Board of Trustees, the Academic Council, the Administrative Council, the Research Council, and the Extension Service Council is subject to the right of any member of the Board or Council to propose the inclusion of any matter in its agenda;
- 8.4 To preside at commencement and other public exercises of the College and confer such degrees and honors as granted by the Board of Trustees. He/she alone, together with the Head of the Student Records and Admission Office (SRAO) and concerned Dean of the Institute, shall sign all diplomas and certificates issued by the College;
- 8.5 To act as the highest official link of communication between and among the various sectors of the College on the one hand and between them and the Board of Trustees on the other; and
- 8.6 To preserve peace and order in and uphold the smooth and regular operation of the College and its constituents, towards this end, and especially in cases of emergencies occurring between meetings of the Board of Trustees, he/she shall take such action and make such arrangements as he/she may deem necessary and proper to deal with the situation so that the interest of the College will be protected. He/She may seek other government agencies and personnel's assistance to the extent allowed by law and by the magnitude of the emergency.

SECTION 9. SPECIFIC POWERS AND DUTIES. The College President shall exercise the following specific powers and duties:

- 9.1 To recommend qualified persons to fill all vacancies and new positions, namely, from those of vice-presidents, deans, directors, heads of departments, faculty members, and other officials and employees, and to make such appointments as are officially permitted or delegated to him/her, by the Board of Trustees. No new vacant positions shall be filled without prior authorization by the President;
- 9.2 To accept the resignation of College officials and employees, grant or deny leaves of absence without pay, and/or extend the same;
- 9.3 To approve retirement applications of the faculty and employees;

- 9.4 To grant fellowships and scholarships for a period not exceeding three (3) academic years, subject to budgetary and similar constraints, and for reasons he/she may deem satisfactory;
- 9.5 To make ad interim appointments and renew appointments for not more than one (1) year if budget permits and the services are necessary;
- 9.6 To transfer faculty members and employees from one institute or office to another, assign them additional duties, or relieve them of some or all of their duties, in the exigencies of the service and after consultation with concerned College officials;
- 9.7 To supervise and control, through the Head of Student Affairs Office, extra-curricular activities of students, and to promulgate reasonable rules and regulations affecting the organization and operation of student organizations, safeguarding their funds and property, and protecting the interest of their members;
- 9.8 To hold College officials and employees to the full discharge of their duties, and when there is the legal ground to do so, initiate Discipline action against any erring official or employee in accordance with Civil Service laws, rules, and regulations;
- 9.9 To execute and sign on behalf of the College all contracts, deeds, and other instruments necessary for the proper conduct of the business and affairs of the College, provided that, subject to the prior authorization to him/her by the Board of Trustees and its guidelines and/or budgetary allocations, he/she may delegate the signing of ministerial and recurring contracts to other officials of the College if, in his/her judgment, appropriate safeguards exist for such delegation, and provided further that he/she renders a report to the Board of Trustees at its next meeting, the contracts, deeds, and instruments he/she has entered into personally or through his/her delegated authority;
- 9.10 To accept donations, grants, or any gratuitous dispositions of money or real or personal property in favor of the College or any of its units, provided that no onerous consideration or expenditure by the College is entailed thereby;
- 9.11 To modify, suspend or disapprove any action or resolution of any unit, office, or official of the College, if in his/her judgment, the more considerable interest of the College so requires, provided that he/she communicates in writing to those immediately affected the reason or reasons for his/her action, furnishing a copy of his/her written communication to the Board of Trustees for the latter's information and proper action;

- 9.12 To invite scholars and persons who have distinguished themselves in some learned profession or career to deliver lectures or assist in some projects or programs, and for this purpose, he/she may authorize the payment of honoraria for their services to be taken from the miscellaneous fund and at rates determined by him/her;
- 9.13 To designate, in case of his/her temporary absence, a ranking officer or administrator to act as officer-in-charge of the Office of the President, who shall carry out the management of the College, in his/her name, subject to his/her instructions and the policies of the Board of Trustees;
- 9.14 To prepare an annual report for the Board of Trustees on the accomplishments of the past year and the needs and targets for the current year, and submit to the Board the annual budget of the College, with estimates of income and expenditures; and
- 9.15 To perform such other powers and duties as may be provided by law or as vested by the Board of Trustees in him/her, or as are usually about the Office of the College President, and to delegate in writing the performance of any of his/her specific functions to any office or officer of the College.

SECTION 10. SUSPENSION AND REMOVAL. The College President may be suspended or removed from office by a majority vote of the Board of Trustees for incapacity, dishonesty, the conviction of a crime involving moral turpitude, or any act detrimental to the College, in accordance with applicable laws.

ARTICLE IV OTHER COLLEGE OFFICIALS

SECTION 1. The following are the other officials of the College:

1. The Vice President for Academic Affairs;
2. The Vice President for Development and Administration;
3. The College Board Secretary;
4. The Legal Officer.

SECTION 2. The Vice Presidents of the College shall be appointed by the Board upon recommendation of the College President. They shall serve for a term of four (4) years, with one possible reappointment, unless sooner removed for cause. Their powers, duties, and compensation shall be prescribed by the Board of Trustees.

The Vice Presidents may be suspended or removed from office by a majority vote of the Board of Trustees for incapacity, dishonesty, conviction of a crime involving moral turpitude or any act detrimental to the College, in accordance with applicable laws.

SECTION 3. There shall be a Legal Officer for the College who shall be appointed by the Board of Trustees for a term of four years, unless removed for cause. He/she shall be the Secretary of such Board and also of the College, and shall keep such records of the College as may be designated by the Board.

THE VICE PRESIDENT FOR ACADEMIC AFFAIRS (VPAA)

SECTION 1. Appointment. There shall be a Vice President for Academic Affairs (VPAA) who shall be appointed or designated by the Board of Trustees upon recommendation of the College President without prejudice to the appointment or designation of more than one (1) Vice President when so warranted. In the absence of the plantilla position, he/she must come from the faculty with a rank of Professor I or higher.

SECTION 2. Qualifications of the VPAA. The qualifications of the VPAA shall be as follows:

- 2.1 A holder of an earned appropriate doctorate degree;
- 2.2 A holder of an academic rank of at least Professor I;
- 2.3 Has at least five (5) years of supervisory experience in an institution of higher learning;
- 2.4 A natural-born Filipino citizen

SECTION 3. Duties and Functions. The VPAA shall have the following duties and functions:

- 3.1 To be responsible to the College President for carrying out all educational programs and projects of the College;
- 3.2 To initiate and supervise curricular, instructional, and other academic activities of the College;
- 3.3 To exercise general supervision over all institutes and other academic-related service offices of the College;
- 3.4 Coordinate the instruction, research, and extension programs of the different academic units of the College;
- 3.5 To represent the College on matters relevant to instruction, research, and extension functions with appropriate agency, body, or office, whether in-country or overseas, when designated by the College President;
- 3.6 To preside over meetings of the Academic Council in the absence of the College President; and
- 3.7 To perform such other duties and functions specified in the College Code, which are incidental to his/her office or assigned to him/her by the College President from time to time.

SECTION 4. The term of office of the VPAA shall align with the term fixed by the BOT or co-terminus to the incumbent President's term, whichever comes first. However, the designation could be withdrawn at any time.

**VICE PRESIDENT FOR DEVELOPMENT AND
ADMINISTRATION (VPDA)**

SECTION 1. Appointment. The Vice President for Development and Administration (VPDA) shall be appointed or designated by the Board of Trustees upon the College President's recommendation. In the absence of the plantilla position, he/she must come from an administrative position with Dean, Director, Division Chief or higher, or from the faculty with a rank of Professor I or higher.

SECTION 2. Qualifications of the VPDA. The qualifications of the VPDA shall be as follows:

- 2.1 A holder of an earned appropriate doctorate degree;
- 2.2 A holder of an administrative position, such as dean, director, chief of the division or higher, or a faculty position with a rank of at least Professor 1;
- 2.3 Has at least five (5) years of supervisory experience in an institution of higher learning;
- 2.4 A natural-born Filipino citizen.

SECTION 3. Duties and Functions of the VPDA. The VPDA shall have the following duties and functions:

- 3.1 To be directly responsible to the College President on all administrative operations, planning, and finance matters;
- 3.2 To exercise direct supervision over all divisions, sections, and related service offices on development and administration;
- 3.3 To recommend to the College President the allocation of funds for administrative operations and maintenance of the College;
- 3.4 To ascertain that actual expenditures are in accordance with the authorized appropriations or allotments;
- 3.5 To develop, implement, and enforce policies and procedures through systems that ensure the effectiveness and efficiency of College operations;
- 3.6 To ensure timely and accurate budget analysis and financial reporting;

- 3.7 Coordinate with the other Vice President/s on matters of common concern that require synchronized actions;
- 3.8 To preside at meetings of the Administrative Council in the absence of the College President; and
- 3.9 To perform other duties and functions relative to his/her office as may be assigned to him/her by the College President from time to time.

SECTION 4. The term of office of the VPDA shall align with the term fixed by the BOT or co-terminus to the incumbent President's term, whichever comes first. However, the designation could be withdrawn at any time.

THE COLLEGE BOARD SECRETARY

SECTION 1. **Appointment.** The Board of Trustees shall appoint the College Board Secretary upon the recommendation of the College President.

SECTION 2. **Qualifications.** The qualifications of the College Board Secretary shall be as follows:

- 2.1. Holds at least an LLB degree or master's degree, or its equivalent;
- 2.2. Has at least three (3) years of experience in government service;
- 2.3. Has good communication skills (verbal and written);
- 2.4. Computer literate and proficient in excel, word, PowerPoint

SECTION 3. **Duties and Functions.** The College Board Secretary shall have the following duties and functions:

- 3.1 To prepare the agenda and minutes of the meetings of the Board of Trustees;
- 3.2 To prepare draft resolutions for study and deliberation by the BOT;
- 3.3 To provide pertinent enclosures for adequate documentation of items in agenda booklets and notices of meetings upon consultation with the College President;
- 3.4 To maintain, prepare and keep a record of official and full minutes of the Board meetings and provide members with certified copies of the proceedings/resolutions;

- 3.5 To do liaison work for the College President on Board matters;
- 3.6 To act as secretary of the Academic Council and the Administrative Council;
- 3.7 To perform secretarial works as required by the Academic and Administrative Councils;
- 3.8 To call the attention of or present, for appropriate action by the President of the BOT, any legal issue or problem which may affect the affairs of the College;
- 3.9 To maintain the confidentiality of the minutes and other records of the BOT, Academic Council, and Administrative Council, however, he/she may issue excerpts of resolutions upon request during office hours; and
- 3.10 To perform such different obligations and capacities as the College President and the Board of Trustees may assign from time to time.

SECTION 4. If designated, the College Board Secretary's term shall align with the term fixed by the BOT or co-terminus to the incumbent President's term, whichever comes first. However, the designation could be withdrawn at any time. If appointed, it shall align with the Civil Service Laws and Rules.

THE LEGAL AFFAIRS OFFICE

SECTION 1. Composition. The Legal Affairs Office shall be composed of Attorney IV and such other employees under him/her who shall be appointed by the College President, subject to confirmation by the Board of Trustees.

SECTION 2. Duties and Functions. The Legal Affairs Office shall perform the following duties and functions.

- 2.1 To advise and assist the College President in regard to all legal matters that relate to and concerns of the College, its administrative and academic operations, and its relations with other governmental and non-governmental entities;
- 2.2 To act as a legal consultant to the Board of Trustees;
- 2.3 To act as Chief Legal Counsel of the College, subject to deputation by the Office of the Solicitor General, in court and quasi-judicial bodies, in civil and administrative cases involving the College or its officials, in the course of their performance of official duties;
- 2.4 To act as Chairman of the College Grievance and Discipline Committee and to hold regular investigation/hearings of such committees over cases and controversies submitted to the said committees for action, and submit committee findings and recommendations thereon to the College President for appropriate action; and

2.5 To perform such other duties and functions as the College President may assign him/her from time to time.

SECTION 3. If designated, the term of Attorney IV and such other employees under him/her shall align with the term fixed by the BOT or co-terminus to the incumbent President's term, whichever comes first. However, the designation could be withdrawn at any time. If appointed, the term shall align with the Civil Service Laws and Rules.

ARTICLE V
THE ADMINISTRATIVE COUNCIL, ACADEMIC COUNCIL FACULTY
AND NON-TEACHING PERSONNEL

SECTION 1. There shall be an Administrative Council consisting of the College President as Chairman, the Vice-Presidents, Deans/Directors, and other officials of equal rank as members, and whose duty is to review and recommend to the Board of Trustees policies governing the administration, management, and development planning of the College for appropriate action.

SECTION 2. There shall be an Academic Council consisting of the President of the College and all instructors and professors of the College. The Council shall have the power to prescribe the curricula and rules of discipline, subject to the approval of the Board of Trustees. It shall fix the requirements for admission to the College, as well as for graduation and the receiving of a title or degree.

The Council alone shall have the power to recommend students or others to be recipients of titles or degrees. Through its President or committee, it shall have disciplinary power over the students within the limits prescribed by the rules of discipline approved by the Board of Trustees.

SECTION 3. THE COLLEGE FACULTY. The body of instructors and professors of the College shall constitute the faculty of the College, with the President as the Presiding Officer. In the appointment of professors or instructors of the College, no religious test shall be applied, nor shall religious opinions or affiliations of the faculty of the College be made a matter of examination or inquiry, provided, however, that no Instructor or professor in the College shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under penalty of dismissal by the Board of Trustees, to influence students or attendants at the College for or against any particular church or religious sect.

SECTION 4. Appointment of professors and other regular instructors in the College shall be governed by the Omnibus Civil Service Laws, Rules, and Regulations, without prejudice to existing exemptions, such as, those stipulated under Presidential Decree 907 (Honor Graduate Eligibility) and Republic Act No. 1080 (Board/Bar Exam Passer Eligibility). These appointments shall be made by the College President with the confirmation of the Board of Trustees.

SECTION 5. The non-teaching personnel of the College are employees who perform duties and responsibilities toward the efficient administration of the College. Their appointments shall also be made by the College President, with the confirmation of the Board of Trustees.

THE COLLEGE ACADEMIC COUNCIL

COMPOSITION

- SECTION 1. There shall be a College Academic Council consisting of the College President as chairperson, Vice Presidents, Deans, Directors, and all faculty members with the rank of not lower than Instructor 3 as members.
- SECTION 2. Other officials or faculty members may be included when deemed necessary by the Academic Council.
- SECTION 3. The Chairperson or the College President shall be the presiding officer of the Academic Council. The presiding officer shall vote only to break a tie in the event of decision making.
- SECTION 4. In the event of the College President's inability to preside at the council session, the College Vice President for Academic Affairs will preside over the meeting. In the absence of both officials, no Council meeting shall be held.
- SECTION 5. The College Board Secretary, as ex-officio Secretary of the Council, shall have the duty to issue a notice for meetings of the Council, prepare and keep the minutes of the meeting, send a copy of such minutes to each member, and furnish each a copy of the order of business of every regular meeting at least one (1) week in advance.

POWERS AND FUNCTIONS.

The Academic Council shall exercise the following powers/functions:

- a. To review and recommend the curricular offerings and rules of discipline of the College, subject to appropriate action by the Board of Trustees;
- b. To fix the requirements for admission of students as well as for graduation and conferment of degrees, subject to review and approval of the Board of Trustees;
- c. To set criteria and recommend recipients for student awards and honors;
- d. To recommend recipients of the honorary degrees, subject to existing guidelines;
- e. To devise/draft, review and recommend, for the approval of the BOT, the rules of discipline for the College;
- f. To give a scene to the trading of communication and information, discussion of issues and ideas among its members, and to endorse the same to the President through the College/Board Secretary; and
- g. To perform such other functions as designated by the Board of Trustees or by the College President.

THE COLLEGE ADMINISTRATIVE COUNCIL

COMPOSITION

- SECTION 1. There shall be a College Administrative Council consisting of the College President as chairperson, Vice Presidents, Deans, Directors, and Division Chiefs as members.
- SECTION 2. Other officials or administrative employees may be included as members when deemed necessary by the Administrative Council.
- SECTION 3. The Chairperson or the College President shall be the presiding officer of the Administrative Council. The Presiding Officer shall vote only to break a tie in the event of decision-making.
- SECTION 4. In the event of the College President's inability to preside at a Council session, the Vice President for Development and Administration will preside over the meeting. In the absence of both officials, no Council meeting shall be held.
- SECTION 5. The College Board Secretary, as an ex-officio Secretary of the Council, shall have the duty to issue notices for meetings of the Council, prepare and keep the minutes of its proceedings, send a copy of such minutes to each member, and furnish each a copy of the Order of Business of every regular meeting one (1) week in advance.

POWERS AND FUNCTIONS

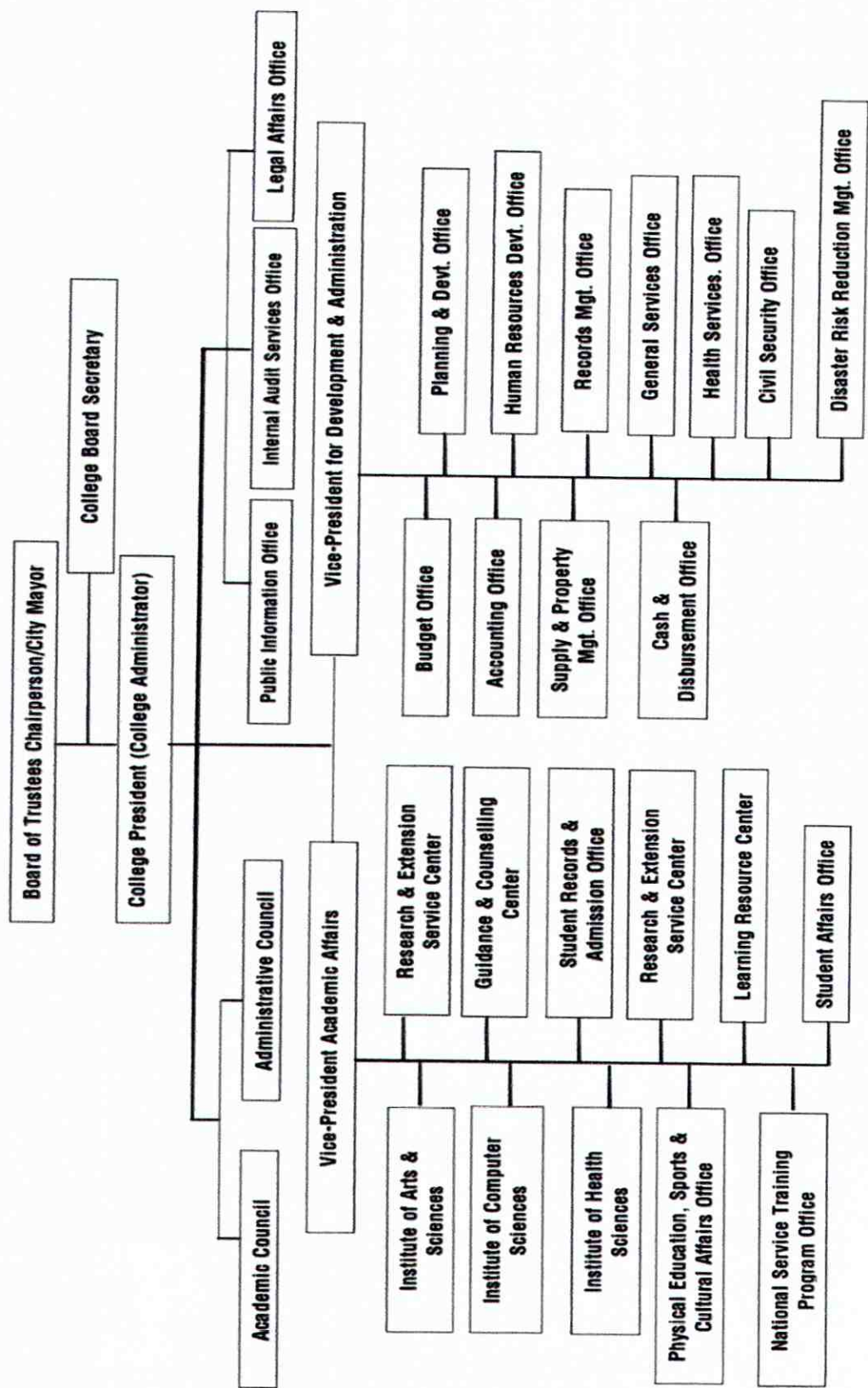
The Administrative Council shall have the following powers/functions:

- a. To review and recommend to the Board of the Trustees appropriate policies governing the administration, management, and development planning of the College for appropriate actions as may deem fit;
- b. To act as an advisory body to the College President on official matters when he/she seeks advice;
- c. To consider academic matters and make recommendations to the Academic Council;
- d. To implement policies approved by the Board of Trustees by formulating pertinent rules and regulations to that effect; and
- e. To perform such other functions as designated by the Board of Trustees or by the College President.

THE STUDENTS

SECTION 1. Preference in the admission of students shall be given to the bona fide residents of Mandaluyong subject to the selection and admission policies approved by the BOT, provided, however, that no students shall be denied admission to the College by reason of age, sex, nationality, religious belief and political affiliation.

THE ORGANIZATIONAL STRUCTURE



**ARTICLE VI
MISCELLANEOUS PROVISIONS**

- SECTION 1.** The Treasurer of the City of Mandaluyong shall be ex-officio Treasurer of the College and all accounts and expenses thereof shall be audited by the Commission on Audit (COA) or his/her duly authorized representative.

**ARTICLE VII
APPROPRIATIONS**

- SECTION 1.** **CONTINUING APPROPRIATION AND FINANCIAL REPORT.** The amount necessary for implementing this Ordinance is hereby authorized to be appropriated out of any funds in the City Treasury not otherwise appropriated. Thereafter, such sums may be included in the annual budget of the City.
- SECTION 2.** On or before the 31st day of December of each year, the Board of Trustees shall file with the Office of the Local Chief Executive, the Sangguniang Panlungsod, the Commission on Higher Education, and the Association of Local Colleges and Universities a detailed report, setting forth the progress, conditions, and needs of the College.

**ARTICLE VIII
TRANSITORY PROVISIONS**

- 1. INTERIM APPOINTMENT OF THE COLLEGE PRESIDENT.** The Local Chief Executive may, in the interim, appoint a president of the College. He/she may be appointed to not more than one (1) term, regardless of age, provided that all other minimum qualifications are met.

It shall not be in conflict with the timelines on substantial complianceset by the CHED Regional Office on application for programs and standards, as well as the CHED Office of Institutional Quality and Governance.

- 2. CREATION OF AN AD HOC COMMITTEE.** Until such time that the MCST has its own permanent organizational structure, the Local Chief Executive shall ensure creation of an Ad Hoc Committee composed of Technical Working Groups (TWGs) for the following:
- a. Academic;
 - b. Financial;
 - c. Human Resources;
 - d. Physical Planning and Development.

Academic TWG shall focus on developing initial curricular program offerings, as well as review and comply with CHED policies, standards, and guidelines. It shall lead in developing suitable capacity-building program for incoming Governing Board, Academic TWG and initial Key-Faculty Members at transition stage, whether executive training or executive education at the graduate level, local or foreign. It shall also lead in the establishment of relevant linkages for instruction, research, and extension. For CHED's Substantial Compliance, it shall also prepare a Letter of Intent/ Application for Institutional Recognition and collate other pertinent documentary requirements without prejudice to Local Government Unit (LGU) and National Line Agencies' protocols and Citizens Charter.

Financial TWG shall focus on the development, review and recommendation for ways and means including but not limited to the following:

- a. PRE-OPERATIONS BUDGET: Curriculum Development, CHED Compliance Management for documentary requirements, Linkage-Building for instruction, research, and extension. Training and Development, and Implementation of Approved Library Development Plan; Equipping of Facilities & Laboratories, Classrooms, Administrative Offices, Registrar's Office, Guidance and Counseling Office, National Service Training Program (NSTP) Office and Clinic;
- b. INITIAL OPERATIONS BUDGET: Payment of School Bond to CHED in the amount of One Hundred Thousand Pesos (Php 100,000.00), Maintenance and Operating Expenses; Personnel Salaries etc.

Physical Planning and Development TWG shall work with the other TWGs to ensure that the Building Code and Zoning Ordinance are met, as well as CHED minimum standards during the latter's ocular inspection; and adjust the same for any findings of non-compliance. It shall ensure inputs for local appropriation, if necessary. It must also ensure safety of the spaces provided for academic offerings, including but not limited to the following classrooms, laboratories, offices, library, clinic, canteen, gymnasium, open spaces, access to Persons with Disabilities, and other facilities, in accordance with the approved LGU Development Plan.

Human Resources TWG shall spearhead in the establishment of policies, standards and guidelines for recruitment, hiring, compensation, e.g., qualifications and merit system for mandatory plantilla positions (President, Registrar, Librarian, Nurse, Faculty). It shall also ensure that Letters of Commitment of the incoming Faculty and Non-Teaching Personnel are obtained and processed.

3. **BUDGET FOR PRE-OPERATIONS AND TECHNICAL WORK.** There shall be provision for pre-operations expenses to:
- a.) Support completion of documentary requirements set forth by the CHED such as Project Development Plan and Institutional Development Plan;
 - b.) Establish relevant institutional linkages necessary to establish a local college;
 - c.) Curriculum and initial faculty development;
 - d.) Feasibility study;
 - e.) Social Marketing, Information and Education Campaign (SMIEC); including but not limited to the following:
 - Laptops;
 - Printer;
 - Office Supplies;
 - Internet Connectivity;
 - Representation and Transportation.
4. **INSTITUTIONAL DEVELOPMENT.** There shall be appropriation for capacity-building program for the Governing Board, Academic TWG, and key Faculty positions to ensure quality and excellence; relevance and responsiveness.

ARTICLE IX SEPARABILITY

- SECTION 1. If, for any reason, any part or provision of this document is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

ARTICLE X REPEALING

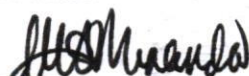
- SECTION 1. Ordinances Nos. 618, S-2015 and 713, S-2018 and all existing Resolutions, Ordinances or rules that are inconsistent with the provisions of this Ordinance are hereby repealed.

ARTICLE XI EFFECTIVITY

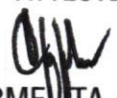
- SECTION 1. This Ordinance shall take effect upon its approval and after publication in a newspaper of general circulation in Metro Manila.

ENACTED on this 26th day of June 2023, in the City of Mandaluyong.

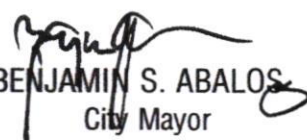
I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE WAS
ENACTED BY THE SANGGUNIANG PANLUNGSOD OF
MANDALUYONG IN A REGULAR SESSION HELD ON THE DATE
AND PLACE FIRST ABOVE GIVEN.


MA. TERESA S. MIRANDA
Sanggunian Secretary

ATTESTED BY:


CARMELITA A. ABALOS
City Vice Mayor &
Presiding Officer

APPROVED BY:


BENJAMIN S. ABALOS
City Mayor

Date: JUL 03 2023

DISTRICT I


ANTONIO DLS. SUVA, JR.
Councilor


ANJELO ELTON P. YAP
Councilor


DANILO L. DE GUZMAN
Councilor


RODOLFO M. POSADAS
Councilor

ON VACATION LEAVE
CARISSA MARIZ S. MANALO
Councilor

ON SICK LEAVE
ESTANISLAO V. ALIM III
Councilor


DARWIN A. FERNANDEZ
LnB President


AEROL SEDRICK A. MANGALIAG
SK Federation President

DISTRICT II


BENJAMIN A. ABALOS III
Councilor


ALEXANDER C. STA. MARIA
Councilor

ON SICK LEAVE
REGINALD S. ANTIOJO
Councilor


LESLIE F. CRUZ
Councilor


MICHAEL R. OCAMPO
Councilor


MICHAEL ERIC G. CUEJILO
Councilor