



**GENERAL ORDINANCE NO. 56  
Series of 2014**

**AN ORDINANCE ESTABLISHING A TECHNICAL-VOCATIONAL INSTITUTION IN  
THE MUNICIPALITY OF TUNGAWAN, PROVINCE OF ZAMBOANGA SIBUGAY TO  
BE KNOWN AS TUNGAWAN TECHNOLOGY LIVELIHOOD TRAINING AND  
COMPETENCY ASSESSMENT CENTER (TTLTCAC)**

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Authored by: Hon. Lorverle S. Caracol

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**Be it Ordained by the 17<sup>th</sup> Legislative Council of Tungawan, Zamboanga  
Sibugay in its 2<sup>ND</sup> Special Session, Assembled, that:**

Section 1. Title. This Ordinance is cited as "An Ordinance Establishing a Technical Vocational Institution in the Municipality of Tungawan, Zamboanga, Zamboanga Sibugay otherwise known as "Tungawan Technology Livelihood Training and Competency Assessment Center" with an acronym of "TTLTCAC";

Section 2. The Governing Body – The governing body of Tungawan Technology Livelihood Training and Competency Assessment Center is hereby vested in the Board of Trustees (BOT) which shall be composed of the following:

Chairman - Municipal Mayor

Members:

1. Municipal Councilor –Chairman, Committee on Education
2. Municipal Treasurer
3. Municipal Economic Enterprises Development Officer
4. DepEd District Supervisor
5. Private Sector Representative
6. President, Tungawan Chamber of Commerce and Industry

The members of the Board of Trustees shall serve without regular compensation except when the Board concern may be authorized for such reasonable honorarium through the passage of a resolution. They may also be reimbursed for necessary expenses incurred in the attendance of meetings of the Board or in connection with their official duties and functions as Board of Trustee.

Section 3 – Term of Office – The Board of Trustees' Chairman and Members shall be co-terminus with the term of the Municipal Mayor.

Section 4 – Meeting; Quorum – The Board of Trustees shall regularly convene at least once every quarter. The Chairman of the Board of Trustees may call a special meeting whenever necessary provided that, the members are notified in writing at least five (5) days prior to the said meeting. A majority of all members of the Board who are present shall constitute a quorum for board meetings. In the absence of the Chairman of the Board, any member designated by him shall represent in the meeting and shall act as the presiding officer.





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Section 5. Powers and Duties of the Board of Trustees – The governing board shall have the specific powers and duties in addition to its general powers of administration and in the exercise of all powers granted to the Board of Trustees, as follows:

a.) The Chairman

- i) Preside the meetings of the Board of Trustees;
- ii) Exercise general supervision and control over all programs, projects, services and activities of the TTLTCAC;
- iii) Appoint all personnel of the Center, subject to the recommendation or concurrence of the Board of Trustees and in accordance with the Civil Service rules and regulations;
- iv) Exercise such other powers, duties and functions as may be prescribed by law or ordinance;

b.) The Board of Trustees

(i) To enact rules and regulations not contrary to law or ordinance as may be necessary to carry out the purpose and functions of the Tungawan Technology, Livelihood Training & Competency Assessment Center;

(ii) To receive and appropriate all sums as may be provided, for the support of the institution in the manner it may determine to carry out the purpose and functions of the school;

(iii) To receive in trust, legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the institution, subject to limitations, directions and instructions of the donors, if any;

(iv) To fix tuition fees and other necessary school charges, such as but not limited to matriculation and tuition fees, laboratory fees, and graduation fees to which the board may deemed proper to impose after the consultations with the involved sectors;

(iv.a) Such fees and charges, including government subsidies and other income generated by the institution, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interest that shall accrue therefrom shall form part of the same fund for the use of the institution;

(iv.b). 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 institution, research and extension and/or other program/projects of the school; provided, that all fiduciary fees shall be disbursed for a specific purpose for which they are collected;

*[Handwritten signature]*





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- (iv.c) 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;
- (v) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (vi) To approve the Annual and Supplemental Budget for the operation of the institution;
- (vii) To authorize the construction or repair of its building, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment, subject however, to the existing provisions of the Government Procurement Reform Act or RA NO. 9184 Purchase and other transaction entered into by the institution through the Board of Trustees shall be exempted from all local taxes, fees and charges;
- (viii) To fix and adjust honorarium/salaries of faculty members, administrative officials and employees subject to the provisions of the revised compensation laws governing hours of service, and such other duties and conditions as it may deem proper, 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;
- (ix) To approve the curricula, institutional program and rules of discipline which is in conformity with the guidelines set forth by appropriate government agency/ies;
- (x) To set policies on admission and graduation of students;
- (xi) To award honorary degrees upon person in recognition of outstanding contribution in the field of education, public service, arts, science and technology or any field of specification within the academic competence of the institution and to authorize the award of certificate of completion of non-degree courses;
- (xii) To provide room for career development/improvement of qualified personnel and scholarship to deserving students;
- (xiii) To delegate any of its powers and duties provided hereinabove to the School Administrator and/or its official as it may deem appropriate so as to expedite the administration of the affairs of the school;
- (xiv) 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;
- (xv) To enter into joint ventures with various entities and other industries in the pursuance of the students on-the-job training and other related curricular requirements;





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(xvi) To develop consortia and other forms of linkages with the local government units, institutions and agencies both public and private, local and foreign in furtherance of the purposes and objectives of the institution;

(xvii) To develop academic arrangement for institutional capability building with appropriate institutions and agencies, public or private local or foreign and appointed expert/specialists as consultants, or visiting or exchange professors, scholars, researches, as the case maybe;

(xix) To set up the adoption of modern and innovative modes of transmitting knowledge such as but not limited to, the use of information technology, the dual education system, open learning, community laboratory, and other methods for the promotion of greater access to higher education; and

(xx) 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 Philippines Constitution on education, science and technology, arts, culture and sports.

**Section 7 – Administrator –** The administration of the Board of Trustees shall be vested in the administrator of the school. He/she shall serve for a term of three (3) years and shall be eligible to 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 function of his office, the board shall have the authority to designate an office-in-charge pending the appointment of a new administrator.

In case of vacancy in the office of the administrator as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term.

**Section 8 – Admission –** No student shall be denied admission in the school by reasons of sex, nationality, religion, political affiliation, or physical disability.

**Section 9 – The Secretary of the Tungawan Technology Livelihood Training and Competency Assessment Center –** The Chairman of the Board shall appoint a secretary with the concurrence of the members of the Board who shall serve as such for both the School and the Board and shall keep all records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings.

**Section 10 – The Municipal Treasurer -** The Municipal Treasurer, who is a member of the Board, shall be the ex-officio treasurer of the institution. All accounts and expenses of the school shall be audited by the commission on Audit or its duly authorized representative.



Republic of the Philippines  
Region IX, Zamboanga Peninsula  
Province of Zamboanga Sibugay

**MUNICIPALITY OF TUNGAWAN**

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**OFFICE OF THE SANGGUNIANG BAYAN**

MP No. 09262641885 E-mail: sbo\_tungawanzs@yahoo.com



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Section 11 – Administrative and/or Academic Council – There shall be an Administrative and/or Academic Council consisting of the administrator of the school as Chairman, and as members are all Faculty members, all Administrative Staff and Student Organization President whose duty is to review and recommend to the Board of Trustees, policies regulating the administrative and academic management and development planning of the school for appropriate action.

Section 12 – Operational Funds – For the initial operation of the institution, there shall be funds to be appropriated in the amount of Two Hundred Thousand Pesos (P 200,000.00).


Section 13 – Implementation – The Municipal Mayor is hereby directed to take such steps as necessary for the immediate implementation of this Ordinance.

Section 14 – Separability Clause – If, for any reason, any part of the provision/s of this ordinance is declared invalid or unconstitutional, the remaining parts of provisions not affected thereby shall remain in full force and effect.

Section 15 – Repealing Clause – All ordinances contrary to or inconsistent with this ordinance are hereby repealed or amended accordingly.

Section 16 – Effectivity Clause – This ordinance shall take effect upon its approval.

**ENACTED and APPROVED** this 8<sup>TH</sup> day of December 2014 at Tungawan, Zamboanga Sibugay.

  
**DANTE D. IBARRA**  
Secretary to the SB

Attested:

  
**ABDURAUP A. ABISON**  
Municipal Mayor  
Presiding

Approved:

  
**RANDY A. CLIMACO**  
Municipal Mayor

Date Signed: 12/23 2014