



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF LOON

## OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 90<sup>TH</sup> REGULAR SESSION OF THE 15<sup>TH</sup> SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 14<sup>TH</sup> DAY OF MAY 2024 AT JUAN M. RELAMPAGOS SESSION HALL, LOON, BOHOL -

**PRESENT:**

Hon. Lloyd Peter M. Lopez, M.D.	Vice Mayor, Presiding Officer
Hon. Ana Lisa O. Go	SB Member
Hon. Emerson S. Relampagos	SB Member
Hon. Pedro M. Literatus, Jr.	SB Member
Hon. Willou C. Tan	SB Member
Hon. Timoteo L. Legitimas	SB Member
Hon. Marie Hazel R. Saavedra	SB Member
Hon. Jeanette M. Vidal	SB Member
Hon. Judy Marie H. Veloso	SB Member
Hon. Noel Y. Laniba	LnB President, Ex-Officio Member
Hon. Mariel L. Juntilla	SKMF Vice President, Ex-Officio Member

**ABSENT:**

**NONE**

**MUNICIPAL ORDINANCE NO. 24-004**  
Series of 2024

**AN ORDINANCE ESTABLISHING THE COLEGIO DE LOON, DEFINING ITS MANDATE AND APPROPRIATING FUNDS THEREFOR**

Section 16 Chapter 2, Title 1 of the Local Government Code of 1991 provides that "every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom as well as powers necessary, appropriate or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare of its inhabitants within its territorial jurisdiction.

Pursuant to RA No. 7722 otherwise known as the "Higher Education Act of 1994, "the Commission on Higher Education (CHED) has jurisdiction over all Higher Educational Institutions (HEIs) in the Philippines, both public and private.

Pursuant to CHED Memorandum Order No. 32 Series of 2006, entitled: "Policies, Standards and Guidelines on the Establishment and Operation of Local Colleges and Universities" and pursuant to Commission en Banc Resolution No. 868, Series of 2006, a local ordinance is needed for the establishment of a local college.

*Be it ordained by the 15<sup>th</sup> Sangguniang Bayan of Loon in session duly assembled:*



**SECTION 1. CREATION.** The Colegio De Loon (CDL) is hereby created in the Municipality of Loon, Province of Bohol, Philippines.

**SECTION 2. DEFINITION.** For clarity, the following terms are defined as follows:

- a. Board of Trustees – refers to the individuals and organizations identified by the existing rules of the Commission on Higher Education (CHED).
- b. Commission on Higher Education (CHED) – is the government agency created by RA 7722 otherwise known as the “Higher Education Act of 1994” which has jurisdiction over all Higher Educational Institutions (HEI’s) in the Philippines, both public and private.
- c. Governing Board – refers to the highest policy making body of a Local College or University (LCU). The governing board of Local College shall be called Board of Trustees (BOT), while that of a university shall be called Board of Regents (BOR).
- d. Alumni Association – is the association of alumni of CDL preferably from its tertiary level programs duly recognized by the College Administration.
- e. Supreme Student Council – is the supreme student government/ council of the CDL duly recognized by the College Administration.
- f. Faculty Association – is the association of Faculty Members of the CDL duly recognized by the College Administration.
- g. Search Committee – refers to the committee of five duly appointed by the Governing Board of the CDL tasked with the search for the appointment of the President based on the qualifications set by the Governing Board.
- h. Accreditation – a process leading to the issuance of a certificate of accredited status of program undertaken by an accrediting federation duly recognized by the CHED.
- i. Local College or University – refers to a public higher educational institution established by the LGU through an enabling ordinance, and financially supported by the concerned local government unit. In Filipino, an LCU is referred to as “Dalubhasaan” for college and “Pamantasan” for university.
- j. Ordinance – refers to this ordinance enacted by the Sangguniang Bayan that creates the Colegio De Loon.
- k. Degree Program – refers to collection of all courses in a discipline or a field of study leading to an undergraduate or graduate degree. This may also be referred to as an academic program.
- l. Non-degree Program – refers to a post-secondary program below the bachelor/baccalaureate.
- m. Local Government Unit – refers to the municipal government that created or established the CDL.
- n. College or Dalubhasaan – is an institution of higher learning offering academic programs and usually pre-Professional training leading to a bachelor/baccalaureate degree.
- o. University or Pamantasan – is an institution made up of an undergraduate division that offers bachelor’s degrees and a graduate division that comprises a graduate school and professional schools, each of which may confer Master’s degrees and doctorates.

**SECTION 3. PURPOSE.** The purpose of Colegio De Loon is to recognize the vital role of the youth in our society, to assist them in their full development, and to promote and protect the right of all citizens to quality education at all levels.

The Colegio De Loon shall take appropriate steps to make education accessible to all specially, it shall promote:

- a. Advancement of human knowledge;
- b. Enhancement of student’s intellect towards developing responsible and productive citizens;
- c. Equitable access to Professional Education and Trainings in Academic and Technical Vocational fields; and





- d. Such other purposes consistent with existing rules and regulations of the CHED and Technical Education and Skills Development Authority (TESDA).

**SECTION 4. POWER OF COLEGIO DE LOON.** The CDL shall have the general powers through the Board of Trustees that shall exercise corporate powers as provided with the existing laws:

1. Section 1. Article XIV of the 1987 Philippine Constitution mandates that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make education accessible to all.
2. Section 2. Article XIV hereof 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 non-formal, informal and indigenous learning systems, as well as self-learning, independent and out-of-school study programs particularly those that respond to community needs.

**SECTION 5. NON-DISCRIMINATORY ADMISSION.** No student shall be denied admission to the Colegio De Loon by the reason of age, gender, nationality, religious belief, or political affiliation. However, all students seeking admission must be subject to the regulations for admission prescribed by the Board of Trustees, provided that only the residents of the Municipality of Loon may be offered scholarship out of the Municipal Government Funds and from the funds of the national government scholarship program.

**SECTION 6. GOVERNING BOARD.** The Governing Board of the Colegio De Loon (CDL) shall be the Board of Trustees (BOT). It shall promulgate policies, standards, and guidelines on the establishment and operation of the school in accordance with the provisions of CHED Memorandum Order No. 32 Series of 2006 Section 5, as well as the policies, standards and thrusts of CHED under RA 7722 and other pertinent provisions of existing laws and municipal ordinances.

**SECTION 7. COMPOSITION OF THE BOARD OF TRUSTEES.** The Board of Trustees shall be composed of the Local Chief Executive as Chairman, the President of the Colegio De Loon as Vice Chairman, and six (6) members, as provided by the CHED Memorandum Order No. 42, Series of 2016 Section 5, viz;

1. The Chairman of the Sangguniang Bayan Committee on Education
2. The Representative from the Associations of Local Colleges and Universities
3. The Representative from Loon Business Sector
4. The President of the Faculty Association
5. The President of the Supreme Student Council/Government
6. The President of the Alumni Association

In addition thereto, the following shall be added as members:

The Municipal Vice-Mayor  
The Municipal Treasurer  
The Municipal Accountant  
The Municipal Budget Officer  
The Chairman of the Sangguniang Bayan Committee on Tourism  
The Chairman of the Sangguniang Bayan Committee on Appropriation  
The Chairman of the Sangguniang Bayan Committee on Public Works,  
Utilities & Gov't Properties  
The LNB President





The representatives of the faculty, student body and alumni are co-terminus with their respective terms of office. The representative from the accredited business or industry sector shall be appointed by the Board for a specific term. The representative from the ALCU shall be appointed by the Board for a specific term subject to confirmation of the President of National ALCU. The CHED Regional Director or his/her duly designated representative may be invited as a resource person during board meetings.

In case of vacancy of the Board of Trustees by reason of resignation, death, or other incapacity of one or more of its members, such vacancy shall be filled up by the appointment of the Chairman of the Board, with the concurrence of the Board of Trustees.

The BOT members shall serve without compensation but will be entitled to reasonable allowances or honoraria for attendance at meetings of the Board or on other official business, provided that the same are authorized by the resolution of the board, subject to availability of funds and to COA rules and regulations.

**SECTION 8. POWER AND DUTIES OF THE BOARD OF TRUSTEES.** Subject to the review and approval by the Sangguniang Bayan, the Board of Trustees herein created shall have the following powers and duties in addition to its general powers of administration.

- a) To prescribe rules for its own governance;
- b) To formulate such policies, guidelines, rules and regulations consistent with the purpose of establishing this college towards ensuring proper and judicious administration and operation thereof;
- c) To receive and appropriate to the ends specified by this ordinance such sums for the support of the college;
- d) To establish academic and technical-vocational courses most needed in the community and in the local or international market, as may be determined in consultation with the stakeholders in the community;
- e) To confirm all appointments to the position of professor, associate professor, assistant professor, and instructor as endorsed by the selection committee;
- f) To set policies and guidelines for CDL Faculty, Students and Non-teaching personnel;
- g) To fix the tuition and other fees required of students as well as matriculation and graduation fees, fees for laboratory courses, and all other special fees allowed by law;

Such fees and charges including government subsidies and other income generated by the Colegio De Loon shall constitute special trust funds and shall be deposited in the name of Colegio De Loon, in any duly authorized bank, and any interest that shall accrue therefrom shall form part of the same funds for the use of the College. These, along with the procurement procedure or process shall be subject to the audit by the Commission on Audit (COA). The authorized signatures from the account shall be the College President, the Chairman of the Board of Trustees and the Municipal Treasurer. The latter shall be bonded accordingly.

Likewise, this ordinance recognizes the pertinent provisions of RA 7160 otherwise known as the "Local Government Code of 1991", Article 3, Section 447, paragraph (5) (x) "Subject to the Availability of Funds and to Existing Laws, Rules and Regulations".

Any provision of existing laws to the contrary notwithstanding, the income generated by the College, at the discretion of the Board of Trustees, shall be disbursed for the professional growth development, health, welfare and other similar benefits of the Faculty members and personnel for the acquisition, construction, maintenance and repair of urgently needed





instructional and auxiliary facilities, equipment, building and other infrastructures and for expenses necessary for the attainment of its purposes under this ordinance.

- h) To provide for the scholarships, grants-in-aids and part-time job opportunities' to deserving students especially the underprivileged;
- i) To provide for other faculty awards as the programs of action may make necessary; and
- j) To perform such other functions consistent with the above in relation to Section 3 hereof.

**SECTION 9. MEETINGS OF THE BOARD.** The board of trustees shall hold quarterly meetings the date of which to be set by the board and special meetings as may be called by the chairman.

**SECTION 10. COMPENSATION.** The compensation of the college administrator and staff of the Colegio de Loon is subject to the subsequent compliance of the CHED requirements, and shall be compensated accordingly to pertinent compensation laws of the civil service commission.

**SECTION 11. POWER AND TERM OF OFFICE OF THE COLLEGE PRESIDENT.** The administration of the Colegio De Loon shall be vested to the College President. He/she shall be appointed by the board of trustees for a term of four (4) years, and shall be eligible for reappointment for another term only as provided in the CMO No. 32 series of 2006 Section 7. The College President should have earned doctoral degree with at least (5) years of relevant administrative experience and has not reached the age of 65.

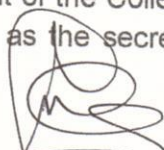
In case of permanent vacancy in the office of the president by reason of death, resignation, removal for cause or incapacity to perform the functions and duties of the office, the Vice President for Academic Affairs shall be authorized by the BOT to appoint any Caretaker/Officer-in-charge while the Search Committee for President is conducting a search for the qualified president.

The President of the Colegio de Loon shall be assisted by two (2) Vice Presidents, one Vice President for Academic Affairs and one Vice President for Administration who shall be appointed by the President of the College, subject to the confirmation of the Board of Trustees.

**SECTION 12. SEARCH COMMITTEE FOR PRESIDENT.** The Search Committee shall have five (5) members to be appointed by the governing board with a member representing the Civil Service Commission (CSC), Academe, Business or industry Sector, association of Local Colleges and Universities (LCU), and the Commission on the Higher Education (CHED). They shall elect a Chairman and Vice Chairman among themselves six (6) months before the expiration of the incumbent president. The Governing Board shall appoint a Search Committee for President.

**SECTION 13. APPOINTMENT OF THE SCHOOL ADMINISTRATOR AND STAFF.** The Vice President (s), Dean (s), Directors, Registrar, Administrative Officer, Accountant, Faculty, Non-teaching personnel, and other officials shall be appointed by the College President subject to confirmation of the Board of Trustees; provided that the Vice President for Academic Affairs must be a holder of doctoral degree; provided further that their appointments shall be pursuant to existing Civil Service, laws, rules and regulations.

**SECTION 14. SECRETARY OF THE COLEGIO DE LOON.** There shall be a secretary of the Colegio de Loon to be appointed by the President of the College, subject to the confirmation of the Board of Trustees. Also, he/she shall serve as the secretary of the Board of Trustees. It





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shall be his/her duty to keep the records of the college and the board, and shall be compensated according to pertinent compensation laws.

**SECTION 15. COLLEGE OF ACADEMIC COUNCIL.** There shall be a College of Academic Council consisting of the College President and all the members of the faculty holding the rank of Professor, Associate Professor and Assistant Professor.

The Council alone shall have the power to prescribe the curriculum and rules of discipline subject to the confirmation of the Board of Trustees. It shall also fix the requirements for admission as well as graduation.

The Council has the authority to recommend the conferment of titles to deserving individuals through the President of the College and its duly authorized Committee. The Council shall have disciplinary power over the students of the Colegio de Loon within the limits prescribed by the Rules of Discipline confirmed by the Board of Trustees.

**SECTION 16. CAMPUS SITE.** The Municipal College shall have an area of not less than one (1) hectare for development activities, with experimental and laboratory facilities which shall be located on a strategic area in the municipality duly designated by the local government unit in concurrence to CHED's guidelines.

**SECTION 17. DEVELOPMENT PLAN.** The Board of Trustees shall complete a five (5) year development plan for the college which shall serve as the basis for its policy decisions.

**SECTION 18. APPROPRIATIONS.** The LGU shall allocate funds to carry out the provisions of this ordinance. Such fund shall be appropriated thereafter in the annual budget following the enactment of this ordinance.

The Colegio de Loon shall submit a semi-annual report to the Sangguniang Bayan reflecting therein the revenues generated from all sources vis-à-vis its operating and other expenses.

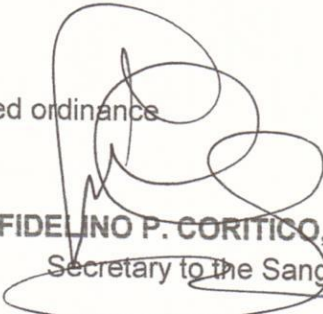
However, subsequent Municipal Government Appropriation for the Colegio de Loon shall be based on the need as may be recommended by the Board and subject to approval by the Sangguniang Bayan.

**SECTION 19. SEPARABILITY CLAUSE.** Should any provision of this Ordinance be declared unconstitutional or ultra vires, other provisions not affected shall remain in full force and effect.

**SECTION 20. EFFECTIVITY.** This ordinance shall take effect immediately upon its approval.

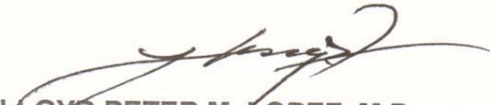
**UNANIMOUSLY APPROVED.**

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I hereby attest to the correctness of the above-quoted ordinance

  
**FIDELINO P. CORITICO, LLB, JD**  
Secretary to the Sanggunian

SB MUNICIPAL ORDINANCE NO. 24-004, Series of 2024

CERTIFIED:



**LLOYD PETER M. LOPEZ, M.D.**  
Vice Mayor  
Presiding Officer

APPROVED:



**ELVI PETER L. RELAMPAGOS**  
Municipal Mayor

Date Signed: 05/16/2024

