



Republic of the Philippines
PROVINCE OF NEGROS ORIENTAL
City of Bayawan
Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL ON JUNE 3, 2024 AT 10:00 AM AT THE SP SESSION HALL, LEGISLATIVE BUILDING GOVERNMENT CENTER.

RECORD OF ATTENDANCE

HON. HENRY E. CARREON, JR.	Vice Mayor & Presiding Officer	Present
HON. MARK FIDENCIO L. AURELIA		Present
HON. NARCISO N. CASIPONG		Present
HON. RUSMAR IAN D. TIJING		Present
HON. MERLITA R. GAUDIEL		Present
HON. NICO ANGELO L. LIM		On Leave
HON. ROLANDO B. ABRASALDO		Present
HON. KARL T. SARAÑA		Present
HON. LUIS J. SUMALPONG		Present
HON. FELIPE O. SANTIAGO, JR.		Present
HON. MA. LUCIANA T. TIZON		Present
HON. SEVERINO SALVADOR M. CAPULSO	LNMB President	Present
HON. EDILBERT J. BOLTADOR	SK Federated President	Present

RESOLUTION NO. 420

“WHEREAS, the City College of Bayawan is an educational institution duly created through an Ordinance No. 20 by the City of Bayawan, Negros Oriental;

“WHEREAS, in order to maintain high standards of education and support the growth and development of our students, it is imperative that the city college has the necessary personnel to fulfil its mission;

“WHEREAS, in order to operate effectively, the City College must meet the mandatory requirement of establishing plantilla positions for both faculty and non-teaching staff as outlined in the CSC 2017 Omnibus Rules on Appointments for faculty positions in Local Universities and State Colleges;

“WHEREAS, the Commission on Higher Education has mandated and highly recommended the creation of plantilla positions in the City College of Bayawan;

“WHEREFORE, on motion of Honorable Councilor Santiago and duly seconded by Honorable Councilor Saraña, the Council

“RESOLVED, To enact, as it hereby enacts the following ordinance:

ORDINANCE NO. 26

AN ORDINANCE CREATING TEN (10) PLANTILLA POSITIONS FOR THE REQUIRED ACADEMIC AND NON-ACADEMIC PERSONNEL FOR THE CITY COLLEGE OF BAYAWAN AS PER COMMISSION ON HIGHER EDUCATION MEMORANDUM ORDER NO. 18 – SERIES OF 2022

Be it ordained that:

SECTION 1. The following positions are hereby created under the City College of Bayawan, to wit:

POSITION	SG	ITEM NO.	BUDGETARY REQUIREMENTS	ABR
CGDH I (College Administrator)	25	CCB-1	1,921,174.23	1,921,174.23
College Librarian I	13	CCB-2	560,217.23	560,217.23
Registrar I	11	CC-3	489,098.04	489,098.04
Nurse II	16	CCB-4	697,715.79	697,715.79
Guidance Counselor III	13	CCB-5	560,217.73	560,217.73
Assistant Professor I	15	CCB-6.1	647,454.59	647,454.59
Assistant Professor I	15	CCB-6.2	647,454.59	647,454.59
Assistant Professor I	15	CCB-6.3	647,454.59	647,454.59
Assistant Professor I	15	CCB-6.4	647,454.59	647,454.59
Assistant Professor III	17	CCB-7	752,998.18	752,998.18
			TOTAL	7,571,240.06

SECTION 2. Duties and Functions of Position. The duties and functions of the plantilla personnel shall be as follows:

Position Title: City Government Department Head I (College Administrator)

Item No. CCB – 1

Salary Grade: 25

- 10% Responsible to the Governing Board for the implementation of all the policies, programs, projects, and services.
- 10% Appoints Vice-President, Deans, Directors, Registrar, Administrative Officer, Accountant, teaching and non-teaching personnel subject to the confirmation of the Governing Board.
- 10% Provide leadership and strategic direction for the college in accordance with the institution's vision, mission, and goals.
- 10% Ensure the effective implementation of academic programs and services that meet the standard set by CHED and other relevant accrediting bodies.
- 10% Manage the college's resources, including budget, personnel, facilities, and equipment, in a transparent and accountable manner.
- 10% Foster a culture of academic excellence, research, and innovation among faculty, staff, and students.
- 10% Promote a student-centered approach to education and support the holistic development of students.
- 10% Establish and maintain partnership with industry, government, and other stakeholders to enhance the college's programs and services.
- 5% Ensure compliance with all laws, regulations, and policies governing higher education institutions in the Philippines.
- 5% Represent the college in public forums and engage with the community to promote the institution's interests and contributions.
- 5% Support faculty and staff development through training, mentoring, and professional growth opportunities
- 5% Uphold and promote ethical standards and values within the college community

Position Title: College Librarian I

Item NO.: CCB – 2

Salary Grade: 13

- 10% Provides reference and readers' assistance through face-to-face, telephone, and online;
- 15% Assists in planning and implementing programs and public relations activities
- 15% Carry out information literacy activities, such as:
 - a. Provide instruction and/or training on the use of different library databases
 - b. Provide instructions on topics related to plagiarism and proper citations, use of research tools, etc.
 - c. Prepare information materials to promote available library resources, services, and information sources
 - d. Prepare and update Library pathfinders and subject webliographies

- 15% Performs/oversee periodic shelf management activities:
 - a. Annual inventory
 - b. Collection, preservation and maintenance;
 - c. Recommend book titles for purchase (those that needs replacement and requires additional copies).
- 10% Manages tasks and activated on routine circulation (lending, book returns, reservations, renewal, overdue fines, and penalties);
- 10% Manages and updates the:
 - a. Online chat platform;
 - b. Library FB page;
 - c. Library Website;
 - d. Access rights on the electronic resource database;
 - e. Patron profile on the integrated library system.
- 15% Gathers/collects periodic data for statistical analysis and reports
- 10% Performs other tasks instructed by the immediate head.

Position Title: Registrar I

Item No. : CCB – 3

Salary Grade: 11

- 20% Manage student records, including registration, grades, and transcripts
- 20% Ensure compliance with academic policies and regulations
- 15% Coordinate course scheduling and room assignments
- 15% Provide support to students and faculty on academic matters
- 15% Oversee graduation process and degree audits
- 15% Collaborate with other departments to coordinate academic events and activities

Position Title: Nurse II

Item No. : CCB – 4

Salary Grade: 16

- 20% Provide healthcare services to students and faculty, including first aid, assessments, and referrals
- 20% Develop and implement health education program and initiatives
- 20% Manage the college's health and wellness resources, such as the health center and counseling Services
- 20% Collaborate with local healthcare providers and agencies to coordinate care for students
- 10% Participate in emergency response and crisis management protocols
- 10% Maintain accurate health records and documentation

Position Title: Guidance Counselor III

Item No. : CCB – 5

Salary Grade: 13

- 20% Provide academic, career, and personal counseling to students
- 20% Assist students with course selection, college applications, and career planning
- 20% Conduct individual and group counseling sessions
- 15% Collaborate with teachers, parents, and administrators to support student success
- 15% Refer students to outside resources and services as needed
- 10% Participate in the development and implementation of school-wide initiatives to support student well-being and success.

Position Title: Assistant Professor I

Item NO.: CCB - 6.1 to CCB - 6.4

Salary Grade: 15

- 10% Teach undergraduate and/or graduate courses in their area of expertise.
- 10% Conduct research in their field and publish scholarly articles in academic journals.
- 10% Advise and mentor students, including serving as a thesis or dissertation advisor.
- 10% Serve on departmental and college committees.
- 10% Participate in curriculum development and assessment.
- 10% Stay current in their field by attending conferences, workshops, and continuing

- education programs.
- 10% Collaborate with colleagues on research projects and interdisciplinary initiatives.
- 10% Engage in service activities, such as community outreach or professional organizations.
- 10% Assist with departmental administration, such as scheduling courses or coordinating events.
- 10% Uphold academic integrity and ethical standards in all aspects of their work.

Position Title: Assistant Professor III
Item NO.: CCB - 7
Salary Grade: 17

- 10% Provide leadership and strategic direction for the college, overseeing all academic and administrative functions.
- 10% Develop and implement policies and procedures to ensure the effective operation of the college.
- 10% Manage the college budget and allocate resources in alignment with the college's strategic goals.
- 10% Recruit, hire, and evaluate faculty and staff members.
- 10% Foster a positive and inclusive campus culture that supports student success and faculty development.
- 10% Represent the college to external stakeholders, including government agencies, 10% community organizations, and industry partners.
- 10% Collaborate with other academic institutions and organizations to enhance educational opportunities for students.
- 10% Oversee the accreditation process and ensure compliance with regulatory standards.
- 10% Lead efforts to promote diversity, equity, and inclusion within the college community.
- 10% Serve as a liaison between the college and the local community, advocating for the college's interests and building partnerships that benefit both parties.

SECTION 3. Implementing Guidelines. The City Human Resource Management and Development Office is hereby mandated and shall see to it that the plantilla positions as herein created for City College of Bayawan is in accordance with the qualifications standard of the Civil Service Commission (CSC) and in conformity with the existing policy of the Department of Budget and Management (DBM).

SECTION 4. Separability Clause. If any portion of this Ordinance is declared invalid, the remaining of this Ordinance shall not be affected and shall remain valid enforceable.

SECTION 5. This ordinance shall take effect after compliance with the provisions of R.A. 7160, the Local Government Code of 1991.

“Enacted.”

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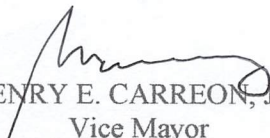
I hereby certify to the correctness of the foregoing resolution.

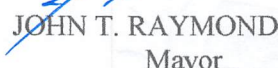
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JULIUS T. ESPARTERO
 Secretary to the Sangguniang Panlungsod

ATTESTED:

APPROVED:

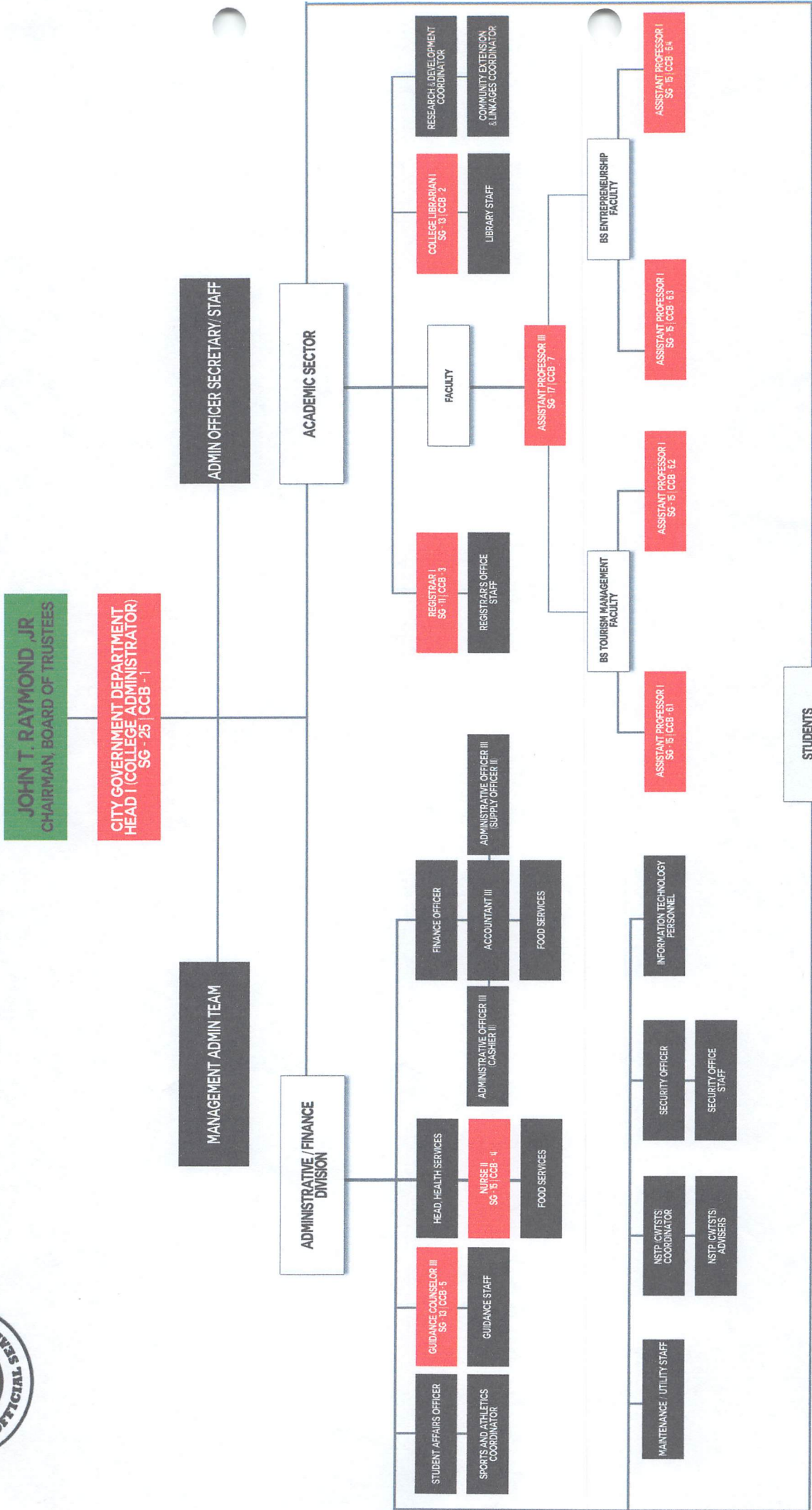

HENRY E. CARREON, JR.
 Vice Mayor
 Presiding Officer


JOHN T. RAYMOND, JR.
 Mayor
 Date: JUN 07 2024

Copy for:
 - The Honorable Provincial Board, Dumaguete City



CITY COLLEGE OF BAYAWAN PROPOSED ORGANIZATIONAL STRUCTURE



Prepared by:

MARIA JANSSEN A. EUMAGUE
AO V (HRMO III)

Reviewed by:

VERONICA GRACE P. MIRAFLOR
CGDH/1

Approved by:

JOHN T. RAYMOND, JR.
CITY MAYOR