

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

February 8, 1980

MEC M E M O R A N D U M  
No. 34, s. 1980

REVISED GUIDELINES FOR BOARD MEETINGS OF CHARTERED  
STATE COLLEGES AND UNIVERSITIES

To: Bureau Directors  
Regional Directors  
Presidents, State Colleges  
and Universities

1. It is a policy of this Ministry to centrally coordinate the formulation of policies governing all chartered state colleges and universities.

2. In line with this policy and existing laws, and in order to institute and maintain more integrative, systemic and developmental processes and outputs of meetings of the governing boards of the state colleges and universities, the following guidelines are issued for observance by all concerned:

- a. Board meetings shall be regular and special.  
Four (4) regular meetings shall be held each year, one per quarter.

Special meetings not exceeding two (2) during each quarter may be conducted upon written request of the college/university president or head and approved 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 action-programs or projects. Specifically, however, the agenda of each regular meeting should include the following items:

(1) First Quarter (January, February, March)

Review of performance during preceding calendar year;

Approval of list of candidates for graduation; and

Proposed programs and budgetary estimates for the following calendar year.

(2) Second Quarter (April, May, June)

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 (July, August, September)

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

Confirmation of appointments.

(4) Fourth Quarter (October, November, December)

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.
- d. Every meeting, regular and special, shall have as terms of reference the college/university Development Plan and College or University Code as approved by the governing board.

The college/university development plan shall embody the school's mission, orientation and policies and 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 college/university president to prepare or cause the preparation and submission of the aforesaid development plan and code to the Minister of Education and Culture through the HEC Officer for state colleges and universities not later than May 31, 1980: Provided, however, that the approved short-term development plan of the college/university shall be submitted on or before April 30, 1980.

- 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 each of the approved policy or resolution shall be furnished the Minister of Education and Culture through the said Officer for state colleges and universities.
- 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. No policy and fiscal matters shall be decided through the medium of referendum.
- g. Except as may otherwise be approved by the Minister of Education and Culture, all regular meetings of the governing boards shall be held in the Central Office of the Ministry.
- h. A specific budget for each calendar year shall be provided for the management and operation of the governing board of the college or university.

3. The Minister of Education and Culture, as Chairman, will personally sit in the governing boards of the following chartered state colleges and universities:

- a. University of the Philippines
- b. Mariano Marcos State University
- c. Philippine Normal College
- d. Polytechnic University of the Philippines
- e. Tarlac College of Agriculture
- f. Technological University of the Philippines
- g. Cebu State College
- h. Leyte State College
- i. Mindanao State University
- j. University of Southeastern Philippines

He shall be represented by duly authorized officials of the Ministry during meetings of the other institutions, viz:

- a. ABRAHAM I. FELIPE  
Deputy Minister

- (1) West Visayas State College
- (2) Visayas State College of Agriculture
- (3) Pampanga Agricultural College
- (4) Bukidnon State College
- (5) Rizal Technological Colleges
- (6) Iloilo State College of Fisheries
- (7) Pangasinan State University
- (8) Bicol University
- (9) Central Luzon State University
- (10) University of Southern Mindanao

- b. HERMENEGILDO C. DUNLAC  
Deputy Minister

- (1) University of Northern Philippines
- (2) Western Mindanao State University
- (3) Southern Ilocos Polytechnic State College
- (4) Western Luzon Agricultural College
- (5) Palawan Teachers College
- (6) Eulogio "Amang" Rodriguez Institute of Science and Technology
- (7) Leyte Institute of Technology
- (8) Naval Institute of Technology
- (9) Don Honorio Ventura College of Arts and Trades

c. WEDASTO G. SUAREZ  
Assistant Secretary

- (1) Bulacan College of Arts and Trades
- (2) Don Mariano Marcos Memorial Polytechnic State College of Northern Mindanao
- (3) Don Severino Agricultural College
- (4) Palawan National Agricultural College
- (5) Central Luzon Polytechnic College
- (6) Palompon Institute of Technology
- (7) Don Mariano Marcos Memorial State College
- (8) Pablo Bonzon Memorial Institute of Technology
- (9) Central Mindanao University

d. ANTONIO G. DUMLAO  
Director, Bureau of Higher Education

- (1) Catanduanes State College
- (2) Nueva Vizcaya State Institute of Technology
- (3) Philippine Air Force College of Aeronautics
- (4) Children's Educational Foundation Village
- (5) Mountain State Agricultural College
- (6) Tarlac College of Technology
- (7) Isabela State University
- (8) Cagayan State University
- (9) University of Eastern Philippines

4. The Minister may attend at least one of the four (4) regular meetings of the governing board of each college or university during the year, preferably to be held in the campus of the college/university concerned. For this purpose, the schedule of regular meetings, as finally agreed upon or approved by the members thereof, shall be furnished the Minister through the Officer for state colleges and universities.

5. All previous orders and memorandums of this office that are inconsistent or in conflict with this Memorandum or a part or parts thereof are hereby repealed or amended accordingly.

6. This Memorandum shall take effect immediately.

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

References:

MEC Memorandums: Nos. 122 and 226, s. 1979

Allotment: 1-3--(D.O. 1-76)

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

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