



Republic of the Philippines
CITY OF OLONGAPO

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JOSEPH ANGELO B. PUSI
RECORDS MANAGEMENT OFFICER

Sangguniang Panlungsod

APR 03 2018

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE
SANGGUNIANG PANLUNGSOD OF OLONGAPO, HELD ON
FEBRUARY 07, 2018 AT THE CITY HALL.**

PRESENT:

Hon. Aquilino Y. Cortez, Jr. ----- City Vice-Mayor & Presiding Officer
Hon. Sarah Lugerna F. Lipumano-Garcia --- City Councilor
Hon. Benjamin G. Cajudo II ----- City Councilor
Hon. Noel Y. Atienza ----- City Councilor
Hon. Eduardo G. Guerrero ----- City Councilor
Hon. Alreuela M. Bundang-Ortiz----- City Councilor
Hon. Edna A. Elane----- City Councilor
Hon. Emerito Linus D. Bacay----- City Councilor
Hon. Eduardo J. Piano----- City Councilor
Hon. Basilio D. Palo ----- City Councilor
Hon. Jerome Michael S. Bacay ----- City-Councilor

ABSENT:

Hon. Randy C. Sionzon ----- President, Liga ng mga Barangay
(On Official Business)

WHEREAS, Section 1, Article XIV of the 1987 Constitution of the Republic of the Philippines declares that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all;

WHEREAS, Section 458 (A) (5) (x) of the Local Government Code of 1991 allows the Sangguniang Panlungsod to establish and provide, subject to the availability of funds and to existing laws, rules and regulations, for the operation of vocational and technical schools and similar post-Secondary institutions;

WHEREAS, Gordon College, formerly Olongapo City Colleges, is a local higher education institution established in 1999 under the City Government of Olongapo;

WHEREAS, the College operates by virtue of City Ordinance No. 36, Series of 2004 and its amendment City Ordinance No. 8, Series of 2010 also known as the College Charter;

WHEREAS, the Commission on Higher Education- Office of Institutional Quality Assurance and Governance (CHED-OIQAG) conducted a verification visit in Gordon College on July 18-19, 2017 in line with the latter's application for institutional Certificate of Recognition;

WHEREAS, one of the salient recommendations of CHED-OIQAG is the revision of the Charter to align it with CHED Memorandum Orders;

WHEREAS, Resolution No. 25, Series of 2017 entitled "A Resolution Approving the Revised Charter of Gordon College" was approved by the Gordon College Board of Trustees, on second reading, during a Special Meeting held on October 30, 2017;



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WHEREAS, the proposed revision of the Charter of Gordon College shall pave way to an independent, stronger and quality-based higher education institution;

WHEREAS, the Local Government of Olongapo supports and maintains its commitment to provide accessible and equitable distribution of opportunities to its constituents to acquire higher education, as well as, a responsive and relevant higher education institution;

NOW, THEREFORE, on motion of City Councilor Benjamin G. Cajudo II, with the unanimous accord of the Members of the Sangguniang Panlungsod present,

RESOLVED, AS IT IS HEREBY RESOLVED, by the Sangguniang Panlungsod in session assembled to enact the following Ordinance:

ORDINANCE NO. 07

(Series of 2018)

AN ORDINANCE REVISING THE CHARTER OF GORDON COLLEGE SUBJECT TO ALL LEGAL AND EXISTING RULES AND REGULATIONS.

ARTICLE I - TITLE

SECTION 1. Short Title. This Ordinance shall be known as the "**REVISED CHARTER OF GORDON COLLEGE OF 2018**".

SECTION 2. Legal Bases and Applicable Laws. This Revised Charter is based on the following legal bases:

- a) CHED Memorandum Order No. 32, Series of 2006 - Policies, Standards and Guidelines on the Establishment and Operation of Local Colleges and Universities (LCUs);
- b) CHED Memorandum Order No. 4, Series of 2007 - Implementing Rules of CMO 32, Series of 2006;
- c) CHED Memorandum Order No. 42, Series of 2016 - Amendment to Article V, Sections 5 and 12 of CMO 32, Series of 2006;
- d) DILG Memorandum Circular No. 2009-67-Guidelines on the Establishment of Local Colleges and Universities by Local Governments, and on the Operation of Higher Education Programs;
- e) Republic Act No. 7722 - Higher Education Act of 1994;
- f) Republic Act No. 7160 - Local Government Code of 1991;
- g) City Ordinance No. 8, Series of 2010 - An Ordinance Amending the Legal Basis on the Creation and Operation of Gordon College;
- h) City Ordinance No. 36, Series of 2004 - An Ordinance Adopting the Revisions on the Legal Basis for the Creation and Operation of the Olongapo City Colleges now named as Gordon College;
- i) Resolution No. 42, Series of 2002 - A Resolution Changing the Name of Olongapo City Colleges to "Gordon College";
- j) City Ordinance No. 9, Series of 1999 - An Ordinance Creating Olongapo City Colleges



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ARTICLE II – GENERAL PROVISIONS

SECTION 3. Background. Gordon College is a Higher Education Institution established by the Local Government Unit of Olongapo City. It is a Local Economic Enterprise (LEE) guided by its Vision, Mission, Goals and Objectives.

SECTION 4. Vision, Mission, Goals, Objectives and Core Values of Gordon College

Vision

By 2025, the College envisions to be a premier local institution of higher learning in Region 3 committed to the holistic development of the human person and society.

Mission

To produce well-trained, skilled, dynamic, and competitive individuals imbued with values and attitudes responsive to the changing needs of the local, national and global communities.

Goals

Gordon College shall

- Provide opportunities that will enable individuals to acquire a high level of professional, technical and vocational courses of studies;
- Develop innovative programs, projects, and models of practice by undertaking functional and relevant research studies;
- Promote community development through relevant extension programs;
- Provide opportunities for employability and entrepreneurship of graduates.

Objectives

- To provide degree programs which are needed by the local, national and global communities within the standards set by Commission on Higher Education (CHED);
- To continuously evaluate educational programs to ensure high standard, quality and relevance in delivery of the intended outcomes;
- To develop research in different disciplines to improve existing knowledge and practices;
- To provide extension programs to sustain the greater impact of the college to the community;
- To integrate moral principles/ standards in the curriculum to strengthen the moral responsibilities of the lifelong learners;
- To strengthen the institution-industry collaboration/partnership to ensure graduates' employability and entrepreneurship;
- To increase the national passing percentage for board courses and national qualification.

Core Values

Character
Excellence
Service

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SECTION 5. College Logo and Symbolisms. The College logo and its symbolisms are as follows:

Logo



Symbolisms

This is the official college seal/logo of Gordon College. This is to be used in legal and formal documents and correspondence of the College.

The colors green and yellow signify the community college's commitment to sustainable development or a development for all generations as it works towards environmental sustainability in its attainment of its vision, mission and goals. "Ulo ng Apo" represents the City of Olongapo where the local Higher Education Institution is based. This symbolizes the ability of its students to lead and make a difference in the community.

The torch illuminates a book which represents the ability to serve as a guiding light for others. It also shows how education is a beacon of light that nurture learning. It is strategically placed beneath the Ulo ng Apo signifying that knowledge must be used, not for knowledge's sake, but more for the community which includes its stakeholders.

The circular wreath made of interlocking branches and leaves represents the unity and strength of stakeholders and its students who stand among the distinguished scholars the local HEI molded and developed. With the wreath of laurel leaves being a symbol of honor and victory, students, faculty and the leaders of the institution are expected to achieve victory over ignorance while remaining honorable and preserving integrity towards excellence.

The platinum colored shield placed behind the Ulo ng Apo represents the boldness of its students in pursuit of new horizons of unparalleled intellectual success. To remind its students, staff and all the members of the institution to be bold and brave enough to explore and seek new opportunities beyond the four corners of the college towards the development of the community they belong to.

Under the shield is the year that Gordon College was founded. This represents the number of years of upholding its values. Three values guide the college, namely: excellence; character and service which shall guide the institutions' trifocal function of instruction, research and extension.

The logo is in a form of circle, symbolizing the perfect fulfillment of a holistic educational process.

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SECTION 6. The College Hymn. The College Hymn shall be sung with a march tempo following the lyrics as set forth in this charter. It shall be sung in all official gatherings of the College.

The sea breeze over Subic Bay
Moderate waves to mighty rest
Sets our heart in inspiring pace
How Gordon College made us best

Raise our voices in silence
Sing the praises in cadence
Let this color our daily life
And withstand the pilgrimage.

Bless our Alma Mater
Keep her firm and strong
And be able to mold us all
Set us upright on the road

Hear the echo of Her song
Feel the warmth of Her voice
Keep the flame of the Torch
At Gordon College proudly we belong.

ARTICLE III – BOARD OF TRUSTEES

SECTION 7. Membership and Officers. The Governing Board of the College shall be its Board of Trustees with the following composition: Chairman, Local Chief Executive; Vice Chairman, President of the College, and six (6) members composed of, but not limited to, President of the Faculty Association, President of the Supreme Student Council/Government, President of the Alumni Association, Chairman of the Sangguniang Panlungsod Committee on Education, Representative from the Association of Local Colleges and Universities (ALCU) and six (6) representatives from the Accredited Business or Industry Sector. The CHED Regional Director or his/her duly designated representative may be invited as a resource person during board meetings.

The exercise of the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions is hereby vested exclusively in the Board of Trustees. The President of the College shall perform duties and responsibilities within the scope of authority given by the said Board.

SECTION 8. Terms of Office. Members of the BOT shall have the following terms of office:

1. The Chairperson during his term as City Mayor;
2. The President who shall hold office for a term of four (4) years, renewable for another term;



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3. The Chairperson of the Committee on Education during his/her term as member of the Olongapo Sangguniang Panlungsod ;
4. Six (6) prominent citizens from the accredited industry or business sector who shall be appointed by the Chairperson and whose term of office is co-terminus with the latter;
5. The President of the Faculty Association during his/her term as such;
6. The President of duly recognized Student Council, representing the students, during his/her term as such;
7. The President of the Alumni Association during his/her term as such; and
8. The ALCU Representative during his/her term as such;

SECTION 9. Powers and Duties. Subject to existing laws, the Board of Trustees shall perform the following exercise of its corporate powers.

- a) Promulgate policies in accordance with the declared state policies on higher education as well as the policies, standards and thrusts of CHED under RA 7722 and other pertinent laws;
- b) Determine/approve curricular programs and course offerings in response to the needs of the community;
- c) Confer degrees, diploma and certificates of completion, upon the recommendation of the academic council, to candidates for graduation who fully complied with the requirements set forth in their respective programs of studies;
- d) Provide fellowship for qualified faculty members and scholarships to deserving and qualified students;
- e) Authorize the president of the College to award proficiency certificates, diplomas and/or certificates of completion to students who have successfully complied with the requirements set forth in all non-degree courses;
- f) Approve the curricula and rules of discipline drawn by the Executive Council as herein provided;
- g) Appoint the President of the college/university upon the recommendation of the search committee;
- h) Confirm appointments of other school officials, teaching and non-teaching personnel appointed by the President;
- i) Provide rules for its own government and to enact for the Government of the College such rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the College;
- j) Fix tuition fees and other necessary college charges such, but is not limited to, matriculation fees, graduation fees, laboratory fees, related learning experience fees, and miscellaneous fees, as the Board may deem proper to impose. Such fees and charges and other income generated by the College shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue thereafter shall form part of the same funds for the use of the college.
- k) Approve the disbursement of the income of the college, the utilization of the general fund allocated to the College and the appropriation of the College Educational Fund subject to the provision of Section 55, Article XIV of this Ordinance. The disbursement of the income of the college is for the professional growth and development, health, welfare and other similar benefits of the faculty members and personnel for extension and student welfare expenses so that the flexibility on use of income shall be focused on faculty, personnel improvement and student welfare activities and for expenses necessary for the operation of the college including the expansion of facilities and buildings for the attainment of its purposes under this ordinance;

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- l) Receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer the same for the benefit of the college or a department thereof, or for aid to any student or students in accordance with the directions and instructions of the donor, and in default thereof, in such manner as the Board may, at its discretion determine. All such donations shall be exempted from all taxes and shall be considered as deductible items from the income tax of the donor;
- m) Approve policies on admission, retention and graduation of students upon the recommendation of the appropriate council or committee;
- n) Approve evaluation of academic ranks of personnel (e.g. teaching and non-teaching) as basis for compensation and promotion;
- o) Authorize the City Government of Olongapo and the College to undertake construction and/or repair of its buildings, machinery, equipment, and other facilities;
- p) File with the City Mayor and the Sangguniang Panlungsod an annual detailed report setting forth the progress, conditions and needs of the college and;
- q) Do all things, as are not inconsistent with existing laws, it may deem proper for the efficient government of the college.

ARTICLE IV- MEETINGS

SECTION 10. Regular Meetings. Regular meeting of the Board shall be held quarterly at the College or in any other place in the Philippines or abroad as determined by the Board, provided that no government funds shall be used for holding meetings abroad.


SECTION 11. Special Meeting. Special meeting of the Board shall be held at the College or in any other place in the Philippines or abroad as determined by the Board, provided that no government funds shall be used for the holding of special meetings abroad. The meeting may be called by the Chairperson, Vice Chairperson or a majority of the members of the BOT.

SECTION 12. Notices. A written notice to the board members stating the date, time and purpose of the meeting, be it regular or special, shall be served personally at least seven (7) days before the meeting is held.

SECTION 13. Quorum. A majority number or fifty percent plus one of the actual membership or incumbent shall constitute a quorum. Deliberation shall commence with a quorum in attendance. In the absence of a quorum, the Presiding Officer may decide the following:

- a) Continue with the reading of the Minutes of the Meeting, with the approval made only after a quorum is met; or
- b) Declare a recess; or
- c) Declare an adjournment upon approval of the majority of those present.

SECTION 14. Order of Business. The order of business of the meetings of the Board shall be as follows:

- a) Prayer
 - b) Lupang Hinirang
 - c) Panunumpa sa Watawat ng Pilipinas
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- d) Himno ng Olongapo
- e) College Hymn
- f) Roll Call
- g) Announcement of Quorum
- h) Call to order
- i) Reading and approval of the minutes of the previous meeting
- j) Matters arising from the minutes of the previous meeting
- k) Reading and approval of agenda
- l) Deliberation of New Businesses
- m) Adjournment

ARTICLE V- QUALIFICATIONS, VACANCY, SUSPENSION, REMOVAL AND ALLOWANCES OF MEMBERS OF THE BOARD

SECTION 15. Qualifications. All members of the Board shall be bona fide citizens of the Philippines and with proven probity, responsibility, integrity and honesty.

SECTION 16. Vacancy. In case of vacancy in the Board by reason of resignation, removal from office, death or any other incapacity of one or more of its members, such vacancy shall be filled up by the appointment by the Chairperson. Such appointee shall only serve the unexpired term of the predecessor.

SECTION 17. Suspension and Removal. A member of the Board may be suspended or removed from office upon a majority vote of the members of the Board, taking into consideration due process, based on the following causes:

- a) Incapacity;
- b) Incompetence;
- c) Dishonesty;
- d) Conviction of a crime;
- e) Conspicuous absences for a number of meetings or;
- f) Any act detrimental to the interest and welfare of the College.

SECTION 18. Compensation. The Members of the BOT shall be entitled to honorarium/allowance to be determined by the BOT and approved by the *Sangguniang Panlungsod* for actual and necessary expenses incurred either in attendance upon meetings of the Board or upon other official business authorized by resolution of the Board, subject to existing budget law, rules, regulations on honoraria and allowances. Such reasonable allowances or per diem is subject to change as authorized by the *Sangguniang Panlungsod* and upon recommendation of the BOT.

The member of the Board shall also be entitled to cash incentives, allowances other than per diems, in accordance with current corporate practices.

ARTICLE VI- COLLEGE OFFICIALS

SECTION 19. Appointments, Qualifications and Terms of Office of the College Officials.



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1. The College President. The College President shall be the Chief Executive of the College. He/She shall be recommended by the Search Committee, approved by the Board of Trustees and confirmed by the *Sangguniang Panlungsod*. He/She shall serve for a term of four (4) years, renewable for another four years, unless sooner removed for a cause. The administration of the local college shall be vested in the College President who shall render full-time service. His/ Her salary shall be comparable to that being received by presidents of educational institutions similar in enrolment and standing, subject to the revised compensation and classification system and may receive other allowances or remunerations as may be provided by law or as may be authorized by the BOT. The President shall hold an appropriate earned doctoral degree with at least five (5) years of relevant administrative experience (CMO No. 32 series of 2006).
2. The Vice-President for Academic Affairs (VPAA). The VPAA shall be recommended by the President to be approved and confirmed by the Board and shall serve for a term of two (2) years, renewable for another term, unless sooner removed for a cause. The VPAA's powers and duties as well as allowances shall be prescribed by the Board. He/She must be a holder of an earned doctoral degree.
3. The Vice-President for Administration and Finance (VPAF). The VPAF shall be recommended by the President to be approved and confirmed by the Board for a term of two (2) years, renewable for another term, unless sooner removed for a cause. The appointment shall be confirmed by the Board. The VPAF's powers and duties as well as allowances shall be prescribed by the Board. He/She must be a holder of an earned master's degree;
4. The Vice- President for Research Development and Community Extension Services (VPRDCES). The VPRDCES shall be recommended by the President to be approved and confirmed by the Board and shall serve for a term of two (2) years, renewable for another two (2) years, unless sooner removed for a cause. The VPRDCES's powers and duties as well as allowances shall be prescribed by the Board. He/She must be a holder of an earned doctoral degree and must have published researches.
5. The Vice-President for Student Welfare and Services (VPSWS). The VPSWS shall be recommended by the President to be approved and confirmed by the Board and shall serve for a term of two (2) years, renewable for another term, unless sooner removed for a cause. The VPSW's powers and duties as well as allowances shall be prescribed by the Board. Preferably, he/she is a master's degree holder.
6. College Secretary. The College Secretary shall be appointed by the BOT and shall serve for a term of four (4) years), renewable for another four (4) years, unless sooner removed for a cause. He/She shall also be the Secretary of the BOT and Executive Council and shall keep all pertinent records. He/She shall be entitled to honoraria upon its meetings as determined by the BOT and approved by the *Sangguniang Panlungsod*.
7. Dean/Academic Head/Principal/Director. The Dean/Academic Head/Principal/Director shall be recommended by the President to be approved and confirmed by the Board and shall serve for a term of two (2) years, renewable for another term, unless sooner removed for a cause. The qualifications of these officials shall be that which is required by pertinent Republic Acts, CHED Memorandum Orders and other pertinent laws. Their powers and duties as well as allowances shall be prescribed by the Board and approved by the *Sangguniang Panlungsod*.

SECTION 20. Suspension and Removal. The aforementioned officials may be suspended from office by a majority vote of the Board for reason of incapacity,

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incompetence, dishonesty, and conviction of crime or any act detrimental to the interest and welfare of the College in accordance with applicable laws.

SECTION 21. Service after Retirement Age. The College Officials may be extended by the Board for up to seventy (70) years of age, whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the Board (Republic Act No. 8292).

ARTICLE VII – SEARCH COMMITTEE FOR THE PRESIDENT; MINIMUM QUALIFICATIONS AND VACANCY IN THE OFFICE OF THE PRESIDENT

SECTION 22. Constitution of Search Committee. Six (6) months before the expiration of the term of office of the incumbent President, the Board of Trustees shall constitute a Search Committee for the President (SCP) which shall be composed of one (1) representative from each of the following: Civil Service Commission (CSC), Academe/Faculty, accredited business or industry sector, ALCU and CHED. The Board of Trustees Chairperson or his/her duly authorized representative shall act as the Chairperson of the committee. A Vice-Chairperson shall be selected by the Committee from among themselves.

SECTION 23. Funds. The Board of Trustees shall appropriate adequate funds to finance the activities of the SCP.

SECTION 24. Procedure for the Search. The Search Committee so constituted, may devise its own rules and procedure for the search.

SECTION 25. Notice of Vacancy. Within ten (10) days upon its constitution, the SCP shall cause the publication of the notice of vacancy for President in a newspaper of local or general circulation and by posting in conspicuous places in the province/city/municipality where the local HEI is located. The publication shall contain provisions for invitation of applicants and deadline for submission of applications.

SECTION 26. Qualifications for Presidency. Applicants for College President must be a holder of an appropriate earned doctoral degree and must have at least five (5) years of relevant administrative experience.

SECTION 27. Selection of Qualified Candidates. Within a period of 30 days after the deadline of submission of applications, the Search Committee shall screen the applicants and select there from the three (3) most qualified candidates for the position of the president.

SECTION 28. Submission of Nominees. The SCP shall submit to the Board of Trustees the ranking of the top three (3) qualified candidates within twenty-four hours after selection.

SECTION 29. Appointment of the President. The Board of Trustees shall appoint the President from the top three (3) most qualified candidates submitted by the SCP.

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ARTICLE VIII- COLLEGES AND ACADEMIC PROGRAMS

SECTION 30. Curricular Programs. The College shall offer postgraduate, graduate, undergraduate and technical-vocational and basic education programs within its area of specialization as the Board of Trustees may deem necessary to carry out its mission and goals, particularly in meeting the needs of the City.

Curricular programs shall be arranged in accordance to the appropriate College where each shall be offered:

Senior High School Programs (Grades 11 and 12)

- Academic Track

Strands

General Academic (GAS); Accountancy, Business Management (ABM); Science, Technology, Engineering and Mathematics (STEM); Humanities and Social Sciences (HUMSS)

- Tech-Voc Track

Strands

Home Economics (Caregiving, Food and Beverage Services, Bread and Pastry Production, Housekeeping, Tour Guiding Services, Tourism Promotion Services, Attraction and Theme Parks, Cookery, Front Office Services, Travel Services and Wellness Massage); Information and Communications Technology (Computer Programming, Medical Transcription, Animation and Computer System Servicing and Visual Graphic Design)

- Sports Track

- Arts and Design Track

Strand

Performing Arts and Arts Production

Certificate Programs

- Public Policy
- Local Governance
- Urban and Regional Planning
- Disaster Management
- Teaching

College of Computer Studies

- Computer Science
- Information Technology
- Entertainment and Multimedia Computing
- Information Systems
- Multimedia Studies
- Associate in Computer Technology



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College of Education, Arts and Sciences

- Elementary Education
 - Generalist
 - Pre-School Education (Early Childhood Education)
 - Special Education

- Secondary Education
 - Filipino
 - English
 - Social Studies
 - Mathematics
 - Biological Science
 - Music, Arts, Physical Education, and Health

- Communication
- Biology
- Science
- Psychology
- Public Administration
- Applied Mathematics major in Data Analysis
- Arts
- Physical Education
- Music
- Culture and Arts Education
- Exercise and Sports Sciences
- Technical Vocational Teacher Education
- Special Needs Education

College of Business Administration and Accountancy

- Accountancy
- Accounting Information System
- Internal Auditing
- Customs Administration
- Business Administration
 - Marketing Management
 - Financial Management
 - Human Resource Management

College of Hospitality and Tourism Management

- Hotel and Restaurant Management
- Hospitality Management
- Tourism Management

College of Allied Health Studies

- Nursing
- Midwifery
- Physical Therapy

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College of Engineering

- Electronics and Communication
- Computer Engineering
- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Industrial Engineering
- Sanitary Engineering
- Geodetics Engineering
- Robotics

College of Criminal Justice Education

- Criminology

College of Law

- Bachelor of Laws

Institute of Graduate Studies

- Master of Arts in Nursing
- Master in Business Management
- Master in Public Administration
- Master of Arts in Education major in
 - Educational Management
 - Mathematics
 - Science
 - Physical Education
 - English
 - Filipino
 - Early Childhood Education
- Master in Development Communication
- Master in Information Technology
- Master of Science in Information Technology
- Master of Science in Computer Science
- Doctor of Philosophy major in
 - Educational Management
 - Public Administration
 - Business Management
 - Development Education
 - Development Communication
 - Mathematics Education
 - Science Education
 - English Language Education
 - Filipino Language Education

SECTION 31. Dean. Degree-granting college shall be headed by a Dean. The Dean provides academic leadership in the College and is responsible for the planning and implementation of its programs and activities. The qualifications of the Dean shall be that which is required by pertinent Republic Acts, CHED Memorandum Orders and other pertinent laws. A Dean shall hold six (6) units teaching loads and shall serve for two years, renewable for another term, unless sooner removed for a cause.

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SECTION 32. Assistant Dean. Each college must be assisted by an Assistant Dean, if deemed necessary. An Assistant Dean must be a holder of an appropriate Master's degree relative to the Field of Specialization. In the absence of qualified candidates for any vacant positions for Assistant Dean, the Dean shall hold the office in an ex-officio capacity. No Assistant Dean shall be appointed in an OIC capacity. An Assistant Dean shall hold nine (9) units teaching loads and shall serve for two years, renewable for another term, unless sooner removed for a cause.

SECTION 33. Principal/Academic Head. If applicable, a department/school/institute shall be headed by a Principal or an Academic Head. The qualifications of the Principal or an Academic Head shall be that which is required by pertinent Republic Acts, CHED Memorandum Orders and other pertinent laws. A Principal shall hold six (6) units teaching loads while an Academic Head shall hold twelve (12) units teaching loads. They shall serve for two years, renewable for another term, unless sooner removed for a cause.

SECTION 34. Program Coordinator. Each academic program under a college shall be headed by a Program Coordinator. A Program Coordinator should be holder of an appropriate Master's degree relative to the program managed. In the absence of qualified candidates for any vacant positions for program coordinator, the Dean shall hold the office in an ex-officio capacity. No Program Coordinator shall be appointed in an OIC capacity. A Program Coordinator shall hold twelve (12) units teaching loads and shall serve for two years, renewable for another term, unless sooner removed for a cause.

ARTICLE IX- FACULTY

SECTION 35. Classification. The Faculty may be classified as full-time and part time.

SECTION 36. Qualification Standards. To be appointed to a permanent faculty position at GC, one must hold an earned master's degree in the area of specialization. The members of the faculty of the College shall be selected based on standards set by the College consistent with existing policies of the CHED and the CSC.

SECTION 37. Human Resource Management. The implementing rules and regulations on recruitment, appointment, promotion, career and personnel development, performance evaluation system, incentive award system, moonlighting, overload, leave benefits, complaints and grievance machinery, public sector unionism, discipline, and welfare services including that of part-timers shall be promulgated. In general, the regular teaching load of full-time academic personnel shall, in no case, exceed 24 units or its equivalent per semester (CMO 40 Series of 2008, section 119) unless otherwise provided by existing CHED Memorandum Orders. The allowable faculty overload shall not exceed nine (9) units including those done outside GC. However, in the exigency of the service, faculty load may exceed upon approval of concerned College authorities.



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SECTION 38. Working Hours. Full-time faculty members are required to render a total of forty (40) hours of work at the College, divided as follows: Twenty-one/four (21-24) hours of actual classroom instruction engagement; ten (10) hours of preparation, research and extension, and six (6) hours of consultation. A part-time faculty may be given teaching load not exceeding what is provided by pertinent regulations, and shall render contract-based service.

SECTION 39. Retirement. Retirement of all full-time faculty members shall be compulsory at the age of sixty-five (65).

SECTION 40. Faculty Rights, Privileges, Obligations and Academic Freedom. The right to form a faculty association shall be recognized. A duly registered faculty association shall have the right to negotiate with the institution regarding benefits provided under existing laws.

ARTICLE X- NON-TEACHING PERSONNEL

SECTION 41. Qualification Standards. To be appointed to a permanent non-teaching position at Gordon College, one must hold an appropriate educational qualifications and experience aligned to or allied to one's assigned position. The members of the non-teaching personnel shall be selected based on standard set by the College consistent with the existing policies of the CHED and the CSC.

SECTION 42. Notice of Vacancy. 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 Gordon College, City Hall, and/or Community Bulletin Boards for at least fifteen (15) days. Other appropriate modes of publication shall be considered.

SECTION 43. Vacancy. Filling up of 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 extend beyond six (6) months reckoned from the date the vacant position was published.

ARTICLE XI – STUDENTS

SECTION 44. Student Admission. No student shall be denied admission to the College by reason of age, sex, religious belief, or political affiliation.

SECTION 45. Student Affairs, Rights and Welfare.

- a) There shall be established in the institution the following student councils: for every college and degree-granting unit, a college student council; and a central student council through the Supreme Student Council which shall represent the students of Gordon College.
- b) The student council shall be composed of elected students wherein, each member shall serve for a term of one (1) year, without prejudice to reelection. The student council shall serve as the primary student body that shall advance the interests, rights and welfare, and aspirations



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RECORDS MANAGEMENT OFFICER

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of the students of the college. It shall have the power to adopt internal rules of procedures, fiscal autonomy, and operate consistent with the provisions of this Charter.

- c) Subject to due and comprehensive consultation with the students, there shall be an independent student publication to be funded by student fees. Freedom of expression and autonomy in all matters of editorial and fiscal policy shall be guaranteed especially in the selection of its editors and staff. Provided further that all such publications shall be subject to the law on campus journalism, and other applicable rules and regulations that the Board of Trustee may formulate.
- d) The implementation of programs and projects of student organizations shall be a shared responsibility among student organizations, their respective teachers/instructors/advisers and Deans, to achieve specific constructive objectives, subject to the overall coordination of the Office for Student Welfare and Services (OSWS).
- e) The Board of Trustees shall provide, formulate and adopt all the student rights and responsibilities subject to rules, regulations and policies of the College.

ARTICLE XII – THE EXECUTIVE AND MANAGEMENT COUNCIL

SECTION 46. The Executive Council. The Executive Council consists of the President, Vice Presidents and College Secretary. Meetings will be conducted at least once a month.

SECTION 47. The Functions of the Executive Council:

- a) To formulate the programs of study, research and extension and rules of discipline, subject to the approval of the BOT and existing laws, rules and regulations;
- b) To prescribe requirements for admission to any programs of the College as well as for graduation and conferment of degrees, subject to the approval of the BOT;
- c) To have exclusive power to recommend persons to be conferred with honorary degrees.

SECTION 48. The Management Council. The Management Council consists of the President, Vice President, Deans, Directors and Unit Heads. Meetings will be conducted at least once a month.

ARTICLE XIII – THE ACADEMIC AND ADMINISTRATIVE COUNCILS

Academic Council

SECTION 49. Composition. The Academic Council consists of the Vice President for Academic Affairs, Deans, Assistant Dean (if any) and SHS Principal.

SECTION 50. Duties and Functions of the Academic Council. Duties and Functions of the Academic Council are as follows:

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- a) To formulate the fields of study, rules of discipline subject to the approval of the Board and existing laws, rules and regulations;
- b) To prescribe requirements for admission of students to be conferred with honorary degrees;
- c) To refer students to the Office of Student and Welfare Services for disciplinary cases within the limit prescribed by the standards of student conduct;
- d) To confer special academic awards to deserving students.

Administrative Council

SECTION 51. Composition. The Administrative Council consists of the Vice President for Administration and Finance and all heads of the administrative offices.

SECTION 52. Duties and Functions. Duties and Functions of the College Administrative Council are as follows:

- a) To formulate policies, standards and programs relative to administrative functions and procedures and accreditation requirements such as in the area of human resource management, financial management, supply management, physical plant and laboratories;
- b) To recommend rules and regulations affecting administrative personnel;
- c) To plan and organize college activities;
- d) To perform action other than those enumerated above affecting administrative personnel.

ARTICLE XIV-FINANCE

SECTION 53. Organization. The financial matters of the College shall be managed by the Vice-President for Administration and Finance (VPAF) through the following offices, unless otherwise provided for by the President and the Board;

- a) Finance Office;
- b) Accounting Office;
- c) Budget Office; and
- d) such other offices as may be attached by the President or the Board.

SECTION 54. Fund Source. The City Government of Olongapo shall ensure fiscal autonomy to the College, and as provided for by law, the *Sangguniang Panlungsod* is hereby authorized to establish a Local College Educational Fund (LCEF) which shall consist of:

- a) Collection of tuition and other fees which are affordable and reasonable to be automatically retained by the College;
- b) Two percent (2%) of the total real property tax collected by the City, subject to the approval of the *Sangguniang Panlungsod*, which shall be released automatically by the City Treasurer to the College. The College may request a supplemental budget if the allotted 2% may not be sufficient to sustain the activities of the College.
- c) Proceeds from grants and donations from the national government, local and international funding institutions or foreign government.

SECTION 55. Appropriations/Allocations.

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RECORDS MANAGEMENT OFFICER

- a) Disbursements of the Local College Educational Fund (LCEF) shall be managed as provided herein with the approval of the College President and/or the Chair of the Board and shall be subjected to the usual accounting and auditing procedures;
- b) The amount collected for the Local College Educational Fund shall be appropriated/allocated by the Board of Trustees and shall finance the following, but are not limited to:
 - a. operation and maintenance of the College;
 - b. improvement of its facilities and equipment, library, school buildings;
 - c. upgrading of the salaries and allowances of its faculty and support personnel including faculty and staff development, research, and extension services;
 - d. special projects and programs identified in the College development plan
 - e. City scholarship and other grants in the local college to be extracted from the two percent (2%) of the total real property tax collected by the City as provided in Section 54 b;
 - f. other expenses associated with the implementation and enforcement of this Ordinance.

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ARTICLE XV- MISCELLANEOUS PROVISIONS

SECTION 56. Board of Visitors. The Mayor, Vice Mayor and the Members of the *Sangguniang Panlungsod* shall constitute the Board of Visitors of the College, whose duties and functions are the following:

- a) To attend the commencement exercises of the College;
- b) To make visits at the College at any time they deem proper;
- c) To inspect and evaluate the book of accounts, properties, program of study, discipline, and state of finances of the College;
- d) To make reports and recommendations to the *Sangguniang Panlungsod* relative to the exercise of its duties and functions.

SECTION 57. Reports. The Board shall submit, as required from time to time by the City Mayor and/or the *Sangguniang Panlungsod*, an annual report on the BOT resolutions, progress, conditions and the needs of the College.

SECTION 58. Accounting Reports. The New Government Accounting System (NGAS) prescribed by the Commission on Audit (COA) effective 2017 shall be implemented to provide adequate information to the needs of the users of financial reports.

SECTION 59. Organizational Structure. The Organizational Structure of Local College is hereby adopted. Nonetheless, the Board from time to time may revise, modify and rationalize the existing organizational structure subject to the provision of this Ordinance.



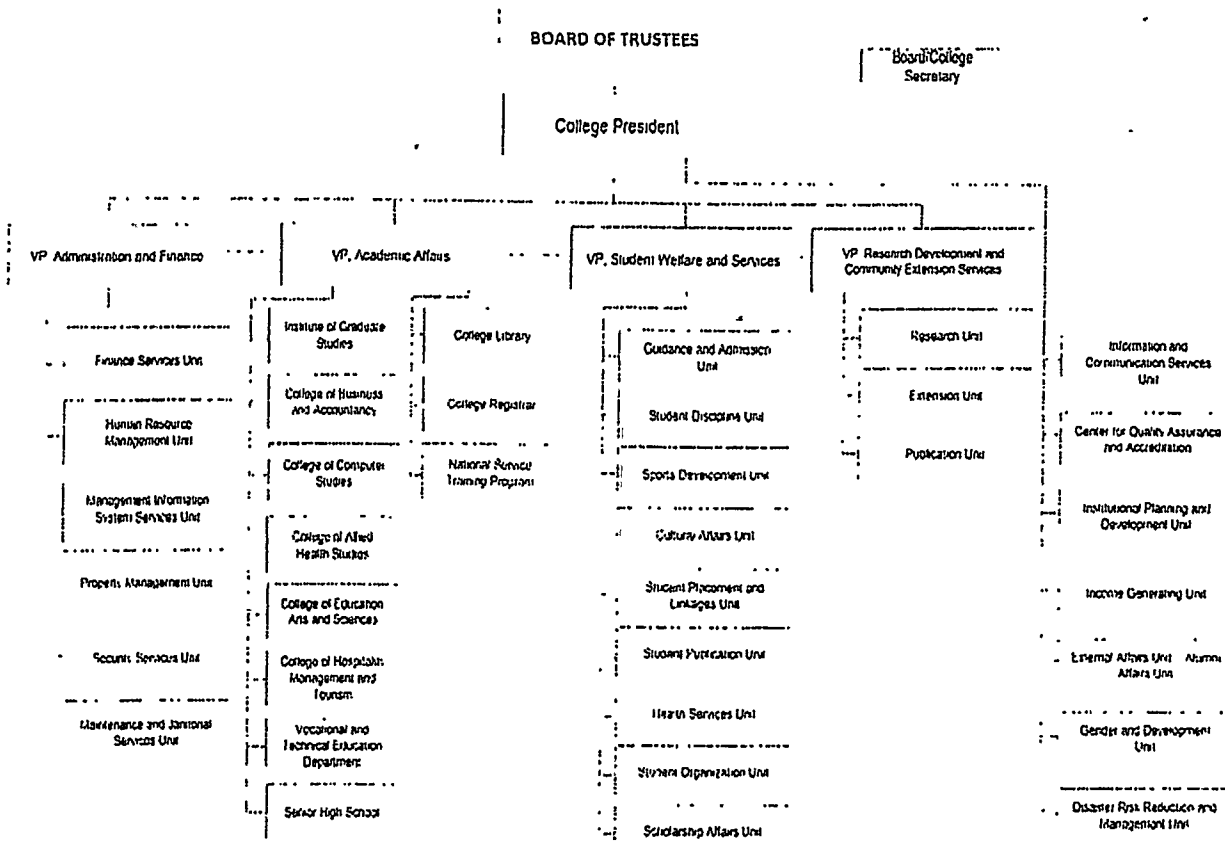
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CITY OF OLONGAPO

JC. ANGELO B. PUSING
Records Management Officer

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Sangguniang Panlungsod

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SECTION 60. Separability Clause. If any part or provision of this charter is declared invalid or unconstitutional, it shall apply only to that part or provision. The remainder shall remain valid and effective.

SECTION 61. Repealing Clause. The City Ordinance No. 36, Series of 2004 and its amendment, City Ordinance No. 8, Series of 2010 are hereby repealed. All existing Board of Trustees resolutions or any other memorandum and orders or any portions thereof which are contrary or inconsistent with any provision of this Charter are hereby repealed or modified accordingly.

SECTION 62. Effectivity. This Ordinance shall take effect fifteen (15) days upon approval and after posting of the same in three (3) conspicuous places in the City and shall be published once in a local newspaper of general circulation in the City of Olongapo and the Province of Zambales whichever comes later.

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Sangguniang Panlungsod

CERTIFIED TRUE COPY

Con't. of Ordinance No. 07, Series of 2018.

JOSEPH ANGELO B. PUSING
RECORDS MANAGEMENT OFFICER

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APPROVED UNANIMOUSLY, February 07, 2018.

AQUILINO Y. CORTEZ, JR.
City Vice-Mayor & Presiding Officer

SARAH LUGERNA F. LIPUMANO-GARCIA
City Councilor

BENJAMIN G. CAJUDO II
City Councilor

NOEL Y. ATIENZA
City Councilor

EDUARDO G. GUERRERO
City Councilor

ALREUELA M. BUNDANG-ORTIZ
City Councilor

EDNA A. ELANE
City Councilor

EMERITO LINUS D. BACAY
City Councilor
(out during votation)

EDUARDO J. PLANO
City Councilor

BASILIO D. PALO
City Councilor

JEROME MICHAEL S. BACAY
City Councilor

RANDY C. SIONZON
President, Liga ng mga Barangay
(on official business)

ATTEST:

MILDRED C. MONJE
Temporary Council Secretary

APPROVED BY HIS HONOR, THE CITY MAYOR ON FEBRUARY 22, 2018

ROLEN C. PAULINO
City Mayor

ATTEST:

SHEILA R. PADILLA
Secretary to the City Mayor