

Republic of the Philippines  
Province of Bohol  
**MUNICIPALITY OF LOON**

**OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPTS FROM THE MINUTES OF THE 50<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 1<sup>ST</sup> DAY OF AUGUST, 2014 AT THE SANGGUNIANG BAYAN (SB) OFFICE, LOON, BOHOL-**

**PRESENT:**

Hon. Elvi Peter L. Relampagos,	Vice-Mayor, Presiding Officer
Hon. Nilo P. Branzuela,	SB Member
Hon. Lydia L. Almasa,	SB Member
Hon. Romel C. Legitimas,	SB Member
Hon. Kristel P. Tecson,	SB Member
Hon. Ricky U. Masamayor,	SB Member
Hon. Zaide Y. Coritico,	SB Member
Hon. Damaso C. Pasilbas,	SB Member
Hon. Edwin R. Ladeza	SB Member
Hon. Pedro M. Literatus, Jr.,	LnB President, Ex Officio Member

**ABSENT:**

N O N E

**MUNICIPAL ORDINANCE NO. 14-001**

Series of 2014

**AN ORDINANCE ESTABLISHING A MANPOWER DEVELOPMENT CENTER IN THE MUNICIPALITY OF LOON, PROVINCE OF BOHOL, TO BE KNOWN AS THE LOON MANPOWER DEVELOPMENT CENTER (LMDC)**

*BE IT ORDAINED by the 12<sup>th</sup> Sangguniang Bayan of Loon, Province of Bohol, in session assembled, that:*

**SECTION 1. Title** - "An Ordinance Establishing a Manpower Development Center in the Municipality of Loon, Province of Bohol, to be known as the "Loon Manpower Development Center (LMDC)".

**SECTION 2. The Governing Board** – The governing body of the Loon Manpower Development Center is hereby vested in the Board of Trustees which shall be composed of the following:

Chairman: Municipal Mayor  
Vice Chairman: Vice Mayor  
Members: (1) Chairman, SB Committee on Education  
(1) Municipal Budget Officer  
(1) Municipal Treasurer  
(1) Municipal Legal Officer  
(2) Experienced School Administrators from the Department of Education – Loon North and South Districts, to be appointed by the Local Chief Executive  
(1) Public High School Parents-Teachers Association (PTA) President to be appointed by the Local Chief Executive

**SECTION 3. Term of Office** – The term of office of the elective Members of the Governing Board shall be co-terminus with the three (3)-year term of the Municipal Mayor. In the case of PTA President he shall hold office for a period of one (1) year.

**SECTION 4. Meetings; Quorum; Compensation** – The Board of Trustees shall regularly convene at least once every two (2) months. The Chairman may call a special meeting whenever necessary; provided, the members are notified in writing three (3) days prior to the said meeting.

A majority of all the trustees holding office shall constitute a quorum for Board meetings; provided, the Chairman is among those present in the meeting.

The members of the Board of Trustees shall serve with honorarium/allowances and other necessary expenses incurred in attending Board Meetings or in any other official business subject to the existing Commission on Audit (COA) rules and regulations and the approval of the Sangguniang Bayan (Sec.447 a,1viii)

**SECTION 5. Powers and Duties of the Governing Board** – The Board of Trustees shall have the following specific powers and duties in addition to its general powers of administration and in the exercise of all powers granted to thereto.

- 5.a. To enact rules and regulations not contrary to law as may be necessary to carry out the purpose and functions of the Loon Manpower Development Center;
- 5.b. To receive and appropriate all sums, as may be provided, for the support of the institution in the manner it may determine and in its discretion to carry out the purpose and functions of the Center;
- 5.c. To receive in trust legacies, gifts and donations of real and personal properties of all kinds, and to administer and dispose of the same when necessary for the benefit of the center, subject to limitations, directions and instructions of the donors, if any;
- 5.d. To fix tuition fees and other necessary school charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees that the Board may deem proper to impose after due consultations with the involved sectors;
  - 5.d.1. Such fees and charges, including government subsidies and other income generated by the institution, shall constitute a special trust fund and shall be deposited in any authorized government depository bank, with all interest accruing therefrom forming part of the same fund for the use of the institution;
  - 5.d.2. Any income generated by the school from the tuition fees as well as from the operation of auxiliary services and land grants shall be retained by the institution and may be disbursed by the Board of Trustees for instruction, research, extension, student scholarship and income generation activities, or other programs and projects of the school; provided, that all fiduciary fees shall be disbursed for a specific purpose for which they are collected; and
  - 5.d.3. If, for reasons beyond its control, the school 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 any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the institution.
- 5.e. To adopt and implement a socialized scheme of tuition and school fees for greater access by poor but deserving students; provided, the families of such students have been identified by the National Housing Targeting System of the Department of Social Welfare and Development as certified by the concerned Municipal Social Welfare and Development Officer;

- 5.f. To prepare the Annual and Supplemental Budget for the operation of the Loon Manpower Development Center and have it approved by the Sangguniang Bayan;
- 5.g. To authorize the construction or repair of buildings, machinery, equipment and other facilities. The purchase and acquisition of real and personal properties including necessary supplies, materials and equipment, and other transactions entered into by the institution through the Board of Trustees shall be exempt from all taxes and duties;
- 5.h. To hire teaching and non-teaching personnel upon the recommendation of the administrator, subject to the confirmation of the Sangguniang Bayan;
- 5.i. To fix and adjust the salaries or honoraria 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; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate; and to remove them for cause in accordance with the requirements of due process of law;
- 5.j. To approve the curricula, institutional program and rules of discipline of the Loon Manpower Development Center;
- 5.k. To set policies on admission and graduation of students;
- 5.l. To confer honorary degrees upon persons in recognition of outstanding contributions in the fields of education, public service, arts and sciences, and technology or in any field of specialization within the academic competence of the institution, and to authorize the awarding of certificates of completion for non-degree courses;
- 5.m. To provide fellowships for qualified faculty members and scholarships to deserving students;
- 5.n. To delegate any of its powers and duties provided hereinabove to the School Administrator as it may deem appropriate so as to expedite the administration of the affairs of the Center;
- 5.o. To authorize an external management audit of the institution to be financed by the LGU and to institute reforms, including academic and structural changes on the basis of the audit results and recommendations;
- 5.p. To enter into joint ventures with the business and industry sectors for the profitable development and management of the economic assets of the school, the proceeds of which shall be used for the development and strengthening of the institution;
- 5.q. To develop consortia and other forms of linkages with local government units as well as local and international institutions and agencies, both public and private, in furtherance of the purposes and objectives of the Center;
- 5.r. To develop academic arrangements for institutional capability building with appropriate local and international institutions and agencies, both public and private; and to engage the services of consultants or visiting or exchange professors, scholars or researchers whenever necessary;
- 5.s. To authorize the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, open learning, community

laboratory, and others for the promotion of greater access to higher education;  
and

- 5.t. To establish policy guidelines and procedures for participative decision making and transparency within the institution.

**SECTION 6. Promulgation and Implementation of Policies** – The Board of Trustees 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, culture and arts, and sports.

**SECTION 7. The Administration** - The administration of the Loon Manpower Development Center shall be vested in the administrator of the school. He/She shall be appointed by the Board of Trustees, shall serve for a term of three (3) years, and shall be eligible for reappointment for another term; provided, that this provision shall not adversely affect the terms of the incumbents.

In case of vacancy by reason of death, resignation, removal for cause, or incapacity of the administrator to perform the functions of his/her office, the Board shall have the authority to designate an officer-in-charge (OIC) pending the appointment of a new administrator. In case of such vacancy, the latter shall hold office for the unexpired term.

**SECTION 8. Admission** - No student shall be discriminated nor denied admission to the Loon Manpower Development Center by reason of gender, nationality, religion, political affiliation, or physical disability.

**SECTION 9. The Secretary of the Loon Manpower Development Center** – The Chairman of the Board shall appoint a secretary with the concurrence of the trustees. The secretary shall keep all records of the Board, inform all trustees of scheduled meetings, and prepare and keep the proceedings of the Board's meetings.

**SECTION 10. The Municipal Treasurer** - The Municipal Treasurer, being a member of the Board of Trustees, shall be the *ex officio* treasurer of the Loon Manpower Development Center . All accounts and expenses of the school shall be audited by the Commission on Audit or its duly authorized representative.

**SECTION 11. The Administrative Council** - There shall be an administrative council that shall review and recommend to the Board of Trustees policies regulating the plans and activities of the Center in regard to administration, community extension and income generation. The Council shall be composed of the following:

- 11.a. School Administrator - Chairman
- 11.b. School Registrar
- 11.c. Head, Office of Student Affairs
- 11.d. Head or In-Charge, General Services Office (Supply Officer)
- 11.e. Heads of Departments of the Local Government Unit

**SECTION 12. The Academic Council** - There shall be an academic council that shall review and recommend to the Board of Trustees policies regulating the plans and activities of the Center in regard to instruction, research and scholarship. The Council shall be composed of the following:

- 12.a. School Administrator - Chairman
- 12.b. Heads of Departments of the Local Government Unit
- 12.c. Teachers of the Loon Manpower Development Center

**SECTION 13. Operational Funds** - For the initial operation of the Center, the Local Government Unit, through the Sangguniang Bayan, shall appropriate funds in the amount of Two Million Pesos (P2,000,000.00) as seed capital of the Local Government Unit (LGU)-Economic Enterprise.

**SECTION 14. Implementation** – The Municipal Mayor is hereby directed to take such steps as are necessary for the immediate implementation of this Ordinance.

**SECTION 15. Separability Clause** – If, for any reason, any part or 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. Repealing Clause** – All ordinances contrary to or inconsistent with this ordinance are hereby repealed or amended accordingly.

**SECTION 17. Effectivity Clause** – This ordinance shall take effect upon its approval.

**APPROVED BY MAJORITY VOTES.**

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I hereby certify to the correctness of the above-quoted ordinance.

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

ATTESTED:

**ELVI PETER L. RELAMPAGOS**  
Vice-Mayor  
Presiding Officer

APPROVED:

**LLOYD PETER M. LOPEZ, M.D.**  
Municipal Mayor

Date: \_\_\_\_\_

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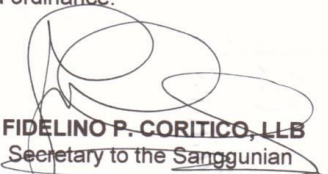
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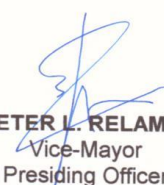
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**FIDELINO P. CORITICO, LLB**  
Secretary to the Sanggunian

ATTESTED:

  
**ELVI PETER L. RELAMPAGOS**  
Vice-Mayor  
Presiding Officer

APPROVED:

  
**LLOYD PETER M. LOPEZ, M.D.**  
Municipal Mayor

Date: August 4, 2014