



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 20th REGULAR SESSION OF THE
SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 13 JUNE
2011, 9:30 A. M. AT THE SANGGUNIAN 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 Cesar T. Baticos	- Member
Councilor Lee M. Baculinao	- Member
Councilor Juan S. Advincula	- Member
Councilor Camilo G. Ferreira	- President, Liga ng mga Barangay
Councilor Mary Jennie Leigh Q. Sarmiento	- MSKF President

Absent: NONE

MUNICIPAL ORDINANCE NO. 02
Series of 2011

*AN ORDINANCE ESTABLISHING THE ROXAS
COMMUNITY COLLEGE (DALUBHASAAN NG BAYAN NG
ROXAS) AND FOR OTHER PURPOSES.*

WHEREAS, the general welfare provision of the Local Government Code of 1991 supports that, the Local Government unit is duty bound to provide the youth sector with quality, accessible and affordable education in the pursuit of academic excellence and standards;

WHEREAS, the youth sector especially the student populace needs an educational institution that will provide quality, accessible and affordable education in the Municipality;

WHEREAS, Roxas has to provide quality human resources to maintain its competitive edge.

NOW THEREFORE, upon motion of Hon. Elsie Galaran and duly seconded by all members present.

Article I
Name and Nature

Section 1. **Name.** An Educational Institution in Roxas is Hereby Established to be Known as the Roxas Community College (Dalubhasaan ng Bayan ng Roxas).

Section 2. **Nature.** The Roxas Community College is established to provide quality, accessible and affordable tertiary education and Technical Vocational Training Programs to residents of Roxas and other qualified student applicants. It shall be maintained and managed by the Municipal Government of of Roxas.

Section 3. **Objectives/Purposes** - The following are the objectives and purposes for the establishment of the Roxas Community College:

a. **Objective** - Provide the youth with rich, substantial, relevant and wide range of academic disciplines, exposing them to varied curricular and co-curricular experiences which will enhance their personal and professional dedication and commitment to social, moral, cultural and economic transformation.

b. **Purposes:**

b.1. Foster the intellectual, social, moral and creative life of its clientele through quality, accessible and affordable education.

b.2. work collaboratively with the Municipal Government of Roxas and the community in the pursuit of achieving, local, regional and national development goals.

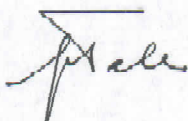
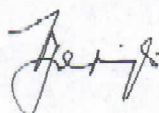
Section 4. **Definition of Terms**

1. **Board of Trustees** – refers to the highest policy making body of the college.
2. **Community College** – a college established through an ordinance by the local government unit.
3. **Youth Sector** – refers to those who are not more than 30 years of age upon enrolment in the College
4. **Tertiary Education** – refers to the education process designed at post secondary recognized as a degree program
5. **Degree Program** – refers to a collection of all courses in a discipline or a field of study leading to an undergraduate or graduate degrees. This may also be referred to as an academic program.
6. **Technical Education** – refers to the education process officially recognized as non-degree program aiming at preparing para-professionals and other categories of middle level workers.
7. **Non-Degree Program** – refers to a post secondary program below the bachelor/baccalaureate degree.
8. **College Officials** – refers to College Administrator, Dean, Directors, Administrative Officers, Registrar and Department Heads of the Community College.

Article II Governance of the College

- Section 5. **Board of Trustees.** The governance of the College shall be vested in the Board of Trustees whose members shall be appointed by the Municipal Mayor with the concurrence of the Sangguniang Bayan *Except* for the student, faculty and alumni representative whose membership in the board is dependent upon their election in the organization they represent.
- Section 6. **Qualifications and Composition.** All members of the Board of Trustees shall be citizens of the Philippines and with proven responsibility, integrity and honesty which shall be composed of the following:
1. Municipal Mayor as Chairman
 2. College Administrator
 3. Chair, Sangguniang Bayan Committee on Education;
 4. Chair, Sangguniang Bayan Committee on Appropriations;
 5. SK Municipal Federation President;
 6. Municipal Education Officer;
 7. Municipal Human Resource Management & Development Officer;
 8. Municipal Planning and Development Officer;
 9. President of the College Alumni Association;
 10. President of Student Government Organization (SGO);
 11. Representative from the Teaching and Non-Teaching Personnel;
 12. Representative/s of Non-government Organization (NGO) and/or Professional/business sector in the municipality.
- Section 7. **Compensation.** Members of the Board of Trustees shall serve without compensation but will entitled to honorarium and/or allowances in attendance to meetings of the Board or other officials business authorized by the resolution of the Board subject to the availability of funds.
- Section 8. **Tenure.** Representation from the professional/business sector will have to be rotated among the different profession/business in the Municipality. The NGO, Student Body Organization, Alumni Association, and Teaching & Non-teaching Personnel will be represented by the President or Chairman of the particular organization and shall serve on a co-terminus basis with the Chairman of the Board.
- Section 9. **Vacancy.** In the case in the membership, the succeeding appointee, who shall be appointed by the Chairman of the Board, shall hold office for the duration of the unexpired term only.
- Section 10. **Suspension and Removal.** A member of the board may be suspended or removed from office upon a majority vote of the members of the board for the following causes:
- a. Incapacity;
 - b. Incompetence;
 - c. Dishonesty
 - d. Conviction of a crime involving moral turpitude; or
 - e. Any act detrimental to the interest and welfare of the College.

Provided, no member of the Board may be suspended or removed from office without due process of law.



Article III

Powers and Functions of the Board of Trustees

The Board of Trustees shall govern and exercise all the corporate powers of the college and shall perform functions herein conferred; provided that its administration is vested in the college administrator pursuant to the authority conferred by the board.

In addition to its general powers, the Board shall have the following powers and functions:

- a. To recommend appropriations, to be specified by laws as maybe provided for the support of the College;
- b. To enact rules and regulations not contrary to laws as maybe necessary for the operation of the College;
- c. To approve the courses of study and rules of discipline drawn by the College councils as hereinafter provided;
- d. To fix tuition and miscellaneous fees that maybe required of students such as graduating fees, laboratory fees and all other fees needed to carry out the required activities of the program and other related curricular activities;
- e. To provide scholarship to deserving students, give tuition fee discounts to children of employees and faculty members, and to such other cases as provided by law;
- f. To confer degrees, diplomas, certificates and titles upon persons after satisfactory completion of appropriate programs and courses. It shall also confer honorary degrees upon persons in recognition of their outstanding contribution in the field of education;
- g. To appoint, upon recommendation of the College Administrator, professors, instructors, lecturers and other employees of the College; to fix their compensation, hours of service and such other duties the board may deem proper to grant to them in its discretion leaves of absence under such regulations as it may promulgate; and to remove them for cause in accordance with the law after due investigation and hearing shall have been held;
- h. To authorize construction or repair of College buildings, machineries and equipment and other facilities; and the purchase and acquisition of real and other properties including necessary supplies and equipment in accordance with existing rules and regulations;
- i. To receive in trust, legacies, gifts and donation of real and other properties and to administer the same for the benefits of the College or for aid to any student in accordance with the directions and instructions of the donor, not contrary to law and in the absence thereof, in such manner s the Board of Trustees may in its discretion determine;
- j. To acquire land of public domain or purchase private land at reasonable price for the expansion and beneficial use of the College;

- k. To provide rules for its own governance and enact such general administrative and academic staff and student codes, not contrary to law or as consistent with the purposes of the College;
- l. To create and establish professional chairs through donations, grants or trust by prominent alumni, public officials and private businessmen in the pursuit of a discipline exemplifying the titles, positions and attainment of donors;
- m. To establish research and extension centers of the College where such will promote the development of the latter;
- n. To develop consortia and other forms of linkages with local government units, institutions and agencies, public and private local and foreign in pursuit of the purposes and objectives of the College;
- o. To delegate any of its powers and duties provided for hereinabove to the College Administrator and/or other officials as it may deem appropriate so as to expedite the administration of the affairs of the college.

Article IV Meetings

- Section 11. **Meetings.** The Board shall have at least one monthly meeting and as many special meetings as determined by the Chairman.
- Section 12. Notice of the time and place of meeting of the board of trustees shall be given personally or by mail, at least three (3) days before the date set for such meeting.
- Section 13. **Quorum.** Quorum of the Board of Trustees shall consists of a majority of all the members when the meeting is called to order.
- Section 14. **Order of Business.** The order of business of the meetings of the Board of Trustees shall be as follows:
- a. Roll Call
 - b. Call to Order
 - c. Approval of the minutes of the previous meeting
 - d. Ratification of the acts of the college councils
 - e. New business
 - f. Other matters
 - g. Adjournment

Article V College Officials and Qualifications

- Section 15. **College Administrator.** Leadership of the College shall be vested in the College Administrator who shall be appointed by the Municipal Mayor upon the recommendation of the Board of Trustees which shall also have a fix compensation in accordance with salary schedule set by law and by competent authorities. Said appointment however, shall be subject to confirmation by the Sangguniang Bayan.