



Republic of the Philippines
Province of Albay
MUNICIPALITY OF MALILIPOT
Office of the Municipal Mayor

EXECUTIVE ORDER NO. 7 S. 2022

**AN ORDER REORGANIZING THE BOARD OF TRUSTEES OF
SAN JOSE COMMUNITY COLLEGE, MALILIPOT, ALBAY,
IDENTIFYING THE MEMBERSHIP, THEIR DUTIES AND RESPONSIBILITIES
AND OTHER PURPOSES**

WHEREAS, CHED Memorandum Order (CMO) No. 32 series of 2006 entitled "Policies, Standards and Guidelines on the Establishment and Operation of Local Universities and Colleges (LUC)", provides that LUC shall have a governing board to administer and to ensure the best interest of the stakeholders of the local universities and colleges;

WHEREAS, the Municipality of Malilipot in the Province of Albay, in adherence to the aforementioned CMO, has instituted a Board of Trustees to govern its local college, the San Jose Community College (SJCC), located in San Jose, Malilipot, Albay;

NOW THEREFORE, by the power vested in me by law, I **CENON B. VOLANTE**, Mayor of the Municipality of Malilipot, Albay, hereby order the reorganization of the **Board of Trustees of San Jose Community College**, San Jose, Malilipot, Albay, with the following stipulations:

SECTION 1. COMPOSITION

Chairman	:	Hon. Cenon B. Volante	<i>Municipal Mayor</i>
Vice Chairman:		Atty. Randy B. Blanza	<i>College Administrator</i>
Members	:	Hon. Ma. Carmen M. Belen	<i>Committee on Education, SB</i>
	:	Prof. Abelardo Bola	<i>President of Faculty Association</i>
	:	Kitywn Roque	<i>President, College Student Council</i>
	:	Ronald Arciga	<i>President, Alumni Association</i>
	:	Alice Nieto	<i>Representative from CHED</i>
	:	Jovert M. Ofracio, EdD	<i>Representative from ALCU</i>
	:	Edsel Sola	<i>Representative from business sector</i>
Secretary	:	Sharon G. Balaguer	<i>Cashier, SJCC</i>

SECTION 2. POWERS AND DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees shall have the following powers and duties:

- a. Promulgate policies in accordance with the declared state policies on higher education as well as policies, standards and thrusts of the CHED under R.A. 7722 and other pertinent laws;



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- b. Promulgate rules and regulations consistent with the existing laws, rules, and regulations as may be necessary to carry out the purposes and functions of the SJCC;
- c. Establish policies, guidelines and procedures for participative decision making;
- d. Develop academic arrangements and linkages for institutional capability building with appropriate institutions and agencies, both public and private, local and foreign;
- e. Determine/approve curricular programs and course offerings in response to the needs and demands of the community provided that these should comply with the provisions of CMO No. 10, s. 2005;
- f. Promulgate policies on admission, retention, and graduation of students and to award degree(s), title(s), diploma(s) and certificate(s). However, conferment of honorary degree(s) or title(s) shall be in accordance with the policies and guidelines set by CHED;
- g. Ensure the efficient management of non-academic services such as medical and dental, guidance and counselling, canteen, buildings, grounds, property maintenance and similar services;
- h. Institutionalize research and extension programs;
- i. Appoint the College Administrator/President of the College upon the recommendation of the search committee;
- j. Confirm appointments of other school officials, teaching and non-teaching personnel appointed by the College Administrator/President;
- k. Delegate any of its powers and duties provided herein to the College Administrator and/or other officials of the college as it may deem appropriate so as to expedite the administration of the affairs of the college;
- l. Invite representatives from other government or private entities as resource person(s) of the Board;
- m. Determine the fees and other school charges;
- n. In coordination with the Sanggunian, provide for the regular support for the development, operation and maintenance of the SJCC; and
- o. Recommend to the Sanggunian policies on tertiary education and other related development legislation on effective governance and management.



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SECTION 3. MEETINGS, ATTENDANCE AND QUORUM

- A. **Attendance to meetings.** The BOT Chair and members shall personally attend the regular board meetings.
- B. **Meetings.** The BOT may hold either regular or special meetings. Regular meeting shall be convened once every quarter. Special meeting(s) may be held upon the call of its Chairman, or in his absence, the Vice Chairman provided that the members of the BOT have been duly notified at least three (3) days before the date of the meeting. Provided further, that no other agenda shall be discussed other than those in the notice of meeting.
- C. **Quorum.** A majority of all the regular members of the governing board holding office at the time of its regular or special meeting shall constitute a quorum.
- D. **Presiding Officer.** The Chairman of the BOT or in his absence, the Vice Chairman shall preside over its regular or special meetings.
- E. **Secretary of the BOT.** The College Administrator of SJCC shall appoint the Board Secretary subject to the confirmation of the BOT. He/she shall serve as Secretary for both the BOT and SJCC. Specifically, he/she shall perform the following functions:
1. Prepares the minutes of the meetings of the BOT;
 2. Keeps all the records of SJCC;
 3. Provides administrative assistance to the BOT;
 4. Coordinate the schedules of the BOT meetings and takes charge of the release of notices of meetings and other undertakings of the BOT upon approval of the Chairman and/or the Vice Chairman;
 5. Perform other duties and responsibilities as may be assigned by the BOT and/or by the College Administrator

SECTION 4. REPEAL CLAUSE

This Executive Order supersedes all previous issuances inconsistent herewith.

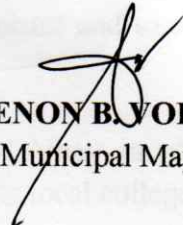


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SECTION 5. EFFECTIVITY

This order takes effect immediately.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Municipality of Malilipot, Albay, this 18th day of July, 2022 in Malilipot, Albay.


CENON B. VOLANTE
Municipal Mayor