



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

# CERTIFICATION

**TO WHOM IT MAY CONCERN:**

*THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on June 26, 2023 at the Session Hall, Capitol Building, Lingayen, Pangasinan, the following provincial ordinance was approved:*

Authored by Vice Governor Mark Ronald DG. Lambino

**PROVINCIAL ORDINANCE NO. 300-2023**

**AN ORDINANCE ESTABLISHING THE PANGASINAN POLYTECHNIC COLLEGE IN THE PROVINCE OF PANGASINAN, AND FOR OTHER PURPOSES**

**WHEREAS**, Article XIV Section 1, of the Philippine Constitution mandates that the State shall promote and protect the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all, while Section 2 of the aforesaid provides that the State shall establish, maintain, and support a complete, adequate, and integrated system of education relevant to the needs of the people and society and that the State shall encourage self-learning, independent and out-of-school study programs particularly those that respond to community needs;

**WHEREAS**, Title Four, Chapter 2, Article III Section 468 (a) (4) (iii) and (iv) of Republic Act 7160, otherwise known as the Local Government Code, stipulates that *“the Sangguniang Panlalawigan, as the legislative body of the province, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the province and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the province as provided for under Section 22 of this Code, and shall approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities as provided for under Section 17 of this Code, and, in addition to said services and facilities, shall, subject to the availability of funds and to existing laws, rules and regulations, provide for the establishment and operation of vocational and technical schools and similar post-secondary institutions; and, with the approval of the Department of Education, Culture and Sports and subject to existing laws on tuition fees, fix reasonable tuition fees and other school charges in educational institutions supported by the provincial government, and establish a scholarship fund for the poor but deserving students in schools located within its jurisdiction or for students residing within the province”*;



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**WHEREAS**, recognizing the importance of the constitutional mandate, a number of local government units have taken the initiative to make higher education accessible to their constituents by establishing, through ordinances of their respective sanggunians, local colleges and universities (LCUs) within their territorial jurisdiction under the provisions of the Local Government Code of 1991 or Republic Act No. 7160;

**WHEREAS**, the Province of Pangasinan acknowledges the importance of providing higher education to facilitate the advancement of knowledge to equip its people skills required to deal with a myriad of situations in the work environment in this age of industrialization and globalization which has generated numerous fields of practice that require the acquisition of expertise that can only be obtained in institutes of higher learning;

**WHEREAS**, to supplement the existing traditional educational institutes of higher learning in the Province, there is a need to establish and strengthen a Polytechnic institution in Pangasinan which focuses on applied skills training which are relevant to the needs, aspirations and the development of the province's emerging and transforming diverse economic and industrial landscape;

**WHEREAS**, this ordinance seeks to authorize the establishment in the Province of Pangasinan of a local college which shall be known as **Pangasinan Polytechnic College**, to be organized as a corporation under the same name and with the following purposes: to harness the tremendous human resources potential of the province by improving the physical, intellectual and material well-being of the individual through higher occupational, technical and professional instruction and training in the applied arts and sciences related to the fields of commerce, business administration, and technology;

**NOW, THEREFORE**, on motion of SP Member Napoleon C. Fontelera, Jr., duly seconded –

*Be it enacted by the Sangguniang Panlalawigan of the Province of Pangasinan, in Regular Session assembled that:*

### ARTICLE I GENERAL PROVISIONS

**SECTION 1. TITLE.** The Province of Pangasinan hereby establishes a local college to be known as the **PANGASINAN POLYTECHNIC COLLEGE**, to be organized as a corporation under the same name.

**SECTION 2. DECLARATION POLICY.** The Province of Pangasinan affirms the mandate of the constitution for the State to give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development, thus, it is hereby declared the policy of the Provincial Government of Pangasinan to operate within the framework of national development goals that embodies these ideals, and in so doing, it shall be the policy of the Province of Pangasinan to protect and promote the right of all its



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people to quality education at all levels and to take appropriate steps to make education accessible to all by establishing, maintaining, and supporting a complete, adequate, and integrated system of education relevant to the needs of the people taking into account local and sectoral needs and conditions, and shall likewise encourage local planning in the development of educational policies and programs.

**SECTION 3. DESCRIPTION.** The Pangasinan Polytechnic College is a public, non-sectarian, non-partisan technical-vocational, and higher educational institution operating primarily from the subsidy of the Provincial Government of Pangasinan. Its curricular courses offering and other allied and relevant degree programs may be offered upon authorization duly issued by the Technical Education and Skills Development Authority (TESDA), the Commission on Higher Education (CHED), and the Department of Education (DepEd).

**SECTION 4. MANDATE.** The College shall primarily provide higher technological and professional instruction and training in the fields of agriculture, agribusiness management, community development and welfare, culture and arts, nontraditional courses, and other relevant fields of study. It shall also undertake research, extension services, and production activities in support of the development of the Province of Pangasinan, and provide progressive leadership in its areas of specialization. PPC shall serve as the hub of the education ecosystem in the Province of Pangasinan.

**SECTION 5. PURPOSES AND OBJECTIVES.** The College shall have the following purposes and objectives:

- (a) To fully develop the Pangasinenses' intellect and explore their manpower potentials by providing them access and equitable opportunities to post-secondary, college and technical-vocational education with relevant and responsive academic and technology driven programs for all deprived and disadvantaged learners who will be equipped with knowledge, skills, and values to complete and contribute meaningfully to the growth and development of the Province and to the country at a minimal cost;
- (b) To provide Pangasinenses professional training in cultural, scientific, technological, industrial, agricultural, health, accountancy, management, sports and vocational fields geared towards the present and future demands of an industrial society to make them globally competitive;
- (c) To be recognized as a leading community college and a center of excellence that provides world-class facilities and faculty, with linkages in domestic and international educational and training institutions, and industries;
- (d) To become a provider of human resources for the technology and technical-vocational needs of industrial, commercial, and business enterprises;



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- (e) To provide students with knowledge and skills to be highly competent for employment, to inculcate desirable attitudes, values, and work ethics which are essential to national development, to equip students with increased capabilities for entrepreneurial endeavors for self-employment, and to provide education and training for the individual's development and leadership to meet the emerging needs of the industrial society;
- (f) To enhance and uplift the dignity and prestige of the underprivileged and low-income Pangasinenses and other Filipinos by providing them with education which is the fundamental instrument towards the improvement of their economic status;
- (g) To lead as a public service college by providing various forms of community, public and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society;
- (h) To provide democratic governance in the college based on collegiality, representation, accountability, transparency and active participation of its constituents;
- (i) To carry out such other purposes pursuant to Republic Act No. 7160 (The 1991 Local Government Code), Republic Act No. 7796 (The Technical Education and Skills Development Act of 1994), and Republic Act No. 7722 (Higher Education Act of 1994), insert DEPED Act;
- (j) To pursue other purposes consistent with the above and with existing CHED, DEPED, and TESDA rules and regulations.

**SECTION 6. NAME OF INSTITUTION.** The official name of the college is **PANGASINAN POLYTECHNIC COLLEGE**.

**SECTION 7. SOCIAL RESPONSIBILITY.** The college is committed to serve the people of Pangasinan, the Filipino nation, and humanity. While it carries out the obligation to pursue the goals and objectives, it must relate its activities to the needs of the Filipino people and their aspirations for social progress and transformation. The college shall provide venues for student volunteerism.

**SECTION 8. ACADEMIC FREEDOM.** The College shall enjoy academic freedom pursuant to Section 5 paragraph 2, of Article XIV of the Philippine Constitution.

**SECTION 9. ACADEMIC EXCELLENCE.** The Pangasinan Polytechnic College has the responsibility to enhance and maintain high academic standards in the performance of its functions in the fields of instruction, research and extension, and public service.

**SECTION 10. EMBLEM AND SEAL.** The College shall adopt its own emblem, color, and seal that portray the uniqueness, identity, dignity, and values of the institution.



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**SECTION 11. DEFINITION OF TERMS.** As used in this Ordinance, the terms enumerated below shall have the following meaning:

- (a) "College" refers to a public higher education institution established by a local government unit through an enabling ordinance, and financially supported by the Province of Pangasinan, offering academic programs and usually pre-professional training leading to a bachelor's degree.
- (b) "Ordinance" refers to the enabling act of the Sangguniang Panlalawigan that created the college and serves as the charter of the said local college.
- (c) "Polytechnic" refers to an institution of higher education that focuses on applied learning and offers courses in many subjects, especially technical-vocational subjects. Also known as experiential learning, it combines the in-depth study found at universities with practical, technology-based skills training.
- (c) "Degree Program" refers to a collection of all courses in a discipline or a field of study leading to an undergraduate degree, and may also be referred to as an academic program.
- (d) "Non-degree Program" refers to a post-secondary program below the bachelor's degree.
- (e) "Local Government Unit" or "LGU" refers to the Provincial Government of Pangasinan that created or established the local college.

### ARTICLE II GOVERNANCE AND ADMINISTRATION

**SECTION 12. THE GOVERNING BOARD.** The governing board of the College shall be composed of members who are of known probity and integrity, and who possess the greatest interest in pursuing academic excellence and global competitiveness in support of the development agenda of the Province. The members of the GB are as follows:

#### COMPOSITION

Chairperson	:	Provincial Governor
Vice Chairperson	:	College President
Members	:	President of the Faculty Association President of the Supreme Student Council President of the Alumni Association Chairperson of the Committee on Education of the Sangguniang Panlalawigan Representative of the Department of Science and Technology Representative of the Department of Agriculture Representative from Business and Industry Sector Representative from the Professional Sector



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Resource Persons : Representative of the Commission on Higher Education  
Representative of the National Economic Development Authority  
Representative of the Technical Education, Skills and Development Authority  
Representative of the Department of Education

### **SECTION 13. MEMBERSHIPS AND TERMS OF OFFICE OF THE GOVERNING BOARD.**

Membership to the Governing Board is provided for by this ordinance and cannot be delegated. The members of the Governing Board shall have the following terms of office:

The Provincial Governor Chairperson	-	Co-terminus with the Term of Office as Provincial Governor
The College President as Vice Chairperson	-	for a Term of four (4) years, subject to reappointment
The President of the Faculty Association	-	Co-terminus with the Term of Office as President of the Faculty Association
The President of the Alumni Association	-	Co-terminus with the Term of Office as President of the Alumni Association
The President of the Student Council/Government	-	Co-terminus with the Terms of Office as President of the Student Council/Government
The Chairman of the Committee on Education of the Sangguniang Panlalawigan	-	Co-terminus with being the Chairman of the Committee on Education
Representative of the Department of Science and Technology	-	Co-terminus with the Term of Office
Representative of the Department of Agriculture	-	Co-terminus with the Term of Office

The representatives from the Business or Industry and Professional sectors shall be appointed by the Provincial Governor and shall each serve for a term of two years from the date of their respective appointments or shall be coterminous with their respective terms of office in their respective associations pursuant to the provisions of their respective duly-approved constitutions and by-laws.



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**SECTION 14. QUALIFICATIONS.** All members of the Governing Board shall be citizens of the Republic of the Philippines with a proven sense of responsibility, integrity, and honesty.

**SECTION 15. COMPENSATION.** Members of the Governing Board shall serve without compensation other than reimbursement for actual and necessary expenses incurred in attendance to meetings of the Governing Board or other official business authorized by the Governing Board and as allowed by law.

**SECTION 16. NOTICE OF MEETINGS.** The President of the College shall be responsible for the administrative requirements and agenda for meetings of the Governing Board, provided that the members shall be notified in writing or by mail (postal and electronic mail) 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 without the prior approval of the GB.

**SECTION 17. ORDER OF BUSINESS.** The order of business of the meetings of the Governing Board shall be as follows:

- (a) Call to Order
- (b) Prayer
- (c) Roll Call
- (d) Approval of the Minutes of the Previous Meeting
- (e) Calendar of Business for the Day
- (f) Adjournment

**SECTION 18. GB REGULAR MEETINGS.** The regular meeting of the Governing Board shall be held at least once every quarter (or month) at the College Campus or at any place in the Province of Pangasinan.

**SECTION 19. GB SPECIAL MEETINGS.** The Special Meeting of the Governing Board shall be held at the College Campus or at any place in the Province of Pangasinan upon the call of the Chairman or the majority (50% + 1) of the members of the Governing Board.

**SECTION 20. QUORUM.** A quorum for any meeting of the Governing Board shall consist of the majority (50% + 1) of the members and a majority of such quorum may decide on any question raised in the meeting.

**SECTION 21. VOTING.** Each member of the Governing Board shall be entitled to one (1) vote and no proxy is allowed.

**SECTION 22. VACANCY.** In case of vacancy in the Governing Board, except for the President of the College, such vacancy shall be filled in the same manner as provided for the predecessor, and such appointee shall hold office for the unexpired portion of the term.

**SECTION 23. SUSPENSION AND REMOVAL.** A member of the GB may be suspended or removed from office upon a majority vote (50% + 1) of the GB members, with the consent of the Governor, for the following causes:



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- a) Incapacity;
- b) Incompetence;
- c) Dishonesty;
- d) Conviction of a crime involving moral turpitude;
- e) Any act detrimental to the interest and welfare of the Pangasinan Polytechnic College.

**SECTION 24. CHAIRMAN AND PRESIDING OFFICER.** The Provincial Governor as Chairman of the Governing Board is the highest authority in the College and shall preside over regular meetings and/or special meetings thereof. In his/her absence, the Vice Chairman shall preside.

In case the Provincial Governor, as Chairman of the Governing Board, will not be available for a meeting of the Governing Board, he/she may designate a member of his staff to represent him/her in the meeting thereby completing a quorum.

The Provincial Governor's representative so designated shall not preside over the regular meeting or special session of the Governing Board but shall have all rights and responsibilities of a member in participating in the deliberation without authority to vote thereof.

**SECTION 25. PROHIBITION.** Members of the Governing Board shall not have any business interest, directly or indirectly, in any aspect of the College operations.

### ARTICLE III POWERS AND DUTIES OF THE GOVERNING BOARD

**SECTION 26. POWERS AND DUTIES.** Subject to existing laws, the following are the powers and duties of the Governing Board:

1. set the vision and strategic direction of PPC, ensuring its alignment with the Provincial Government's development agenda, higher education agenda, and the national government's thrust;
2. establish effective and efficient structure of PPC;
3. ensure sound financial management;
4. and approve plans or policies related to the overall governance of PPC.

Specifically, the Board shall have the following duties and responsibilities:

1. establish policy guidelines, rules, regulations and procedures not contrary to law and which are necessary to carry the purpose and function of PPC, and ensure participative decision-making and transparency within the institution;
2. approve academic arrangements for capacity building of the institution, 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, consistent with the provisions of the Transnational Higher Education Act (RA No. 11448), and other guidelines of CHED relative to such academic arrangements;





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3. approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils in accordance with the existing CHED Policies, Standards, and Guidelines;
4. set policies on admission, retention, and graduation of students;
5. award honorary degrees upon persons in recognition of outstanding contributions in the field of education, public service, arts, science, and technology or in any field of specialization within the academic competence of PPC, subject to the existing CHED guidelines, and to authorize the award of certificates of completion of non-degree and nontraditional courses, subject to existing CHED policies and guidelines;
6. ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, career and job placement, canteen, buildings, grounds, property maintenance, and similar services;
7. institutionalize and strengthen research and extension programs;
8. recommend to the Provincial Governor the appointment of President from the list of three (3) qualified candidate/s / applicant/s based on the search made under Section 12 of CMO No. 18, s. 2022;
9. recommend to the Provincial Governor the appointment/designation of the vice presidents, deans, directors, heads of departments, faculty members, and other officials and employees whose salaries and wages are wholly or mainly paid out of the local funds and whose appointments are not otherwise provided for under RA No. 7160, as well as those the Provincial Governor may be authorized by law to appoint;
10. fix the tuition fees and other necessary school charges such as but not limited to matriculation fees, graduation fees, and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors subject to compliance with existing CHED policies, standards, and guidelines;
11. adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving student, if in case PPC is not yet a recipient of a government subsidy;
12. coordinate with the Sangguniang Panlalawigan to provide for the regular support for the development, operation, and maintenance of the PPC;
13. recommend to the Sangguniang Panlalawigan policies on higher education and other related development legislation on effective governance and management;
14. approve 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 institution including its Internationalization initiatives;
15. receive and appropriate budget as may be provided, to support the institution in the manner it may determine, in its discretion, to carry out the purposes and functions of PPC;
16. receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose of the same when necessary for the benefit of PPC, subject to limitations, directions, and instructions of the donors, if any. Administer the same in the absence of specific directives from the donor. Such donations shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;
17. recommend to and implement the Local Government Unit-approved construction or repair of its buildings, machineries, equipment, and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials, and equipment. Purchases and other transactions entered into by PPC through the GB shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;



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18. approve salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
19. approve the absorption/adoption of the Provincial Government's acquired non-chartered tertiary institutions in the Province in coordination with CHED and other relevant agencies and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
20. establish chairs in PPC and provide fellowships for qualified faculty members and scholarships to deserving students;
21. authorize, as may be needed, an external management audit of the institution to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
22. approve the set up on the adoption of modern and innovative modes of transmitting knowledge through different teaching and learning modalities subject to CHED requirements;
23. seek technical advice and updates from the CHED Resource Person pertaining to the operations of PPC;
24. institutionalize and strengthen programs that prioritize and support PPC's development programs and capacity development needs;
25. establish, maintain, and institute mechanisms to share with the Provincial Government of Pangasinan and stakeholders, a knowledge-base of PPC's experts and resources to support Provincial Government of Pangasinan's governance and administration processes; and,
26. delegate specific duties and responsibilities provided for hereinabove to the President and/or other officials of PPC as it may deem appropriate so as to expedite the administration of the affairs of the college.

**SECTION 27. PROMULGATION AND IMPLEMENTATION OF POLICIES.** The Governing Board shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture, and sports.

**SECTION 28. SECRETARY TO THE GOVERNING BOARD.** The President of the College shall appoint the Board Secretary subject to the confirmation of the GB. He/She shall serve as Secretary of GB and the college, and shall perform the following functions:

- (a) prepare the minutes of the meetings of the Governing Board;
- (b) keep all the records of the College;
- (c) provide administrative assistance to the GB;
- (d) coordinate the schedules of GB meetings and takes charge of the release of notices or meetings and other undertakings of the GB upon approval of the Chairman; and
- (e) perform other duties and responsibilities as may be assigned by the GB.



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### ARTICLE IV THE COLLEGE PRESIDENT

**SECTION 29. THE PRESIDENT.** The administration of the College shall be vested in the President of the College who shall render full-time service. He/She shall be appointed by the Governing Board upon recommendation of a duly constituted Search Committee, subject to the confirmation of the Governing Board. He/She shall have a term of four (4) years and shall be eligible for re-appointment for another term only, unless sooner removed for cause. The President shall hold an earned doctoral degree, defined as Level 8 in the Philippine Qualifications Framework (L8), as stipulated in PQF-National Coordinating Council Resolution No. 2014-03 adopted on December 11, 2014, and its amendments thereafter, from a CHED-recognized higher learning institution, with at least five (5) years of relevant administrative experience.

In case of vacancy by reason of retirement, resignation, removal for a cause, death, or incapacity of the incumbent President to perform the functions of his/her office, the Governing Board shall, within fifteen (15) days from the occurrence of such vacancy, designate an Officer-in-Charge (OIC) in the Office of the President, with same qualifications as required of a President. The designation shall not exceed a period of one (1) year, renewable for another year, pending the appointment of a new President, subject to existing CSC Rules. The Board shall immediately create and convene the Search Committee.

**SECTION 30. QUALIFICATIONS OF THE PRESIDENT.** The minimum qualifications in the selection of PPC President are based on the applicable provisions of CMO 7, s. 2022 as adopted by CMO No. 18, s. 2022, are as follows:

- a. Not less than thirty-five (35), and not a day older than sixty-first (61st) birthday at the time of application;
- b. A Filipino citizen;
- c. Holder of an earned doctorate degree defined as level 8 in the Philippine Qualifications Framework (PQF) under RA No. 10968, awarded by a CHED-recognized HEI or foreign institution accredited by its higher education ministry/ commission or appropriate regulatory body;
- d. Proven track record as an HEI administrator (President, Vice President, Dean, Campus Administrator, Director), preferably in the academe, whether public or private, for at least five (5) years prior to application;
- e. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) months, or suspended administratively for twelve (12) months, or dismissed from service;

Applicants for the position of College President must submit one (1) set of original and six (6) certified photocopies of the following documents to the Search Committee for Presidency (SCP) Secretariat:



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- a. Formal application letter addressed to the Chairman of the Governing Board;
- b. Detailed Curriculum Vitae, attested and signed by the applicant;
- c. Transcript of records, training certifications, professional accreditations, diplomas, and employment/ service records;
- d. Published research work, if any;
- e. Signed and notarized statement containing the Proposed Vision, Mission, and Development Goals for the College;
- f. Certificates/Clearances from the following government agencies obtained not more than three (3) months from the date of filing of application, indicating that the applicant has not been found guilty of any administrative and/or criminal case:
  - Sandiganbayan;
  - Civil Service Commission;
  - National Bureau of Investigation;
  - Municipal/Regional Trial Court;
  - Ombudsman (for government employees);
  - Institution/Company where applicant is presently employed.
- g. PSA-authenticated birth certificate;
- h. Medical Certificate of Fitness issued by a licensed physician from a government health institution, not in any way connected with the applicant;
- i. Drug testing certificate pursuant to CSC Memorandum Circular No. 13, s. 2017;
- j. Neuro-psychiatric examination obtained from a government health institution. In case there is none, the neuro psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant;
- k. Duly accomplished, computerized and notarized Personal Data Sheet (CSC Form 212; and
- l. Other documents that may be required by the Governing Board.

The documentary requirements shall be submitted on or before the deadline specified in the published notice of search and call for application.

An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.

**SECTION 31. POWERS AND FUNCTIONS.** The College President shall exercise the following powers and functions:

- (a) Provide academic leadership for the College, preserve and protect its academic integrity, ensure the observance and implementation of its purposes, objectives and policies as laid down by this ordinance and the GB;
- (b) Exercise, within the framework of College policies, primary authority and responsibility over the following areas, curriculum planning and development, grants, endorsements, external relations, and public affairs;



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- (c) Formulate, subject to the approval of the GB and in coordination with the faculty members, comprehensive development plan of the College relative to academic, research and extension programs;
- (d) Establish and maintain links with other local and international educational and research institutions, community and industry partners;
- (e) Exercise such other related functions as the GB may prescribe.

**SECTION 32. SUSPENSION AND REMOVAL.** The College President may be suspended or removed from office by a majority (50% + 1) vote of the Governing Board for incapacity, dishonesty, conviction of a crime involving moral turpitude, or any act detrimental to the College, in accordance with applicable laws.

### ARTICLE V SEARCH PROCESS FOR PRESIDENT

**SECTION 33. CREATION OF A SEARCH COMMITTEE FOR PRESIDENT.** Six (6) months before the expiration of the term of the incumbent President, the GB shall constitute a Search Committee for President (SCP), composed of representatives from:

1. Commission on Higher Education (Regional Office)
2. Civil Service Commission (Provincial or Regional office)
3. Association of Local College and Universities
4. Academe (Local)
5. Private Sector (Local)

Representatives of other relevant government agencies may also be invited by the Governing Board.

The GB shall designate the Chairperson among the members of the SCP. The SCP shall meet within 15 days after its constitution.

**SECTION 34. NOTICE OF SEARCH FOR PRESIDENT.** Within one (1) month upon its constitution, the Search Committee for the President (SCP) shall cause the publication of the notice of vacancy for President in a newspaper of local or general circulation for at least three consecutive weeks and by posting in conspicuous places in the province. The publication shall contain provisions for the invitation of applicants and the deadline for submission of applications.

**SECTION 35. PROCEDURE FOR THE SEARCH.** The screening and selection of candidates/applicants shall be facilitated by the SCP which covers the following:

- a. Profile Appraisal
- b. Panel Interview
- c. Public Forum and Presentation



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**SECTION 36. CRITERIA FOR EVALUATION.** Applicants shall be evaluated based on the following major areas:

- a. Professional Competence
- b. Academic Background
- c. Public Forum/ Presentation
- d. Panel Interview

The SCP shall develop the evaluation instrument subject to the approval of the GB.

**SECTION 37. SELECTION OF QUALIFIED CANDIDATES.** Within a period of thirty (30) days after the deadline of submission of applicants, the Search Committee shall screen the applicants and select therefrom the three (3) most qualified candidates within twenty-four (24) hours after the selection.

**SECTION 38. APPOINTMENT OF THE PRESIDENT.** From the three (3) most qualified candidates submitted by the Search Committee for the President (SCP), the President shall be appointed by the Provincial Governor, being the appointing authority pursuant to the powers and duties as provided for in Sections 444 (b)(1)(v), 455 (b)(1)(v) and 465 (b)(1)(v), respectively, under Chapter III of RA No. 7160.

**SECTION 39. HOLD-OVER CAPACITY.** Upon expiration of the term of the President, the Governing Board may allow him/her on hold-over capacity based on existing rules governing LUCs.

**SECTION 40. REAPPOINTMENT.** The President may be reappointed for a second term based on existing rules governing LUCs.

**SECTION 41. OTHER PROVISIONS OF THE SEARCH PROCESS.** Specific details of the search process shall be referred to the provisions of existing rules governing LUCs or other succeeding issuances relative to this Article.

### ARTICLE VI ORGANIZATIONAL STRUCTURE AND FUNCTIONS

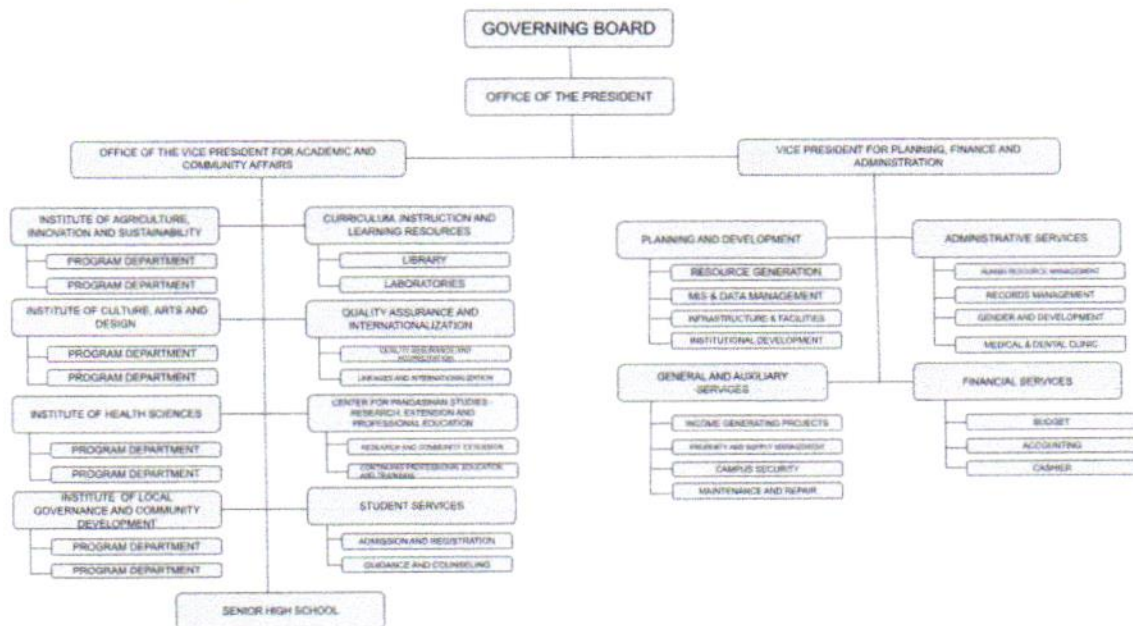
**SECTION 42. ORGANIZATIONAL STRUCTURE.** The Pangasinan Polytechnic College shall have the following organizational structure:



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### PANGASINAN POLYTECHNIC COLLEGE | ORGANIZATIONAL STRUCTURE



The Governing Board serves as the highest policy-making body of the PPC. The administration of the College is vested to the President who shall be assisted by the Vice President for Academic and Community Affairs and the Vice President for Planning, Finance, and Administration.

The delivery of academic programs shall be handled by the Deans through the Institutes to be established. Each Office at the College-wide level shall be headed by a Director while the Departments will be handled by a Chief or Program Chairperson (in the case of academic program departments). The Senior High School shall be handled by a Principal.

The Vice Presidents, Directors, Deans, Chiefs or Chairpersons shall be appointed by the President, subject to the confirmation of the Governing Board.

### ARTICLE VII THE EXECUTIVE / ADMINISTRATIVE COUNCIL

**SECTION 43. COMPOSITION.** There shall be an Executive/ Administrative Council consisting of the President of the College as Chairperson, and its Vice Presidents, Deans, Directors, and other officials of equal rank, as Members.

**SECTION 44. FUNCTIONS OF THE EXECUTIVE COUNCIL.** The Executive Council of PPC so formed and constituted shall review and recommend to the GB policies governing the administration, management, and development planning of the institution.



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**SECTION 45. MEETINGS OF THE EXECUTIVE COUNCIL.** The Executive Council shall hold regular monthly meetings and special meetings as deemed necessary.

### ARTICLE VIII THE ACADEMIC COUNCIL

**SECTION 46. COMPOSITION.** The Academic Council of the College shall be headed by the President as Chairperson and all faculty staff with at least Assistant Professor rank as members.

**SECTION 47. FUNCTIONS OF THE ACADEMIC COUNCIL.** The Academic Council shall, subject to applicable CHED, DEPED, and TESDA regulations and standards, exercise the following functions:

- a) Determine, review, and recommend requirements for admission to the College;
- b) Validate the completion of requirements for graduation and granting of degrees;
- c) Review and ensure that curriculum, syllabus, and course/subject frameworks are current and properly implemented;
- d) Monitor changes in policies, standards, and guidelines of national and international regulatory bodies regarding higher education and ensure compliance accordingly;
- e) Assist in the formulation of annual action plan by consolidating curricular and co-curricular activities, projects and programs;
- f) Submit report on any/all student-related activities;
- g) Exercise disciplinary power over the students within the limits prescribed by the rules of discipline approved by the Governing Board;
- h) Perform such other related functions as may be prescribed by the GB.

### ARTICLE IX THE FACULTY

**SECTION 48. QUALIFICATIONS AND CLASSIFICATION.** The members of the faculty shall be appointed by the College President with the approval of the GB. All appointments shall be made strictly based on merit and shall be in accordance with the criteria, rules, procedures, and other guidelines set forth in the common promotion and merit system for faculty of the college and the Quality Standards of the Civil Service Commission. They shall be classified into permanent, temporary or contractual. The categories, rank, privileges, and impediments of each status of the faculty shall be prescribed in accordance with applicable circulars.

**SECTION 49. COMPENSATION.** Faculty members shall receive compensation based on their academic qualification, ranking and status as recommended by the College President and approved by the GB.





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**SECTION 50. ADJUNCT PROFESSORS, GUEST LECTURERS, TEACHING FELLOWS, AND CREATIVES-IN- RESIDENCE.** The College may invite affiliate faculty such as adjunct professors, guest lecturers, teaching fellows, and creatives-in-residence to teach or perform other academic activities within a specific duration, subject to the approval of the GB. They may receive compensation as may be determined by the GB.

**SECTION 51. CREATION OF PLANTILLA ITEMS FOR FACULTY.** The plantilla items for faculty shall follow the merit system prescribed for LUCs in CSC Memorandum Circular No. 19, s. 2005 with the following positions and ranks:

FACULTY RANK	SUB-RANKS
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-V
College Professor	
University Professor	

For the initial operations, the following plantilla items shall be created:

Faculty Rank/ Subrank	Position Description/ Roles and Responsibilities	Salary Grade	Number of Items
Instructor I	<ul style="list-style-type: none"><li>● Must demonstrate teaching competence;</li><li>● Must show understanding of disciplinary content;</li><li>● Must be involved in department activities such as faculty meetings, committee and registration/advising work; and</li><li>● Must possess academic integrity and professional ethics.</li></ul>	12	10
Instructor II		13	5
Instructor III		14	5
Assistant Professor I	<ul style="list-style-type: none"><li>● Must demonstrate capacity to sustain intellectual growth;</li><li>● Must maintain better than satisfactory teaching evaluation based on student and/or faculty peer feedback and other evidence;</li><li>● Must engage in research or creative work at least as member of a research or creative project team;</li><li>● Must publish or produce creative work of the quality and quantity necessary to satisfy the standards for tenure and promotion and in the required capacity (as lead author or co-author or co-creator of creative work);</li></ul>	15	2
Assistant Professor II		16	2
Assistant Professor III		17	2
Assistant Professor IV		18	2



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	<ul style="list-style-type: none"> <li>• Must show commitment to the department, institute, and College by continued participation in unit activities; and</li> <li>• Must participate in extension activities.</li> </ul>		
Associate Professor I	<ul style="list-style-type: none"> <li>• Must maintain excellent teaching record;</li> <li>• Must sustain intellectual productivity by continued publication in reputable refereed academic or literary venues or the equivalent creative work in the visual and performing arts;</li> <li>• Must be actively involved in thesis/dissertation advising;</li> <li>• Must mentor younger faculty in both teaching and research;</li> <li>• Must develop a culture of research not only by advising graduate students and mentoring younger faculty, but also by bringing them into research projects and helping them publish;</li> <li>• Must demonstrate commitment to the College by membership and participation in department/ institute/College committees when and wherever possible; and</li> <li>• Must actively engage in extension work.</li> </ul>	19	1
Associate Professor II		20	1
Associate Professor III		21	1
Associate Professor IV		22	1
Associate Professor V		23	1
Professor I	<ul style="list-style-type: none"> <li>• Must maintain excellent teaching record, as evidenced by innovative approaches to teaching the discipline and a generally accepted reputation for stimulating student interest in learning;</li> <li>• Must maintain an active publishing career or the equivalent measure of creative output in the arts; must strive for peak research or creative output;</li> <li>• Must develop a culture of excellence in teaching, research and service by being a role model and mentor, and by prodding the unit to continuously strive for higher levels of achievement;</li> <li>• Must exercise leadership in the profession and bring honor to the College;</li> <li>• Must maintain active involvement in department/college committees and activities; and</li> <li>• Must take active part in extension work or perform well as an administrator.</li> </ul>	24	1
Professor II		25	1
Professor III		26	1
		27	1
		28	1
<b>TOTAL</b>			<b>36</b>



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### ARTICLE X NON-TEACHING PERSONNEL

**SECTION 52. QUALIFICATION STANDARDS.** To be appointed to a permanent non-teaching position at Pangasinan Polytechnic College, one must hold an appropriate educational background and experience aligned to or allied to one's assigned position. The members of the non-teaching personnel shall be selected based on a standard set by the College consistent with the existing policies of the CHED, TESDA, DepEd, and the CSC. The members of the non-teaching personnel shall be recommended for appointment by the President to the Chairperson of the Governing Board.

**SECTION 53. CREATION OF PLANTILLA ITEMS FOR NON-TEACHING PERSONNEL.** For its initial operation, the following basic and mandatory plantilla positions shall be created:

Position	Position Description/ Roles and Responsibilities	Salary Grade	Number of Items
<b>MANDATORY</b>			
President University/ College President III (IOS-LGU 2021)	Article IV, Section 31	29	1
Registrar I	<ul style="list-style-type: none"><li>● Prepare Admission and Registration Manual;</li><li>● Formulate processes and guidelines for student admission, registration and retention;</li><li>● Manage academic documents of students;</li><li>● Ensure effective and efficient student records/data management, document processing, and curricular review;</li><li>● Prepare annual work plan and periodic reports;</li><li>● Attend meetings as necessary;</li><li>● Perform other tasks, as may be delegated by higher authorities</li></ul>	11	1
College Librarian I	<ul style="list-style-type: none"><li>● Prepare Library Development Plan and Manual;</li><li>● Organize library resources for easy access of users;</li><li>● Prepare annual work plan and periodic reports;</li><li>● Attend meetings as necessary;</li><li>● Perform other tasks, as may be delegated by higher authorities</li></ul>	13	1
Guidance Counselor I	<ul style="list-style-type: none"><li>● Prepare Guidance Program Plan and assist in the development of Student Manual;</li><li>● Conduct individual and group counseling to</li></ul>	11	1



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	<ul style="list-style-type: none"> <li>clients;</li> <li>● Administer, evaluate and interpret psychological tests;</li> <li>● Create activities for students wellness and development;</li> <li>● Prepare annual work plan and periodic reports;</li> <li>● Attend meetings as necessary;</li> <li>● Perform other tasks, as may be delegated by higher authorities</li> </ul>		
Nurse I	<ul style="list-style-type: none"> <li>● Prepare Health and Wellness Development Plan for the College;</li> <li>● Provide healthcare and emergency services to students and employees with health concerns;</li> <li>● Refer students and employees to specialized health centers/hospitals for further assessment and management;</li> <li>● Prepare annual work plan and periodic reports;</li> <li>● Attend meetings as necessary;</li> <li>● Perform other tasks, as may be delegated by higher authorities</li> </ul>	15	1
<b>BASIC/ SUPPORT STAFF</b>			
Administrative Aide 3/ Clerk I	<ul style="list-style-type: none"> <li>● Prepare, file and maintain physical and electronic records and documents in required formats;</li> <li>● Inputs data into tracking database or system;</li> <li>● Retrieves documents or responds to requests for information and services from internal or external customers by phone or e-mail;</li> <li>● Assist in general tasks and perform other functions, as may be delegated by higher authorities</li> </ul>	3	12
Administrative Aide 6/ Clerk III	<ul style="list-style-type: none"> <li>● Prepare, file and maintain physical and electronic records and documents in required formats;</li> <li>● Compiles and verifies information using standard procedures;</li> <li>● Inputs data into tracking database or system;</li> <li>● Provide technical support in the preparation of class schedules, employee appointments, compliance and accreditation documents;</li> <li>● Retrieves documents or responds to requests for information and services from internal or external customers by phone or e-mail;</li> <li>● Assist in general tasks and perform other functions, as may be delegated by higher authorities</li> </ul>	6	2



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Board/ College Secretary II	<ul style="list-style-type: none"><li>● Provide assistance to the President in the formulation and implementation of policies, rules and regulations approved by the Governing Board, Academic and Administrative Councils;</li><li>● Prepare documentation and communications for appropriate actions by the President;</li><li>● Act as a Secretary of the Academic Council, Administrative Council, and other meetings and conferences called for by the GB and the President;</li><li>● Prepare agenda of meetings, minutes of meetings of the Board, Academic Council, and Administrative Council meetings as well as provide reference materials that support the agenda of the meeting;</li><li>● Keep records and minutes of the proceedings of the GB Meetings and other pertinent records of the College.</li><li>● Prepare office memoranda, office orders, and official correspondence for other government agencies and private organizations,</li><li>● Disseminate the approved resolutions passed by the Board to the officials and parties concerned for implementation;</li><li>● Liaise with the officials of the College;</li><li>● Perform other tasks, as may be delegated by higher authorities</li></ul>	17	1
Executive Assistant I	<ul style="list-style-type: none"><li>● Manage communication and scheduling activities for the College, ensuring effective time management and prioritization of schedule using appropriate judgment to adjust as necessary;</li><li>● Develop and manage special projects assigned;</li><li>● Plan and organize events;</li><li>● Prepare activity proposals;</li><li>● Assist the Board/ College Secretary and the President in preparing reports, memos, letters, presentations and other documents;</li><li>● Perform other tasks, as may be delegated by higher authorities</li></ul>	14	1
Planning Officer I	<ul style="list-style-type: none"><li>● Manage the college's database and dashboard;</li><li>● Lead the crafting and updating of the Institutional Development Plan and other manuals of operations of the College;</li><li>● Consolidate reports from various offices and harmonize data as basis for policy formulation;</li><li>● Perform other tasks, as may be delegated by higher authorities</li></ul>	11	1



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Project Development Officer I	<ul style="list-style-type: none"> <li>● Develop project proposals for internal and external fund generation;</li> <li>● Propose development initiatives relative to the accomplishment of the college roadmap;</li> <li>● Build and maintain client and donor database;</li> <li>● Prepare reports and presentations to communicate the College's development initiatives and programs;</li> <li>● Perform other tasks, as may be delegated by higher authorities</li> </ul>	11	1
Information Officer I	<ul style="list-style-type: none"> <li>● Serve as marketing, promotions and public relations officer of the College;</li> <li>● Create information materials such as newsletters, brochures, AVPs and other marketing materials about the College;</li> <li>● Monitor the development and updating of the College website;</li> <li>● Perform other tasks, as may be delegated by higher authorities</li> </ul>	11	1
Computer Maintenance Technologist I	<ul style="list-style-type: none"> <li>● Install, configure and maintain ICT hardware equipment and software application;</li> <li>● Provide hardware/software technical support and assistance to all end users;</li> <li>● Manage, identify problems and perform maintenance to servers, network, desktop, printers, power supply and other network/computer equipment;</li> <li>● Monitor and maintain computer systems, networks, security updates and antivirus;</li> <li>● Conduct inventory of all hardware/network/telecom equipment and software;</li> <li>● Perform other tasks, as may be delegated by higher authorities</li> </ul>	11	1
<b>TOTAL</b>			<b>25</b>

**SECTION 54. PUBLICATION OF VACANCIES.** Vacant positions marked for filling up shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places at Pangasinan Polytechnic College, Capitol Building, and Provincial Bulletin Board for at least fifteen (15) days. Other appropriate modes of publication shall be considered.

**SECTION 55. FILLING UP OF VACANCIES.** Filling up vacant positions shall be made after fifteen (15) days from their publication, provided that, for its initial year of operation, only the vacant positions required for the initial programs to be offered shall be filled up. The publication of a particular vacant position shall be valid until filled up but not to extend beyond six (6) months reckoned from the date the vacant position was published.



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### ARTICLE XI STUDENTS

**SECTION 56. STUDENT ADMISSION-NON-DISCRIMINATORY NATURE.** The Pangasinan Polytechnic College shall be open to all local and foreign students, subject to the qualifications/rules of admissions as may be approved by the GB; provided, however, that no student shall be denied admission to the College by reason of age, sexuality, nationality, religious belief or political affiliation. Residents from Pangasinan shall be given priority for admission.

**SECTION 57. ADMISSION OF NON-RESIDENTS IN PANGASINAN AND FOREIGN STUDENTS.** Non-resident fees shall be charged from students of other provinces and foreign countries.

**SECTION 58. SCHOLARSHIPS.** To ensure inclusiveness and access to quality education, first-generation students and those from indigent groups from the Province of Pangasinan shall be given preference for scholarship privileges.

### ARTICLE XII CURRICULAR OFFERINGS

**SECTION 59. CURRICULAR OFFERINGS.** The College shall offer degree and non-degree programs in agri-fisheries, business, arts, culture, community development and welfare, and technical-vocational clusters and other related fields, after conducting feasibility studies, due consultation with the CHED, TESDA, and DepEd. The President shall take the lead in the formulation of curriculum development and program compliance.

### ARTICLE XIII COMMUNITY CAMPUSES

**SECTION 60. COMMUNITY CAMPUSES.** The College shall expand and open community campuses in municipalities with larger populations and bring educational and training opportunities closer to the clientele, provided that for its first year of operation, the college shall open its campus in the Municipality of Lingayen.

**SECTION 61. FACILITIES AND PROGRAMS.** The Community Campus shall have educational facilities such as buildings, classrooms and laboratories and may offer the same fields of study in the main campus.



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### ARTICLE XIV PPC SENIOR HIGH SCHOOL

**SECTION 62. ESTABLISHMENT OF THE PPC SENIOR HIGH SCHOOL.** The College shall operate a Senior High School pursuant to the pertinent provisions of Republic Act 10533 or the Enhanced Basic Education Act of 2013, subject to compliance with DepEd and CHED guidelines and issuances on the establishment and operation of a Senior High School in LUCs.

**SECTION 63. FACILITIES AND PROGRAMS.** The PPC Senior High School shall have educational facilities such as buildings, classrooms and laboratories. It may offer tracks which are least offered within the Province of Pangasinan.

**SECTION 64. FINANCING THE SHS.** The PPC Senior High School may be funded by the Local Government Unit and the Department of Education. It may also draw funds from the Special Education Fund as permitted by the Local Government Code and other guidelines released by agencies concerned.

### ARTICLE XV FUNDING

**SECTION 65. OPERATIONAL FUNDS.** Initial expenses for the operation of the College shall be sourced from the General Fund of CY 2023 under existing Appropriation Ordinance No. 6-2022, subject to usual accounting and auditing procedures. Thereafter, the Provincial Government of Pangasinan shall continuously appropriate funds to be incorporated in the Provincial Annual Budget for the operation and maintenance of the College, provided, however, that any or all funds allotted and accruing to the College shall be put and kept under its name and account, and provided further, that any surplus or unappropriated amount at the end of each year shall remain with the coffers of the Pangasinan Polytechnic College.

### ARTICLE XVI MISCELLANEOUS PROVISIONS

**SECTION 66. TREASURER.** The Treasurer of the Provincial Government of Pangasinan shall be ex-officio Treasurer of the College and all accounts and expenses thereof shall be audited by the Commission on Audit (COA) or his/her duly authorized representative.

**SECTION 67. ACCOUNTING SYSTEM.** The GB shall approve for implementation an accounting system for the College which shall be the basis for the preparation of financial statements, cash receipts, and disbursements, and other financial reports, subject to existing accounting and auditing rules and regulations.

**SECTION 68. REPORTS.** On or before the 31<sup>st</sup> day of December of each year, the GB shall file with the Office of the Governor, the Sangguniang Panlalawigan, and the Commission on Higher Education (CHED) a detailed report, setting forth the progress, conditions, and needs of the College.





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**SECTION 69. BOARD OF VISITORS.** The Provincial Vice Governor and the Members of the Sangguniang Panlalawigan of Pangasinan shall constitute the Board of Visitors of the Pangasinan Polytechnic College whose duties and functions are the following:

- a) To attend important college events;
- b) To conduct consultations with college constituents in aid of legislation and in coordination with college officials;
- c) To make reports and recommendations to the Sangguniang Panlalawigan relative to the exercise of its duties and functions.

**SECTION 70. SUPERVISION AND REGULATION.** CHED, TESDA, and DepEd through their duly authorized representatives, shall exercise reasonable supervision and regulation over the College in accordance with existing laws and rules and regulations.

### ARTICLE XVII AMENDMENTS

**SECTION 71.** The Sangguniang Panlalawigan, in its own initiative or upon the recommendations of the GB, may amend any Article or Section of this Ordinance in a regular session called for the purpose; provided, however, that proper notice of the proposed amendments shall have been furnished each member of the Sangguniang Panlalawigan not less than fifteen days prior to such session.

### ARTICLE XVIII TRANSITORY PROVISIONS

**SECTION 72. INTERIM GOVERNING BOARD** – The Provincial Governor shall constitute an Interim Governing Board on its initial operation, which shall carry out the powers and duties as stipulated in Article III, Section 1 of this Ordinance.

The Interim GB shall be composed of the following:

- a) The Provincial Governor as the Chairperson;
- b) The Interim College President as Vice Chairperson;
- c) The Chairperson of the Committee on Education of the Sangguniang Panlalawigan, Representative of the Department of Science and Technology, the Representative of the Department of Agriculture, the Representative from the Business and Industry Sector, the Representative from the Professional Sector, and the Representative from the Education Sector, as Members.

Representatives from CHED, NEDA, TESDA, and DepEd may be invited to serve as resource persons of the Interim GB.

The Interim GB, however, shall be deemed automatically dissolved once the regular GB has been duly constituted.



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**SECTION 73. INTERIM APPOINTMENT OF COLLEGE PRESIDENT.** The Provincial Governor, as the Local Chief Executive, may elect to appoint a College President who is deemed competent and qualified, to manage the operation of the College with the concurrence of the Interim GB.

**ARTICLE XIX**  
**FINAL PROVISIONS**

**SECTION 74. SEPARABILITY CLAUSE** – If, for justifiable reasons, any part or provision of this Ordinance is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

**SECTION 75. REPEALING CLAUSE** – All administrative issuances contrary or inconsistent herewith are hereby repealed or amended accordingly. Any resolution, ordinance or any part thereof found inconsistent with the provisions of this Ordinance are hereby repealed and/or modified accordingly.

**SECTION 76. EFFECTIVITY CLAUSE** – This Ordinance shall take effect after fifteen (15) days following its full publication in a newspaper of local circulation and posting in at least two (2) conspicuous places within the Province.

CERTIFIED BY:

  
**VERNA T. NAVA-PEREZ**  
*Secretary to the Sanggunian*

ATTESTED:

  
**SP MEMBER NOEL C. BINCE**  
*Temporary Presiding Officer*

APPROVED:

  
**RAMON V. GUICO III**  
*Governor*