

REPUBLIKA NG PILIPINAS  
TANGGAPAN NG SANGGUNIANG PANLUNGSOD  
LUNGSOD NG BAKOLOD  
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CITY ORDINANCE NO. 629  
January 9, 2013

**AN ORDINANCE AMENDING THE CITY ORDINANCE NO.175, SERIES OF 1997, OTHERWISE KNOWN AS AN "ORDINANCE CREATING THE BACOLOD CITY COLLEGE".**

**WHEREAS**, it is the earnest vision of the City of Bacolod to have a citizenry that are endowed and equipped with the necessary tools for higher and professional education;

**WHEREAS**, basic in the availment of such professional norm are its accessibility and affordability to the common citizens of this City;

**WHEREAS**, City Ordinance No. 175, Series of 1997 was created to establish Bacolod City College, with a vision to provide quality education among the poor but deserving students of Bacolod City;

**WHEREAS**, after fourteen (14) years of operation, there is a need to cope with the changing set up of its organizational structure to cater to the number of students that ballooned every year;

**WHEREAS**, the Commission on Higher Education (CHED) has issued Memorandum Order No. 32, Series of 2006 and its Implementing Rules CHED Memorandum No. 04, Series of 2007, on Policies, Standards and Guidelines on the Establishment and Operation of Local Colleges and Universities (LCU's);

**NOW THEREFORE**, BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF BACOLOD CITY that:

**ARTICLE 1 – TITLE AND DECLARATION OF POLICY**

**SECTION 1.** This Ordinance shall be known as " AN ORDINANCE AMENDING THE CITY ORDINANCE NO. 175, SERIES OF 1997, OTHERWISE KNOWN AS AN "ORDINANCE CREATING THE BACOLOD CITY COLLEGE."

**Section 2.** Admission to the Bacolod City College shall not be denied to any enrollee-applicant but for reasons sanctioned by law or ordinance and the rules and regulations issued by the Commission on Higher Education.



**Section 3.** The College shall guarantee academic freedom to all its officials, faculty and students.

**Section 4.** The College shall design educational program which shall benefit poor but deserving students of Bacolod City either by way of scholarship or other grants.

**Section 5.** The City shall provide affordable quality education both academic, technical-vocational to poor but deserving Bacolod City residents to the end that education shall be within the reach of everyone as mandated in the 1987 Constitution.

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

**Section 1.** The Bacolod City College shall have its domicile and situs of business in the City of Bacolod. Any extension of the College at a venue other than the City of Bacolod, should the same be expedient and necessary hereafter, may only be established under a special ordinance for the purpose.

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

**Section 1.** The College is hereby authorized to adopt, alter and use its own seal and the same shall be used in all its documents which are official in character except papers and instruments for which the law or ordinance requires a particular form. Subject to the condition that the same shall be approved by the Sangguniang Panlungsod prior to its official adaptation.

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

**SECTION 1.** The funds of the College shall be derived from the following sources:

- a. Tuition and miscellaneous fees paid by the students;
  - b. A regular annual appropriation from the City Government
  - c. Aid from the national government and other governments, local or foreign;
  - d. Legacies, gifts and donations from persons and/or institutions; and
  - e. Other sources which the law or ordinance may allow.
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#### ARTICLE V – THE BOARD OF TRUSTEES

**Section 1.** The Governing Board of the Bacolod City College shall be its Board of Trustees (BOT) which shall direct, administer and manage the affairs of the College. For purposes of brevity, it may hereinafter be referred to as the Board. The Board shall be composed of the Local Chief Executive as Chairman; College Administrator as Vice-Chairman; and ten (10) members composed of:

- a. The President of the Faculty Association
- b. The President of the Supreme Student Council/Government
- c. The President of the Alumni Association
- d. The Chairman of the Sanggunian Committee on Education
- e. A representative of the Association of Local Colleges and Universities (ALCU)
- f. representative from the Commission on Higher Education (CHED) with rank not lower than Director
- g. A representative from an accredited business or industry sector.

**Section 2.** The City Mayor may appoint a representative from another sector, that belongs to religious, academe, business, and legal profession in order to fill up the composition of the Board.

**Section 3.** The Members of the Board of Trustees shall be appointed by the City Mayor through an Executive Order including the terms of Office of the other members that are specified in this ordinance.

**Section 4.** The City Mayor shall be the Chairman of the Board of Trustees. In his absence, the Vice Chairman, the College Administrator or in his absence the Chairman of the Sanggunian Committee on Education shall act as the temporary presiding officer of the Board of Trustees. The presiding officer, regular or temporary, shall vote only in case of tie.

**Section 5.** In case of absence or inability of the Chairman (City Mayor) to attend in any meeting of the board, he may designate an alternate representative, provided said representative shall have a rank of at least Assistant Department Head of the City Government. The designated representative of the Chairman, is empowered to join the deliberation of the Board and allowed to vote.



**Section 6.** The Members of the Board of Trustees shall receive no compensation other than the actual and necessary expenses 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.

**Section 7.** The Board of Trustees shall hold its regular meeting at least once every three (3) months (quarterly regular meetings) on a date fixed by it. The Chairman or upon his instruction the Vice Chairman, may call for a special meeting at any time to discuss matters of urgency, provided that the members of the Board have been duly notified in writing at least three (3) days before the date of the meeting. The presence of 50+1 of the total attendance of the members of the Board constitutes a quorum. All decisions of the Board shall have the concurrence of the majority of the members present there being a quorum.

#### **ARTICLE VI – TERMS OF OFFICE OF THE BOARD OF TRUSTEES (BOT)**

**Section 1.** The terms of Office of the Chairman (City Mayor), the Chairman of the Sanggunian Committee on Education, the President of the Faculty Association, Representative of ALCU, the President of the Supreme Student Council/Government, and the President of the Alumni Association shall be co-terminus with the terms of office of their respective positions.

**Section 2.** The representative from CHED who shall hold the rank not lower than Director shall sit as permanent member of the Board. The representative from ALCU shall hold the position not lower than Vice-President either from the national ALCU or its Regional Chapter.

#### **ARTICLE VII – POWERS AND DUTIES OF THE BOARD OF TRUSTEES**

**Section 1.** The Board of Trustees shall have the following powers and duties:

- a. Promulgate policies in accordance with the declared state policies on higher education as well as the policies, standards and thrusts of the CHED under R.A. 7722 and other pertinent laws;
- b. Promulgate rules and regulations consistent with existing laws, rules and regulations as may be necessary to carry out the purposes and functions of the College;
- c. Establish policies, guidelines and procedures for participative decision making;
- d. Prepare the annual budgetary needs for the operation and maintenance of the College to be submitted to the Sangguniang Panlungsod;

- e. Develop academic arrangements and linkages for institutional capability building with appropriate institutions and agencies, both public and private, local and foreign;
- f. Determine/approve curricular programs and course offerings in response to the needs and demands of the community, provided, that these should comply with the circular or memorandum order issued by CHED;
- g. Promulgate policies on admission, retention, and graduation of students and to award degree(s), title(s), diploma(s), and certificate(s). However, conferment of honorary degree(s) or title(s) shall be in accordance with the policies and guidelines set by CHED;
- h. Ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, canteen, buildings, grounds, property maintenance and similar services;
- i. Institutionalize research and extension programs;
- j. Recommend to the City Mayor, the hiring of part-time and full-time faculty, casual employees and for hiring of permanent teaching and non-teaching staff.
- k. Recommend to the City Mayor, the removal, suspension, or imposition of disciplinary action against members of faculty and non-teaching staff for cause and after proper investigation in the observance of due process;
- l. Delegate any of its powers and duties provided for herein to the College Administrator and/or other officials of the College as it may deem appropriate so as to expedite the administration of the affairs of the College;
- m. Grant scholarships to deserving students including working scholars;
- n. Decide with finality on the imposition of disciplinary sanction to students and/or expel student(s) after proper investigation and in observance of due process of law;
- o. Receive legacies, gifts and donations of real and personal property and administer the same for the benefit of the college;



- p. To authorize the disbursement of funds from the College Treasury pursuant to the budget prepared and in accordance with the rules and regulations promulgated by the Board;
- q. To exercise such other powers, duties and functions not contrary to law or ordinance, as are necessary for the operation and maintenance of the College;

**Section 2.** General policies, contracts and matters which shall affect the stability and future of the College shall require the conformity of the Sangguniang Panlungsod.

### **ARTICLE VIII – THE COLLEGE ADMINISTRATOR**

**Section 1.** The Head of the College shall be known as the College Administrator I and shall be appointed by the City Mayor upon the recommendation of the Board of Trustees. The College Administrator I shall receive compensation equivalent to salary grade 25 including all emoluments and allowances pertinent thereto and in accordance with the civil service rules and regulations.

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

- a. Must be a Filipino citizen;
- b. With at least five (5) years relevant administrative experience;
- c. Must be of good moral character and has not been convicted of any crime involving moral turpitude;
- d. Must possess qualifications and eligibility required by the Civil Service Commission.
- e. Must be a resident of Bacolod City for at least one (1) year prior to appointment.

**Section 3.** Powers and Duties of the College Administrator – The College Administrator shall have the following powers and duties:

- a. Responsible to the Board for the implementation of all its policies, programs, projects, and services.
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- b. Shall be the head of the college and shall represent the same in all its business affairs.
- c. Shall execute and administer the policies and measures duly approved by the Board.
- d. Shall exercise such other powers and duties as may be provided by law or ordinance.

#### ARTICLE IX. THE CREATION OF NEW POSITIONS

**Section 1.** In addition to the existing positions under Article IX, X, XI, XII and XIV of City Ordinance 175 series of 1997, the following new positions with corresponding qualification standard and salary grade are hereby created:

**a. For non teaching staff**

Item No.	No. of Position/s created	Position Title and Qualification Standard	Salary Grade
1.	1	<b>Board Secretary III</b> Bachelor's Degree, 2 years relevant experience, 8 hours training, Career Service (Professional) Second Level eligibility	SG 20
2.	1	<b>Guidance Counsellor III</b> Bachelor's Degree in Guidance and Counselling or any allied discipline. Experience- None required, Training- none required, RA 1080, Holder of Appropriate Master's Degree	SG 12
3.	1	<b>Librarian III</b> Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science, Two (2) years relevant experience, Eight (8) hours of relevant training, RA 1080, Holder of Appropriate Master's Degree	SG 18
4.	2	<b>Librarian I</b> Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/ Arts major in Library Science, Experience-none required, training-none required, RA 1080	SG 10

5.	1	<b>Administrative Officer IV</b> Bachelor's Degree, Three (3) years relevant experience, Sixteen (16) hours of relevant training, Career Service (Professional) Second Level eligibility	SG 22
6.	2	<b>Administrative Officer II</b> Bachelor's Degree, One (1) year relevant experience, Four (4) hours relevant training, Career Service (Professional), Second Level Eligibility	SG 15
7.	1	<b>Records Officer II</b> Bachelor's Degree, One (1) year relevant experience, Four (4) hours relevant training, Career Service (Professional), Second Level Eligibility	SG 14
8.	2	<b>Cashier I</b> Bachelor's Degree, Experience - none required, Training - none required, Career Service (Professional), Second Level Eligibility	SG 10
9.	1	<b>Cashier II</b> Bachelor's Degree, One (1) year relevant experience, Four (4) hours relevant training, Career Service (Professional), Second Level Eligibility	SG 14
10.	1	<b>Registrar III</b> Bachelor's Degree, Two (2) years relevant experience, Eight (8) hours relevant training, Career Service (Professional), Second Level Eligibility	SG 18
11.	2	<b>Registrar I</b> Bachelor's Degree, Experience - none required, Training - none required, Career Service (Professional), Second Level Eligibility	SG 11



12.	1	<b>Supply Officer III</b> Bachelor's Degree. Two (2) years relevant experience, Eight (8) hours relevant training, Career Service (Professional), Second Level Eligibility	SG 18
13.	2	<b>Supply Officer 1</b> Bachelor's Degree, Experience-none required, Training- none required, Career Service (Professional), Second level Eligibility	SG 10
14.	1	<b>Accounting Officer</b> (Accountant)  Bachelor's Degree in Commerce/ Business Administration major in Accounting, Experienced-none required, Training-none required, RA 1080 (CPA)	SG 11
15.	4	<b>Accounting Clerk 1</b>  Completion of Two (2) years in studies in College, Experience-none required, Training-none required, Career Service (Sub-Professional), First Level Eligibility	SG 4
16.	2	<b>Accounting Clerk II</b>  Completion of Two (2) years in studies in College, Experience-none required, Training-none required, Career Service (Sub-Professional), First Level Eligibility	SG 6
17.	3	<b>Accounting Clerk III</b>  Completion of Two (2) years in studies in College, One (1) year relevant Experience, Four (4) hours relevant training, Career Service (Sub-Professional), First Level Eligibility	SG 8



18.	5	<b>Clerk II</b> Completion of Two (2) years in studies in College, Experience-none required, Training-none required, Career Service (Sub-Professional), First Level Eligibility	SG 4
19.	2	<b>Clerk I</b> Completion of Two (2) years in studies in College, Experience-none required, Training-none required, Career Service (Sub-Professional), First Level Eligibility	SG 3
20.	3	<b>Utility Worker</b> Able to read and write, education-none required, experience-none required, training none required	SG 1
21.	2	<b>Driver 1</b> Able to read and write, holder of a Valid Professional Drivers license, Educational attainment-none required, experience-none required	SG 3

**B. for teaching (faculty) staff:**

Item No.	No. of Position/s created	Position Title and Qualification Standard	Salary Grade
22.	4	<b>College Department Head</b> Bachelor's Degree relevant to the job, Two(2) years relevant experienced, Eight (8) hours of relevant training, career service (Professional), Second Level eligibility, Holder of appropriate Master's degree	SG 20'
23.	4	<b>Assistant College Department Head</b> Bachelor's Degree, One (1) year relevant experience, Four (4) hours of relevant training, career service (Professional), Second Level eligibility, Holder of appropriate Master's degree	SG 17



24.	15	<b>Instructor 1</b> Bachelors degree in area of specialization, experience-none required, Training-none required, PBET teacher/ RA 1080, second level eligibility, Holder of appropriate Masters Degree	SG 12
25.	10	<b>Instructor 11</b> Bachelors degree in area of specialization, experience-none required, Training-none required, PBET teacher/ RA 1080, second level eligibility, Holder of appropriate Masters Degree	SG 13
26.	8	<b>Instructor 111</b> Bachelors degree in area of specialization, experience-none required, Training-none required, PBET teacher/ RA 1080, second level eligibility, Holder of appropriate Masters Degree	SG 14

**Section 2.** In case of conflict in position title, educational qualifications and other standards required between the positions herein created and that of the existing positions under City Ordinance 175, it is understood that the applicable rules and regulations by the Civil service commission shall apply.

**Section 3.** The existing positions that are occupied or vacant duly created prior to the passage of this ordinance shall continue to exist and form as an integral part of the organizational structure of the college.

**Section 4.** The above created positions from non teaching staff to teaching (Faculty) staff shall be gradually funded by the City upon the recommendation of the Board of Trustees.

**Section 5.** The Bacolod City College upon approval of this ordinance shall prepare an ideal organizational set up of the College and recommend to the Sangguniang Panlungsod the necessary legislative action to meet the required staffing of the college.

#### ARTICLE X – GENERAL PROVISIONS

**Section 1.** All ordinances or parts of ordinances or resolutions of the City of Bacolod which are inconsistent with any of the provisions of this Charter are hereby repealed, amended, or modified accordingly.

**Section 2.** All funds derived from the operations of the College including all the donations, gifts, legacies and bequeaths thereto shall not be spent for any other purpose but shall be held in trust to be used solely for the concerns of the College.



#### ARTICLE XI – SEPARABILITY CLAUSE

**Section 1.** If any provision of this Charter is declared to be unconstitutional or against the law, all the other provisions hereof which are not so declared shall remain valid and in legal force and effect.

#### ARTICLE XII – AMENDMENTS

**Section 1.** The Sangguniang Panlungsod on its own initiative or upon the recommendation of the Mayor or the Board of Trustees may amend any Article or Section of this Charter in a regular session or special session called for the purpose, provided however that proper notice and text of the proposed amendment(s) shall have been furnished each member of the Sangguniang Panlungsod not less than fifteen (15) days prior to such session.

#### ARTICLE XIII – TRANSITORY PROVISIONS

**Section 1.** Inclusion of new provisions and pertinent changes made in accordance with the existing policies, standards and guidelines and the appropriate rules and regulations shall be strictly complied with within one (1) year from the date of effectivity hereof.

#### ARTICLE XIV – EFFECTIVITY CLAUSE

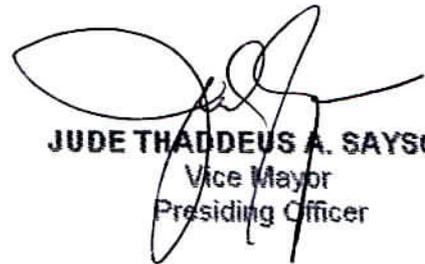
**Section 1.** This Charter shall take effect upon its approval.

##### CARRIED BY THE VOTE OF:

Affirmative :	
Councilors :	El Cid M. Familiaran, Homer O. Bais, Roberto M. Rojas, Em L. Ang, Dindo C. Ramos, Caesar Z. Distrito, Carlos Jose V. Lopez, Mona Dia G. Jardin.
Negative :	N o n e .
Absent :	N o n e .
Official Leave :	Councilor Al Victor A. Espino.
Abstention :	Councilor Catalino T. Alisbo.
Author :	Councilor Carlos Jose V. Lopez

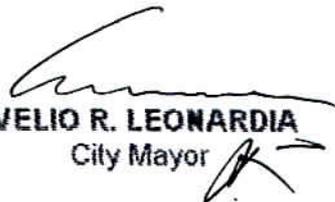
Passed : January 9, 2013 (132<sup>nd</sup> Regular Session).

Comments : Passed.  
Councilors Archie S. Baribar, Elmer T. Sy, Sonya M. Verdeflor and Keith Emmanuel L. Ramos were not around when this ordinance was passed.

  
**JUDE THADDEUS A. SAYSON**  
Vice Mayor  
Presiding Officer

ATTESTED:   
**HELEN P. LEGASPI**  
Board Secretary IV  
OIC, Secretary to the Sanggunian

APPROVED: January 28, 2013.

  
**EVELIO R. LEONARDIA**  
City Mayor

HPL/jbz

SP  
LEGISLATIVE SERVICES SECTION  
DATE 1/30/13 TIME 1:35 PM.  
BY JANAN