



Republic of the Philippines  
City of Bago  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

## ORDINANCE NO. 12~05

### AMENDING THE CHARTER OF THE BAGO CITY COLLEGE

#### Explanatory Note:

**WHEREAS**, to provide technical, tertiary, graduate, and post graduate education to the people of Bago City and of other municipalities and cities, the City of Bago has appropriated funds and built the buildings and all necessary appurtenances and facilities.

On motion of Sangguniang Panlungsod Member Carlos E. Mondia, duly seconded by Sangguniang Panlungsod Member Ma. Josefa Y. Matti, the Sanggunian

Be it ordained by the Sangguniang Panlungsod of the City of Bago, that:

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

SECTION 1. This shall be known as the Amended Charter of Bago City College.

SECTION 2. In accordance with Section 15 (g) Republic Act No. 4382, as amended otherwise known as the Charter of the City of Bago and by virtue of Resolution No. 1430, Series of 1980 and Resolution No. 352 and Ordinance No. 144, Series of 1980 of the Sangguniang Panlungsod of Bago City, Bago City College has been established to provide technical, tertiary, graduate, and post graduate education to the people of Bago City and those of other municipalities and cities.

SECTION 3. Admission to the College shall not be denied by reason of sex, age, nationality, religious belief, or political affiliation.

SECTION 4. Bago City College shall guarantee academic freedom to all its officials, members of the faculty and students.

#### **ARTICLE II – DOMICILE AND PLACE OF BUSINESS**

SECTION 1. Bago City College shall have its domicile and place of business in the City of Bago.

#### **ARTICLE III – SEAL OF THE COLLEGE**

SECTION 1. Bago City College 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.

#### **ARTICLE IV – SOURCES OF FUNDS**

SECTION 1. The funds of Bago City College 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, regional and provincial governments; and
- d. Legacies, gifts, and donations from persons and/or institutions.

## ARTICLE V – THE BOARD OF TRUSTEES

SECTION 1. There shall be created a Board of Trustees which shall direct and manage the affairs of the Bago City College. The said Board shall be composed of, but not limited to the following members:

- a. **Chairman** - Local Chief Executive
- b. **Vice Chairman** - President of the College/College Administrator

### **Members:**

1. President of the College Faculty Association
2. President of the College Supreme Student Council/Government
3. President of the College Alumni Association
4. Chairperson of the Sanggunian Committee on Education
5. ALCU Representative
6. Commission on Higher Education with rank not lower than the Director;  
and
7. Accredited business or industry representative.

SECTION 2. The members of the Board of Trustees shall receive no compensation other than actual and necessary expense incurred in their attendance of the meetings of the Board or in the performance of other official business authorized by the resolution of the Board. The Board of Trustees shall hold office for the period of three (3) years or until their successors have been appointed and duly qualified.

SECTION 3. The City Mayor shall be the Chairperson of the Board of Trustees. In his/her absence, the Chairperson of the Committee on Education of the Sangguniang Panlungsod or in his/her absence, the member appointed by the Chairperson shall act as temporary presiding officer or chairman of the board.

SECTION 4. The Board of Trustees shall hold its regular meeting twice in a semester and at a date and place as specified. The Chairperson may also call for a special session anytime to discuss matters of urgent necessity. The presence of the majority of the members shall constitute a quorum. All decisions of the Board shall have the concurrence of the majority of the members present.

SECTION 5. The City Secretary shall also serve as the Secretary of the Board of Trustees.

## ARTICLE VI – POWERS AND DUTIES OF THE BOARD OF TRUSTEES

SECTION 1. The Board of Trustees shall have the following functions and duties, to:

- a. Formulate policies necessary to carry out the provisions of this amended Charter;
- b. Recommend the approval of the annual budgetary needs for the operation and maintenance of the College to be submitted to the Local Chief Executive;
- c. Fix the tuition, miscellaneous and other fees;
- d. Approve the offering of new courses of the College on the recommendation of the Academic Council;
- e. Recommend the Merit Promotion Plan of the College submitted by the Academic Council to the City Mayor for endorsement for approval to the Sangguniang Panlungsod and Civil Service Commission;
- f. Confer titles and degrees to successful candidates for graduation on the recommendation of the College Registrar;

- g. Recommend to the City Mayor the grant of City scholarships to deserving students and for teachers provided that there is existing legal basis to grant such scholarships.
- h. Approve the plans, programs and activities presented by the concerned departments and offices of the college with budgetary allocation needed.
- i. Recommend the creation of such other positions that may later be deemed necessary in consonance with existing laws and guidelines.
- j. Approve the administrative-faculty and student manuals which shall serve as guide in all college undertakings.
- k. Exercise such other powers, not contrary to law, as are necessary for the operation and maintenance of the College.

## **ARTICLE VII – THE COLLEGE ADMINISTRATOR**

SECTION 1. The Chief Executive Officer of Bago City College shall be known as the College Administrator, who shall be appointed by the City Mayor upon the recommendation of the Board of Trustees and with the concurrence of the Sangguniang Panlungsod. The College Administrator shall receive a compensation in accordance with existing laws.

SECTION 2. Qualifications of the College Administrator – No person shall be appointed College Administrator unless he/she possesses the following qualifications:

- a. Must be a holder of an appropriate Doctoral degree;
- b. Must have at least five (5) years of relevant administrative experience;
- c. Must be a Career Service Professional or a holder of a Second Level Eligibility;
- d. Must be of good moral character.

SECTION 3. Power and Duties of the College Administrator – The College Administrator shall have the following functions and duties, to:

- a. Direct and supervise the operation of the College effectively on behalf of the Board of Trustees;
- b. Execute and administer the policies and measures duly approved by the Board;
- c. Recommend the appointment of all College officials, all other College personnel and members of the teaching staff to the City Mayor after consultation with the Academic Council;
- d. Prepare, together with the Academic Council, the annual budget of the College;
- e. Approve the class and teachers program, reports to the Commission on Higher Education (CHED) and Technical Education Skills and Development Authority (TESDA), and prepare such other reports or communications as required from time to time;
- f. Exercise such other powers as may, from time to time, be vested upon him/her by the Board and perform such other related duties as may be assigned to him/her by the Board.

## **ARTICLE VIII – THE ACADEMIC COUNCIL**

SECTION 1. There shall be an Academic Council to be composed of the College Administrator as Chairperson, College Department Heads, Administrative Officer, Student Affairs and Services Chairperson, Guidance Coordinator and the Registrar as members. The Academic Council shall have the following functions and duties, to:

- a. Recommend new course offerings, prescribe the curricula and rules of discipline of the College, subject to approval of the Board of Trustees;

- b. Fix the requirements for admission and graduation through the Registrar and such other requirements of the different departments concerned by the respective department heads;
- c. Recommend to the Board of Trustees candidates for graduation;
- d. Prepare the Merit Promotion Plan of the College for submission to the Board of Trustees and endorsement by the City Mayor for approval to the Sangguniang Panlungsod and the Civil Service Commission;
- e. Evaluate and approve honors and awards upon the recommendation of the College Department Heads;
- f. Exercise such other powers as may from time to time be vested upon it by the Board.

#### **ARTICLE IX – THE COLLEGE DEPARTMENT HEADS**

SECTION 1. The City Mayor upon the recommendation of the Board of Trustees, the College Administrator, and the City Personnel Selection Board shall appoint the College Department Heads.

SECTION 2. Qualifications of the College Department Head. - No person shall be appointed College Department Head unless he/she possesses the following qualifications:

- a. Must be holder of a Bachelor's degree relevant to the position and a holder of a Master's degree in the area of specialization;
- b. Must have at least two years of relevant experience;
- c. Must be a Career Service Professional or a holder of a Second Level Eligibility;
- d. Must at least have 8 hours relevant training;
- e. Must be of good moral character.

SECTION 3. Powers and Duties of the College Department Heads - The College Department Heads shall have the following functions and duties, to:

- a. Manage the College department effectively;
- b. Supervise instructors on methods and approaches in teaching;
- c. Provide inputs for instructor's performance evaluation ratings;
- d. Provide appropriate motivation for instructor's maximum utilization and effectivity;
- e. Observe classes and provide necessary feedback for instructor's greater effectiveness;
- f. Provide monitoring scheme or submission of reports and other responsibilities;
- g. Assist the College Administrator in all matters affecting the general policies of the College;
- h. Be responsible to the College Administrator for the instructional and promotional services in the College;
- i. Have direct supervision and control over all the Program Heads under their charge;
- j. Be in charge of the off-campus training of students;
- k. Direct and advise the students in their program of studies and approve their subject loads;
- l. Prepare subject loads and teachers program for his/her department; and
- m. Perform such other related duties as may be assigned to them by the College Administrator.

#### **ARTICLE X – THE ADMINISTRATIVE OFFICER**

SECTION 1. The Administrative Officer shall be appointed by the City Mayor upon the recommendation of the College Administrator to whom he/she is directly responsible, and shall receive a compensation in consonance with existing laws.

SECTION 2. Qualifications of Administrative Officer. No person shall be appointed Administrative Officer unless he/she possesses the following qualifications:

- a. Must at least be a holder of a Bachelor's degree;
- b. Must be a Career Service Professional or a holder of a Second Level Eligibility;
- c. Must be of good moral character.

SECTION 3. Powers and Duties of the Administrative Officer. The Administrative Officer shall have the following functions and duties, to:

- a. Be the Secretary of the College;
- b. Assist the College Administrator in all matters affecting the general policies of the College;
- c. Facilitate the appointments of all College officials, members of the teaching staff, and all other employees of the College;
- d. Direct and supervise personnel engaged in the preparation of budget and plantilla of personnel, payrolls, vouchers, keeping of records, property and supply management, and clerical works;
- e. Review payrolls, vouchers, appointments, application for leaves, and requisitions for the signature of the College Administrator. Do internal control of expenditures for the College. Draft memoranda, endorsements and correspondence;
- f. Sign routine correspondence, memoranda and reports for the College Administrator. Supervise janitorial and security services; and
- g. Conduct administrative investigation and do other duties that may be assigned by the College Administrator.

#### **ARTICLE XI – THE REGISTRAR**

SECTION 1. The Registrar shall be appointed by the City Mayor upon recommendation of the College Administrator, to whom he/she is directly responsible and shall receive compensation in consonance with existing laws. He or she must at least be holder of a Bachelor's Degree, must have two (2) years of relevant experience, must have at least eight (8) hours of relevant training, must be a holder of a Career Service Professional or Second Level Eligibility and must be of good moral character.

SECTION 2. Powers and Duties of the Registrar. - The Registrar shall have the following functions and duties, to:

- a. Keep scholastic records of students and other important documents/records of the school;
- b. Enforce regulations on enrolment, students loads, transfer/promotion of students;
- c. Prepare school calendar every semester;
- d. Prepare and submit enrolment reports, promotions, and other data required by the Commission on Higher Education (CHED) and Technical Education Skills and Development Authority (TESDA);
- e. Issue transcripts, diplomas, certificates, report cards, and permits for cross-enrolment to students and requesting institutions;
- f. Be responsible for all correspondence regarding records/data of students and the school;
- g. Evaluate records, loads of transferees and graduating students;
- h. Supervise personnel assigned to the Registrar's Office;
- i. Prepare and submit all reports on enrolment, attendance, student's loads, promotions, and all other data which may be requested from time to time by the College Administrator or by the Academic Council;
- j. Perform other related duties that may be assigned by the Board of Trustees.

#### **ARTICLE XII – OTHER COLLEGE OFFICIALS**

SECTION 1. Supply Officer - No person shall be appointed Supply Officer unless he/she is at least:

- a. A holder of a Bachelor's degree;
- b. A holder of a Civil Service Professional Eligibility;
- c. Of good moral character.

SECTION 2. Powers and Duties of the Supply Officer. The Supply Officer shall have the following functions and duties, to:

- a. Determine the actual needs of requisitions, check requisitions and deliveries of supplies, materials, and equipment of Bago City College;
- b. Acts as Bago City College Property Custodian, and account for supplies, materials, equipments and make periodical inventory thereof;
- c. Keep and maintain records of all accountable properties of the Bago City College;
- d. Check affidavits concerning lost properties of Bago City College;
- e. Check and participate in the preparation of the periodic inventory of properties of Bago City College;
- f. Do other related tasks as maybe assigned.

SECTION 3. The College Librarian - No person shall be appointed College Librarian unless he/she is at least a holder of a Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science, has had at least one (1) year of relevant experience, preferably as Assistant Librarian and has had at least four (4) hours of relevant training. He/She must present his/her Board Rating as proof of eligibility. The Librarian shall have the following duties, to:

- a. Keep the Library in proper order and see to it that the books are well taken cared of;
- b. Be in charge of listing the names of books, magazines and newspapers to be purchased by the College. Select and recommend library materials/equipments for section/unit/college library;
- c. Prepare/answer correspondence, requests, acknowledgments, claims, order, letters, etc.
- d. Evaluate gifts and exchange materials received;
- e. Process materials received (preliminary descriptive cataloging, bibliographic searching, recording periodicals);
- f. Impose such regulations as may be necessary for proper functioning and update of the library;
- g. Perform such other related duties that may be assigned to him by the College Administrator.

SECTION 4. The Assistant College Department Head. - The Assistant College Department Head shall be appointed by the City Mayor with salary and compensation to be fixed in consonance with existing laws. He/she must at least be a holder of a Bachelor's degree relevant to the job. Must have had 1 year relevant experience. Must have had 4 hours of relevant training, and must be a Career Service Professional or a holder of a Second Level Eligibility. He/she must be of good moral character. He or she shall have the following duties and functions, to:

- a. Assist the College Department Head in all matters affecting their respective departments;
- b. Assist in the supervision of instructors on methods and approaches in teaching;
- c. Assist in providing appropriate motivation for instructor's maximum utilization and effectivity;
- d. Observe classes and provide necessary feedback for instructor's greater effectiveness;
- e. Assist and provide monitoring scheme for submission of reports and other responsibilities;
- f. Perform such other related duties that may be assigned to him/her by the College Department Head.

SECTION 5. Instructors. - There shall be Instructors in the College designated either on full time, contractual or part-time basis. He/she must at least be a holder of a Bachelor's degree or License appropriate to the course and other qualifications as required by CHED, TESDA or other regulatory bodies. He/she must be a Career Service Professional or a holder of a Second Level/RA1080 Eligibility. He/she must be of good moral character. He or she shall have the following duties and functions, to:

- a. Perform teaching jobs efficiently and effectively;
- b. Prepare course syllabi;
- c. Prepare and conduct quizzes, oral and periodical examinations;
- d. Compute and promptly submit periodical rating of students;
- e. Conduct studies and researches; and
- f. Perform other tasks as may be assigned.

SECTION 6. The Medical Officer (College Physician). - There shall be a College Physician designated either on part time or full time basis. He/she must be a Doctor of Medicine with at least 1 year of relevant experience, and has had 4 hours of relevant training. He/she must be able to present his/her Board Rating as proof of eligibility. He/she shall have the following duties, to:

- a. Examine all College students and certify sanitary conditions of the College;
- b. Supervise over the health and sanitary conditions of the College;
- c. Recommend to the Board of Trustees the passage of measures for the preservation of the health of the College employees and students;
- d. Perform general consultations, treatments, and attend to emergency cases;
- e. Provide supervision on health personnel such as nurses, nursing attendants, utility workers, etc.

SECTION 7. The Dentist - There shall be a Dentist who will perform dental examination and dental treatment of all students in the College. He/she must be a Doctor of Dental Medicine or Dental Surgery with 2 years of relevant experience and must have had 8 hours of relevant training. He/she should present Board Rating as proof for eligibility.

SECTION 8. Duties and functions of Dentist. The Dentist shall have the following duties and functions, to:

- a. Supervise the administration of the College Dental Health Services through dental examination and treatment of students and staff of the College;
- b. Promote dental health program of the College and City through dental examination and treatment of students of the college;
- c. Coordinate with City Health Officer and other health personnel in the implementation of the dental health program of the college;
- d. Take charge of the dental supplies and equipment, maintenance, and care of the College dental clinic.

SECTION 9. The Nurse - There shall be a nurse to assist the Medical Officer and perform such other related duties that may be assigned to him/her by the Medical Officer. He/She must be a holder of a Bachelor of Science in Nursing Degree and must present his/her Board Rating as proof of eligibility.

SECTION 10. Duties and functions of Nurse. The Nurse shall have the following duties and functions, to:

- a. Give immediate nursing intervention to meet the students' and teachers' problems;
  - 1. Give basic first aid.
  - 2. Give intervention within the scope of nursing practice.
- b. Assess and evaluate the needs of students/faculty/staff who are in need of nursing services through observation and interaction;
- c. Evaluate/modify care given to students;
- d. Execute/apply physician's legal orders;
- e. Assist the public health physician during physical examination of the students and athletes;
- f. Promote physical and emotional health of students with direction and teaching;
- g. Make intelligent observation and reporting of the patient's condition for referral and follow-up;
- h. Make requisitions necessary for the improvement of the students/faculty health and school clinic;
- i. Do other jobs as ordered by the school authorities.

**ARTICLE XIII – THE AUDITING SERVICES**

SECTION 1. The funds and property of the College shall be audited by the City Auditor of the City of Bago or his/her duly authorized representatives.

**ARTICLE XIV – GENERAL PROVISIONS**

SECTION 1. All Ordinances or parts of ordinances or resolutions of the Sangguniang Panlungsod that are inconsistent with any of the provisions of this amended Charter are hereby repealed, amended, or modified accordingly.

SECTION 2. If any provisions of this Charter is declared to be invalid, the rest of the provisions shall remain in force and in effect.

**ARTICLE XV – AMENDMENTS**

SECTION 1. The Sangguniang Panlungsod in its own initiative or upon the recommendation of the Board of Trustees may amend any Article or Section of this Charter in any regular session or any special session called for the purpose; provided, however, that proper notice of the proposed amendments shall have been furnished each member of the Sangguniang Panlungsod not less than fifteen days prior to such session.

**ARTICLE XVI – TRANSITORY PROVISIONS**

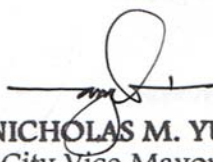
SECTION 1. The incumbent College officials, members of the teaching staff, and all other employees of the existing Bago City College shall automatically continue serving as College officials, members of the teaching staff, and employees, respectively, until their positions are abolished or unless their services are terminated for cause.

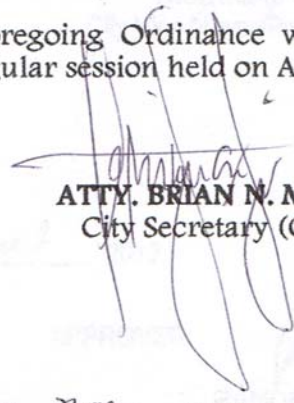
SECTION 2. This amended Charter shall take effect upon its approval.

Enacted, April 18, 2012

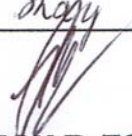
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I hereby certify to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Panlungsod during its regular session held on April 18, 2012.

Attested:   
**NICHOLAS M. YULO**  
City Vice Mayor and  
Presiding Officer

  
**ATTY. BRIAN N. MARTIR**  
City Secretary (CGDH-I)

Approved this 21st day of May, 2012.

  
**RAMON D. TORRES**  
City Mayor