



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 32nd REGULAR SESSION OF THE SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 24 SEPTEMBER 2012, 9:00 A. M. AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Vice Mayor Violeta L. Dimapilis	- Presiding Officer
Councilor Mae Arlene M. Talens	- Member
Councilor Juanito A. Bacay, Jr.	- Member
Councilor Eduardo K. Soriano	- Member
Councilor Elsie F. Galaran	- Member
Councilor Arnel F. Fabon	- Member
Councilor Lee M. Baculinao	- Member
Councilor Juan S. Advincula	- Member
Councilor Mary Jennie Leigh Q. Sarmiento	- MSKF President

Absent:

Councilor Cesar T. Baticos	- Member
Councilor Camilo G. Ferreira	- President, Liga ng mga Barangay

MUNICIPAL ORDINANCE NO. 02
Series of 2012

AN ORDINANCE DECLARING ROXAS COMMUNITY COLLEGE AS A MUNICIPAL GOVERNMENT CONTROLLED ECONOMIC ENTERPRISE WITH ITS OWN SET OF OFFICERS AND COMPLETE LINE PERSONNEL WHO CAN FACILITATE SMOOTH OPERATION AND GIVE BEST SERVICES TO UNSKILLED AND SEMI-SKILLED WORKMEN

BE IT ENACTED BY THE SANGGUNIANG BAYAN IN SESSION ASSEMBLED THAT:

WHEREAS, pursuant to Chapter 2 Article 1 Section 5 of the Manual of Policies and Guidelines on the Establishment and Operation of Public and Technical - Vocational Education Training (TVET) institution states that the "Constitution mandates that the states shall establish and support a complete, adequate and integrated system of education relevant to the needs of the people and society";

WHEREAS, pursuant to Chapter 2 Article 1 Section 6 - Policy states that: "it is the declared policy of the state to provide relevant, accessible, high quality and efficient technical education and skills development in support of the development of high quality Pilipino middle-level manpower responsive to and accordance with Philippine goals and priorities";

WHEREAS, the Roxas Community College was already established and now declared as a Municipal Government Controlled Economic Enterprise with its own set of officers and personnel and delegated with definite authority and responsibilities in its operation, free from any political interference or similar influences;

WHEREFORE, considering the foregoing this body resolved as it is hereby resolved, to enact an ordinance, to wit:

MUNICIPAL ORDINANCE NO. 02
Series of 2012

Section 1. The Roxas Community College (RCC) is hereby declared an economic enterprise and a public service utility, a department with its own set of officers and complete line personnel operating under the supervision of the Administrator and assisted by a Consultant but accountable to the Municipal Government, who is the owner.

1.A - Composition:

The following officers and staff were appointed/designated by the Municipal Mayor to compose the Roxas Community College: College Administrator (1), Registrar/Bookkeeper/Cashier (1), Guidance Counselor (1), Property Custodian/Librarian (1), Instructor (4), Trainer (1), Security (1), Utility (1) and Consultant.

1.B - Powers and Functions:

The *Administrator* shall exercise the following:

- a) Coordinate, promote and monitor Roxas Community College (RCC) operation and management;
- b) Propose legislative measures/amendments for Roxas Community College operational management, and other financial matters to the Sangguniang Bayan;
- c) Formulate policies, rules and regulations for Roxas Community College and coordinate the same with the Municipal Mayor before the Administrator execute and implement such policies or rules;
- d) Prepare and submit competency-based curriculum as prescribed by the TESDA for registration of courses being offered;
- e) Provide opportunities/training for the out-of-school youth and interested adults to enroll in short-term training;
- f) Propose extension and development of the said college;
- g) Help RCC attain its MISSION/VISION.

The *Registrar/Bookkeeper/Cashier* shall exercise the following:

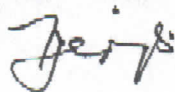
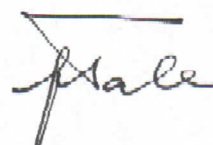
- a) Conduct enrolment
- b) Keep records of the Roxas Community College
- c) Receive payments of students and remit the same to the Municipal Treasurer
- d) Prepare/Submit all necessary/required reports
- e) Purchase all supplies/consumables/equipment/tools needed in the operation
- f) Help RCC attain its MISSION/VISION

The *Guidance Counselor* shall exercise the following:

- a) Guide students in selecting the course to take
- b) Provide activities that will develop good study/working habits
- c) Keep records of some disciplinary students/employees
- d) Help RCC attain its MISSION/VISION

The *Property Custodian/Librarian* shall exercise the following:

- a) Take custody and accountability of RCC properties: equipment, tools, books and others
- b) Keep inventory reports annually/provide recommendation for any lost properties
- c) Help RCC attain its MISSION/VISION



The *Instructor/Trainer* shall exercise the following:

- a) Provide knowledge and skills for unskilled and semi-skilled workmen
- b) Give evaluation to student's abilities and capabilities
- c) Help RCC attain its MISSION/VISION

The *Utility/Security Guard* shall exercise the following:

- a) Sees to it that RCC building/classrooms and surroundings clean and presentable to the community
- b) Sees to it that the RCC building and properties are always safe and in order
- c) Help RCC attain its MISSION/VISION

1.C - Qualifications and Benefits. The following officers and staff were employed to carry out the task and responsibilities, to wit:

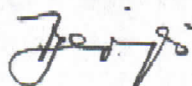
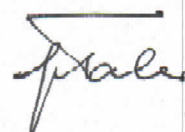
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|-------------------------------------|---------------|
| a) College Administrator (1) | - Contractual |
| b) Registrar/Bookkeeper/Cashier (1) | - Permanent |
| c) Guidance Counselor (1) | - Permanent |
| d) Property Custodian/Librarian (1) | - Contractual |
| e) Instructors (4) | - Contractual |
| f) Trainer (1) | - Contractual |
| g) Security Guard (1) | - Job Order |
| h) Utility (1) | - Casual |

1.D - Terms and Conditions. The present officials and other employees of the RCC were pulled out from the different departments of the LGU and designated them temporarily by the Municipal Mayor to perform additional duties and responsibilities in the said college in accordance with their qualifications and specializations until such time that a regular employee shall be appointed thereto through the recommendation of the Personnel Selection Board whose salary and other benefits will be charged against the income of the said college.

Section 2. *Declaration of Municipal Policy* - The Municipal Government shall have jurisdiction over the Roxas Community College. The Roxas Community College (RCC) will operate both as a public service utility and as an economic enterprise. The said College is to be managed by the appointed Administrator who is responsible to the Municipal Mayor. It is an LGU - owned college operating with a complete set of functioning line departments necessary for its operation. This college, aside from being professional, efficient and effective having some autonomy in its operation and management give assurance that it is public utility and at the same time an economic enterprise. Autonomous, in a sense that it should be free from political interference in its operation.

Section 3. *Definition of Terms.* For purposes of this ordinance, the following shall mean:

- a) Autonomous Roxas Community College - an LGU-owned college operating with some autonomy, i.e. political interference and similar influences.
- b) Technical assistance - means the assistance extended by TESDA: program registration, assessment of graduates, up-grading of trainer, give authenticated and verified certification of graduates and help graduates refer for employment.
- c) Roxas Community College as a public service utility - means that it will cater unskilled and semi-skilled enrollees especially indigent



and minority mangyans who could hardly pursue their studies in private colleges due to financial constraints, thus, with minimal school fees.

- d) Roxas Community College as an economic enterprise means that it is operated like any other business but with morality, not profit-centered but become sustainable in its operation.

Section 4. *Tuition Fees and other Fees.* Enumerated below is the tuition fees and other fees and the corresponding object of expenditures:

	AMOUNT
Registration	P 200.00
Tuition Fee	500.00
Laboratory Fee	500.00
Technology Fee	950.00
NSTP	150.00
Library Fee	100.00
Student Council	100.00
School ID	100.00
Athletic Fee	100.00
Miscellaneous and Other Fees	200.00
Insurance	100.00
TOTAL - - - -	5,000.00

Tuition Fees - 70% will be utilized solely to augment honorarium/ salary of all personnel hired for the purpose; 20% for the infrastructure development of the school; and 10% for the coffer of the Municipal Government.

Registration fees - will be used for registration forms to be accomplished during and after enrollment period and for other purposes related thereto;

Laboratory fees - will be used for the purchase of laboratory equipment and tools, supplies, handouts and periodicals;

Library fees - will be used for the purchase of reference books, activity books, manuals and library cards;

Technology fees - will be used for the purchase of consumables/ supplies;

Miscellaneous fees - for the maintenance and operation of the plant including electricity and water;

NSTP fees - will be utilized for the honorarium of trainers;

Insurance fees - will be utilized for accident group insurance;

Student Council - will be utilized for co-curricular activities of students;

Student ID - will be utilized for student identification

That all monies derived from the above-mentioned tuition and other fees shall accrue to the trust fund of the Municipality of Roxas to be budgeted for the following:

- a) For contractual and statutory obligation and essential current operating expenses;

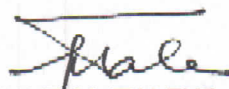
- b) Savings from its operation will go to reserve for expansion of buildings, improvement of other facilities, tools and equipment and for storage of needed consumables;
- c) 20% of the gross savings shall go to the General Fund of the Municipal Government when the said college is sustainable and no longer need the financial assistance of the Municipal Government.

Section 5. *Enforcement.* This Ordinance shall be implemented by the authorities of the Roxas Community College with the support of other concerned agencies: Office of the Mayor and Office of the Municipal Treasurer.

Section 6. *Separability Clause.* Any Ordinance inconsistent with the provision of this ordinance and declared null and void by any competent shall not affect the other provision of the ordinance.

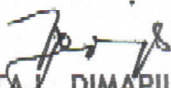
Adopted: 24 September 2012

CERTIFIED CORRECT:



FERDINAND V. TALENS, MPA
Secretary to the Sangguniang Bayan

ATTESTED:



VIOLETA L. DIMAPILIS
Municipal Vice Mayor/
Presiding Officer

APPROVED:



JACKSON CINCO DY
Municipal Mayor

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