



Republic of the
Philippines
OFFICE OF THE SANGGUNIANG BAYAN
Municipality of Bongabong
Province of Oriental Mindoro



EXCERPTS FROM THE MINUTES OF THE TWENTY EIGHTH (28TH) REGULAR SESSION OF THE 11TH SANGGUNIANG BAYAN OF BONGABONG, ORIENTAL MINDORO HELD ON FEBRUARY 06, 2023 AT THE SANGGUNIANG BAYAN SESSION HALL, 2ND FLOOR, EXECUTIVE AND LEGISLATIVE BUILDING, POBLACION BONGABONG, ORIENTAL MINDORO

PRESENT:

Hon. RICHARD S. CANDELARIO	VICE-MAYOR Presiding Officer
Hon. JAYSON M. BARCELONA	Member
Hon. NIÑO G. LIWANAG	Member
Hon. VICTORIA BAES-PADULLO	Member
Hon. JOHN MICHAEL K. MALALUAN	Member
Hon. MAYNARD M. PANGANIBAN	Member
Hon. ALFONSO A. MONTALBO	Member
Hon. EVELYN B. ALEA	Member
Hon. AZOR G. MAMENG	Liga ng mga Barangay President
Hon. LOVELY MAE A. ANULAO	S. K. Municipal Federation Vice-President
Hon. MATIGON T. SULIGAN	Indigenous People Mandatory Representative

ABSENT:

Hon. DOLORES U. DE GALA	Member
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MUNICIPAL ORDINANCE NO. 2023-01
Series of 2023

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AN ORDINANCE ESTABLISHING BONGABONG MANPOWER DEVELOPMENT CENTER IN THE MUNICIPALITY OF BONGABONG, ORIENTAL MINDORO, DEFINING ITS FUNCTIONS AND FOR OTHER PURPOSES

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF BONGABONG IN SESSION ASSEMBLED, That

Section 1. Title. This Ordinance shall be known as “An Ordinance Establishing Bongabong Manpower Development Center in the Municipality of Bongabong, Oriental Mindoro”, hereinafter referred to as “BMDC Ordinance” for brevity.

Section 2. Establishment of the Bongabong Manpower Development Center- there is hereby established the Bongabong Manpower Development Center to function as a training and assessment center to be located at Sitio Panlanao, Barangay Sagana, this Municipality.

Section 3. Creation of a Governing Board - There is hereby created the Board of Trustees, which is the governing body of Bongabong Manpower Development Center composed of the following:

Chairperson	: Municipal Mayor
Co-Chairpersons	: SB Chairperson of the Committee on Ways and Means and of the Committee on Education
Members	: Municipal Engineer Municipal Planning and Development Coordinator Municipal Budget Officer Municipal Treasurer Municipal Accountant Human Resource Management Officer Municipal PESO Manager DepEd District Supervisor Two (2) CSO representatives implementing education and training programs in Bongabong
Secretariat	: BMDC Administrator : TESDA Representative

Section 4. Term of Office. The term of office of the Board of Trustees shall be co-terminus with the Municipal Mayor.

Section 5. Meetings and Quorum. The Board of Trustees shall regularly convene at least once every three (3) months. The Chairperson may call a special meeting whenever necessary. The members shall be notified in writing at least three (3) days prior to the special meeting.

A majority of all members shall constitute a quorum for board meetings. The chairperson or the co-chairpersons of the Board, or both, should be among those present in the meeting.

The members shall serve without compensation except the CSO representatives who shall be entitled to receive transportation allowance of Three Hundred Pesos (P300.00) for every meeting attended as provided under the "Republic Act No. 9418" or such amount as maybe later authorized by law or ordinance.

Section 6. Powers and Duties of Board of Trustees. In line with its primary function as training and assessment center, the Board of Trustees of the BMDC shall have the following powers and duties, in addition to its general powers of administration:

- a. To promulgate rules and regulations as may be necessary to carry out the purpose and functions of Bongabong Manpower Development Center;
- b. To receive and allocate all sums as may be provided, for the support of the BMDC, in the manner it may determine to carry out its purpose and functions;
- c. To receive grants and assistance both from private and government institutions and dispose the same in accordance with the terms and conditions provided;
- d. To fix the tuition fees and other necessary school charges, such as but not limited to enrolment fees, laboratory fees, assessment fees, graduation fees, the Board may deem proper to impose after due consultations with the involved sector/s;
 - d.1 Such fees and charges, including government subsidies and other income generated by the BMDC, shall constitute a Trust Fund and shall be deposited in any authorized government depository bank and all interest that shall occur therefrom shall form part of the same fund for the use of the BMDC;
 - d.2 Any income generated by the BMDC from the tuition fees as well as from the operation of auxiliary services shall be retained by the BMDC and may be used, in accordance with the approved programs/projects, upon approval of the Board of Trustees provided,

that all fiduciary fees shall be disbursed for a specific purpose for which they are intended;

d.3 If, for justifiable reason, BMDC shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board of Trustees may authorize the use of said funds for other purposes necessary and urgent for the attainment of the objectives and goals of the institution subject to the approval of the Sangguniang Bayan.

d.4. Provided that, legitimate residents of Bongabong shall be exempt from tuition fees for regular programs of the BMDC. Provided further, they shall be entitled to a discount of 50% for assessment fees.

- e. To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students:
- f. To prepare and adopt the Annual Investment Program and Supplemental Budget integrate to the operation of the BMDC:
- g. To recommend to the appointing authority the personnel of the BMDC, subject to existing laws and regulations:
- h. To recommend to the Municipal Mayor the adjustment of honoraria/salaries of faculty members, administrative officials and employees subject to the provisions of the revised compensation laws governing hours of service, and such other duties and conditions as it may deem proper:
- i. To approve the curricula, institutional programs and rules of discipline;
- j. To set policies on admission and graduation of students, in accordance to Technical Education and Skills Development Authority (TESDA) Unified TVET Program Registration & Accreditation System (UTPRAS) Guidelines and Training Regulations;
- k. To delegate any of its powers and duties provided hereinabove to the Administrator and/or its official as it may deem appropriate so as to expedite the administration of the affairs of the BMDC;
- l. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the school, the proceeds of which shall be for the development and strengthening of the BMDC:
- m. 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 BMDC;
- n. To develop academic arrangement for the BMDC's capacity 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, researchers, as the case may be;
- o. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, for the promotion of greater access to higher education;
- p. To establish policy guidelines and procedures for participative decision making and transparency within the BMDC;

Section 7. BMDC Administrator. The administration of the BMDC shall be vested on the BMDC Administrator. The BMDC Administrator shall hold the position of Vocational School Administrator II equivalent to Salary Grade 23. He/She shall be appointed by the Municipal Mayor upon the recommendation of the Board of Trustees.

In case of vacancy by reason of death, resignation, removal for cause of incapacity of the BMDC Administrator to perform the functions of his/her office, the Board of Trustees shall recommend to the Municipal Mayor an officer-in-charge pending the appointment of a new BMDC Administrator.

Section 8. Qualifications of the BMDC Administrator

Education: Bachelor's Degree relevant to the job

Training: 16 hours of relevant training

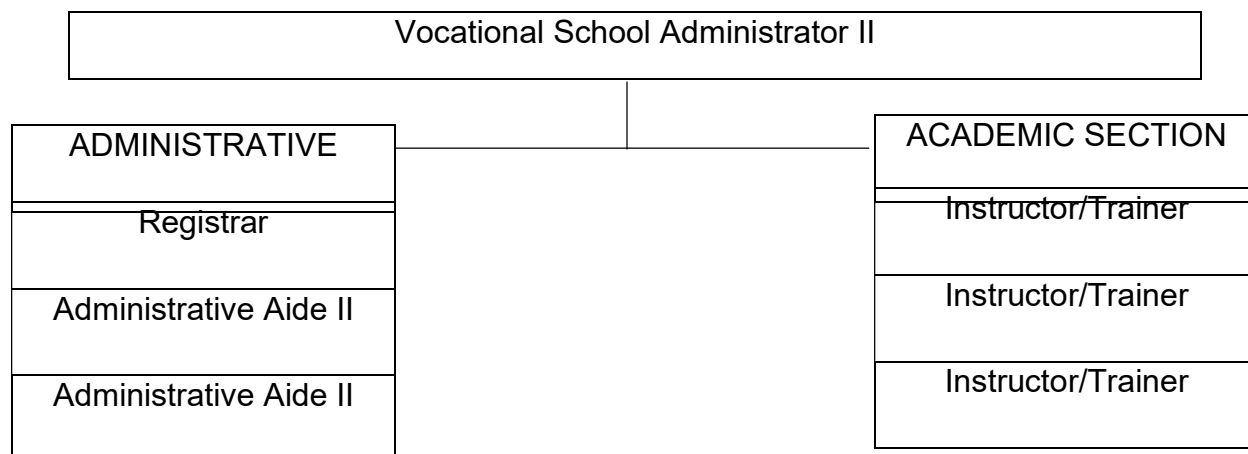
Experience: 3 years of relevant experience

Eligibility: PBET/Teacher/ RA 1080 Career Service (Professional)
Second Level Eligibility

Section 9. Duties and Functions of the BMDC Administrator. The BMDC Administrator shall oversee the overall daily operations of the BMDC by providing the general directions, supervision, management and administrative control over all the programs, projects and activities and personnel subject to such limitations as may be set forth by the Board of Trustees. He/She shall be in charge of the following:

- Personnel management
- Program/Project and Development
- Budgeting and financial management
- Program/Project management (implementation, monitoring and evaluation)
- Instructional program development
- Instructional program management (Implementation, Monitoring & Evaluation) administer the 'student life cycle from registration or admission to graduation
- Manage guidance and counselling
- Manage library service
- Manage health services with the support of the Municipal Health Office
- Manage general housekeeping and cleanliness/orderliness and beautification
- Manage general security and safety of personnel, students visitors, school facilities and properties
- Undertake/co-manage with TESDA, mandatory competency assessment and certification of students
- Manage job bridging services (facilitation, monitoring, documentation and reporting)
- Manage social marketing/advocacy and networking
- Manage procurement, utilization and control of supplies, equipment, facilities and properties
- Manage communication/correspondences, records and filing system
- Manage systems and development
- Manage extension/outreach programs (training scholarships and competency assessment in coordination with TESDA and other TVIS, consultancy and community organizing services and support to BMDC Alumni and other CSOS)
- Manage special programs (ALS Program)
- Provide support to the Local Development Council
- Craft curriculum for each courses offer BMDC for its accreditation
- Submit organizational structure to the BOT

Section 10. Organizational Structure. The BMDC shall have the following organizational structure:



Section 11. Admission. No student shall be denied admission to BMDC by reason of sex, nationality, religion, political affiliation, or residence.

Section 12. The Municipal Treasurer. The Municipal Treasurer being a member of the Board, shall serve as ex-officio treasurer of the BMDC. All accounts and expenses of the BMDC shall be audited by the Commission on Audit or its duly authorized representative.

Section 13. Academic Council. There shall be an academic council consisting of the BMDC Administrator as Chairperson and all instructional staff as members. The duty of the Council is to review and recommend to the Board of Trustees policies pertaining to regulation of the administrative and academic management and development planning of the BMDC for appropriate action.

Section 14. Funding. Initial expenses for the implementation of this Ordinance shall be derived from the existing appropriation under Municipal General Appropriation Ordinance and from other sources and revenues generated by the BMDC .

Section 15. Separability Clause. If for any reason, any part of provision of this ordinance is declared invalid or unconstitutional the remaining parts of provisions not affected thereby shall remain in full force and effect.

Section 16. Transitory Provision. Pending the appointment of regular personnel, the Municipal Mayor may designate personnel from the local government unit of Bongabong to perform functions necessary for the effective operation of the BMDC.

Section 17. Repealing Clause. All ordinances contrary to or inconsistent with this Ordinance are hereby repealed or amended accordingly.

Section 18. Effectivity Clause. This Ordinance shall take effect after its approval and posting in at least three conspicuous places in the Municipality.

ENACTED this 6th day of February 2023 in Bongabong, Oriental Mindoro.

Certified true:

REMUEL N. ISLER

Temporary Secretary to the Sanggunian

Attested by:

Hon. RICHARD S. CANDELARIO

Vice-Mayor and Presiding Officer

Approved:

Hon. ELEGIO A. MALALUAN, O.D.

Municipal Mayor

Date: _____