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**MONCADA, TARLAC**

EXCERPT FROM THE MINUTES OF THE 21<sup>st</sup> REGULAR SESSION FOR CY 2024 OF THE 11<sup>th</sup> SANGGUNIANG BAYAN OF MONCADA, TARLAC HELD ON THE 18<sup>th</sup> DAY OF JUNE 2024 AT THE SB SESSION HALL, SB-ABC-SK BUILDING.

**PRESENT:**

**HON. RAMON BENITO M. AQUINO**

**..VICE MAYOR / PRESIDING OFFICER**

**HON. JANIUS M. YASAY**

**..MEMBER / PRO-TEMPORE**

**HON. RODOLFO C. ESPEJO, JR.**

**..MEMBER**

**HON. THELMAFLOR A. ESPEJO**

**..MEMBER**

**HON. CELESTE A. AYSON**

**..MEMBER**

**HON. GEORGE MICHAEL P. AGUILAR**

**..MEMBER**

**HON. CONSTANCE NESTOR A. FAVIS**

**..MEMBER**

**HON. DEAN MICHAEL V. DUQUE**

**..MEMBER**

**HON. BERNADINE C. FERRER**

**..LNB PRESIDENT**

**HON. JAYVEE B. NATIVIDAD**

**..MFSK PRESIDENT**

**ABSENT:**

**HON. ALBERTO C. MARZAN, JR., MD**

**..MEMBER (Official Leave)**

**MUNICIPAL ORDINANCE NO.  
2024-008**

**AN ORDINANCE ESTABLISHING THE MONCADA POLYTECHNIC COLLEGE IN THE MUNICIPALITY OF MONCADA, TARLAC, DEFINING ITS MANDATE, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES**

**Principal Authors and Sponsors:** Vice Mayor Ramon Benito M. Aquino; Coun. Dean Michael V. Duque; Coun. Thelmaflor A. Espejo; MFSK Pres. Jayvee B. Natividad

**Co-Sponsors:** Coun. Janius M. Yasay; Coun. Rodolfo C. Espejo, Jr; Coun. Celeste A. Ayson; Coun. George Michael P. Aguilar; Coun. Constance Nestor A. Favis; LNB Pres. Bernadine C. Ferrer

**WHEREAS**, it is acknowledged that education serves as a fundamental avenue for the transformation and empowerment of youth, providing them with essential skills, knowledge, and attitude to become productive members of the society;

**WHEREAS**, Article XIV, Section 1 of the 1987 Philippine Constitution provides the policy of the state to protect and promote the rights of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all and Section 2 of Article IV states that the state shall establish, maintain and support a complete, adequate, and integrated system of education relevant to the needs of the people and the society;

**WHEREAS**, Section 447, (a)(5)(x) of the Republic Act No. 7160, otherwise known as the Local Government Code of 1991, authorizes the Local Government Unit, through the Sangguniang Bayan, to establish and provide for the operation of vocational and technical schools and similar post-secondary institution and fix and







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collect reasonable tuition fees and other school charges in educational institutions supported by the municipal government, subject to the availability of funds and to existing laws, rules, and regulations. Further, it may establish a scholarship fund for the poor but deserving students in schools located within its jurisdiction or for students residing within the municipality,

**WHEREAS**, the Municipal Government of Moncada aligns with the State policy, recognizing the pivotal role of the youth in nation-building, and commits to safeguarding their physical, moral, spiritual, intellectual, and social well-being. As such, it pledges to uphold and advance the right of its constituents to quality education, striving to ensure its accessibility to all;

**WHEREAS**, recognizing the undeniable significance of education in liberating the underprivileged segments of our society from the chains of poverty, the implementation of initiatives such as the establishment of Moncada Polytechnic College holds immense promise. This endeavor will undoubtedly empower deserving students, equipping them with the essential competitive knowledge, skills, and values necessary for their personal advancement and meaningful contribution to society;

**WHEREAS**, the theme "*Malasakit sa Bayan, sa Mamamayan at sa Pondo ng Bayan*" inspired by the Local Chief Executive, Mayor Estelita M. Aquino, embodies the shared future goals and dreams of the people of Moncada. It delineates the envisioned lifeways and the projected state of our Municipality by 2028. This theme underscores the ambition for compassion-driven governance that envisions a future of educated and forward-thinking Moncadenians dedicated to enhancing the quality of life, through compassion or "malasakit," and alleviating poverty within our locality that would consequently redound to progress and inclusive development;

**WHEREAS**, Education is the single most important legacy that we can bestow upon our youth. It opens doors for countless opportunities that will lead to their further empowerment, greater success, and the realization of their individual aspirations. At present, millions of Filipino youth are still having a hard time finishing their studies due to poverty. Many poor students are struggling to go to school simply because they have no money for allowance, transportation, books and projects and for other miscellaneous expenses;

**WHEREAS**, for several years, students who wish to pursue their college education bear the challenges of expensive tuition fees, board and lodging in faraway cities as well as transportation costs to and from Moncada or other neighboring localities;

**NOW, THEREFORE**, on motion by Coun. Dean Michael V. Duque, duly seconded;

**BE IT ENACTED** by the Sangguniang Bayan of Moncada, Tarlac, in session duly assembled, that:

**ARTICLE I  
GENERAL PROVISIONS**

**SECTION 1. TITLE.** This Ordinance shall be known as the "**MONCADA POLYTECHNIC COLLEGE CHARTER.**"

**SECTION 2. DECLARATION POLICY** - The Municipality of Moncada affirms to the mandate of the Constitution that "The State shall give priority to education, science







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and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development,” thus, it is hereby declared the policy of the Municipal Government of Moncada to operate within the framework of national development goals that shall embody these ideals, and that no student shall be denied access to education for reason of poverty, age, sex, nationality, residency, religious belief, or political affiliation.

**SECTION 3. DESCRIPTION** – (a) The Moncada Polytechnic College is a public, non-sectarian, non-partisan technical-vocational and higher educational institution operating primarily from the subsidy of the Municipal Government of Moncada. Its curricular offering courses and other allied and relevant degree programs may be offered upon authorization duly issued by the Technical Education and Skills Development Authority (TESDA) and Commission on Higher Education (CHED).

(b) The College shall hereafter be classified and declared as Special Local Economic Enterprise (SLEE) of the Municipal Government of Moncada, Tarlac with all the privileges, functions, and legal characters appurtenant thereto, pursuant to governing laws and ordinances.

**SECTION 4. PURPOSES AND OBJECTIVES** - The College shall have the following purposes and objectives:

- (a) To help promote the interest and welfare of the people of Moncada, regardless of their socio-economic status, by providing them access and equitable opportunities with relevant and responsive academic and technology-driven programs for all learners who will be equipped with knowledge, skills, and values to complete, and contribute meaningfully to the growth and development of the Municipality and to the world at a very minimal cost.
- (b) To provide the youth of the Municipality access to college education and technical and vocational instruction that is globally competitive.
- (c) To be recognized as a leading autonomous local college and a center of excellence that provides world-class facilities and faculty, with linkages in domestic and international educational and training institutions, and industries;
- (d) To become a primary source of the labor-intensive market for technology and technical-vocational needs of industrial, commercial, and business enterprises;
- (e) To provide students with knowledge and skills to be highly competent for employment and to inculcate desirable attitudes, values, and work ethics which are essential to national development; to equip students with increased capabilities for entrepreneurial endeavors for self-employment, and to provide education and training for individual development and leadership to meet the emerging needs of the industrial society;
- (f) To lead as a public service college by providing various forms of community, public, and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society;
- (g) To provide democratic governance in the college based on collegiality, representation, accountability, transparency and active participation of its constituents.







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- (h) To carry out such other purposes pursuant to Republic Act No. 7160 (The 1991 Local Government Code), Republic Act No. 7796 (The Technical Education and Skills Development Act of 1994), Republic Act No. 7722 (Higher Education Act of 1994), and Republic Act 10931 (Universal Access to Quality Tertiary Education Act).
- (i) Such other purposes consistent with the above and with existing CHED and TESDA rules and regulations.

**SECTION 5. NAME OF INSTITUTION** - The College shall be known as the **"MONCADA POLYTECHNIC COLLEGE (MPC)."**

**SECTION 6. CAMPUS SITES** - The Moncada Polytechnic College (MPC) shall have two (2) campuses located on properties owned by the Municipal Government of Moncada. The main campus, situated in Brgy. Camangaan East, shall offer baccalaureate degrees. The second campus, located in Brgy. Rizal, shall provide technical-vocational courses and TESDA skills training.

The foregoing LGU properties are further described as follows:

Location	Land Title No.	Area
Brgy. Camangaan East (Main Campus)	TCT 043-2022012562	9,300 square meters
Brgy. Rizal (TESDA and Technical- Vocational Campus)	TCT 043-2017014054	4,814 square meters which contains the Training, Learning, and Development Center
	TCT 043-2017014055	2,042 square meters
	TCT 043-2017014053	1,174 square meters

**SECTION 7. SOCIAL RESPONSIBILITY** - The college is committed to serving the Filipino nation and humanity, particularly the bona fide residents of Moncada and interested students from outlying municipalities. While it carries out the obligation to pursue the goals and objectives, it must relate its activities to the needs of Moncadenians and their aspirations for social progress and transformation. The college may provide venues for student volunteerism through research and extension services.

**SECTION 8. ACADEMIC FREEDOM**- The college shall enjoy academic freedom pursuant to paragraph 2, Section 5 of Article XIV of the Philippine Constitution.

**SECTION 9. ACADEMIC EXCELLENCE** - The Moncada Polytechnic College has the responsibility to enhance and maintain high academic standards in the performance of its functions of instruction, research and extension, production, and public service.

**SECTION 10. EMBLEM AND SEAL** - The College shall adopt its own emblem, color and seal that portray the aspirations, identity, dignity, and values of the institution.

**ARTICLE II  
GOVERNANCE AND ADMINISTRATION**







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**SECTION 11. THE BOARD OF TRUSTEES** - The Governing Board (GB) of the College shall be the Board of Trustees (BOT) whose members are of known probity and integrity, and who possess greatest interest in pursuing academic excellence and global competitiveness in support of the development agenda of the municipality. The members of the BOT are as follows:

(a) COMPOSITION

- |  |                  |
|--|------------------|
| 1. The Municipal Mayor   | Chairperson      |
| 2. The College President   | Vice Chairperson |
| 3. The President of the Faculty Association                            | Member           |
| 4. The President of the Alumni Association                             | Member           |
| 5. The President of the Supreme Student Council/Government             | Member           |
| 6. The Chairperson of the Committee on Education of Sangguniang Bayan  | Member           |
| 7. Representative from the Accredited Business or Industry Sector; and | Member           |
| 8. Representative from the Department of Agriculture (DA)              | Member           |

(b) CHED, NEDA and TESDA REPRESENTATION - The Commission on Higher Education (CHED) Regional Director, National Economic and Development Authority (NEDA) Regional Director and Provincial Director of Technical Education and Skills Development Authority (TESDA) or their duly designated representatives may be invited as resource persons during Board of Trustees meetings. Provided that, the representative from CHED shall have a rank not lower than of a Director.

**SECTION 12. MEMBERSHIPS AND TERMS OF OFFICE OF THE BOARD OF TRUSTEES.** Membership to the Board of Trustees is provided for by this ordinance and cannot be delegated. The members of the Board of Trustees shall have the following terms of office:

- |   |   |
|---|---|
| The Municipal Mayor as Chairperson                                | Co-terminus with the Term of Office as Municipal Mayor                            |
| The College President as Vice Chairperson                         | For a term of four (4) years, subject to reappointment for another one term only. |
| The President of the Faculty Association                          | Co-terminus with the Term of Office as President of the Faculty Association       |
| The President of the Alumni Association                           | Co-terminus with the Term of Office as President of the Alumni Association        |
| The President of the Supreme Student Council/Government (SSC/SSG) | Co-terminus with the Term of Office as President of the SSC/SSG                   |







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The Chairperson of the  
Committee on Education of  
Sangguniang Bayan

Co-terminus with the Term of  
Office as Chairperson of the  
SB Committee on Education

Representative from the  
Accredited Business or  
Industry Sector; and

Two (2) years to be  
appointed by the BOT

Representatives from the  
Department of Agriculture  
(DA), Commission on Higher  
Education (CHED), National  
Economic and Development  
Authority (NEDA), and  
Technical Education and Skills  
Development Authority  
(TESDA)

Co-terminus with the Term of  
Office of the duly-designated  
representatives

**SECTION 13. QUALIFICATIONS** – All members of the Board of Trustees shall be citizens of the Republic of the Philippines with proven competence, managerial and leadership skills, and sense of responsibility, integrity, probity, and honesty.

**SECTION 14. COMPENSATION** – Members of the Board of Trustees shall serve without compensation other than reimbursement for actual and necessary expenses incurred in attendance to meetings of the Board of Trustees or other official business authorized by the Board of Trustees and as allowed by law.

**SECTION 15. NOTICE OF MEETINGS** - The President of the College shall be responsible for the administrative requirements and order of business for meetings of the Board of Trustees, provided that the members shall be notified in writing or by mail/e-mail at least three (3) days before the date of the meeting. Provided, further, that no other agenda shall be discussed other than those in the notice without the prior approval of the BOT.

**SECTION 16. ORDER OF BUSINESS** - The order of business of the meetings of the Board of Trustees shall be as follows:

- a) Call to order
- b) Prayer
- c) Roll Call
- d) Approval of the minutes of the previous meeting
- e) Calendar of Business
- f) Adjournment

**SECTION 17. BOT MEETINGS.** (a) The regular meeting of the Board of Trustees shall be held at least once every quarter at the College Campus or at any place in the Municipality of Moncada.

(b) Special meeting of the Board of Trustees shall be held at the College Campus or at any place in the Municipality of Moncada upon call of the Chairperson or by the majority of the members of the Board of Trustees.

**SECTION 18. ALTERNATIVE MODES OF MEETINGS.** Videoconferences or any alternative modes of remote/online meetings, regular or special, shall be allowed if so decided by the majority of members, which shall be properly recorded by the Secretariat. The use of digital/electronic signatures may be allowed, provided, that







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during the resumption of a face-to-face meeting, the BOT members shall affix their wet signature on the documents or any outputs/resolutions/policies promulgated by the Board during their online meetings.

**SECTION 19. QUORUM** - A quorum for any meeting of the Board of Trustees shall consist of the majority of the members and a majority of such quorum may decide on any question or measure raised in the meeting. Simple majority or a number more than half of the BOT membership shall be used in the computation of quorum.

**SECTION 20. VOTING.** Each member of the Board of Trustees shall be entitled to one (1) vote, and no proxy is allowed.

**SECTION 21. VACANCY** - In case of vacancy in the Board of Trustees, except for the President of the College, such vacancy shall be filled in the same manner as provided for the predecessor, and such appointee shall hold office for the unexpired portion of the term of the BOT member who caused the vacancy.

**SECTION 22. SUSPENSION AND REMOVAL** - A member of the BOT may be suspended or removed from office upon a majority vote of the BOT members for the following causes:

- a) Incapacity;
- b) Incompetence;
- c) Dishonesty;
- d) Conviction of a crime involving moral turpitude;
- e) Any act or offense prejudicial to the best interest and welfare of the College;

**SECTION 23. CHAIRPERSON AND PRESIDING OFFICER** - The Municipal Mayor as Chairperson of the Board of Trustees is the highest authority in the College and shall preside over regular meetings and/or special meetings thereof. In his/her absence, the Vice Chairperson shall preside.

In case the Municipal Mayor, as Chairperson of the Board of Trustees will not be available for a meeting of the Board of Trustees, he/she may designate a member of his staff to represent him/her in the meeting, thereby completing a quorum.

The Municipal Mayor's representative so designated shall not preside over the regular or special meeting of the Board of Trustees, but shall have all rights and responsibilities of a member in participating in the deliberation without authority to vote thereof.

**SECTION 24. PROHIBITION** - Members of the Board of Trustees, including their family members up to fourth degree of affinity and consanguinity, shall not have any business interest, directly or indirectly, in any aspect of the College operations.

**ARTICLE III**

**POWERS, FUNCTIONS AND DUTIES OF THE BOARD OF TRUSTEES (BOT)**

**SECTION 25. POWERS, FUNCTIONS AND DUTIES.** Subject to existing laws, the following are the powers and duties of the Board of Trustees:

General Powers:

- (a) Set the vision, mission, institutional goals and objectives, and strategic direction of the College, ensuring its alignment with the LGU's development agenda, higher education agenda, and the national government's thrust;







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- (b) Establish effective and efficient structure of the College;
- (c) Ensure sound financial management; and
- (d) Approve plans or policies related to the overall governance of the College.

**Specific Duties and Functions:**

- (a) Establish policy guidelines, rules, regulations and procedures not contrary to law and which are necessary to carry the purpose and function of the College, and ensure participative decision-making and transparency within the institution;
- (b) Approve academic arrangements for capacity building of the institution, with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be, consistent with the provisions of the Transnational Higher Education Act (RA No. 11448), and other guidelines of CHED relative to such academic arrangements;
- (c) Approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils in accordance with the existing CHED and/or TESDA Policies, Standards and Guidelines;
- (d) Set policies on admission, retention and graduation of students in accordance with CHED and/or TESDA memorandum and circulars;
- (e) Award honorary degrees upon persons in recognition of outstanding contributions in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the College, subject to the existing CHED guidelines, and to authorize the award of certificates of completion of non-degree and non-traditional courses, subject to existing CHED and TESDA policies and guidelines;
- (f) Ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, career and job placement, canteen, buildings, grounds, property maintenance and similar services;
- (g) Institutionalize and strengthen research and extension programs;
- (h) Recommend to the Municipal Mayor the appointment of the College President from the list of three (3) qualified candidate/s/applicants based on the search made pursuant to CHED Memorandum Order (CMO) No. 18, s.2022;
- (i) Recommend to the Municipal Mayor the appointment/designation of the vice presidents, deans, directors, heads of departments, faculty members and other officials and employees whose salaries and wages are wholly or mainly paid out of the local funds and whose appointments are not otherwise provided for under RA No. 7160, as well as those the Local Chief Executive may be authorized by law to appoint;







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- (j) Fix the tuition fees and other necessary school charges, such as but not limited to miscellaneous fees, matriculation fees, graduation fees and laboratory fees, as the BOT may deem proper to impose after due consultations with the involved sectors subject to compliance with existing CHED policies, standards and guidelines, and as governed by the following guidelines:
- i. Such fees and charges including government subsidies and other income generated by the College shall constitute a special trust fund and shall be deposited in any authorized government depository bank, and all interests accruing thereof shall form part of the same fund for the use of the College;
  - ii. Any income generated by the college from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the college and may be disbursed by the BOT for instruction, research, extension, or other programs or projects of the College and that all fiduciary fees shall be disbursed for the specific purpose for which they are collected;
  - iii. If, for reasons beyond its control, the College shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the BOT may authorize the use of said funds for any reasonable purpose, which in its discretion may be necessary and urgent for the attainment of the objectives and goals of the College;
- (k) Adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving student, if in case the College is not yet a recipient of a government subsidy which is subject to the grant of Institutional Recognition from CHED;
- (l) Coordinate with the Sangguniang Bayan to provide for the regular support for the development, operation, and maintenance of the College;
- (m) Recommend to the Sangguniang Bayan policies on higher education and other related development legislation on effective governance and management;
- (n) Approve consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution including its Internationalization initiatives;
- (o) Receive and appropriate budget as may be provided, in support of the institution in the manner it may determine, in its discretion, to carry out the purposes and functions of the College;
- (p) Receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose of the same when necessary for the benefit of the College, subject to limitations, directions and instructions of the donors, if any. Administer the same in the absence of specific directives of the donor. Such donations shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;







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- (q) Recommend to and implement the Local Government Unit-approved construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment.

Purchases and other transactions entered into by the College through the BOT shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;

- (r) Approve salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- (s) Approve the absorption/adoption of LGU-acquired non-chartered tertiary institutions in coordination with the CHED and other relevant agencies and to offer the needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- (t) Establish chairs in the College and to provide fellowships for qualified faculty members and scholarships to deserving students;
- (u) Authorize, as may be needed, an external management audit of the institution to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- (v) Approve the setup on the adoption of modern and innovative modes of transmitting knowledge through different teaching and learning modalities subject to CHED requirements;
- (w) Seek technical advice and updates from the CHED Resource Person pertaining to the College operations;
- (x) Institutionalize and strengthen programs that prioritize and support the LGU's development programs and capacity development needs;
- (y) Establish, maintain and institute mechanisms to share with the LGU and stakeholders, a knowledge-base of the College's experts and resources to support LGU governance and administration processes;
- (z) To privatize, enter into a joint venture agreement/public-private partnership or acquisition of third-party services, if most advantageous to the institution, the management of non-academic services such as health, food, building, grounds, commercial centers, or property maintenance and such other similar activities;
- (aa) Delegate specific duties and responsibilities provided for hereinabove to the College President and/or other officials of the College as it may deem appropriate so as to expedite the administration of the affairs of the College;







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- (bb) To exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College.

**SECTION 26. PROMULGATION AND IMPLEMENTATION OF POLICIES.** The BOT shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture, and sports.

**SECTION 27. SECRETARY TO THE BOARD OF TRUSTEES** - The President of the College shall recommend the appointment of the Board Secretary, subject to the confirmation of the BOT. He/she shall serve as Secretary of BOT and concurrent Secretary of the College. Specifically, he/she shall perform the following functions:

- (a) Attends the regular/special meetings of the BOT without the power to cast vote and not be allowed to participate in the deliberations of measures brought before the BOT;
- (b) Prepares the minutes of the meetings of the Board of Trustees;
- (c) Keeps all the records of the college;
- (d) Provides administrative assistance to the BOT;
- (e) Certify to the correctness of the documents issued by the BOT;
- (f) Coordinates the schedules of BOT meetings and takes charge of the release of notices or meetings and other undertakings of the BOT upon approval of the Chairperson; and
- (g) Performs other duties and responsibilities as may be assigned by the BOT.

**ARTICLE IV  
THE COLLEGE PRESIDENT**

**SECTION 28.** The administration of the College shall be vested in the President of the College who shall render full-time service. He/she shall be appointed by the Local Chief Executive, upon recommendation of a duly constituted Search Committee, subject to the confirmation of the Sangguniang Bayan. He/She shall have a term of four (4) years and shall be eligible for re-appointment for another term only, unless sooner removed for cause.

**SECTION 29.** In case of vacancy by reason of retirement, resignation, removal for cause, incapacity or death of the incumbent President to perform the functions of the office, the Board of Trustees shall, within fifteen (15) days from the occurrence of such vacancy, recommend to the Local Chief Executive the designation of an Officer-in-Charge (OIC), with the same qualifications as required of a President. The OIC may serve for a period of one (1) year, renewable for another one year, pending the appointment of a new president. The Selection Committee for the appointment of the new President shall be created and assembled by the BOT.

**SECTION 30. QUALIFICATIONS AND TERM OF OFFICE OF THE PRESIDENT.**

- 1) The President of the College must possess the following minimum qualifications:
  - a. Not less than thirty-five (35), but not more than sixty-one (61) years old at the time of application;
  - b. Holder of a doctorate degree defined as level 8 in the Philippine Qualifications Framework (PQF) as stipulated in PQF-National Coordinating Council Resolution No. 2014-03 adopted on December







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11, 2014 and its amendments thereafter, from a recognized higher learning institution by the CHED;

- c. Proven track record as an administrator (President, Vice President, Dean, Campus Administrator, Director, Principal, Schools Division Superintendent, ASDS, Public Schools District Supervisors, Chief Education Supervisors, etc.), preferably in the academe, whether public or private, for at least five (5) years prior to application;
  - d. Must not have been convicted of any administrative offense or of any crime involving moral turpitude wherein the penalty is more than six (6) months;
  - e. Second-level Civil Service Eligible or equivalent (e.g. RA 1080[PRC License]/Honor Graduate Eligibility) or higher level eligibility;
  - f. An applicant who does not meet any of the above-mentioned minimum qualifications and cannot submit pertinent supporting documents shall be disqualified from the search process;
  - g. Incumbent Presidents of other SUCs and LUCs whose term is set to expire within six (6) months of the search process shall be allowed to submit his/her application for the vacant position of College President.
- 2) Applicants for the position of College President must submit to the Search Committee one (1) set of original and six (6) certified photocopies of the following documents:
- a. Formal application letter addressed to the Chairperson of the Board of Trustees;
  - b. Detailed Curriculum Vitae duly signed under oath;
  - c. Certified True Copy of documents in support of the data stated in the Curriculum Vitae
  - d. Proposed Vision, Mission, and Development Goals for the College;
  - e. Certificates/Clearances from the following government agencies obtained not more than one (1) month from the date of filing of application, indicating that the applicant has no pending administrative and/or criminal case:
    1. Sandiganbayan
    2. Civil Service Commission
    3. National Bureau of Investigation
    4. Municipal/Regional Trial Court
    5. Ombudsman (for government employee)
    6. Institution/Company where the applicant is presently employed
  - f. Authenticated copy of eligibility (CSE/RA 1080/HE, CESE, etc.)
  - g. Birth Certificate authenticated by the Philippine Statistics Authority.







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- h. Medical Certificate of Fitness issued by a licensed physician from a government hospital/health center.
- i. Drug-testing results/certification from a DOH-certified/accredited drug-testing laboratory (CSC MC No. 13, s.2017)
- j. Results of a neuro-psychiatric examination conducted by a physician from a recognized health institution.
- k. Duly accomplished CSC Form 212 (Personal Data Sheet) signed under oath.

**SECTION 31. POWERS AND FUNCTIONS.** The College President shall exercise the following powers and functions:

- (a) Provide academic leadership for the college, preserve and protect its academic integrity, ensure the observance and implementation of its purposes, objectives and policies as laid down by this ordinance and the BOT;
- (b) Exercise, within the framework of college policies, primary authority and responsibility over the following areas; curriculum planning and development, grants, endorsements, external relations and public affairs;
- (c) Formulate, subject to the approval of the BOT and in coordination with the faculty members, comprehensive development plan of the college relative to academic, research and extension programs;
- (d) Establish and maintain links with other educational and research institutions, the community, and industry partners;
- (e) Exercise such other related functions as the BOT may prescribe.

**SECTION 32. SUSPENSION AND REMOVAL.** The College President may be suspended or removed from office by a majority vote of the Board of Trustees for incapacity, dishonesty, conviction of a crime involving moral turpitude or any act detrimental to the College, in accordance with applicable laws.

**SECTION 33. PLANTILLA POSITION OF THE PRESIDENT –** The College President shall have the position of Municipal Government Department Head I (LUC President I) with an assigned Salary Grade of twenty-four (24), a rank equivalent to a Division Chief, with term limitations as provided in this Ordinance.

**ARTICLE V  
CREATION OF THE SEARCH COMMITTEE FOR THE PRESIDENT**

**SECTION 34. CONSTITUTION.**

- (a) Six (6) months before the expiration of the term of the incumbent President, the BOT shall constitute a Search Committee (SCP) for the Appointment of President, composed of representatives from:
  - i. Commission on Higher Education (regional office)
  - ii. Civil Service Commission (provincial or regional office)
  - iii. Association of Local Colleges and Universities (ALCU - regional)
  - iv. Academic Community (local)







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v. CSO - Business Sector (local)

- (b) The BOT shall designate the Chairperson from among the members of the SCP and shall meet within fifteen (15) days from its constitution. The Municipal Human Resource Management Office (MHRMO) shall serve as the Secretariat of the SCP.
- (c) No SCP member shall be related within the fourth civil degree of consanguinity or affinity, had or have personal, social, professional relationships, business interests or financial connections, and political party affiliations to an applicant for the College President to avoid conflict of interest.
- (d) If any of such relationships exist, the SCP member shall disclose the relationship to the BOT. The disclosure or discovery of such relations and possible conflict of interests or partiality will serve as basis for the BOT to decide whether to revoke the appointment of the concerned SCP member.
- (e) To ensure the effective and efficient performance of its duties, the BOT shall allocate budget and provide facilities of the College to the SCP.

**SECTION 35. PROCEDURE FOR THE SEARCH** - The Search Committee for the Appointment of President shall adopt its rules in the screening and selection proceedings in accordance with CHED's circulars, rules, and regulations.

**SECTION 36. PUBLICATION OF NOTICE OF SEARCH FOR THE COLLEGE PRESIDENT** - Within thirty (30) days from its first meeting, the Search Committee for the President (SCP) shall prepare the notice of search for College President in a newspaper of local or general circulation and by posting in conspicuous places in the municipality and on official social media platforms of the LGU. The publication shall contain provisions for invitation of applicants and the deadline for submission of applications. The applications shall be sent through the SCP Secretariat, addressed to the SCP Chairperson.

**SECTION 37. SELECTION OF QUALIFIED CANDIDATES** - Within a period of thirty (30) days after the deadline of submission of applicants, the Search Committee shall screen the applicants and select therefrom the three (3) most qualified candidates within twenty-four (24) hours after the selection.

**SECTION 38. APPOINTMENT OF THE PRESIDENT** - The BOT, through the Local Chief Executive, shall appoint the College President from the three (3) most qualified candidates submitted by the Search Committee for the President (SCP), subject to the confirmation by the Sangguniang Bayan.

**ARTICLE VI  
THE ACADEMIC COUNCIL**

**SECTION 39. COMPOSITION.** There shall be established an Academic Council with the College President as Chairperson and all faculty members as members.

**SECTION 40. FUNCTIONS.** The Academic Council shall, subject to applicable TESDA and CHED regulations and standards, exercise the following functions:

- a) Determine and recommend requirements for admission to the college;
- b) Validate the completion of requirements for graduation and granting of degrees;







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- c) Review and ensure that curriculum, syllabus and course/subject frameworks are current and properly implemented;
- d) Monitor changes in policies, standards and guidelines of national and international regulatory bodies regarding higher education and ensure compliance to these,
- e) Assist in the formulation of annual action plan by consolidating curricular and co-curricular activities, projects and programs;
- f) Submit report on any/all student-related activities;
- g) Assist in the assessment of faculty applicants;
- h) It shall have disciplinary power over the students within the limits prescribed by the rules of discipline approved by the Board of Trustees;
- i) Perform such other related functions as may be prescribed by the BOT.

**ARTICLE VII  
CURRICULAR OFFERINGS**

**SECTION 41. CURRICULAR OFFERINGS.** The College shall offer courses after conducting applicable studies, due consultation with the TESDA and CHED and considering the sustainability of the program. The College President shall take the lead in the formulation of curriculum development and programs.

**ARTICLE VIII  
THE COLLEGE DEAN AND FACULTY**

**SECTION 42. QUALIFICATIONS AND CLASSIFICATION.** (a) The College Dean and members of the faculty shall be appointed by the Local Chief Executive based on the recommendations submitted by the BOT, through the College President, and subject to the usual screening process by the Municipal Human Resource Management Office (MHRMO). All appointments shall be made strictly based on merit and shall be in accordance with the criteria, rules, procedures and other guidelines set forth in the common promotion and merit system for faculty of the college and the Qualification Standards of the Civil Service Commission. They shall be classified into regular, contractual, casual and job order who may serve full time or part time. The categories, rank, privileges and impediments of regular and contractual members of the faculty shall be prescribed in accordance with applicable circulars. For the initial operation of the College, the following faculty positions are hereby created:

Position Title	Salary Grade	No. of Positions
Instructor I	12	2
Instructor II	13	1
Assistant Professor I	15	1

(b) The technical qualifications of the Dean shall be subject to the requirements of the academic programs to be offered in the College and in compliance with relevant circulars and orders from CHED. For the minimum requirements, no College Dean shall be designated to the position unless he/she is a holder of a master's degree in the field of specialization, appointed to a rank not lower than an Assistant Professor, and with at least five (5) years of relevant academic experience. Three (3) years of which shall involve experience in academic leadership and/or supervision as a program head or chairperson in academic institutions.







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(c) The faculty members (permanent and contractual) shall nominate from among themselves three (3) individuals to be designated as the Dean, and in no case that such nominees shall have qualifications lower than the minimum requirements provided under item (b) of this Section. Provided, however, that for the initial operation of the College where there is only a single position created for Assistant Professor I, the incumbent of which shall be automatically designated by the Board of Trustees as the Dean.

(d) The BOT may recommend to the Sangguniang Bayan the creation and funding of other faculty positions as may be necessary and feasible for the operation and expansion of academic programs of the College.

**SECTION 43. COMPENSATION.** Faculty members shall receive compensation based on their academic qualification and ranking as recommended by the College President and approved by the BOT. Lecturers/instructors under contract of services shall be paid for each hour of actual service in accordance with the schedule as approved by the BOT.

**ARTICLE IX  
NON-TEACHING PERSONNEL**

**SECTION 44. MANDATORY POSITIONS.** (a) The following mandatory non-teaching positions are hereby created under the College for its initial operations:

Position Title	Salary Grade	No. of Positions
Registrar I	11	1
Librarian I	11	1
Nurse I	15	1
Guidance Counselor I	11	1

(b) The BOT may recommend to the Sangguniang Bayan the creation and funding of other positions as may be necessary and feasible for the operation and expansion of the administrative and academic support unit of the College.

**SECTION 45. QUALIFICATION STANDARDS.** To be appointed to a permanent non-teaching position at Moncada Polytechnic College, one must hold an appropriate educational background, eligibility, training and experience aligned to or allied to one's assigned position. The members of the non-teaching personnel shall be selected based on merit and fitness and standards set by the College consistent with the existing policies of the CHED and the CSC. The members of the non-teaching personnel shall be recommended for appointment by the President to the BOT, through the Local Chief Executive who is the appointing authority.

**SECTION 46.** (a) Vacant positions marked for filling up shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places at Moncada Polytechnic College, Municipal Hall Building, and Municipal Bulletin Board for at least fifteen (15) days. Other appropriate modes of publication shall be considered.

(b) Filling up vacant positions shall be made after fifteen (15) days from their publication. The publication of a particular vacant position shall be valid until filled up but not to extend beyond six (6) months reckoned from the date the vacant position was published.







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**SECTION 47. THE ADMINISTRATIVE COUNCIL.** There shall be established an Administrative Council in the College composed of the President as the Chairman and the College Dean, Administrative Officer, and all unit heads as members. The Council shall review and recommend to the BOT the policies that shall govern the administration, management and development planning of the College.

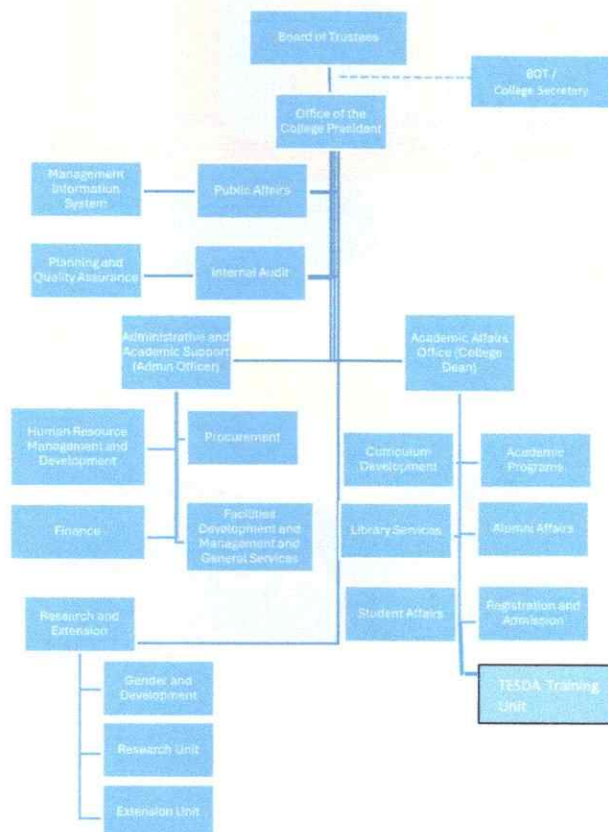
**ARTICLE X  
THE STUDENTRY**

**SECTION 48. STUDENT ADMISSION - NON-DISCRIMINATORY NATURE** – (a) The College shall give preference in the admission of student to bona fide residents of Moncada, subject to the qualifications/rules of admissions as may be approved by the Board of Trustees; provided, however, that no students shall be denied admission to the College by reason of age, sexuality, nationality, residency, religious belief, political affiliation, or socio-economic status.

(b) The students may organize themselves to constitute the Supreme Student Council or Government which shall be recognized by the College to assist the institution in the promotion and achievement of academic excellence, and the vision, mission, goals and objectives thereof.

**ARTICLE XI  
THE ORGANIZATIONAL STRUCTURE AND THEIR RESPECTIVE FUNCTIONS**

**SECTION 49.** (a) The Organizational Structure of Moncada Polytechnic College shall be as follows:







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(b) The aforementioned organizational structure shall be bound by the following mandates and functions:

**b.1 OFFICE OF THE COLLEGE PRESIDENT** - The Office of the College President at Moncada Polytechnic College shall provide general supervision of the college, consistent with Article IV of this Ordinance, and shall oversee various key units crucial for the efficient functioning and development of the institution. This includes:

**b.1.1 Management Information System Unit:** Responsible for managing and maintaining the college's information and communication technology infrastructure.

**b.1.2 Public Affairs Unit:** Handles external communication, public relations, and community outreach and marketing initiatives.

**b.1.3 Planning and Quality Assurance Unit:** Develops strategic plans and policies to guide the college's growth and development while adhering to the standards of quality management, processes and procedures.

**b.1.4 Internal Audit Unit:** Ensures compliance with internal policies and procedures through regular audits and assessments.

**b.2 ADMINISTRATIVE AND ACADEMIC SUPPORT OFFICE** - The Administrative and Academic Support Office provides essential support services to both administrative and academic functions of the college and shall be headed by the Administrative Officer. It comprises the following units:

**b.2.1 Human Resource Management and Development Unit:** Manages personnel matters, including recruitment, training, and employee relations.

**b.2.2 Procurement Unit:** Handles the procurement process for goods and services required by the college.

**b.2.3 Finance Unit:** Manages the college's financial resources, budgeting, and accounting functions.

**b.2.4 Facilities Development and Management and General Services Unit:** Oversees the maintenance and development of college plants, and facilities and provides general support services.

**b.3 ACADEMIC AFFAIRS OFFICE** - The Academic Affairs Office focuses on the academic aspects of the college, ensuring quality education delivery and student support which shall be led by the College Dean. Its components include:

**b.3.1 Curriculum Development Unit:** Designs and updates academic curricula to align with educational standards and requirements.

**b.3.2 Academic Programs Unit:** Manages the implementation and assessment of academic programs offered by the college. The unit shall be supervised by program chairpersons.







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**b.3.3. Library Services:** Provides access to educational resources and supports research and learning activities.

**b.3.4 Alumni Affairs Unit:** Engages with and supports alumni through networking events, career services, and alumni relations activities.

**b.3.5 Student Affairs Unit:** Provides support services and programs to enhance the overall student experience and welfare.

**b.3.6 Registration and Admission Unit:** Manages the registration process for new and continuing students and handles admission-related matters.

**b.4 RESEARCH AND EXTENSION OFFICE** - The Research and Extension Office promotes research activities and community engagement initiatives. It encompasses:

**b.4.1 Gender and Development:** Integrates gender perspectives into research and extension activities to promote gender equality and women's empowerment.

**b.4.2 Research:** Facilitates research endeavors among faculty and students, fostering a culture of inquiry and innovation.

**b.4.3 Extension:** Coordinates outreach programs and projects that contribute to the socio-economic development of the community.

**ARTICLE XII  
FUNDING**

**SECTION 50. CAPITAL AND OPERATIONAL FUNDS.** Expenses to commence and maintain the operation of the College shall be sourced initially from the supplemental appropriation from the General Fund for CY 2024 of the LGU, subject to the usual accounting and auditing procedures. The Municipal Government of Moncada, through the Sangguniang Bayan, shall afterwards continuously appropriate funds to be incorporated in the Annual Budget for the operation and maintenance of the College. Provided, however, that any and all funds, donations, grants, and subsidies allotted and accruing to the College shall be put and kept under its name and account, and provided further, that any surplus or unappropriated amount at the end of each year shall remain with the coffers of the Moncada Polytechnic College.

**ARTICLE XIII  
MISCELLANEOUS PROVISIONS**

**SECTION 51.** (a) The Treasurer of the Municipality of Moncada shall be ex-officio Treasurer of the College and all accounts and expenses thereof shall be audited by the Commission on Audit (COA).

(b) The Local Finance Committee (LFC) of the Municipality, composed of the Municipal Treasurer, Municipal Budget Officer, Municipal Accountant and Municipal Planning and Development Coordinator shall be designated as the interim finance







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and planning team of the College during the initial phase of its operations until a regular team shall have been appointed and qualified.

**SECTION 52.** The Board of Trustees shall approve for implementation an accounting system for the College which shall be the basis for the preparation of financial statements, cash receipts, and disbursements and other financial reports, subject to existing accounting and auditing rules and regulations.

**SECTION 53.** On or before the 31<sup>st</sup> day of December of each year, the Board of Trustees shall file with the Office of the Local Chief Executive, the Sangguniang Bayan, and the Commission on Higher Education (CHED) a detailed report, setting forth the progress, conditions, and needs of the College.

**SECTION 54. BOARD OF VISITORS** - The Sangguniang Bayan of Moncada and the Local School Board shall constitute the Board of Visitors of the College whose duties and functions are the following:

- a) To make visits at the Moncada Polytechnic College at any time they may deem proper.
- b) To inspect and evaluate the book of accounts, properties, program of study, discipline and state of finances of the College,
- c) To make reports and recommendations to the Sangguniang Bayan relative to the exercise of its duties and functions.

**SECTION 55. REPORTS** - The Board of Trustees shall file with the Commission on Higher Education, the Municipal Mayor and the Sangguniang Bayan an annual detailed report of the progress, conditions and needs of the college.

**SECTION 56. TECHNICAL ASSISTANCE, SUPERVISION AND REGULATION** - The TESDA and CHED through their duly authorized representative shall exercise reasonable technical assistance, supervision and regulation over the College in accordance with existing laws and rules and regulations.

**ARTICLE XIV  
AMENDMENTS**

**SECTION 57.** The Sangguniang Bayan in its own initiative or upon the recommendation of the Board of Trustees may amend, through Ordinance, any Article or Section of this Ordinance in a session called for the purpose; provided, however, that proper notice of the proposed amendments shall have been furnished each member of the Sangguniang Bayan and the Presiding Officer not less than fifteen (15) days prior to such session.

**ARTICLE XV  
TRANSITORY PROVISIONS**

**SECTION 58. INTERIM BOARD OF TRUSTEES** - The Mayor shall constitute an Interim Board of Trustees on its initial operation, which shall carry out the powers and duties as stipulated in Article III, Section 25 of this Ordinance.

The Interim Board of Trustees shall be composed of the following:

- a) The Municipal Mayor as the Chairperson;
- b) The Interim College President;
- c) The Chairperson of the Committee on Education of the Sangguniang Bayan, and;



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- d) Representative from the Academic Sector, preferably engaged in higher education practice.

Representatives from CHED and TESDA may be invited to serve as resource persons of the Interim Board of Trustees.

The Interim Board of Trustees, however, shall be deemed automatically dissolved once the regular Board of Trustees has been duly organized.

Consistent with Section 11 (a) hereof as regards the composition of the regular Board of Trustees which shall include as its member the President of the Alumni Association, the constitution of the regular Board of Trustees shall take place within such reasonable time after the graduation of the first batch of students of the vocational or degree courses of Moncada Polytechnic College, whichever comes first.

For this purpose and to further constitute a Search Committee for the appointment of the regular College President, the Interim Board of Trustees, upon the initiative of the Interim College President, shall convene and hold a special meeting.

**SECTION 59. INTERIM APPOINTMENT OF COLLEGE PRESIDENT** - The Municipal Mayor, as the Local Chief Executive, may appoint an Interim College President who is deemed competent and qualified to manage the operation of the College, with the concurrence of the Interim Board of Trustees.

**SECTION 60. COUNCIL OF ACADEMIC LUMINARIES** – (a) The Interim Board of Trustees (“InBOT”) may create a Council of Academic Luminaries which shall be composed of teachers, school heads, instructors, professors, deans, college/university administrators, and/or DepEd and CHED officials, who may provide consultancy, studies, technical assistance, research and development to the InBOT for the formal commencement of the operations of the Moncada Polytechnic College. Retired personnel and officials from the academe, preferably residents of Moncada, are also encouraged to apply as members of the Council.

(b) The Members of the Council shall serve as volunteers and shall be without compensation other than reimbursement for actual and necessary expenses incurred in attendance to meetings and other official business authorized by the Interim Board of Trustees and as allowed by laws and ordinances.

(c) The Council, whose primary function involves providing advisory and consultancy to the InBOT, shall be deemed automatically dissolved once the regular Board of Trustees has been duly organized.

**SECTION 61. TESDA PROGRAMS.** – During the initial phase of its operations, the College shall be authorized to initially offer TESDA courses at the Training, Learning, and Development Center at the college campus in Brgy. Rizal of this municipality. The Public Employment Service Office (PESO) shall, for the time being, be in-charged of the operation, supervision, and management of the programs to be offered thereat until such time that a regular TESDA Training Unit shall have been duly organized and constituted under the Academic Affairs Office of the College.







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**ARTICLE XVI  
FINAL PROVISIONS**

**SECTION 62. SEPARABILITY CLAUSE** - If, for justifiable reasons, any part or provision of this Ordinance is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

**SECTION 63. REPEALING CLAUSE** - All administrative issuances contrary or inconsistent herewith are hereby repealed or amended accordingly. Any resolution, ordinance or any part thereof found inconsistent with the provisions of this Ordinance are hereby repealed and/or modified accordingly.

**SECTION 64. EFFECTIVITY CLAUSE** - This Ordinance shall take effect fifteen (15) days following its full publication in a newspaper of local circulation or posting in at least three (3) conspicuous places within the municipality and on social media platforms of the LGU.

**ENACTED**, this 18<sup>th</sup> day of June, 2024 at Moncada, Tarlac.

X-----X

**I HEREBY CERTIFY** to the correctness of the foregoing Ordinance which was enacted on Third and Final Reading by the 11<sup>th</sup> Sangguniang Bayan of Moncada during its Regular Session held on the aforementioned date and place.

  
**VICTOR SANDINO S. MOLINA**  
Secretary to the Sanggunian

**ATTESTED AND CERTIFIED  
TO BE DULY ENACTED:**

  
**RAMON BENITO M. AQUINO**  
Vice Mayor & Presiding Officer

**APPROVED BY HER HONOR, THE MAYOR, THIS 21<sup>st</sup> DAY OF June, 2024**

  
**ESTELITA M. AQUINO**  
Municipal Mayor

