



**RESOLUTION NO. 016-F-2010**

**WHEREAS**, Section 7, Article II of the Philippines Constitution on Declaration of Education Policies provides that *"The state shall protect and promote the right of all citizens to a quality education at all levels and shall take appropriate steps to make such education accessible to all"* and in pursuance to Batas Pambansa Blg. 232, otherwise known as the *Education Act of 1982* and in consonance with R.A. 7160, otherwise known as the *Local Government Code of 1991*, alongside with R.A. 7722, otherwise known as the *Higher Education Act of 1994*;

**WHEREAS**, cognizant of aforesaid policy, the City of Naga, Province of Cebu, has taken the step to establish a Community College which is affordable and accessible to its constituents;

**WHEREAS**, the establishment of such Community College will indubitably go a long way in helping Nagahanons who can't afford to study in private colleges and universities;

**NOW THEREFORE**, on motion of Hon. Dominga P. Millena, seconded by all Sangguniang Panlungsod members present, it was

**RESOLVED** by the Sangguniang Panlungsod of the City of Naga, Cebu in session to hereby ordain the following ordinance:

**ORDINANCE NO. 2010-001**

**AN ORDINANCE ESTABLISHING THE CITY OF NAGA  
COMMUNITY COLLEGE TO BE KNOWN AS REYNALDO  
M. MENDIOLA MEMORIAL COLLEGE**

**ARTICLE I – TITLE AND DECLARATION OF POLICY**

**The 1<sup>st</sup> Sangguniang Panlungsod of the City of Naga, Cebu hereby ordains the following:**

**SECTION 1.** There shall be established a community college in the City of Naga, Province of Cebu, to be known as the **"REYNALDO M. MENDIOLA MEMORIAL COLLEGE"** (hereinafter referred to as **"COLLEGE"** for brevity), in honor of the exemplary public service rendered by the late Reynaldo Manubag Mendiola to the people of Naga, Cebu, in his lifetime.

**SECTION 2.** The **College** shall offer affordable and quality education, primarily but not exclusively to Nagahanons with the end view that education shall be within everyone's reach. It shall provide tertiary education, technical and vocational courses.

**SECTION 3.** The **College** shall observe academic freedom and guarantee at the same time to its officials, members of the faculty and students.

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## ARTICLE II – LOCATION

**SECTION 1.** The College shall have its principal office and location in the City of Naga, Cebu at such place as may be determined by the members of the Sangguniang Panglungsod (hereinafter referred to as the SP for brevity) of the City of Naga, Cebu.

## ARTICLE III – SEAL OF THE COLLEGE

**SECTION 1.** The College shall create, adopt, and use its own seal. The same shall be utilized in all of its official documents.

## ARTICLE IV – SCHOOL COLOR

**SECTION 1.** The College shall create, adopt, and use its own school color. The same shall be utilized in all of its official functions/activities.

## ARTICLE V – SOURCE OF FUNDS

**SECTION 1.** The College shall derive its funds from the following sources:

1. Tuition and miscellaneous fees;
2. Local government units (City and Province);
3. National government and/or its agencies;
4. Foreign government;
5. Private persons, private organizations and institutions, local or foreign; and
6. Such other sources allowed by law.

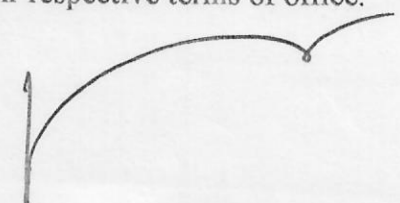

**SECTION 2.** The City of Naga, Cebu, through the members of the SP shall appropriate funds for the operation and maintenance of the College, subject to availability of funds.

## ARTICLE VI – THE BOARD OF TRUSTEES

**SECTION 1.** There shall be created a *Board of Trustees* (hereinafter referred to as the “**Board**” for brevity) that shall run the College. The Board shall be composed of the following:

1. Chairman, Local Chief Executive
2. Vice-Chairman, School Director/President of the College
3. President of the Faculty Association
4. President of the Supreme Student Council/Government
5. President of the Alumni Association
6. Chairman of the Sanggunian - Committee on Education
7. Accredited business or industry sector representative
8. Commission on Higher Education (CHED) representative
9. Association of Local College and University (ALCU) representative

The CHED, ALCU and accredited business or industry representatives shall be appointed by the Board for a specific term provided, that the representatives of the faculty, student body and alumni are co-terminus with their respective terms of office.



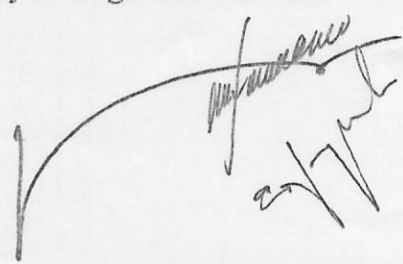
**SECTION 2.** Subject to the availability of funds and the rules and regulations of the Commission on Audit, the members of the Board shall be entitled to an honorarium.

**SECTION 3.** The regular members of the Board shall hold office for a period of (2) consecutive school years. The Board shall hold its regular meeting at least once a month on a date that it may fix. The Chairman may call for special meeting at anytime to discuss urgent matters. In the absence of the Chairman, the majority of the members of the Board may also call for a meeting. The presence of four (4) regular members shall constitute a quorum.

### **ARTICLE VII – POWERS AND DUTIES OF THE BOARD**

**SECTION 1.** *The Board shall have the following powers and duties:*

- a. To formulate policies necessary to carry out the provisions of this Ordinance and any other pertinent laws;
- b. To prepare the annual budget for the operation and maintenance of the College to be submitted to the SP for approval;
- c. To fix the tuition, miscellaneous and other fees;
- d. To appoint all College officials, personnel and members of the teaching staff and fix their compensation within the legal standards;
- e. To formulate duties, functions, rules and regulations of the College officials, faculty, personnel and students;
- f. To grant leave of absence under such rules and regulations as it may promulgate;
- g. To remove, suspend or discipline any College official, personnel or member of faculty through due process;
- h. To approve the curricula of the College upon recommendation by the Academic Council;
- i. To approve the merit promotion plan as recommended by the Academic Council;
- j. To confer titles and degrees to successful candidates for graduation on the recommendation of the Academic council;
- k. To receive donations of real and personal properties and administer the same for and on behalf of the College;
- l. To grant scholarships to deserving students;
- m. To suspend, exclude and expel any student for cause and after proper investigation;
- n. To authorize the disbursement of funds from the College Treasury pursuant to the budget prepared and in accordance with the rules and regulations promulgated by the Board;
- o. To create such other offices not herein provided should the same be necessary for a more effective and profitable operation of the College, define the qualifications therefore, provide for the standard of their compensation, design their duties and functions and decide on the procedure for their appointment;
- p. In the hiring of college personnel, residents of the City of Naga shall have the privilege of priority employment;
- q. To decide on the courses to be offered; and

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- r. To exercise such other powers, duties and functions not contrary to law, as may be necessary for the proper and effective operation and maintenance of the College.

**SECTION 2.** All contracts entered into by the College through its Board shall require prior approval by the members of the SP of the City of Naga, Cebu. However, matters on academic policies may be decided upon by the Board without prior conformity from the SP.

### ARTICLE VIII – SCHOOL DIRECTOR

**SECTION 1.** *The Chief Executive Officer of the College is the School Director/President.* He shall be appointed by the City Mayor upon the recommendation of a duly constituted Search Committee. His appointment shall be subject to the concurrence (2/3 vote) of the members of the SP of the City of Naga, Cebu. He shall have a term of four (4) years and shall be eligible for reappointment for another term only.

**SECTION 2.** *Search Committee for President.* The Search Committee for President (SCP) shall have five (5) members to be appointed by the Board of Trustees, with a member each representing the Civil Service Commission (CSC), Academe, Business or Industry Sector, ALCU and CHED. They shall elect a Chairman and Vice-Chairman from among themselves. Six (6) months before the expiration of the incumbent President/School Director, the Board of Trustees shall appoint a Search Committee for President.

**SECTION 3.** *Qualifications of the School Director/President.* The School Director shall have the following qualifications:

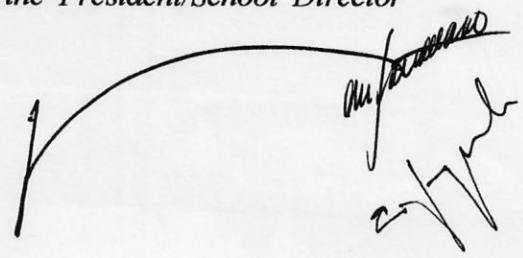
- a. He must be a Filipino citizen;
- b. He must be a holder of a Doctor of Philosophy in Educational Management/Doctor of Education;
- c. He must have at least five (5) years experience in teaching and college administration;
- d. He must be of good moral character and has not been convicted of any crime involving moral turpitude.

**SECTION 3.** *Powers and Duties of the School Director/President.* The School Director shall have the following powers and duties:

- a. Subject to confirmation by the Board of Trustees, he shall appoint the Dean, Secretary, Treasurer, Registrar, Librarian and other College Officials.
- a. He shall direct, supervise and manage the operation of the College;
- b. He shall execute and administer the policies and measures duly approved by the Board;
- c. He shall exercise such other powers and perform such other duties and functions as may, from time to time, be vested upon him by the Board.

### ARTICLE IX – THE DEAN

**SECTION 1.** *The Dean shall be appointed by the President/School Director subject to confirmation of the Board of Trustees..*



**SECTION 2. *Qualifications of the Dean.*** The Dean shall have the following qualifications:

- a. Must be at least a holder of Master's Degree;
- b. Must have at least two (2) years experience in college administration; and
- c. Must be of good moral character and has not been convicted of any crime involving moral turpitude.

**SECTION 3. *Powers and Duties of the Dean.*** The Dean shall have the following powers and duties:

- a. Shall assist the School Director on specific matters that may affect the College;
- b. Shall have direct supervision and control over the department heads;
- c. Shall be in charge of the off-campus training of students and teachers;
- d. Shall direct and advise students in their program of studies and approve their subject loads; and
- e. Shall perform such other related duties and functions as may be assigned to him by the Administrator.

#### ARTICLE X – THE SECRETARY

**SECTION 1.** *The Secretary shall be appointed by the School Director/President subject to confirmation of the Board of Trustees.*

**SECTION 2. *Qualifications of the Secretary.*** The Secretary shall have the following qualifications:

- a. Must be at least a Bachelor's degree holder;
- b. Must have at least three (3) years experience in secretarial works; and
- d. Must be of good moral character and has not been convicted of any crime involving moral turpitude.

**SECTION 3. *Powers and Duties of the Secretary.*** The Secretary shall have the following powers and duties:

- a. Shall be the secretary both of the College and Board;
- b. Shall perform such other related duties as may assigned to him by the Board and the School Director.

#### ARTICLE XI – THE REGISTRAR

**SECTION 1.** *The Registrar shall be appointed by the School Director/President subject to confirmation of the Board of Trustees.*

**SECTION 2. *Qualifications of the Registrar.*** The Registrar shall have the following qualifications:

- a. Must be at least a Bachelor's degree holder;
- b. Must have experience in handling students' records on the collegiate level for at least three (3) years ; and

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- c. Must be of good moral character and has not been convicted of any crime involving moral turpitude.

**SECTION 3. Powers and Duties of the Registrar.** The Registrar shall have the following powers and duties:

- a. Shall enforce the laws and regulations on enrollment, students' load, transfer, or promotion;
- b. Shall keep the scholastic records of the students;
- c. Shall prepare a general schedule of classes for each semester upon consultation with the Dean;
- d. Shall issue certification of honorable dismissal, transcript of records, permanent records, and report cards;
- e. Shall prepare and submit all reports on enrolment and other data which may be requested from time to time by the School Director or by the Academic Council;
- f. Shall prepare and submit to the School Director, through the Academic Council, the records of all candidates for graduation;
- g. Shall be responsible for all correspondence regarding the College records; and
- h. Shall perform such other duties may be assigned to him by the Board.

#### ARTICLE XII – THE TREASURER

**SECTION 1.** *The Treasurer shall be appointed by the School Director/President subject to confirmation of the Board of Trustees.*

**SECTION 2. Qualifications of the Treasurer.** The Treasurer shall have the following qualifications:

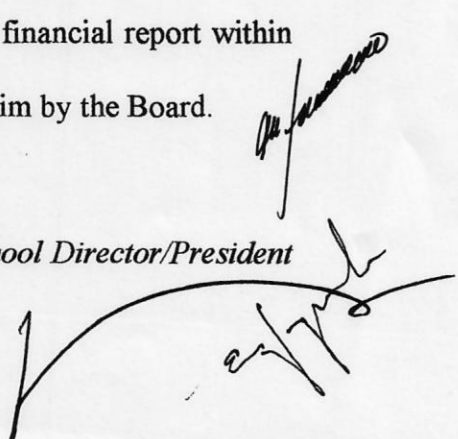
- d. Must be at least a holder of Bachelor's degree in Commerce, major in Accounting;
- e. Must have at least three (3) years experience in related work and
- f. Must be of good moral character and has not been convicted of any crime involving moral turpitude.

**SECTION 3. Powers and Duties of the Treasurer.** The Treasurer shall have the following powers and duties:

- a. Shall collect the tuition and miscellaneous fees, issue official receipts in connection therewith, and deposit the funds with the City Treasurer;
- b. Shall be accountable for all the funds of the College and shall render accounting in connection therewith to the City Accountant of the City of Naga, Cebu;
- c. Shall submit to the School Director and the Board his financial report within two weeks after the close of each semester; and
- d. Shall perform such other duties as may be assigned to him by the Board.

#### ARTICLE XIII – THE LIBRARIAN

**SECTION 1.** *The Librarian shall be appointed by the School Director/President subject to confirmation of the Board of Trustees.*



**SECTION 2. *Qualifications of the Librarian.*** The Librarian shall have the following qualifications:

- g. Must be at least a holder of Bachelor's degree in Education, major in Library Science and passed the licensure examination;
- h. Must have at least three (3) years experience in related work and
- i. Must be of good moral character and has not been convicted of any crime involving moral turpitude.

**SECTION 3. *The Librarian shall have the following duties and functions:***

- a. Oversee and be responsible for all the books, magazines, materials and equipment of the College Library;
- b. Recommend to the Board rules and procedures in availing of the library services; and
- c. Implement such rules and regulations and other policies approved by the Board affecting the operation of the library.

#### ARTICLE XIV – OTHER COLLEGE OFFICIALS

**SECTION 1. *The Grounds and Building Supervisor.*** No person shall be appointed Grounds and Building Supervisor unless he is at least a holder of Bachelor's Degree in Industrial Engineering, Education/Arts and/or any related degree. The Grounds and Building Supervisor shall have the following duties:

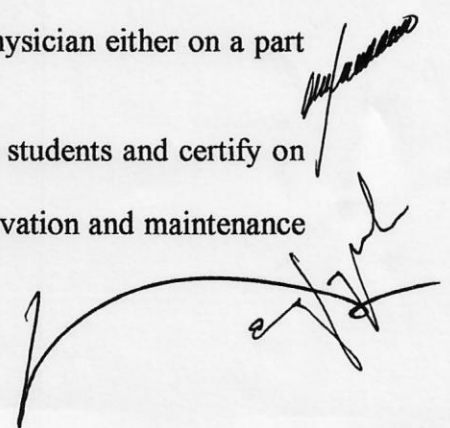
- a. Shall be in charge of the supervision of the grounds and buildings of the College and shall see to it that they are properly taken care of;
- b. Shall act as the overseer of all laborers and janitors of the College; and
- c. Shall perform such other duties assigned to him by the School Director.

**SECTION 2. *The Head of the Student Affairs.*** No person shall be appointed as Head of Student Affairs unless he is at least a holder of a Master's degree and has experience in counseling for at least two (2) years. The Head of Student Affairs shall have the duty in instituting a program of counseling and guidance in the College. He shall also be in charge of the students' organization and publications and shall be held responsible in connection therewith to the Dean.

**SECTION 3. *The Department Heads.*** No person shall be appointed as Department Head unless he is holder of a Master's degree with appropriate field specialization and had a teaching experience for at least two (2) years. The Department Heads shall assist the Dean in all matters affecting their respective departments and shall perform such other related duties as may be assigned to them.

**SECTION 4. *The College Physician.*** There shall be a physician either on a part time or full time basis that shall have the following duties:

- a. Shall conduct physical examination to all the College students and certify on their health; and
- b. Shall recommend to the Board measures for the preservation and maintenance among College officials, faculties and students.



**SECTION 5. *The College Dentist.*** There shall be a College Dentist on a part or full time basis who will conduct dental examination of and dental care to all college officials, faculties, employees and students.

**SECTION 6. *The College Nurse.*** There shall be a College Nurse who shall assist the College Physician in overseeing and attending to the health care needs of the college officials, faculties, employees and students and perform such other duties as may be assigned to him by the College Physician.

#### **ARTICLE XV – ACADEMIC COUNCIL**

**SECTION 1.** *There shall be created an Academic Council to be composed of the School Director as the Chairman; Dean, Registrar, and the Department Heads as members thereof. The Academic Council shall have the following powers and duties:*

- a. To prescribe the curricula and the rules of discipline of the College subject to approval of the Board;
- b. To fix the requirements for admission and graduation;
- c. To recommend to the Board candidates for graduation;
- d. To prescribe the merit promotion plan subject to the approval of the Board;
- e. To recommend to the Board for suspension and/or necessary disciplinary action any erring student of the College after appropriate investigation; and
- f. To exercise such other powers and performs such other functions and duties as may, from time to time be vested upon it by the Board.

#### **ARTICLE XVI – AUDIT**

**SECTION 1.** The funds and properties of the College shall be audited by the Commission on Audit or his duly authorized representative/s.

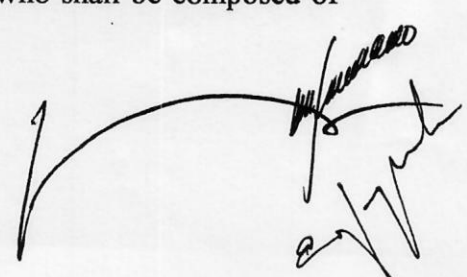
#### **ARTICLE XVII – TRANSISTORY PROVISIONS**

**SECTION 1.** *There shall be an Interim Board which shall be chaired by the City Mayor with the SP Chairman - Committee on Education as its Vice-Chairman. The members of the Board shall be as follows:*

1. School Director
2. Dean
3. Registrar
4. Representative of the College Faculty
5. Representative of Non-Government Organization
6. Representative of Parents-Teachers Association of National and Barangay High Schools of the City of Naga, Cebu
7. Representative of Parents-Teachers Association of Private High School of the City of Naga, Cebu

**SECTION 2.** There shall be a set of interim officers who shall be composed of the following:

1. School Director
2. Assistant School Director
3. Dean of Instruction

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4. Registrar
5. Secretary
6. Treasurer
7. Librarian
8. Department Heads

**SECTION 3.** The interim officers shall exercise powers and duties corresponding to their respective positions as provided for in this Ordinance.

**SECTION 4.** The members of the interim Board and the interim officers shall hold office for a period of one (1) year.

**SECTION 5.** The site of the College shall be at the Public College Building (formerly RHU Building) as declared under SP Resolution No. 016-E-2010, located across the PNP Building, East Poblacion, City of Naga, Cebu.

#### ARTICLE XVIII – SEPARABILITY CLAUSE

**SECTION 1.** If for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provision hereof which are not affected thereby shall continue to be in full force and in effect.

#### ARTICLE XIX – EFFECTIVITY

**SECTION 1.** This Ordinance shall take effect fifteen (15) days after its publication in a local newspaper of general circulation.

**UNANIMOUSLY CARRIED AND APPROVED** this 21<sup>st</sup> day of June 2010. ✓

ATTESTED BY:

*Delza T. Arellano*  
**DELZA T. ARELLANO**  
Secretary to the Sanggunian

*Alvin Banting 1249-10 - 07.19.2010  
Referred to Com. on Edu.*

CERTIFIED CORRECT:

*Elmer O. Lapitan*  
**ELMER O. LAPITAN**  
SP Member/Presiding Officer  
Pro-tempore

APPROVED BY:

*Valdemar M. Chiong*  
**VALDEMAR M. CHIONG**  
Mayor