Republic of the Philippines
PROVINCE OF NUEVA ECIJA
Provincial Capitol Bldg.
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OFFICE OF THE PROVINCIAL ADMINISTRATOR
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BY: Dolly
SEP 17 2019

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. 11-s-2019

AN ORDINANCE ADOPTING AND APPROVING THE AMENDED CHARTER OF EDUARDO L. JOSON MEMORIAL COLLEGE (ELJMC)

WHEREAS, the 1987 Constitution provides that the State shall protect and promote the rights of all citizen to quality education at all levels and shall take appropriate action to make education accessible to all;

WHEREAS, Article 3, Section 447 paragraph 5 (x) of the Local Government Code of 1991 mandates the local government units to provide for the establishment and operation of vocational, technical and similar post secondary institution within their jurisdiction, subject to the availability of funds and to the existing laws, rules and regulations;

WHEREAS, R.A. No. 7722, otherwise known as the Higher Education Act of 1994, created the Commission on Higher Education (CHED) to pursue the policy of the State to protect, foster and promote the right of every citizen to quality education covering both the public and private higher education institution;

WHEREAS, the CHED as mandated by the law to rationalize program, has set policies, standard and guidelines for the establishment and operation of higher educational institution through CHED Memorandum Order (CMO) 32-2006, CMO 4-2007 and CMO 42-2016;

WHEREAS, the Sangguniang Panlalawigan through the passage of Resolution No. 57-s-2002 and Resolution No. 129-s-2005 provided for the creation, establishment and operation of the Eduardo L. Joson Memorial College (ELJMC);

WHEREAS, the ELJMC has been operating under the authority of CHED and consistently complying with all the regulatory requirements as per existing memoranda and issuances;

WHEREAS, the operation of ELJMC necessitates government recognition to qualify and be eligible to the grants, subsidy and other relevant programs of CHED;

WHEREAS, ELJMC's recognition requires its operation and management fully compliant to standard that, review, subsequent revision and approval of its Charter become highly imperative;

WHEREAS, the Sangguniang Panlalawigan extend its full support and interposes no objection to the recommended and required revision as per applicable issuances, laws, hence this amendment by substitution of the herein provisions of the ELJMC Charter;

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. 11-s-2019

THE CHARTER OF THE EDUARDO L. JOSON MEMORIAL COLLEGE
(AS AMENDED)

ARTICLE I
SCHOOL NAME AND SEAL

Section 1. School Name. This Local College being established in Nueva Ecija shall be named **EDUARDO L. JOSON MEMORIAL COLLEGE**, hereinafter referred to as "ELJMC" or "College"

Section 2. School Seal. The ELJMC seal shall be circular in form and shall depict the following:

a. The **SCROLL**, bearing the words **EXCELLENCE, LEADERSHIP,** and **JUSTICE**, represents the ELJ initials of the name of the Great Patriarch in whose honor the College was named after;

b. The **TORCH**, symbolizes the educational institution being established in the province of Nueva Ecija by spreading our brightness to the whole community as manifested by the doves implying peace and prosperity;

c. The **LAURELLEAF,** represents success or victory over ignorance, while The Book of Knowledge connotes the primary role of the ELJMC as an institution of learning;

d. The Color **GREEN** stands for greener expectations or brighter tomorrow as indicated by the **GOLDEN** hue; whereas, the **WHITE** background symbolizes purity of purpose while **BLUE** represents peace and tranquility; and,

e. **2005** indicates the year of its establishment.

ARTICLE II
DECLARATION OF POLICY AND STRATEGIC DIRECTIONS

Section 1. Declaration of Policy. The province of Nueva Ecija gives priority to education to foster genuine nationalism and accelerate social progress, and promotes the right of all citizens to quality education and thus, shall take appropriate steps to make such education accessible to all.

Section 2. ELJMC as a Local College. ELJMC was conceptualized in memory of Eduardo L. Joson, who served as Governor of Nueva Ecija through the years (1960 to 1986 and 1988 to1990) and whose idealism and commitment to the youth and the development of the province have inspired a continuing program of human resource development that led to the overall progress and honor of Nueva Ecija. This is a manifestation of his philosophy that "Education shall now gear towards **EXCELLENCE, LEADERSHIP and JUSTICE** for all."

Section 3. Institutional Mandate. The ELJMC shall be operated and managed by the Nueva Ecija Provincial Government to contribute to the economic development of the province. It shall provide advanceand 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.

Section 4.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 Ecijanos.

Section 5.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.

Section 6. Goals. Eduardo L.Joson Memorial College, guided by its Vision and Mission, shall aim to:

a. Alleviate the economic status of the Novo Ecijanos 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 standards 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. To develop research in different disciplines to improve existing knowledge and practices.

ARTICLE III
BOARD OF TRUSTEES

Section 1. Board of Trustees. The Governing Board of ELJMC shall be the Board of Trustees referred as the Board with the following composition: Chairman, Provincial Governor; Vice Chairman, ELJMC President; and eleven (11) members composed of, but not limited to:

a. Six (6) mandatory members as stated in Commission on Higher Education (CHED) Memorandum Circular No.42 series of 2016, who shall seat in their capacity as:

- President of the Faculty Association,
- President of the Supreme Student Council,
- President of the Alumni Association

- Chairman of the Sangguniang Panlalawigan (SP) Committee on Education,
- Representative from the Association of Local Colleges and Universities (ALCU)
- Representative from the Accredited Business/Industry Sector.

b. Five (5) members from the Officials of the Provincial Government of Nueva Ecija (PGNE) whose duties and functions are necessary in the effective implementation of goal, objectives and policies of the ELJMC.

Section 2. Manner of Appointment.

- Except for the mandatory members stipulated in Section 5 of CHED Memorandum Order No. 42, series of 2016, additional 5 members from the Officials of PGNE shall be appointed by the Local Chief Executive.

- The Secretary of the Board whose position, is primarily confidential and ministerial in nature shall be designated by the Chairman of the Board.

Section 3. Terms of Office. The members of the Board shall have the following terms of office:

- The Chairman of the Board shall serve during his/her incumbency as Provincial Governor;

- The Vice Chairman of the Board shall serve during his/her fixed term as College President;

- Chairman of the Sanggunian Panlalawigan Committee on Education shall be co-terminus with his/her term of office.

- The Members representing associations such as President of ELJMC Faculty Association, President of ELJMC Supreme Student Council, President of the Alumni Association shall be co-terminus with their term of office

- A Representative of the Association of Local Colleges and Universities shall be appointed by the Association of Local Colleges and Universities (ALCU) Board of Directors for a specific term subject to confirmation of the President of National ALCU.

- The Representative from the accredited business/industry sector shall be appointed by the Local Chief Executive with a specific term of 2 years.

- The five (5) appointed members from the Officials of the Provincial Government of Nueva Ecija shall be co-terminus with the appointing authority.

Section 4. Meetings. The Board of Trustees shall convene its regular meeting at least once every quarter at the ELJMC, unless otherwise provided. A special meeting may be called anytime by the Chairman provided that the members are notified in writing at least three(3) days in advance.

Section 5. Quorum. A simple majority of all members of the Board shall constitute a quorum for Board Meetings and a majority of those constituting the quorum is sufficient to decide on matters presented for resolution.

Section 6. Powers and Duties of the Board. The corporate powers and capacity of the Board under Corporation Code of the Philippines shall be exercised, all businesses conducted and all properties of the College are controlled and held by the Board. Its specific powers include the following:

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

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 local HEI;

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 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) of 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 counseling, canteen, buildings, grounds, property maintenance and similar services;

h. institutionalize research and extension programs;

i. appoint the President of the college/university upon the recommendation of the search committee;

j. delegate any of its powers and duties provided for herein to the President and/or other officials of the college/university as it may deem appropriate so as to expedite the administration of the affairs of the college/university;

k. invite representatives from other government or private entities as resource person(s) of the Board;

l. determine the fees and other school charges;

m. in coordination with the Sanggunian, provide for the regular support for the development, operation, and maintenance of the local HEI;

n. recommend to the local Sanggunian policies on tertiary education and other related development legislation on effective governance and management; and

o. accept and receive in trust all legacies, gifts and donations of real and personal properties of fall kinds, and to administer and dispose the same in accordance with the generally accepted accounting and auditing rules and regulations, for the benefit of the College.

Section 7. Qualifications, Vacancy, Suspension, Removal and Honorarium of the Board:

a. All members of the Board shall be citizens of the Philippines. They shall be chosen on the basis of their professional competence, proven integrity and good moral character.

b. In case of vacancy for the appointed members of the Board by reason of resignation, removal from office, death or any other incapacity of one or more of its members, such vacancy shall be filled up by the appointment of the Local Chief Executive. Such appointee shall only serve the unexpired term of the predecessor. For vacancies in the mandatory members of the Board, CHED rules will apply.

c. A member of the Board may be suspended or removed from office upon a majority vote of the members of the Board, taking into consideration due process, based on the following causes:

   a. Incapacity
   b. Incompetence
   c. Dishonesty
   d. Conviction of a crime
   e. Conspicuous absences for a number of meetings or;
   f. Any act detrimental to the interest and welfare of the ELJMC.

d. The Board shall be entitled to Honorarium in accordance with accounting and auditing rules and regulations.

ARTICLE IV
SEARCH COMMITTEE FOR THE PRESIDENCY (SCP)

Section 1. Six (6) months before the expiration of the term of office of the incumbent President, the Governing Board shall constitute a Search Committee for President.

Section 2. The **Search Committee** shall have five (5) members to be appointed by the Board of Trustees with a member each representing the Civil Service Commission (CSC), Academe, Business or Industry Sector, Association of Local Colleges and Universities and the Commission on Higher Educations. Chairman and Vice-Chairman shall be elected among themselves.

Section 3. The **Search Committee** shall be responsible for the judicious and objective assessment of candidates for the position of College President in accordance with CHED and CSC Rules and Regulations.

Section 4. The Search Committee shall serve as the recommending body for the appointment of College President. The Governing Board shall appoint the President from the three (3) most qualified candidates submitted by the SCP.

ARTICLE V
COLLEGEOFFICIALS

Section1. Appointment, Qualifications, Terms of Office, and Functions

1. **The Provincial Government Department Head (College President)**. The administration of ELJMC shall be vested in the Provincial Government Department Head (College President), who shall render full time service and shall be responsible for the efficient and effective administration of the College toward the realization of its goal.

He/She must be (1) a resident of the province,(2) holder of an appropriate earned doctoral degree, (3)have at least five(5) years relevant experience in school administration and (4) civil service eligible. He/She shall have a term of four (4) years and shall be eligible for re-appointment for another term only.

The President shall exercise the following functions and responsibilities:

a. He/She shall have general supervision and control of academic and administrative operations of the College;

b. He/She shall carry out the general policies laid down by the Board and shall have the power to act within the limits of the said general policies;

c. He/She shall determine and prepare agenda of all meetings of the Board, College Council provided, however, that any member shall have the right to suggest any matter for inclusion in the agenda;

d. He/She shall confer degrees and honors as confirmed by the Board. Diplomas issued by the College shall be signed by the Chairman of the Board, College President and College Registrar;

e. He/She can recommend competent and qualified applicants to fill all vacancies and new positions to the Local Chief Executive, upon deliberation of the Human Resource Merit Promotion and Selection Board;

f. He/She shall submit an annual report to the Board at the end of the school year, highlighting the work of the past year and the needs of the current year.

g. He/She shall have the responsibility on the enforcement of discipline on all faculty and administrative personnel of the College.

h. He/She shall have the authority to recommend to the Board the change of leave status of the faculty from teacher's leave to cumulative leave or vice-versa subject to existing CSC rules and regulations

i. He/She shall be responsible for the preparation of ELJMC proposed annual budget.

j. He/She can enter into contracts or agreement on behalf of the Board on matters of concern involving academic activities, such as but not limited to Memorandum of Agreement with private or public schools regarding practice teachings and business establishments relative to on-the job trainings.

2. **Provincial Government Assistant Department Head (Vice-President).** The Provincial Government Assistant Department shall assist the Provincial Government Department Head (College President) the administration of the College and take over his/her functions and responsibilities in his/here absence.

He/She must be: (1) a resident of the province (2) holder of a Doctoral Degree;(3) must have at least three (3) years of experience in school management and with Civil Service Eligibility(Professional).

The Provincial Government Assistant Department Head (Vice President) shall be appointed by the Local Chief Executive and subject to the confirmation of the Board of Trustees.

3. **Supervising Administrative Officer (SAO).**The SAO shall be directly responsible in all administrative operations, personnel, and finance matters of the College. He/She shall be appointed by the Local Executive.

He/She shall be (1) a resident of the province; (2) a graduate of Bachelor's Degree relevant to the position; (3) with three (3) years' experience in management, (4) sixteen (16) hours relevant training and, (3) civil service eligible (Professional).

4. **Dean for Academic Affairs.** The Dean for Academic Affairs shall be designated by the College President. He/She shall assist the Vice President in the formulation of policies related to standards of instructions, planning and implementation of the college faculty development program, review and enhancement of curricula and all matters pertaining to academics, instructions and extension services.

The Dean shall be: (1) a resident of the province, (2) a holder of an appropriate Doctoral degree and (3) with at least five (5) years' teaching and managerial experience.

5. **Department Chairman.** The Department Chairman shall be designated by the College President. He/she shall provide overall administrative supervision on activities in the department. He/she shall assist the dean for academic affairs in the attainment of department goals and objectives.

The Department Chairman shall be a holder of an appropriate Master's Degree and with at least three (3) year satisfactory teaching experience.

6. **Program Heads.** A Program Head shall be designated by the College President. He/She shall assist in the development and carrying out of plan of instructions and implementation of policies related to the development programs of their respective programs.

A program head shall be a holder of an appropriate Master's Degree.

7. **Student Affairs Director.** The Students Affairs Director shall be designated by the College President. He/She shall be: (1)be a resident of the province, a holder of at least a Master's degree in Educational Administration, with at least three (3) years' experience in school guidance and counseling. He/She shall be responsible to supervise all the co-curricular activities of all departments in collaboration with the Department Chairmen.

8. **Registrar**. The Registrar shall be responsible for the school records of students and shall perform the functions and responsibilities that the College may expressly and legitimately require. He/She shall be the College's principal liaison with the Commission on Higher Education

He/She shall be: (1)a graduate of Bachelor's Degree relevant to the position; (2),with at least three (3)years experience in the servicing and maintenance of student academic records and related school work, 8 hours relevant training and Civil Service Eligible (Professional). He/She shall be appointed by the Local Chief Executive.

9. **Librarian.** The College Librarian shall be appointed by the Local Chief Executive. He/She shall be responsible in the formulation of library rules and regulation subject for the approval of the College president.

He/She shall be a: (1)a graduate of Bachelor's Degree relevant to the position(2) License in Library Science,(3) with at least three(3) years related experience and 16 hours relevant training.

ARTICLE VI
DEPARTMENTS

Section 1. The different Departments that may be established at the ELJMC are as follows:

a. Business Education
b. Teaching Education
c. Others that may be mandated by the Board of Trustees

ARTICLE VII
COLLEGE COUNCIL

Section 1. There shall be a College Council chaired by the College President, Vice President as Vice-Chairman and, Dean for Academic Affairs and Supervising Administrative Officer as members.

Section 2. The College Council function is to draw or review policies governing the administration, management, and financial planning, academic concerns of the College for appropriate action by the Board.

ARTICLE VIII
ACADEMIC COUNCIL

Section 1. The Academic Council shall be composed of the College President as Chairman, Dean for Academic Affairs as Vice-Chairman, and Department Chairmen, Program Heads, Registrar, Student Affairs Director, Librarian as members.

Section 2. The Academic Council shall have the power to draw or review the College programs, curricular offering, and rules of discipline for appropriate action of the Board.

ARTICLEIX
FACULTY

Section 1. The College Faculty may be classified as full-time or part-time.

Section 2. Appointment of the faculty member to a permanent position shall be subject to the recommendation of the College President. Civil Service Commission (CSC) Approved Faculty Merit Selection Plan shall be used as basis in the selection of candidates for appointment.

Section 3. The PGNE Human Resource Management Promotion and Selection Board(HRMPSB) shall serve as the recommending body for the appointment of faculty personnel. The Local Chief Executive as the appointing authority has the sound discretion to select and appoint from among the short list of applicants deemed most qualified to the position.

Section 4. The CHED and CSC implementing rules and regulations on recruitment, appointment, promotion, career and personnel development, performance evaluation, rewards system, leave benefits, complaints and grievances and welfare services shall be promulgated.

Section 5. Full-time faculty members are required to render a total of thirty (40) hours of work per week: Twenty-four (24) hours of actual classroom instruction, six (6) hours of classroom consultation and ten (10) hours for teaching related activities such as preparation of lessons, checking of papers and community extension works.

Section 6. Compulsory retirement of a full-time faculty members shall be at the age of sixty-five (65) years.

ARTICLE X
NON-TEACHING PERSONNEL

Section 1. The members of the non-teaching personnel in the ELJMC shall be selected based on the CSC approved PGNE Merit Selection Plan.

Section 2. The College President may recommend non-teaching personnel applicants for promotion to the PGNE HRMPSB.

Section 3. The PGNE HRMPSB shall serve as the recommending body for the appointment of non-teaching personnel. The Local Chief Executive as the appointing authority has the sound discretion to select and appoint from among the short list of applicants deemed most qualified to the position.

ARTICLEXI
STUDENTS

Section 1. Preference in the admission of students shall be given to the bonafide residents of Nueva Ecija subject to the selection and admission policies approved by the Board, provided, however, that no student shall be denied admission to the ELJMC by reason of age, sex, religion, or political affiliation.

ARTICLE XII
SCHOOL FACILITIES

Section 1. School Site and Buildings. The Board shall determine a school site and in its selection, consideration should be given among others, to such factors as total floor area required for occupancy at any one time, traffic situation in the vicinity, a reasonable distance from other schools already existing, and location and distance from destructive establishment such as cockpits, dancing halls, bars or recreational places of questionable character, movie houses, garbage dumps, funeral parlors, jails, cemeteries and others.

School buildings shall be so designed and constructed in conformity with the provisions of the Fire Code and the National Building Code.

ARTICLE XIII
SCHOOL FINANCE AND ASSISTANCE

Section 1. School Finance. Funding of the ELJMC shall come from the Local Government Unit and may receive financial subsidy from municipal and barangay governments, receive grants, donations, legacies and gifts from other sources which shall be held in trust in the name of the College.

Not more than 2% of the estimated income from regular sources of the province, except from hospital and Provincial Manpower Training Center shall be appropriated to the operations and maintenance of ELJMC, subject to the approval of the Local Chief Executive and the Sangguniang Panlalawigan.

ARTICLE XIV
AMENDMENTS

Section 1. Any amendment to this charter shall be proposed by the Board of Trustees and to be submitted to the Sangguniang Panlalawigan for approval by a two-thirds (2/3) majority vote of all members present in a regular or special session.

Section 2. Copies of this Charter shall be furnished the members of the Board of Trustees and Administration of the Eduardo L. Joson Memorial College, and other concerned offices or agencies for their information and/or appropriate action.

Section 3. Let copy of this resolution be furnished ELJM College and Commission on Higher Education, for their information, reference, guidance and appropriate action.

Section 4. This ordinance shall take effect upon its approval.

APPROVED, August 20, 2019, Palayan City.

WE HEREBY certify to the correctness of the foregoing ordinance.

RAFAEL ANDREW R. VILLANUEVA
Member

EMARY JOY D. PASCUAL
Member

JO-MARIO ANGELO E. MATIAS
Member

EDUARDO JOSE B. JOSON VII
Member

TERESITA A. PATIAG
Member

ERIC DANIEL F. SALAZAR
Member

ESMERALDO B. ABALOS
Member

ROSELLER T. DE GUZMAN
Member

JOSEPH R. ORTIZ
Member

ARIEL L. MATIAS
Member

ANDREW N. BISCALOG
Member

MARY SWEET LIBERTY N. CRUZ
Member

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