

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

September 14, 1979

MSC MEMORANDUM
No 226, s 1979

BOARD MEETINGS OF CHARTERED STATE
COLLEGES AND UNIVERSITIES

To Presidents of Chartered State
Colleges and Universities
All Concerned

1 It is the policy to centrally coordinate the formulation of policies governing all chartered state colleges and universities to the end that the management and operation of such institutions may be strengthened and rendered more effective toward the attainment of their educational objectives in the context of national and/or regional development.

2 In line with the mandate of existing laws with the aim to institute and maintain more integrative, systemic and developmental processes and outputs of meetings of the governing boards of the chartered state colleges and universities, the following guidelines are hereby prescribed for observance by all concerned

a Board meetings shall be divided into regular and special. Four (4) regular meetings shall be held quarterly each year during the period of

- (1) January, February and March (1st Quarter)
- (2) April, May and June (2nd Quarter)
- (3) July, August and September (3rd Quarter)
and
- (4) October, November and December (4th Quarter)

Special meetings not exceeding two (2) during each quarter of the year may be conducted upon written request of the college/university president or head and approval by the Minister of Education and

Culture or his authorized representative, at least fifteen (15) days before the scheduled meeting

b In general, regular meetings should take up policy-matters, and special meetings should cover urgent implementing or action-programs or projects of approved policies. Specifically, however, the agenda of each regular meeting should include the following items

(1) First Quarter

Review of performance during preceding calendar year

Approval of list of candidates for graduation, and

Proposed programs and budgetary estimates for the next following calendar year

(2) Second Quarter

Presentation/approval of action-programs projects and/or activities as per approved operating school budget for incoming school year and

Review of approved college/university development plan and/or policies

(3) Third Quarter

Progress reports on approved programs, projects and/or activities during the year, and

Confirmation of Appointments

(4) Fourth Quarter

Presentation/approval of operating budget and plans, programs, projects, activities for incoming calendar year

c The Minister or his duly authorized representative should invariably be counted in determining a quorum of the governing boards

d Every meeting, regular and special shall have as terms of reference the respective Developm

Plan and College or University Code as approved by the governing boards and the Minister of Education and Culture

The college/university development plan shall embody its mission orientation and policies or strategies toward the realization of its immediate, intermediate, and long-range objectives and the college/university code shall define the substantive and procedural dynamics of authority, responsibility and accountability of the internal management and operation of the college or university

It shall be the responsibility of the president or head of each college/university to prepare or cause the preparation and submission of the documents herein called for to the Minister of Education and Culture through the Director of Higher Education not later than December 31, 1979. Provided, however, that the immediate approved development plan of the college/university shall be submitted on or before September 30, 1979.

e. Each college or university shall maintain in seriatim, under the direct responsibility of its Board Secretary, a complete file and records of each policy or resolution approved by its governing board. A copy of each of the approved policy or resolution shall be furnished the Minister of Education and Culture through the Director of Higher Education.

f. The agenda for every meeting, regular or special, shall be furnished the Minister of Education and Culture or his authorized representative and the other members of the governing boards at least ten (10) days before the scheduled date of the meeting.

g. Except as may be approved by the Minister of Education and Culture, for special reasons, all regular meetings of the governing boards shall be held in the central offices of the Ministry.

h. A specific budget during each calendar year shall be provided for the management and operation of the governing boards of each college or university.

i. Matters of policy shall not be decided through the medium of referendum.

3. The Minister of Education and Culture, as Chairman shall personally sit in the governing boards of the following

chartered state colleges and universities and he shall be represented by duly authorized officials of the Ministry during meetings of the other institutions, viz

a Dr. Onofre D. Corpuz
Minister of Education and Culture

- (1) University of the Philippines
- (2) Mariano Marcos State University
- (3) Philippine Normal College
- (4) Polytechnic University of the Philippines
- (5) Tarlac College of Technology
- (6) West Visayas State College
- (7) Cebu State College
- (8) Leyte State College
- (9) Mindanao State University
- (10) University of Southeastern Philippines

b Dr. Narciso Albarracin
Deputy Minister of Education and Culture

- (1) Pangasinan State University
- (2) University of Northern Philippines
- (3) Isabela State University
- (4) Technological University of the Philippines
- (5) Rizal University
- (6) Palawan Teachers College
- (7) Catanduanes State College
- (8) University of Eastern Philippines
- (9) Children's Educational Foundation Village
- (10) Bukidnon State College
- (11) Western Mindanao State University

c Dr. Vedeslo Suarez
Assistant Secretary

- (1) Southern Ilocos Polytechnic State College
- (2) Bulacan College of Arts and Trades
- (3) Don Honorio Ventura Colleges of Arts and Trades
- (4) Central Luzon Polytechnic College
- (5) Eulogio Rodriguez Institute of Technology
- (6) Rizal Technological Colleges
- (7) Fabio Borbon Memorial Institute of Technology
- (8) Leyte Institute of Technology
- (9) Naval Institute of Technology
- (10) Palompon Institute of Technology
- (11) Don Mariano Marcos Memorial Polytechnic State College of Northern Mindanao

d Dr Antonio G. Dumiao
Director of Higher Education

- (1) Don Mariano Marcos Memorial State College
- (2) Mountain State Agricultural College
- (3) Cagayan State University
- (4) Nueva Vizcaya State Institute of Technology
- (5) Tarlac College of Agriculture
- (6) Central Luzon State University
- (7) Pampanga Agricultural College
- (8) Don Severino Agricultural College
- (9) Palawan National Agricultural College
- (10) Philippine Air Force College of Aeronautics
- (11) Iloilo State College of Fishery
- (12) Visayas State College of Agriculture
- (13) Central Mindanao University
- (14) University of Southern Mindanao

4 The schedule of the regular quarterly meetings of the governing boards shall be arranged and agreed upon by the members or designated members thereof. The Minister may attend at least one of the four (4) regular meetings of each college or university during the year, preferably to be held in the campus of the college/university concerned. For this purpose, the schedules of regular meetings as finally agreed upon or approved by the members thereof, shall be furnished the Minister through the Director of Higher Education.

5 This Memorandum shall take effect immediately.

(SGD) ONOFRE D. CORPUZ
Minister of Education and Culture

Reference

MEC Memorandum No. 122, s. 1979

Allotment 3--(D O 1-76)

To be indicated in the Perpetual Index
under the following subjects:

*RULES & REGULATIONS
*UNIVERSITIES and COLLEGES

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