

Qualifications: The College Administrator shall hold at least the following qualifications:

1. Must be a Filipino citizen preferably a Roxaseño;
2. With appropriate Master's Degree or preferably earned appropriate Doctoral Degree;
3. With 1st level of Career Service Eligibility or appropriate Professional license;
4. At least 5 years of satisfactory teaching experience;
5. 3 years of satisfactory school administration and supervisory experience;
6. With unpublished research in any discipline;
7. Of good moral character.

Section 16. **Dean for Academic Affairs.** There shall be a Dean of Academic Affairs who shall be appointed by Municipal Mayor upon recommendation of the College Administrator. He shall direct the planning, implementation and evaluation of instructional programs, ensure effective delivery of education and upgrade the quality of education in the College and assist the College Administrator regarding Academic matters.

Qualifications: The Dean for Academic Affairs shall have the following qualifications:

1. Must be a Filipino citizen preferably a Roxaseño;
2. With appropriate Master's Degree or preferably earned appropriate Doctoral Degree;
3. With 1st level of Career Service Eligibility or appropriate Professional license;
4. At least 5 years of satisfactory teaching experience;
5. At least 2 years of satisfactory school administration and supervisory experience;
6. With unpublished research in any discipline;
7. Of good moral character.

Section 17. **Administrative Officer** – There shall be an Administrative Officer who shall be appointed by the Municipal Mayor upon the recommendation of the Board of Trustees through the College Administrator.

Qualifications: The Administrative Officer shall have the following qualifications:

1. Must be a Filipino citizen preferably a Roxaseño;
2. Bachelor's Degree;
3. 2 year relevant supervisory experience;
4. Career Service Professional eligibility;
5. Good interpersonal and mediation skills;
6. Ability to multi task/assume different roles;
7. Good oral and writing skills;
8. Can work under extreme pressure;
9. Of good moral character

Section 18. **Director/Department Head** – There shall be a Director for Student Affairs, Community Extension services and Academic Research and there shall also be a Head for every Academic Department to be appointed by the

Municipal Mayor upon the recommendation of the Board of Trustees through the College Administrator.

Qualifications: The Director / Department Head shall have the following qualifications:

1. Must be a Filipino citizen preferably a Roxaseño;
2. A Bachelor's degree and/or appropriate Master's degree or the appropriate professional license or appropriate
3. At least 5 years of satisfactory teaching experience;
4. At least 2 years of satisfactory supervisory experience;
5. Of good moral character.

Section 19. **College Registrar.** There shall be a College Registrar who shall be appointed by the Municipal Mayor upon the recommendation of the College Administrator.

Qualifications: The College Registrar shall have the following qualifications:

1. Must be a Filipino citizen preferably a Roxaseño;
2. With Bachelor's degree and/or appropriate Masteral degree;
3. Career Service Professional eligibility;
4. 3 years of experience in the servicing and maintenance of student academic records and related school work;
5. Ability to multi task/assume different roles;
6. Can work under extreme pressure;
7. of good moral character.

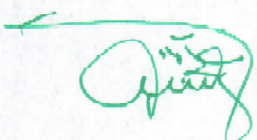
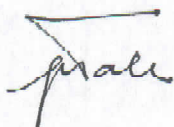
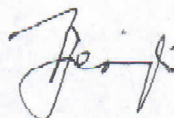
Section 20. **Separation, Suspension or Removal.** The aforementioned officers may be separated, suspended or removed from office upon a majority vote of the members of the board for the following causes:

- a. Incapacity – inability of the officer to perform his duties and functions due to intellectual, psychological, emotional and physical disability;
- b. Incompetence – failure to meet the minimum standard as per assessment conducted by the college authorities;
- c. Dishonesty;
- d. Conviction of a crime involving moral turpitude; or
- e. Any act detrimental to the interest and welfare of the college.

The above-mentioned causes for separation, suspension or removal are subject to the existing civil service laws.

Article VI Programs

Section 21. **Programs.** The College shall offer the following programs in accordance with the existing rules and regulations promulgated by competent authorities:



A. COLLEGE OF BUSINESS AND PUBLIC MANAGEMENT

Leading to Bachelor of Science in Commerce (BSC) Major in Banking and Finance, Cooperative Management, Marketing and Entrepreneurship, Accounting Management and Economics

B. COLLEGE OF EDUCATION

Leading to Bachelor in Secondary Education (BSE), Major in English, Math, General Science, Social Studies, Physical Education, Health and Music (PEHM), Filipino and Library Science;

Leading to Bachelor in Elementary Education (BEED) with specialization in:

- a. Early Childhood Care
- b. Special Education
- c. General Education

C. COLLEGE OF ARTS AND SCIENCES

- 1. Leading to Bachelor of Science in Psychology;
- 2. Leading to Bachelor of Arts Major in English and Political Science;
- 3. Leading to Bachelor of Science, major in Biology, Mathematics, Chemistry, Physics, Social Work and Philosophy

D. COLLEGE OF ENGINEERING

Leading to Agricultural Engineering

E. COLLEGE OF COMPUTER EDUCATION

- 1. Leading to Bachelor of Science in Secretarial Administration (BSSA);
- 2. Leading to Bachelor of Science in Information Technology (BSIT);

F. NON-DEGREE PROGRAMS

- 1. Diploma in Midwifery;
- 2. Diploma in Computer Science;
- 3. Diploma in Office Management with Computer;
- 4. Diploma in Computer Technician;
- 5. Diploma in Agricultural Education;
- 6. Diploma in Health Allied Courses;
- 7. Diploma in Architectural Drafting;
- 8. Diploma in Medical Transcription;
- 9. Diploma in Garments and Printing Technology;
- 10. Diploma in care-Giver Training;
- 11. Diploma in Auto Mechanics;
- 12. Diploma in Refrigeration and Air Conditioning;
- 13. Diploma in Carpentry and Wood Carving;
- 14. Diploma in Public Management;
- 15. Diploma in Practical Electricity and Wiring

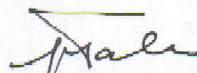
Article VII

Miscellaneous Provisions

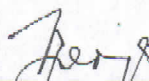
- Section 22. **Funding.** The amount of One Million Pesos (P1M) is hereby appropriated for the initial operation of the Roxas Community College for School Year 2012 – 2013 and One Million Pesos (P1M) every year thereafter until 2015.
- Section 23. **Implementing Guidelines.** Upon approval of this Ordinance, the Committee of the Roxas Community College shall formulate the Implementing Guidelines relative to the operation of the Roxas Community College.
- Section 24. **Separability Clause.** The provisions of this Charter are hereby declared separable, and if any clause, sentence, provision or section hereof, or its application to any person or circumstances should be declared invalid, such invalidity shall not affect the other provisions having been declared invalid.
- Section 25. **Effectivity Clause.** This Ordinance shall take effect upon approval.

Adopted: 13 June 2011

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

merz/061311

received by:
Chavez
08-30-13