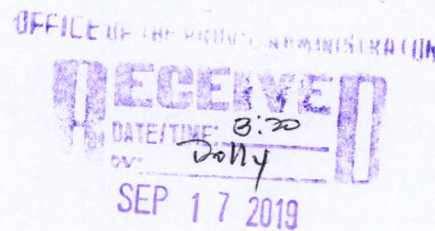




Republic of the Philippines
PROVINCE OF NUEVA ECIJA
Provincial Capitol Bldg.
Brgy. Singalat, City of Palayan
Tel. No.: (044) 940-7793



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

EXCERPT FROM THE MINUTES OF 8th REGULAR SESSION OF THE SANGGUNIANG
PANLALAWIGAN OF NUEVA ECIJA HELD AT AMPHI THEATER, PROVINCIAL
CAPITOL COMPOUND, BARANGAY SINGALAT, PALAYAN CITY, ON

AUGUST 20, 2019

PRESENT:

VG EMMANUEL ANTONIO M. UMALI	Vice Governor/Presiding Officer
BM RAFAEL ANDREW R. VILLANUEVA	- Member
BM EMARY JOY D. PASCUAL	- Member
BMJO-MARIO ANGELO E. MATIAS	- Member
BM EDUARDO JOSE B. JOSON VII	- Member
BM TERESITA A. PATIAG	- Member
BM ERIC DANIEL F. SALAZAR	- Member
BM ESMERALDO B. ABALOS	- Member
BM ROSELLER T. DE GUZMAN	- Member
BM JOSEPH R. ORTIZ	- Member
BM ARIEL L. MATIAS	- Member (LnB President)
BM ANDREW N. BISCALOG	- Member (IPM Representative)
BM MARY SWEET LIBERTY N. CRUZ	- Member (SK President)

ABSENT:

BM NAPOLEON P. INTERIOR JR.	- Member
BM FERDINAND V. DYSICO	- Member(President-PCL)

ORDINANCE NO. 10-s-2019

**AN ORDINANCE APPROVING THE INSTITUTIONAL
DEVELOPMENT PLAN (IDP) OF EDUARDO L. JOSON
MEMORIAL COLLEGE FOR ACADEMIC YEAR 2019-2024**

WHEREAS, for consideration of this Body is a communication from the Office of the Governor, dated August 13, 2019, requesting the enactment of an ordinance approving the Institutional Development Plan (IDP) A.Y. 2019-2024 as a requirement for issuance of Certificate of Recognition (COR) by the Commission on Higher Education;

WHEREAS, in her communication, dated April 4, 2019, Ms. Lora L. Yusi, Chief Education Program Specialist, Commission on Higher Education-Regional Office III, reminded that local universities and colleges without Institutional Recognition but with pending application as of February 12, 2018 are required to comply with the

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requirements for Institutional Recognition before the end of AY 2019-2020 as stipulated in Sec. 3.b, Article III of CMO No. 09,-s-2018 "Guidelines on the Eligibility of Local Universities and Colleges (LUCs) To Implement The Free Higher Education Provision of Republic Act 10931.";

WHEREAS, ELJMC is given until August 31, 2019 for the submission of the above Institutional Development Plan (IDP) A.Y. 2019-2024 as requirements for the issuance of Certificate of Recognition (COR) as local educational institution;

WHEREAS, Dr. Marriel B. Cruz, ELJMC Vice President, as resource person on the matter, provides the Sangguniang Panlalawigan with significant informations involving the requirement for issuance of Certificate of Recognition by the Commission on Higher Education;

WHEREAS, per clarifications made by Dr. Cruz, the Sangguniang Panlalawigan finds the said IDP A.Y. 2019-2024 to be in order;

WHEREAS, the Sangguniang Panlalawigan fully supports further progress and development of Eduardo L. Joson Memorial College, as local College in the Province of Nueva Ecija, for the benefits of its students;

NOW THEREFORE, under the suspended rules and on motion of Board Member Joseph R. Ortiz, duly seconded by Board Member Jo-Mario Angelo E. Matias;

BE IT ORDAINED AND ENACTED BY THE SANGGUNIANG PANLALAWIGAN IN SESSION ASSEMBLED THE FOLLOWING:

ORDINANCE NO. 10-s-2019

AN ORDINANCE APPROVING THE INSTITUTIONAL DEVELOPMENT PLAN (IDP) OF EDUARDO L. JOSON MEMORIAL COLLEGE FOR ACADEMIC YEAR 2019-2024

I. BRIEF HISTORY

The Eduardo L. Joson Memorial College (ELJMC) was conceptualized by virtue of the Provincial Board Resolution No. 34, s. 2005 in commemoration of Governor Eduardo L. Joson as the governor of Nueva Ecija from 1960 to 1886 and from 1988 to 1990. His idealism and commitment to the youth and overall development of the province has inspired his philosophy that education shall be geared towards "Excellence, leadership and Justice for All", regardless of race, creed and political persuasion. This moved Eduardo L. Joson Memorial College for providing a continuing program of education for the poor but deserving students of Nueva Ecija.

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The Honorable Governor Aurelio M. Umali in implementing his educational reforms was effective in securing for ELJ Memorial College CHED Recognition for five (5) programs: Secondary Education, Elementary education, Accountancy, Business Administration and Entrepreneurship. He has continued to pursue the educational mandate of the previous administration and went ahead with establishment of ELJMC Community-not just a College but a Family within an Educational Institution.

II. INSTITUTIONAL MANDATE

Eduardo L. Josen Memorial College (ELJMC) is a local college operated and managed by the Nueva Ecija Provincial Government to contribute to the economic development of the province. It shall provide advanced and higher professional instruction and special training in education, business management, arts, information technology, and other related fields. It shall also provide progressive community leadership along these areas of interest.

III. PROFILE

The College has...

- ➔ Six program offerings with Government Recognitions
- ➔ Facilities (classrooms, computer and Science laboratories are conducive for learning
- ➔ Experiential-Based and Student-Centered Instruction relevant to Outcomes-Based Education.
- ➔ Competent, dedicated and trained faculty and employees
- ➔ Free Dormitory Services for students
- ➔ Financial subsidies to top 10 performing students in class for Accountancy Review.
- ➔ Well-disciplined and trained with high morale studentry.

Milestone

1. ELJMC had been one of the top 10 performing schools in the field of education, both in Secondary and Elementary in Region III since 2009
2. Ranked No. 1 in the Licensure Examination for Professional Teachers in Secondary Education in Nueva Ecija in 2011, 2012, 2013, 2014, 2015, 2017 and 2018

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3. Consistent Board Examination results which is higher than the national passing rate in Elementary and Secondary Education for the last nine (9) years.(see Annex B)
4. Produced Board Examination Top 4 (National) in Elementary Education in 2010 (Virgilio Macapas)
5. Produced 106 Certified Public Accountants from 2009-2018
6. Above National passing rate in CPA Board Examination on October 2010, May 2012, October 2012, May 2017 and May 2019
7. School-Industry Linkages for greater employment opportunities evident in the outcomes of yearly Job Fair, which is organized by The Provincial Employment Services Office. The companies include government and private institutions like the Palayan City Business Hub, Microfinancing Institutions (Advance, Lawndale, Guahan), Nueva Ecija Based Banks (GM Band, New Rural Bank of San Leonardo), Land Bank of the Philippines, Development Bank of the Philippines, Motorcycle companies (Royce, Wheeltek), Save More Supermarket and Private Schools (Good Samaritan College, MV Gallego Colleges, College for Research and Technology, Midway Maritime College, Saint Bernadette Montessori Academy, Little Merry Hearts Montessori and Our Lady of LSHCO).
8. Alumni who were recipients of the Top 10 Young Novo Ecijano Award- Mr. Jeffrey Bautista, (2009 graduate, awarded on 2016) and Jay-ar Catabona, (2010 graduate, awarded on 2017)
9. No Tuition Fee policy from 2005-2018.

IV. THE COLLEGE VISION, MISSION AND OBJECTIVES

VISION

A premier educational institution that will provide equal access to quality education and create empowerment and global competitiveness – all geared towards EXCELLENCE, LEADERSHIP and JUSTICE for Novo Ecijanós.

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MISSION

ELJMC shall undertake transformation programs to elevate its overall academic performance in providing equal access to quality education, in developing sense of justice and responsibility in creating community outreach services and establishment of mutually beneficial linkages with concerned stakeholders in the community.

GOALS

Eduardo L. Joson Memorial College, guided by its Vision and Mission, shall aim to:

- a. Alleviate the economic status of the Novo Ecijanans by providing equal access to quality education that will inspire in them a zest for learning;
- b. Secure the graduates' employability by strengthening the institution-industry collaboration.
- c. Ensure high standard and relevant educational programs by continuously evaluating delivery of instruction and services;
- d. Motivate students towards greater achievements and produce graduates who can be part in building economically progressive and socially and morally responsive communities;
- e. Sustain the greater impact of the College to community development by providing extension programs.
- f. Develop research in different disciplines to improve existing knowledge and practices.

Area	Best Practices/Features	Challenges
Instruction	-Competent and qualified faculty members -Faculty members with plantilla positions -Regular enhancement of curricula	Limited capability development program for faculty to sustain the competency needs No standard compensation scheme for contract service faculty

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	-Sustained development of teaching modules in different courses -Above national board passing rates (Teachers Education) In-house free LET Review Production of Board Examination Topnotcher (Top 4-LET-Elem) Presence of Instructional Materials Development Center	Integration of research-based teaching in all subjects Limited financial support for continuous faculty professional growth.
Student Services	- Organized monitoring system of student violations and attendance to activities - Regular monitoring of guidance and counseling needs of students - Adequate library space -Presence of active and accredited student organizations (Academic and Non-academic) - Regular Student Trainings and Seminars -Promotion of Filipino values and culture in every student activities	No Licensed Guidance Counselor and Psychometrician Difficulty in the procurement of reference materials Canteen services does not meet the student ratio Inability to handle emergency medical cases due to lack of school service No service center
Physical Facilities	Classroom size meet the ideal students' ratio More available classroom Presence of Science Laboratory Adequate air-conditioned offices Spacious school area	No sport facilities No audio-visual room Inadequate laboratory equipment and facilities

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Administration	Strong financial support from the Provincial Government: • Allowance of Php. 2,500.00 to each student per semester • Subsidy (Php. 25,000) to top ten graduating BSA students who will take the board exam. Participative decision-making Formalized and systematic budget and financial management system Accuracy in the coding and verification of academic records Linkages with local/regional and national organizations/ agencies	Lack Faculty Merit System Lack of Operation's Manual Outdated Citizen's Charter Limited internet access
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V. THE COLLEGE AGENDA:

The College shall continue its mission of delivering quality education to the young Novo Ecijanos of marginal families. The plan is directed towards producing more professionals in the field of business and education who can serve as leaders who will promote dynamic change in the society. The demands and expectations of the clienteles were considered which produced plans for enhancements in the quality of instruction, student services and good governance.

INSTRUCTION

- Review of curricular programs to establish relevant and responsive courses to the perennial as well as developing local and national industries.
- Develop new teaching modules which integrate the use of updated standards in ICT and visual imagery; skill-based and experiential exercises; and simulated activities.
- Train faculty members to become creative and innovative in the use and development of their instructional plans and modules by encouraging them to participate in research-based activities.

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- Expose and harness students to become innovators through their involvement in research, field study, journal writing and in local and national competitions.
- Promote awareness of an initiative to life-long learning and continuous professional growth.

STUDENT SERVICES

- Recruitment of qualified personnel to handle guidance and counseling needs of the students.
- Continuous basic dental and medical support to the whole studentry inside the campus
- Provide venue for the holistic development of students.
- Provide sufficient school and dormitory services.
- Develop the leadership potential of the students.
- Integration of Filipino culture and values in every student activities and programs.
- Regulate student discipline and promote students' rights.

PHYSICAL FACILITIES

- Develop a Student Services Center including Audio-Visual Center and Sports Center
- Acquisition and improvement of laboratory equipment and services.
- Ensure the safety and integrity of building structures.

COMMUNITY EXTENSION

- Adopting a community/barangay whose needs could be catered by the resources of the college.
 - Conduct of Community Needs Assessment as basis of Extension Program services
 - Collaborating with the Provincial Social Welfare and Development Office (PSWDO) in the expansion of community extension involvements
 - Establishing linkages to other government agencies in giving community extension services based on the school's capacity.
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- Outsourcing funds from community linkages and College alumni.
- Personal involvement all College employees in the Community Extension Program

ADMINISTRATION

- Ensure the faculty and staff Career Path development in terms of their qualifications.
- Purchase the needed supplies and equipment of the offices and academe.
- Ensure all employees are able to perform their duties correctly and efficiently
- Ensure the adequacy of faculty strength for each curricular program and each major field of specialization
- Continuous upgrading of capabilities of faculty and staff
- Providing equal opportunities for faculty academic
- Upgrading of physical facilities and laboratories
- Provide a system to balance faculty teaching load, research and extensions loads.
- Clean environment/proper waste disposal management system

RESEARCH

- Conduct of Action Research based on the issues and concerns of the College
- Empower student researches
- Conduct of trainings on Action Research for Faculty

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Section 1. DEVELOPMENT PLAN OF ELJMC FOR THE ACADEMIC YEAR 2019 TO 2024

GOALS	2019 – 2020	2020 – 2021	2021 – 2022	2022 – 2023	2023 – 2024	
A. INSTRUCTION						
1. Evaluate and revise, as needed, current curricular offerings to ensure the relevance and quality of existing programs	Conduct curricular review as to its compliance with CHED and other accrediting agencies' standards	Revise and streamline curriculum as needed	Revise and streamline curriculum as needed	Evaluate the effectiveness and impact of revised curricular offerings through the Board examination results and employability of graduates	Revise and streamline curriculum based on the results of Board examinations, employability of graduates and new CHED policies, if any	None
2. Ensure relevance and timeliness of instructional materials and equipment (e.g. computer and science laboratory, projector, journals)	Acquire updated instructional materials and equipment	Develop updated instructional materials	Acquire updated instructional materials and equipment	Develop updated instructional materials	Acquire updated instructional materials and equipment	
3. Generate new knowledge and improved technologies for teacher instruction and student learning outcomes	Conduct action researches	Implement recommendation	Conduct action researches	Capability Development program Faculty Development Seminar for Research-Based Teaching Periodic conduct of faculty	Evaluate impact of recommendations Capability Development program Faculty Development Seminar for Research-Based Teaching Periodic conduct of faculty	24,300.00
4. Continuous evaluation of	Capability Development program Faculty Development Seminar for Research-Based Teaching Periodic conduct of faculty	Capability Development program Faculty Development Seminar for Research-Based Teaching Periodic conduct of faculty	Capability Development program Faculty Development Seminar for Research-Based Teaching Periodic conduct of faculty	Capability Development program Faculty Development Seminar for Research-Based Teaching Periodic conduct of faculty	Capability Development program Faculty Development Seminar for Research-Based Teaching Periodic conduct of faculty	22,000.00
	P16,600.00	P18,260.00	20,000.00	None	None	None

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B. STUDENT SERVICES										
1. Provide guidance and assistance to all students in terms of physical, emotional, psychological, intellectual and spiritual development.	Periodic conduct of student orientation Purchase and utilize available psychological testing materials	None P30,000.00	Periodic conduct of student orientation Utilize available testing materials	None	Periodic conduct of student orientation Purchase and utilize available psychological testing materials	None P30,000.00	Periodic conduct of student orientation Utilize available testing materials	Periodic conduct of student orientation Utilize available testing materials	Periodic conduct of student orientation Utilize available testing materials	Periodic conduct of student orientation Utilize available testing materials
	Conduct of Student Counseling		Conduct of Student Counseling		Conduct of Student Counseling		Conduct of Student Counseling	Conduct of Student Counseling	Conduct of Student Counseling	Conduct of Student Counseling
	Information Drive (current issues like dengue, early marriage, HIV awareness etc.)		Information Drive (current issues like dengue, early marriage, HIV awareness etc.)		Information Drive (current issues like dengue, early marriage, HIV awareness etc.)		Information Drive (current issues like dengue, early marriage, HIV awareness etc.)	Information Drive (current issues like dengue, early marriage, HIV awareness etc.)	Information Drive (current issues like dengue, early marriage, HIV awareness etc.)	Information Drive (current issues like dengue, early marriage, HIV awareness etc.)
	Updating of Individual Inventory		Updating of Individual Inventory		Updating of Individual Inventory		Updating of Individual Inventory	Updating of Individual Inventory	Updating of Individual Inventory	Updating of Individual Inventory
	Exit Interview to Graduating Students		Exit Interview to Graduating Students		Exit Interview to Graduating Students		Exit Interview to Graduating Students	Exit Interview to Graduating Students	Exit Interview to Graduating Students	Exit Interview to Graduating Students
	Regular Medical and Dental Check-up		Regular Medical and Dental Check-up		Regular Medical and Dental Check-up		Regular Medical and Dental Check-up	Regular Medical and Dental Check-up	Regular Medical and Dental Check-up	Regular Medical and Dental Check-up
	Health Information Drive		Health Information Drive		Health Information Drive		Health Information Drive	Health Information Drive	Health Information Drive	Health Information Drive
	Club Launching and Re-launching		Club Launching and Re-launching		Club Launching and Re-launching		Club Launching and Re-launching	Club Launching and Re-launching	Club Launching and Re-launching	Club Launching and Re-launching
	Club Days		Club Days		Club Days		Club Days	Club Days	Club Days	Club Days
	Acquaintance	P 20,000	Acquaintance	P 22,000	Acquaintance	P 24,000	Acquaintance	Acquaintance	Acquaintance	Acquaintance Party
2. Cater the basic medical and dental needs and concerns of the students inside the campus										
3. Provide venue for the holistic development of students										

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7. Update and secure library holdings and reference materials	Machinery	Reproduction of the Student Manual Posting of Guideline on Student Discipline and Code of Conduct to the Bulletin Boards Purchase reference books and journals	P 300,000	Machinery	Reproduction of the Student Manual Posting of Guideline on Student Discipline and Code of Conduct to the Bulletin Boards Purchase reference books and journals	P 200,000	School Grievance Machinery	Reproduction of the Student Manual Posting of Guideline on Student Discipline and Code of Conduct to the Bulletin Boards Purchase reference books and journals	P 200,000	Machinery	Reproduction of the Student Manual Posting of Guideline on Student Discipline and Code of Conduct to the Bulletin Boards Purchase reference books and journals	P 200,000
C. PHYSICAL FACILITIES 1. Ensure the safety and integrity of building structures 2. Develop Student Services Centers 3. Acquire new laboratory equipment		Periodic monitoring and maintenance of existing infrastructure Acquisition of new laboratory equipment	Capital Outlay of PGNE Php 44, 145		Periodic monitoring and maintenance of existing infrastructure Development of an Audio-Visual Center Acquisition of new laboratory equipment	Capital Outlay of PGNE Php 48, 000		Periodic monitoring and maintenance of existing infrastructure Construction of Gym Acquisition of new laboratory equipment	Capital Outlay of PGNE Php 48,000		Periodic monitoring and maintenance of existing infrastructure Acquisition of new laboratory equipment	Capital Outlay of PGNE Php 53,000
D. COMMUNITY EXTENSION SERVICES 1. Develop and promote extension programs that will help in the		Identify a priority extension community through community diagnosis			Develop a comprehensive extension activity plan for the identified priority barangay	Php 60,000		Continuous implementation with regular monitoring of the activities/programs	Php 60,000		Evaluate the impact of the community extension program to the sustainable development of the	Php 60,000

Ordinance No. 10-s-2019

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sustainable development of the local community								community	
2. Serve the province by maximizing available resources and expertise of the College	Develop programs based on the needs of the community and expertise of the students	Link with different organizations in the implementation of extension activities	Develop programs based on the needs of the community and expertise of the students	Link with different organizations in the implementation of extension activities	Develop programs based on the needs of the community and expertise of the students	Link with different organizations in the implementation of extension activities	Develop programs based on the needs of the community and expertise of the students	Link with different organizations in the implementation of extension activities	Php 246,000
3. Establish and sustain partnership with other government agencies, NGOs and GOs	Develop programs based on the needs of the community and expertise of the students	Link with different organizations in the implementation of extension activities	Develop programs based on the needs of the community and expertise of the students	Link with different organizations in the implementation of extension activities	Develop programs based on the needs of the community and expertise of the students	Link with different organizations in the implementation of extension activities	Develop programs based on the needs of the community and expertise of the students	Link with different organizations in the implementation of extension activities	Php 223,608
E. ADMINISTRATION									
1. Ensure the faculty and staff career path development in terms of their qualification	Development of Faculty Merit System	Create plantilla positions for -Non-teaching (2) -Teaching personnel (2)	Utilize the Faculty Merit System	Create plantilla positions for -Non-teaching (1) -Teaching personnel (2)	Utilize the Faculty Merit System	Create plantilla positions for -Non-teaching (1) -Teaching personnel (2)	Utilize the Faculty Merit System	Create plantilla positions for -Non-teaching (1) -Teaching personnel (2)	Php 203,280 Php 79,860
2. Provide the needed supplies and equipment of the offices and the academe	Purchase office supplies and equipment. Equipment include: - 1 printers - 20computers - 1 Projector	Procure reliable internet access	Purchase office supplies and equipment. Equipment include: - 4 computers - 2 printers	Purchase office supplies and equipment. Equipment include: - 4 computers - 2 printers	Purchase office supplies and equipment. Equipment include: - 4 computers - 2 printers	Purchase office supplies and equipment. Equipment include: - 4 computers - 2 printers	Purchase office supplies and equipment. Equipment include: - 4 computers - 2 printers	Purchase office supplies and equipment. Equipment include: - 4 computers - 2 printers	Php 924,000
3. Ensure all employees are able to perform									Php 33,000 Php 840,000 Php 60,000

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their duties correctly and efficiently	Develop a comprehensive and updated operations manual and faculty manual	P 18,916,238	Implement a performance evaluation system for both teaching and non-teaching personnel	P 20,807,861	Develop an internal assessment tool to measure employee performance	P 22,888,648	Evaluate employee performance based on developed tool	P 25,177,512	implement intervention plan to address the gaps identified	P 27,695,264
4. Ensure the adequacy of staff for administrative works and faculty strength for each curricular program and each major field of specialization	Maintain and promote permanent staff and faculty members Recruit and hire staff and faculty members, as needed, based on the qualifications set forth by CHED and other institutional policies	P 7, 872, 692	Build a talent pool of faculty who are qualified and interested to join the institution	P 8,659,961	Build a talent pool of faculty who are qualified and interested to join the institution	P 9,525,957	Build a talent pool of faculty who are qualified and interested to join the institution	P 10,475,000	Build a talent pool of faculty who are qualified and interested to join the institution	P 11,526,408
F. RESEARCH 1. Conduct of trainings on Action Research for Faculty 2. Conduct of Action Research based on the issues and concerns of the College 3. Empower student researches	Seminar/Orientation on Action Research Development of action Research Institutional format Development of 4 action Researches Conduct Research development Training for students Integrate research based teaching in every subject taught	P 16,600	Seminar/Orientation on Action Research for new Faculty Development of 4 action Researches Conduct Research development Training for students Integrate research based teaching in every subject taught	P 18,260.00	Seminar/Orientation on Action Research Development of 4 action Researches Conduct Research development Training for students Integrate research based teaching in every subject taught	Php 20,000	Seminar/Orientation on Action Research for New Faculty Development of 4 action Researches Conduct Research development Training for students Integrate research based teaching in every subject taught	Php 22,000	Seminar/Orientation on Action Research Development of 4 action Researches Conduct Research development Training for students Integrate research based teaching in every subject taught	Php 23,400

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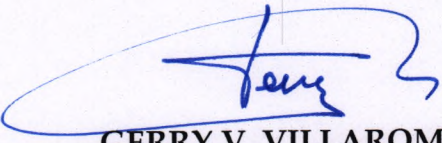
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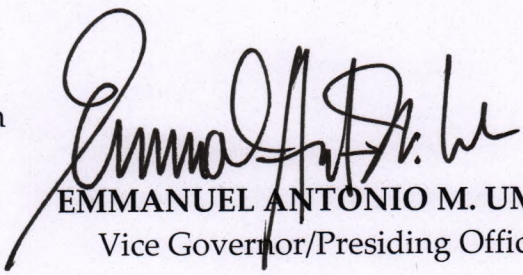
Section 2. Let copy of this ordinance be furnished Eduardo L. Joson Memorial College and Commission on Higher Education, for their information, reference, guidance and appropriate action.

Section 3. This ordinance shall take effect upon its approval.

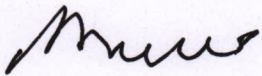
APPROVED, August 20, 2019, Palayan City.

WE HEREBY certify to the correctness of the foregoing resolution.


GERRY V. VILLAROMAN
Acting Secretary to the Sang. Panlalawigan
Board Secretary V


EMMANUEL ANTONIO M. UMALI
Vice Governor/Presiding Officer

Approved:


AURELIO M. UMALI
Governor 

Date