



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2308-030

ORDINANCE NO. 791 series of 2023

**AN ORDINANCE ESTABLISHING A LOCAL COLLEGE IN THE
MUNICIPALITY OF TAYTAY, RIZAL AND GRANTING ITS CHARTER
PROVIDING FOR THE RULES, REGULATIONS AND PERTINENT
GUIDELINES FOR ESTABLISHMENT AND OPERATIONS THEREOF**

Introduced by: Coun. Philip Jeison J. Cruz
Sponsored by: Committee on Education
Co-Sponsored by: Vice Mayor Sophia Priscilla L. Cabral
Coun. Jan Victor B. Cabitac
Coun. Ma. Jeca B. Villanueva
Coun. Patrick John P. Alcantara
Coun. Jean Lalaine P. Calderon
Coun. John Tobit E. Cruz
Coun. Joanne Marie P. Calderon
Coun. Ma. Elaine T. Leonardo
LnB Pres. Rufe C. Tapawan
SK Fed. Pres. Zyrell May B. Villanueva

**ARTICLE I
GENERAL PROVISIONS**

Section 1. Title - This Ordinance shall be known as the **CHARTER OF TAYTAY COLLEGE**.

Section 2. Declaration of Policy - The Municipality of Taytay affirms the mandate of the Constitution that "The State shall give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development". Thus, it is the declared policy of the College to provide meaningful tertiary education to its youth at minimal cost that shall embody these ideals, and that no student shall be denied access to tertiary education for reason of poverty, age, sex, religious beliefs, or political affiliation.

Section 3. Purpose - The Taytay College is hereby established for the purposes of:

1. Providing the financially disadvantaged but talented, qualified and deserving youths of Taytay access to higher education and professional instruction that is globally competitive;
2. Introducing institutional innovation that are responsive to the challenges of the prevailing education and business climates both locally and internationally; and
3. Contributing for newly emerging and creative industries, and other degrees designed to meet the manpower demand and other relevant needs of Taytay and its neighboring towns and thereby contribute to the realization of national goals. Its operation shall not in any manner compete, but rather complement with the University of Rizal System and other educational institutions.

ARTICLE II THE BOARD OF TRUSTEES

Section 1. The College Board of Trustees - The College shall be governed by a Board of Trustees composed of the following:

1. The Local Chief Executive as Chairperson;
2. The College President as Vice Chairperson;
3. Member, the Chairperson of the Sanggunian Committee on Education;
4. Member, the President of the Faculty Association;
5. Member, the President of the "Supreme Student Council", provided, that in the absence of a Council president or student representative elected by the Council, the College shall schedule one (1) week for the campaign and election of a student representative;
6. Member, the President of the Alumni Association;
7. Member, Representative from CHEDRO IV-A with rank not lower than Director;
8. Member, the Representative of the ALCU (Association of Local College and Universities); and
9. Members, two (2) Representatives from an accredited business or industry sector nominated by a Search Committee created by the Board for such purpose, and whose appointments shall be ratified by the Board.

The Legal Officer of the College shall be appointed as Secretary of the Board of Trustees, without vote.

Section 2. Term of Office and Compensation of the Board of Trustees

1. The terms of Office of the Chairperson, Vice Chairperson, and of the following members, namely the Chairperson of the Sanggunian Committee on Education, the President of the Faculty Association, the President of the Supreme Student Council, and the President of the Alumni Association shall be co-terminus with the terms of the office of their respective positions.
2. The term of the Director of CHEDRO IV-A of the Commission on Higher Education and the Representative of the Association of Local College and Universities, shall be co-terminus with the terms of office of their respective positions.
3. The Representative from an accredited business or industry sector shall serve a term of two (2) years with one possible re-election / re-appointment.
4. Members of the Board shall serve without compensation other than per diems and/or actual and necessary expenses incurred either in attendance upon meetings of the Board or upon other official business authorized by resolution of the Board.

Section 3. Meetings and Quorum of the Board of Trustees

1. The Board of Trustees shall meet quarterly. Special meeting may be convened by the Chairperson, provided that there shall be no more than three special meetings in a given year.
2. A quorum of the Board of Trustees shall consist of a majority of all the members. All processes against the Board of Trustees and Taytay's Local College shall be served on the President or Secretary thereof.
3. The Chairperson shall preside over all Regular and Special Meetings of the Board. In case he/she is unavailable, the Vice Chairperson shall serve as the Presiding Officer. If the Vice Chairperson is unavailable, the Members of the Board duly assembled with quorum shall appoint among themselves a Temporary Presiding Officer.

Section 4. Powers of the Board of Trustees - The Board of Trustees shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted by virtue of RA 11232 or the Revised Corporation Code of the Philippines:

1. Promulgate policies in accordance with the declared State policies on higher education, as well as the policies, standards, and thrusts of the Commission on Higher Education under Republic Act 7722 and other pertinent laws;
2. Promulgate rules and regulation consistent with existing laws, rules, and regulations as may be necessary to carry out the purposes and functions of the Taytay's Local College;
3. Develop academic arrangements and linkages for institutional capability building with appropriate institutions and agencies, both public and private, local and foreign;
4. Received and appropriate to the ends specified by the law such sums as may be provided by law for the support of the College;
5. Determine and approve curricular programs and course offerings that are responsive to the needs and demands of the community, provided that such programs and course offerings comply issuances of the Commission on Higher Education on the matter;
6. Promulgate policies on admission, retention, and graduation of students, and to confer degrees, titles, diplomas, and certificates, provided that conferment of honorary degrees and/or titles shall be in accordance with the policies and guidelines set by the Commission on Higher Education;
7. Ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, canteen, building and grounds maintenance, transportation, and such other similar services;
8. Institutionalized research and extension programs;
9. Appoint the President of the College upon the recommendation of Search Committee;
10. On the recommendation of the President of the College, confirm the appointment of college officials, professors, instructors, lectures, and other non-teaching personnel of the College; to fix their compensation, hours of service, and such other duties and conditions as it may deem proper in pursuant or in compliance with the Salary Standardization Act; to grant to them in its discretion, leave of absence under such regulations as it may promulgate, any other provisions of the law to the contrary notwithstanding, and to remove them for cause after an investigation and hearing shall have been had pursuant to the 2017 Rules on Administrative Cases in the Civil Service;
11. To fix tuition fees required of students, as well as matriculation fees, graduation fees, and fees for laboratory courses, and all special fees, and to remit the same in special cases, constituting a special trust fund of the College;
12. To provide fellowships for faculty members and scholarships to students showing special evidence of merit;
13. To prescribe rules for its own government, and to enact for the government of the College such general ordinances, resolutions and regulations, not contrary to law, as are consistent with the purposes of the College as defined in Article 1, Section 3 of this Ordinance;
14. To receive in trust legacies, gifts, and donations of real and personal property of all kinds and to administer the same for the benefit of the College, or of the department thereof, or afford 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 of Trustees may, in its discretion, determine;
15. In coordination with the Local Government Unit of Taytay, provide for the regular support of the College for its development, operation, and maintenance;
16. Recommend to the Sangguniang Bayan policies on tertiary education and such other development legislation on effective government and management; and
17. To perform all other matters not inconsistent with law and as it may deem appropriate for the governance of the College and as maybe allowed by laws.

ARTICLE III THE COLLEGE PRESIDENT

Section 1. 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 Board upon recommendation of a duly constituted Search Committee. He shall have a term of four (4) years and shall be eligible for re-appointment for another term.

Section 2. In case of vacancy by reason of death, resignation, removal for cause, or incapacity of the President to perform the functions of his Office, the Board shall have the authority to designate an Officer-in-Charge pending the appointment of a new president. In such case, his successor shall hold the office for the unexpired term.

Section 3. The powers and duties of the President of the College, in addition to those specifically provided in this Ordinance, shall be those usually pertaining to the Office of the President of a similar institution of higher education, and those instructions, circulars, memos, rules and regulations issued by the Commission on Higher Education (CHED) and the Association of Local College and Universities, and those delegated by the Board.

Section 4. The salary of the President of the College shall be subject to the existing compensation and position classification system and shall be comparable to that being received by other presidents of similar educational institutions of like standing.

Section 5. Appointment of the President

1. The Board of Trustees shall create a Search Committee at least six (6) months prior to the end of the term of the incumbent President, but in no case earlier than one (1) year before the end of the term of said President.
2. The Search Committee shall have at least five (5) members composed of representatives from the academic community, the private sector, a Representative of the Commission on Higher Education, and a Representative of the Association of Local College and Universities, provided that the private sector representative should not be in any way of form, directly or indirectly connected or associated with the College.
3. The Search Committee shall submit to the Board a shortlist of at least three (3) nominees for the position of the President in a meeting specially convened for the purpose.
4. The Board shall identify the Chairperson of the Search Committee and allocate a budget necessary for the search and process.

Section 6. Qualification and Term of Office of the President

1. The President of the College must possess the following minimum qualifications and other qualifications that may be determined by the Board.
 - a. A natural-born Filipino citizen, preferably a bonafide resident of Taytay, Rizal;
 - b. Not less than thirty-five (35) years old, but no more than sixty-one (61) years old at the time of application;
 - c. Holder of an earned doctorate degree from a reputable institution of higher education;
 - d. Proven track record as an administrator (President, Vice President, Dean, Campus Administrator, Director), preferably in the academe, whether public or private, for at least five (5) years prior to application; and
 - e. 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 / imprisonment.

An applicant who does not meet any of the above-mentioned minimum qualification and cannot submit pertinent supporting documents shall be disqualified from the search process.

Incumbent Presidents of the other SUCs 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. The term of office of the College President shall be four (4) years, with one possible re-appointment;

3. 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:
- Formal application letter addressed to the Chairperson of the Board;
 - Detailed Curriculum Vitae duly signed under oath;
 - Certified True Copy of documents in support of the data stated in Curriculum Vitae;
 - Proposed Vision, Mission, and Development Goals for the College;
 - Certificates / Clearances from the following government agencies obtained not more than one (1) month from the date of filing of application, indicating that applicant has no pending administrative and/or criminal case:
 - Sandiganbayan;
 - Civil Service Commission;
 - National Bureau of Investigation;
 - Municipal / Regional Trial Court;
 - Ombudsman (for Government Employees);
 - Institution / Company where applicant is presently employed.
 - PSA-authenticated birth certificate;
 - Medical Certificate of Fitness issued by a licensed physician from a government hospital;
 - Result of a neuro-physician examination conducted by a physician from a recognized health institution; and
 - Duly accomplished CSC Form 212 signed under oath.

Section 7. 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.

ARTICLE IV OTHER COLLEGE OFFICIALS

Section 1. The following are the other officials of the College:

- The Executive Vice President
- Vice President for Academic Affairs
- Vice President for Administration
- Vice President for Research, Extension, Planning and Linkages

Section 2. The Vice Presidents of the College shall be appointed by the Board upon recommendation of the College President. They shall serve for a term of four (4) years, with one possible re-appointment, unless sooner removed for cause. The salary of the Vice Presidents shall be subject to the existing compensation and position classification system and shall be comparable to that being received by other Vice Presidents of similar Educational Institutions of like standing.

Section 3. The Vice Presidents may be suspended or removed from office by a majority vote of the Board of Trustees for incapacity, dishonesty, conviction of crime involving moral turpitude or any act detrimental to the College, in accordance with applicable laws.

Section 4. There shall be appointed a Legal Officer for the College who shall be appointed by the Board of Trustees for a term of four (4) years, unless removed for a cause. He/She shall be the secretary of such Board and also of the College, and shall keep such record of the College as may be designated by the Board.

ARTICLE V
THE COLLEGE COUNCIL, FACULTY AND NON-TEACHING PERSONNEL

Section 1. There shall be a College Council, consisting of the President of the College, the Dean's and all instructors and professors of the College. The Council shall have the power to prescribe the curricula and rules of discipline, subject to the approval of the Board of Trustees. It shall fix the requirements for admission to the college as well as for graduation and the receiving of a title or degree. The Council alone shall have the power to recommend students or others to be recipients of title or degrees. Through its President or committee, it shall have disciplinary power over the students within the limits prescribed by the rules of discipline approved by the Board of Trustees.

Section 2. The College Faculty - The faculty of the Taytay College, shall be composed of the Deans, Professors and Instructors, with the President as the Presiding Officer. In the appointment of professors or instructors of the College, no religious test shall be applied, nor shall religious opinions or affiliations of the faculty of the College be made a matter of examination or inquiry; provided, however, that no instructor or professor in the College shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under penalty of dismissal by the Board of Trustees, to influence student or attendants at the College for or against any particular church religious sect.

Section 3. Professors and other regular instructor in the College shall be exempt as such from any Civil Service Examination or regulations as a requisite to appointment, or subject to the Civil Service eligibility requirements prior to its appointment.

Section 4. The non-teaching personnel of the College are employees who perform duties and responsibilities toward the efficient administration of the College.

ARTICLE VI
STUDENT

Section 1. Student Admission - The Local College shall give preference in the admission of students to bonafide residents of Taytay subject to the qualification / rules of admission as maybe approved by the Board of Trustees; provided, however, that no students shall be denied admission to the Taytay College by reason of age, sex, religious belief or political affiliation.

ARTICLE VII
MISCELLANEOUS PROVISIONS

Section 1. The Treasurer of the Municipality of Taytay shall be Ex-officio Treasurer of the College and all accounts and expenses thereof shall be audited by the Commission on Audit (COA) or his/her duly authorized representative.

Section 2. On or before the 31st day of December of each year, the Board of Trustees shall file with the Office of the Local Chief Executive, the Sangguniang Bayan, the Commission on Higher Education, and the Association of Local Colleges and Universities a detailed report, setting forth the progress, condition, and needs of the College.

Section 3. Academic Freedom - The Taytay College has the right and responsibility to exercise academic freedom.

ARTICLE VIII
APPROPRIATIONS

Section 1. The amount necessary to implementing this Ordinance is hereby authorized to be appropriated out of any funds in the Municipal Treasury not otherwise appropriated.

Thereafter, such as may be needed for its operation and maintenance shall be included in the Annual Budget of the Municipality.

ARTICLE IX
TRANSITORY PROVISIONS

Section 1. Interim appointment of the College President. In order to provide a smooth and basic transition of Taytay College from its birth to the normalization and maturity of its operations and processes, the Local Chief Executive may, in the interim, appoint an Interim President of the college. He/She shall be appointed for a term of four (4) years regardless of age, provided that other minimum qualifications are met.

ARTICLE X
EFFECTIVITY

Section 1. This Ordinance shall take effect upon its approval and posting in conspicuous places in the municipality.

ENACTED, this 23rd day of August, 2023, 2:24 PM at the Sangguniang Bayan Session Hall, Municipality of Taytay, Province of Rizal.

I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay on second reading on August 16, 2023 and was passed on third and final reading on August 23, 2023, during the 57th Regular Session held on the 23rd day of August, 2023.


JULIETA M. JUANILLO
Board Sec. III / Temp. SB Secretary

ATTESTED AND CERTIFIED TO BE DULY
ADOPTED BY HER HONOR


HON. SOPHIA PRISCILLA L. CABRAL
Municipal Vice Mayor / Presiding Officer

APPROVED BY HIS HONOR
DATE SEP. 6, 2023


HON. ALLAN MARTINE S. DE LEON
Municipal Mayor