

REPUBLIKA NG PILIPINAS
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
LUNGSOD NG BAKOLOD
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CITY ORDINANCE NO. 175
Series of 1997

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, unless the City of Bacolod itself undertakes the initiative in providing opportunities for this long overdue dream, the same will simply vanish into thin air and perpetual oblivion;

WHEREAS, the establishment of the Bacolod City College will doubtlessly provide for the quantum leap towards the practicable realization of this cherished vision for our dear Bacolodnons;

Be it therefore ordained by the Sangguniang Panlungsod of the City of Bacolod that:

ARTICLE I - TITLE AND DECLARATION OF POLICY

SECTION 1. This Ordinance shall be known as the **CHARTER OF THE BACOLOD CITY COLLEGE**.

SECTION 2. The Bacolod City College is hereby established to provide tertiary education as well as technical courses primarily, but not exclusively although preferably, to the citizens of Bacolod City. For purposes of brevity, this school may hereinafter be referred to as the **COLLEGE**.

SECTION 3. Admission to the Bacolod City College shall not be denied to any enrollee-applicant but for reasons sanctioned by law or ordinance.

SECTION 4. The **College** shall guarantee academic freedom to all its officials, faculty and students.

SECTION 5. 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 6. 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.

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. Any grant or aid 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.

ARTICLE V - THE BOARD OF TRUSTEES

SECTION 1. There shall be created a Board of Trustees 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 following members:

- a. The City Mayor
- b. The Chairman of the Committee of Education of the Sangguniang Panlungsod
- c. The City Superintendent of Schools;
- d. Head of the Commission on Higher Education in Bacolod City

- e. To prescribe such duties, functions and conditions as it may deem expedient and profitable for the College officials, personnel, faculty and students in such terms as may be allowed by law or ordinance;
- f. To grant the leave of absence under such rules and regulations as it may promulgate;
- g. To remove, suspend or discipline any College official, personnel or member of faculty for cause and after proper investigation in the observance of due process;
- h. To approve the curricula of the College on the recommendation of the Academic Council;
- i. To approve the merit promotion plan as recommended by the Academic Council;
- j. To confer titles and degrees to successful candidates for graduation on the recommendation of the Academic Council;
- k. To receive legacies, gifts and donations of real and personal property and administer the same for the benefit of the College;
- l. To grant scholarships to deserving students;
- m. To expel any student for cause and after proper investigation in the observance of the due process of law;
- n. 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.
- o. To create such other offices not herein provided should the same be necessary for a more effective and profitable operation of the College, define the qualifications therefor, provide for the standard of their compensation, design their duties and functions and decide on the procedure for their appointment;
- p. To decide on the courses to offer in the College as may be permitted by law or ordinance; and
- 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. Academic policies may be decided upon by the College Administrators based upon the full authority of the Sangguniang Panlungsod.

ARTICLE VII - THE PRESIDENT

SECTION 1. The Chief Executive Officer of the Bacolod City College shall be known as the President, or shall be appointed by the City Mayor upon the recommendation of the Board of Trustees and with the concurrence of the Sangguniang Panlungsod. The President shall receive a compensation equivalent to a salary grade of the department head of the City Government including all emoluments and allowances pertinent thereto which shall be fixed by the Board of Trustees in accordance with existing laws.

SECTION 2. Qualifications of the President - No person shall be appointed President unless he possesses the following qualifications:

- a. He must be a Filipino citizen;
- b. He must be a Doctorate degree holder with area of concentration on Educational Management;
- c. He must have had teaching experience in college administration for at least ten (10) years;
- d. He must be of good moral character and has not been convicted of any crime involving moral turpitude;
- e. He must have been in the government service for at least ten (10) years.

SECTION 3. Powers and Duties of the President. The President shall have the following powers and duties:

- a. He shall, on behalf of the Board of Trustees, direct, manage and supervise the operation of the College;
- b. He shall execute and administer the policies and measures duly approved by the Board;
- c. He shall exercise such other powers and execute such other duties and functions as may, from time to time, be vested upon him by the Board.

ARTICLE VIII - ACADEMIC COUNCIL

SECTION 1. There shall be an Academic Council to be composed of the President as Chairman and the Dean of Instruction, the Secretary-Administrative Assistant, the Treasurer, and the Department heads as members. The Academic Council shall have the following powers and duties:

- a. To prescribe the curricula and rules of discipline of the College subject to approval of the Board of Trustees;
- b. To fix the requirements for admission to the College as well as the requisites for graduation therefrom provided the same be not contrary to law or ordinance;
- c. To recommend to the Board of Trustees candidates for graduation;
- d. To prescribe the merit promotion plan subject to the approval of the Board of Trustees;
- e. To suspend or discipline any student of the College for cause and after appropriate investigation having observed the due process of law; and
- f. To exercise such other powers and perform such other functions and duties as may, from time to time, be vested upon it by the Board.

ARTICLE IX - THE DEAN OF INSTRUCTION

SECTION 1. The Dean of Instruction shall be appointed by the Board of Trustees upon the recommendation of the College President, to whom he is directly responsible, and shall receive a compensation which shall be fixed by the Board of Trustees in consonance with existing law or ordinance.

SECTION 2. Qualifications of the Dean of Instruction. - No person shall be appointed Dean of Instruction unless he possesses the following qualifications:

- a. He must be a holder of at least a Master's Degree;
- b. He must have had successful experience in College Administration for at least two years; and
- c. He must be of good moral character and has not been convicted of any crime under the law or ordinance.

SECTION 3. Powers and Duties of the Dean of Instruction - The Dean of Instruction shall have the following powers and duties:

- a. He shall assist the President in all matters affecting the general policies of the College;
- b. He shall be responsible to the President for the instructional and promotional services in the College;
- c. He shall have direct supervision and control over the librarian and all the department heads under his charge;

- d. He shall be in charge of the off-campus training of student-teachers;
- e. He shall direct and advise the students in their program of studies and approve their subject loads; and
- f. He shall perform such other related duties and functions as may be assigned to him by the President.

ARTICLE X - THE SECRETARY-ADMINISTRATIVE OFFICER

SECTION 1. The Secretary-Administrative Officer shall be appointed by the Board upon the recommendation of the President, to whom he is directly responsible, and shall receive a compensation which shall be fixed by the Board in consonance with the existing laws.

SECTION 2. Qualification of the Secretary-Administrative Officer. No person shall be appointed Secretary-Administrative Officer unless he possesses the following qualifications:

- a. He must be a holder of at least a Bachelor's degree;
- b. He must have had successful experience in handling student's records on the collegiate level for at least one year; and
- c. He must be of good moral character and has not been convicted of any crime punishable by law or ordinance.

SECTION 3. Powers and Duties of the Secretary-Administrative Officer. The Secretary-Administrative Officer shall have the following powers and duties:

- a. He shall be the Secretary of the College and of the Board of Trustees;
- b. He shall assist the President in all matters affecting the general policies of the College;
- c. He shall prepare the appointments of all College officials, members of the teaching staff and all other personnel and employees;
- d. He shall perform such other related duties as may be assigned to him by the Board of the President.

ARTICLE XI - THE COLLEGE REGISTRAR

SECTION 1. The Registrar shall be appointed by the Mayor upon the recommendation of the President to whom he is directly responsible and shall receive a compensation which shall be fixed by the Board in consonance with existing laws.

SECTION 2. Qualification of the Registrar. No person shall be appointed Registrar unless he possesses the following qualifications:

- a. He must be a holder of at least a Bachelor's degree;
- b. He must have had successful experience in handling student's records on the collegiate level for at least one year; and
- c. He must be of good moral character and has not been convicted of any crime punishable by law or ordinance.

SECTION 3. Powers and Duties of the Registrar - The Registrar shall have the following powers and duties:

- a. He shall enforce the regulations on enrollment, students' load, transfer, or promotion, subject to the approval of the Dean of Instruction;
- b. He shall keep the scholastic records of the students;
- c. He shall prepare a general schedule of classes for each semester upon consultation with the Dean of Instruction;
- d. He shall issue certification of honorable dismissal, transcript of records, permanent records, and report cards;
- e. He shall prepare and submit all reports on enrollment and all other data which may be requested from time to time by the President or by the Academic Council;
- f. He shall prepare and submit to the President, through the Academic Council, the records of all candidates for graduation;
- g. He shall be responsible for all correspondence regarding the College records; and
- h. He shall perform such other related duties that may be assigned to him by the Board of Trustees.

ARTICLE XII - THE COLLEGE CASHIER

SECTION 1. The Cashier - No person shall be appointed Cashier unless he is at least a holder of a Bachelor's Degree in Commerce. The Cashier shall have the following duties:

- a. He shall collect the tuition and miscellaneous fees due to the College, issue official receipts in connection therewith, and deposit the funds with the City Treasurer;

- b. He shall be accountable for all the funds of the College and shall render accounting in connection therewith to the Auditor of the City of Bacolod;
- c. He shall submit to the President and the Board of Trustees his financial report within two weeks after the close of each semester.
- d. He shall perform such other related duties as may be assigned to him by the Board of Trustees.

ARTICLE XIII - THE COLLEGE LIBRARIAN

SECTION 1. No person shall be appointed College Librarian unless he is at least a holder of Bachelor of Science in Education major in Library Science and had passed the Licensure Examination of Librarianship.

SECTION 2. The Librarian shall have the following duties and functions:

- a. Oversee and be responsible for all the books, magazines, materials and equipment of the College Library;
- b. Recommend to the Board of Trustees the rules and procedure of availment of the Library services; and
- c. Implement such rules and regulations and other policies approved by the Board of Trustees affecting the concerns of the College Library;

ARTICLE XIV - OTHER COLLEGE OFFICIALS

SECTION 1. The Grounds and Building Supervisor - No person shall be appointed Grounds and Building Supervisor unless he is at least a holder of Bachelor's Degree in Industrial Education or Industrial Arts and had experience as a teacher or instructor in Industrial Arts for at least three years. The Grounds and Buildings Supervisor shall have the following duties:

- a. He shall be in charge of the supervision of the grounds and building of the College and shall see to it that they are properly taken care of;
- b. He shall act as the overseer of all laborers and janitors of the College; and
- c. He shall perform such other related duties that may be assigned to him by the Treasurer, to whom he is directly responsible.

SECTION 2. The Head of Student Affairs. No person shall be appointed Head of Student Affairs unless he is at least a holder of a Master's degree and had a successful experience in counseling for at least two years. The Head of Student Affairs shall have the duty of instituting a program of counseling and guidance in the College. He shall also be in charge of the student's organizations and publications and shall be held responsible in connection therewith to the Dean of Instruction.

SECTION 3. The Department Heads. No person shall be appointed a Department Head unless he is at least a holder of a Master's degree with appropriate major subject and had a teaching experience for at least two years. The Department Heads shall assist the Dean of Instruction in all matters affecting their respective departments and shall perform such other related duties that may be assigned to them by the latter.

SECTION 4. The College Physician. There shall be a Physician, either on a part time or full time basis, who shall have the following duties:

- a. He shall examine all the College students and certify on their health;
- b. He shall have the supervision over the health and sanitation of the College; and
- c. He shall recommend to the Board of Trustees the passage of measures for the preservation of the health of the College officials, employees and students.

SECTION 5. The College Dentist. There shall be a College Dentist who will perform dental examination and treatment of all officials, employees and students of the College.

SECTION 6. The College Nurse. There shall be a College Nurse who shall assist the College Physician in overseeing and attending to the health care needs of the College and perform such other related duties which may be assigned to him by the College Physician.

ARTICLE XV - THE AUDITING SERVICES

SECTION 1. The funds and properties of the College shall be audited by the City Auditor of the City of Bacolod or his duly authorized representatives.

ARTICLE XVI - 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 XVII - 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 XVIII - 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 days prior to such session.

ARTICLE XIX - TRANSITORY PROVISIONS

SECTION 1. For a period of one year from the creation of the College, in order to provide a smooth and basic transition from its birth to the normalization and maturity of its operations and processes, the City Mayor is hereby authorized to appoint the necessary key official and/or personnel of the College who may not meet the exact qualifications of the office provided that his personal qualifications reasonably approximate the requisites herein defined and provided further that earnest efforts shall have been exhausted in looking for said qualified officer but failed and the delay in the filling up of the subject position will deter or jeopardize the commencement of the College operations.

SECTION 2. The tenure of office of such temporary officer shall be for a period of one year unless he satisfies the qualifications of the office before his term terminates, is duly appointed and qualifies.

SECTION 3. There is hereby appropriated a sum of Five Million Pesos (P5,000,000.00) to be used and expended for the initial operations and processes of the College which amount shall be taken from the General Fund of the City. Additional appropriations may accordingly be made hereafter as exigency arises.

ARTICLE XX - EFFECTIVITY CLAUSE

SECTION 1. This Charter shall take effect upon its approval.

CARRIED BY THE VOTE OF:

Affirmative :
Councilors : Renecito S. Novero, Lorendo K. Dilag,
Rolando V. Villamor, Juanito S. Amihan,
Jr., Napoleon A. Cordova, Constancio G.
Legaspi, Archie S. Baribar, Juan Ramon R.
Guanzon, Christine Angelie V. Matus.


Negative : Councilors Joaquin L. Torre, Celia R.
Flor, Luzviminda S. Valdez, Ricardo L.
Tan.

Main Proponents : Councilor Renecito S. Novero and
Councilor Constancio G. Legaspi

Absent : None.

Passed : April 10, 1997 (Regular Session)

Comments : Passed.
Councilor Arturo V. Parreño was out of
the Session Hall when this Ordinance was
passed.



WILMAR L. DRILON
Vice Mayor
Presiding Officer

ATTESTED:

ATTY. NILO T. ALEJANDRINO
Secretary to the Sanggunian

BY: 
HELEN D. LEGASPI
Stenographic Reporter IV
Acting Board Secretary

APPROVED: APRIL 16, 1997


EVELIO R. LEONARDIA
City Mayor