



Republic of the Philippines  
**SANGGUNIAN PANLUNGSOD**  
City of Mandaluyong

ORDINANCE NO. 713, S-2018

AMENDMENTS TO ORDINANCE ESTABLISHING THE MANDALUYONG  
COLLEGE OF SCIENCE AND TECHNOLOGY (MCST) GIVING IT  
CORPORATE EXISTENCE, PROVIDING FOR A BOARD OF  
TRUSTEES, **DEFINING** THE BOARD'S RESPONSIBILITIES  
AND DUTIES, PROVIDING HIGHER EDUCATIONAL  
AND PROFESSIONAL TRAINING AND FOR OTHER PURPOSES

**ARTICLE I**  
**GENERAL PROVISIONS**

SECTION 1. TITLE. This Ordinance shall be known as the CHARTER OF THE **MANDALUYONG** COLLEGE OF SCIENCE **AND** TECHNOLOGY (MCST), as amended.

SECTION 2. DECLARATION OF POLICY. The City of Mandaluyong 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 tertiary education to its youth that shall embody these ideals, and that no student shall be denied **access** to tertiary education for **reason** of poverty, age, sex, nationality, religion, political affiliation or physical disability. Academic freedom and institutional autonomy shall also be enjoyed in this institution of higher learning. It shall enhance the right of teachers to professional development while non-teaching academic and non-academic personnel shall enjoy the protection of the State.

SECTION 3. PURPOSE. The MCST is hereby established for the purposes of:

1. Providing the youth of the City **access** to higher education and professional instruction **that** is globally competitive; and
2. Enhancing educational growth and addressing **unmet** needs of the underprivileged constituents and promoting inclusive growth through expanded **access** to education.

**ARTICLE II**  
**THE BOARD OF TRUSTEES**

SECTION 1. THE COLLEGE BOARD OF TRUSTEES. As stipulated in Republic Act (RA) 8292 and CHED Memorandum Order (CMO) 32, S-2006 as amended by **CMO** 42, S-2016, the College shall be governed by a Board of Trustees composed of the following:

1. The Local Chief Executive **as** Chairman;
2. The College President **as** Vice-Chairman;
3. The Representative of the Lone Congressional District of Mandaluyong City;
4. The Chairman of the Sanggunian Committee **on** Education;
5. The President of the Faculty Association;

6. The President of the College 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;
7. The President of the Alumni Association;
8. The Representative of the Association of Local College and Universities with a rank not lower than Vice-President or Head of its Regional Chapter appointed by the President of the Association and confirmed by the Board;
9. 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 Board of Trustees shall appoint a secretary who shall serve **as** such for both the Board and the College and shall keep **all** records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings, **as** non-voting observer.

## SECTION 2. TERM OF OFFICE AND COMPENSATION OF THE BOARD OF TRUSTEES.

1. The terms of Office of the Chairman, Vice-Chairman, and of the following members, namely the Representative of the Lone Congressional **District** of the City of Mandaluyong, Chairman 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-terminous with the terms of office of their respective positions;
2. The term of office of the Representative of the Association of Local College and Universities, shall be co-terminous to his/her position, subject to the confirmation of the Chairman of his/her Head of Agency;
3. The Representatives from **an** accredited business or industry sector shall serve a term of two (2) years with one possible reelection/reappointment;
4. Members of the Board shall **serve** without compensation other than per diem and/or actual and necessary expenses incurred, either **in** attendance upon meetings of the Board or upon other official business authorized by a Resolution of the Board.

## SECTION 3. MEETINGS AND QUORUM OF THE BOARD OF TRUSTEES.

1. The Board of Trustees shall meet quarterly. Special meetings may be convened by the Chairperson, whenever necessary, provided that members **are notified** in writing at least three (3) days prior to said meeting;
2. A quorum of the Board of Trustees shall consist of a majority of all the members. **All** processes against the Board of Trustees 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 Chairman shall serve **as** the Presiding Officer.



SECTION 4. **POWERS OF THE BOARD OF TRUSTEES.** As stipulated in the "Higher Education Modernization Act of 1997 (Republic Act 8292), 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 to the Board of Directors of a corporation under Section 36 of Batas Pambansa Bilang 68, otherwise known as the 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 regulations consistent with existing laws, rules, and regulations as may be necessary to carry out the purposes and functions of the City College;
  3. Develop academic arrangements and linkages for institutional capability building with appropriate institutions and agencies, both public and private, local and foreign;
  4. Receive and appropriate to the ends specified by 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 with 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. Institutionalize research and extension programs;
  9. Appoint the President of the College upon the recommendation of the Search Committee;
  10. On the recommendation of the President of the College, confirm the appointment of college officials, professors, instructors, lecturers, 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 Administrative Code of 1987 and of the Omnibus Civil Service Laws, Rules and Regulations;
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11. To fix the 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 adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
  13. To provide fellowships for faculty members and scholarships to students showing special evidence of merit;
  14. 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;
  15. 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;
  16. To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any **field** of specialization within the academic competence of the college and to authorize the award of **certificates** of completion of non-degree and non-traditional courses;
  17. To develop **consortia** and other forms of linkages with local government units, institutions and agencies, both **public** and private, local and foreign, in furtherance of the purposes and objectives of the institution;
  18. To develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint **experts/specialists as** consultants, or visiting or exchange professors, scholars, researches, as the **case** may be;
  19. To set up the adoption of modern and innovative modes of transmitting knowledge such as the **use** of information technology, the dual system, open learning, community laboratory, language laboratory, disaster risk reduction and management laboratory; science and technology laboratory, etc., for the promotion of greater **access** to higher education;
  20. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the College, the proceeds from which to be used for the development and strengthening of the College;
  21. In coordination with the Sangguniang Panlungsod, provide for the regular support of the College for its development, operation, and maintenance;
  22. Recommend to the Sangguniang Panlungsod policies on tertiary education and such other development legislation **on** effective governance and management.
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### 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 reappointment 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 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 or 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 President in a meeting specifically convened for the purpose;
  4. The Board **shall** identify the Chairperson of the Search Committee and allocate a budget necessary for the search process;
  5. The President of the College shall be appointed by the Board of Trustees upon the **recommendation** of a duly constituted search committee.

SECTION 6. QUALIFICATIONS AND TERM OF OFFICE OF THE PRESIDENT.

1. The President of the College must possess the following minimum qualifications:
  - a. Not less than thirty-five (35), but not more than sixty-one (61) years old at the time of application;
  - b. A resident and duly registered voter of the City of Mandaluyong;
  - 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;
  - 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;
  - f. An applicant who does not meet any of the above-mentioned minimum qualifications and cannot submit pertinent supporting documents shall be disqualified from the search process;
  - g. Incumbent Presidents of other SUCs 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 reappointment;
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:
  - a. Formal application letter addressed to the Chairperson of the Board;
  - b. Detailed Curriculum Vitae duly signed under oath;
  - c. Certified True Copy of documents in support of the data stated in the Curriculum Vitae;
  - d. Proposed Vision, Mission, and Development Goals for the College;
  - e. Certificates/Clearances from the following government agencies obtained not more than one (1) month from the date of filing of application, indicating that applicant has no pending administrative and/or criminal case:
    - Sandigang Bayan;
    - Civil Service Commission;
    - National Bureau of Investigation;
    - Municipal/Regional Trial Court;
    - Ombudsman (for government employees); Institution/Company where applicant is presently employed.

- f. **NSO-authenticated** birth certificate;
- g. Medical Certificate of Fitness issued by a licensed physician from a government hospital;
- h. Results of a neuro-psychiatric examination conducted by a physician from a recognized health institution;
- i. 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:

- 1. The Vice President for Academic Affairs;
- 2. The Vice President for Development and Administration;
- 3. The Legal Officer.

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 reappointment, unless **sooner** removed for cause. Their powers, duties, and compensation shall be prescribed by the Board of Trustees.

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

SECTION 3. There shall be 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 **cause**. He/she shall be the Secretary of such Board and also of the College, and shall keep such records of the College **as** may be designated by the Board.

#### ARTICLE V THE **ADMINISTRATIVE COUNCIL, ACADEMIC COUNCIL, FACULTY AND NON-TEACHING PERSONNEL**

SECTION 1. There **shall** be **an** Administrative Council consisting of the College President **as** Chairman, the **Vice-Presidents**, Deans/Directors and other officials of equal **rank as** members, and whose duty is to review and recommend to the Board of Trustees policies governing the administration, management, and development planning of the College for appropriate action.

SECTION 2. There shall be an Academic Council consisting of the President of the College 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 titles 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 3. THE COLLEGE FACULTY. The body of instructors and professors of the College shall constitute the faculty of the College, 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 students or attendants at the College for or against any particular church or religious sect.

SECTION 4. Appointment of professors and other regular instructors in the College shall be governed by the Omnibus Civil Service Laws, Rules and Regulations, without prejudice to existing exemptions, such as, those stipulated under Presidential Decree 907 (Honor Graduate Eligibility) and Republic Act No. 1080 (Board/Bar Exam Passer Eligibility). These appointments shall be made by the College President with the confirmation of the Board of Trustees.

SECTION 5. The non-teaching personnel of the College are employees who perform duties and responsibilities toward the efficient administration of the College. Their appointments shall also be made by the College President, with the confirmation of the Board of Trustees.

#### ARTICLE VI MISCELLANEOUS PROVISIONS

SECTION 1. The Treasurer of the City of Mandaluyong 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.

ARTICLE VII  
APPROPRIATIONS

SECTION 1. CONTINUING APPROPRIATION AND FINANCIAL REPORT. The amount necessary for implementing this Ordinance is hereby authorized to be appropriated out of any funds in the City Treasury not otherwise appropriated. Thereafter, such sums may be included in the annual budget of the City.

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 Panlungsod, the Commission on Higher Education, and the Association of Local Colleges and Universities a detailed report, setting forth the progress, conditions, and needs of the College.

ARTICLE VIII  
TRANSITORY PROVISIONS

SECTION 1. INTERIM APPOINTMENT OF THE COLLEGE PRESIDENT. The Local Chief Executive may, in the interim, appoint a president of the college. He/she may be appointed to not more than one (1) term, regardless of age, provided that all other minimum qualifications are met.

It shall not be in conflict with the timelines on substantial compliance set by the CHED Regional Office on application for programs and standards, as well as the CHED Office of Institutional Quality and Governance.

SECTION 2. CREATION OF AN ADHOC COMMITTEE. Until such time that the MCST has its own permanent organizational structure, the Local Chief Executive shall ensure creation of an Adhoc Committee composed of Technical Working Groups (TWGs) for the following:

- a. Academic;
- b. Financial;
- c. Human Resources;
- d. Physical Planning and Development.

Academic TWG shall focus on developing initial curricular program offerings, as well as review and comply with CHED policies, standards and guidelines. It shall lead in developing suitable capacity-building program for incoming Governing Board, Academic TWG and initial Key-Faculty Members at transition stage, whether executive training or executive education at the graduate level, local or foreign. It shall also lead in the establishment of relevant linkages for instruction, research and extension. For CHED's Substantial Compliance, it shall also prepare Letter of Intent/ Application for Institutional Recognition and collate other pertinent documentary requirements without prejudice to Local Government Unit (LGU) and National Line Agencies' protocols and Citizens' Charter.

Financial TWG shall focus on the development, review and recommendation for ways and means including but not limited to the following:

- a. **PRE-OPERATIONS BUDGET:** Curriculum Development, CHED Compliance Management for documentary requirements, Linkage-Building for instruction, research and extension; Training and Development, and implementation of Approved Library Development Plan; Equipping of Facilities & Laboratories, Classrooms, Administrative Offices, Registrar's Office, Guidance and Counseling Office, National Service Training Program (NSTP) Office, and Clinic;
- b. **INITIAL OPERATIONS BUDGET:** Payment of School Bond to CHED in the amount of One Hundred Thousand Pesos (Php100,000.00), Maintenance and Operating Expenses; Personnel Salaries etc.

Physical Planning and Development TWG shall work with the other TWGs to **ensure** that the Building Code and Zoning Ordinance are met, as well as CHED minimum standards during the latter's ocular inspection; and adjust the same for any findings of non-compliance. It shall **ensure** inputs for local appropriation if necessary. It must also **ensure** safety of the spaces provided for academic offerings, including but not limited to the following: classrooms, laboratories, offices, library, clinic, canteen, gymnasium, open spaces, **access** to Persons **With** Disabilities, and other facilities, in accordance with the approved LGU Development Plan.

Human Resources TWG shall spearhead in the establishment of policies, standards and guidelines for recruitment, hiring, compensation, e.g., qualifications and merit system for mandatory plantilla positions (President, Registrar, Librarian, Nurse, Faculty). It shall also **ensure** that Letters of Commitment of the incoming Faculty and Non-Teaching Personnel are obtained and processed.

SECTION 3. **BUDGET FOR PRE-OPERATIONS AND TECHNICAL WORK.** There shall be provision for **pre-operations** expenses to:

- a. support completion of documentary requirements set forth by the CHED such as Project Development Plan and Institutional Development Plan;
- b. **establish** relevant **institutional** linkages necessary to establish a local college;
- c. curriculum and initial faculty development;
- d. Feasibility Study;
- e. **Social Marketing, Information and Education Campaign (SMIEC);** including but not limited to the following:
  - Laptops;
  - Printer;
  - Office Supplies;
  - **Internet Connectivity;**
  - Representation and Transportation.

SECTION 4. **INSTITUTIONAL DEVELOPMENT.** There shall be appropriation for capacity-building program for the Governing Board, Academic TWG, and key Faculty positions to ensure quality and excellence; relevance and responsiveness.

**ARTICLE IX  
SEPARABILITY**

SECTION 1. If, for any reason, any part or provision of this Ordinance is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

**ARTICLE X  
EFFECTIVITY**

SECTION 1. This Ordinance shall take effect upon its approval and after publication in a newspaper of general circulation in Metro Manila.

ENACTED on this 12<sup>th</sup> day of November, 2018 in the City of Mandaluyong.

I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE  
WAS ENACTED AND APPROVED BY THE SANGGUNIANG  
PANLUNGSOD OF MANDALUYONG IN REGULAR SESSION  
HELD ON THE DATE AND PLACE FIRST ABOVE GIVEN.

  
MA. TERESA S. MIRANDA  
Sanggunian Secretary

ATTESTED BY:

  
ANTONIO DLS. SUVA  
Vice Mayor &  
Presiding Officer

APPROVED:

  
CARMENITA A. ABALOS  
City Mayor

Date: NOV 20 2018

AMENDMENTS TO ORDINANCE ESTABLISHING THE MANDALUYONG COLLEGE OF SCIENCE AND TECHNOLOGY (MCST) GIVING IT CORPORATE EXISTENCE, PROVIDING FOR A BOARD OF TRUSTEES, DEFINING THE BOARD'S RESPONSIBILITIES AND DUTIES, PROVIDING HIGHER EDUCATIONAL AND PROFESSIONAL TRAINING AND FOR OTHER PURPOSES

  
CHARISSE MARIE ABALOS-VARGAS  
Councilor

  
ALEXANDER C. STA. MARIA  
Councilor

  
AYLA ALIM-BALDUEZA  
Councilor

  
FRANCISCO O. ESTEBAN  
Councilor

**SICK LEAVE**  
GRACE MARIE V. ANTONIO  
Councilor

  
JESUS C. CRUZ  
Councilor

  
LUISITO E. ESPINOSA  
Councilor

  
ROEHL B. BACAR  
Councilor

  
RODOLFO M. POSADAS  
Councilor

  
CHERRY LYNN P. SANTOS  
Councilor

**ABSENT**  
BRANDO P. DOMINGUEZ  
Councilor

  
FERNANDO S. OCAMPO  
Councilor

**OFFICIAL BUSINESS**  
DARWIN A. FERNANDEZ  
LnB President

  
AEROL SEDRICK A. MANGALIAG  
Sk President