

Republic of the Philippines
PROVINCE OF CAGAYAN
City of Tuguegarao

SIXTH CITY COUNCIL

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION
OF THE SANGGUNIANG PANLUNGSOD OF TUGUEGARAO CITY, CAGAYAN
HELD ON SEPTEMBER 23, 2014, 9:00 A.M., TUESDAY,
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL

PRESENT:

Hon. Bienvenido C. De Guzman II	City Vice Mayor, Presiding Officer
Hon. Rosauro G. Resuello	Sangguniang Panlungsod Member
Hon. Maila Rosario T. Que	-do-
Hon. Jude T. Bayona	-do-
Hon. Kendrick S. Calubaquib	-do-
Hon. Estelita U. Dayag	-do-
Hon. Aurora A. Ave	-do-
Hon. Anthony C. Tuddao	-do-

ABSENT:

Hon. Ronald S. Ortiz	Sangguniang Panlungsod Member (on Official Leave)
Hon. Perla C. Tumaliuan	-do- (on Official Business)
Hon. Loreto B. Valdepeñas	-do- (on Official Business)
Hon. Noel A. Mora	-do-
Hon. Hilario Larry S. Ting	-do-

CITY ORDINANCE NO. 010-2014

**AN ORDINANCE ESTABLISHING AN EDUCATIONAL ASSISTANCE PROGRAM
FOR PERSONNEL OF THE LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY
AND PROVIDING FUNDS THEREFOR**

Sponsor: **HON. ESTELITA U. DAYAG**
Co-Sponsors: **HON. BIENVENIDO C. DE GUZMAN II**
HON. ROSAURO G. RESUELLO
HON. NOEL A. MORA
HON. JUDE T. BAYONA
HON. AURORA A. AVE
HON. RONALD S. ORTIZ
HON. LORETO B. VALDEPEÑAS
HON. ANTHONY C. TUDDAO
HON. KENDRICK S. CALUBAQUIB
HON. MAILA ROSARIO T. QUE

WHEREAS, the 1987 Philippine Constitution mandates that the State shall protect the right of all citizens to qualify education at all levels, and shall take appropriate steps to make such education accessible to all. It likewise mandates that the State shall give priority to education, among others, and promote total human liberation and development. It further provides that the State shall establish and maintain a system of scholarship grants, student loan program, subsidies and other incentives to make education attainable;

WHEREAS, the 1987 Philippine Constitution also affirms labor as a primary social economic force, guarantees the protection of the rights of workers, promote their welfare, and afford them full protection;



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WHEREAS, the Local Government of Tuguegarao City recognizes the indispensable role of its human resource or personnel in achieving its vision, mission and goals by providing quality public service;

WHEREAS, a higher educational attainment enhances the merit, fitness and capability of personnel, and equips them with better knowledge and skills, thus improving the quality of public service;

WHEREAS, working within the context of the aforementioned constitutional policies, the establishment of a personnel educational assistance program for the Local Government of Tuguegarao City is an appropriate incentive and is greatly beneficial to its human resource to help attain improved government performance and to consequently provide a better future for themselves and their families;

WHEREAS, the Sangguniang Panlungsod of Tuguegarao City is expressly vested with the power to determine the positions, salaries, wages, allowances, and other emoluments and benefits of its officials and employees pursuant to Section 458 (a)(1)(viii) of Republic Act No. 7160 otherwise known as the Local Government Code of 1991.

WHEREFORE, be it **ORDAINED** by the Sixth City Council of Tuguegarao City, Cagayan, in its regular session assembled to enact:

SECTION 1. TITLE. This Ordinance shall be known and cited as the “Ordinance Establishing an Educational Assistance Program for Personnel (EAPP) of the Local Government Unit of Tuguegarao City.”

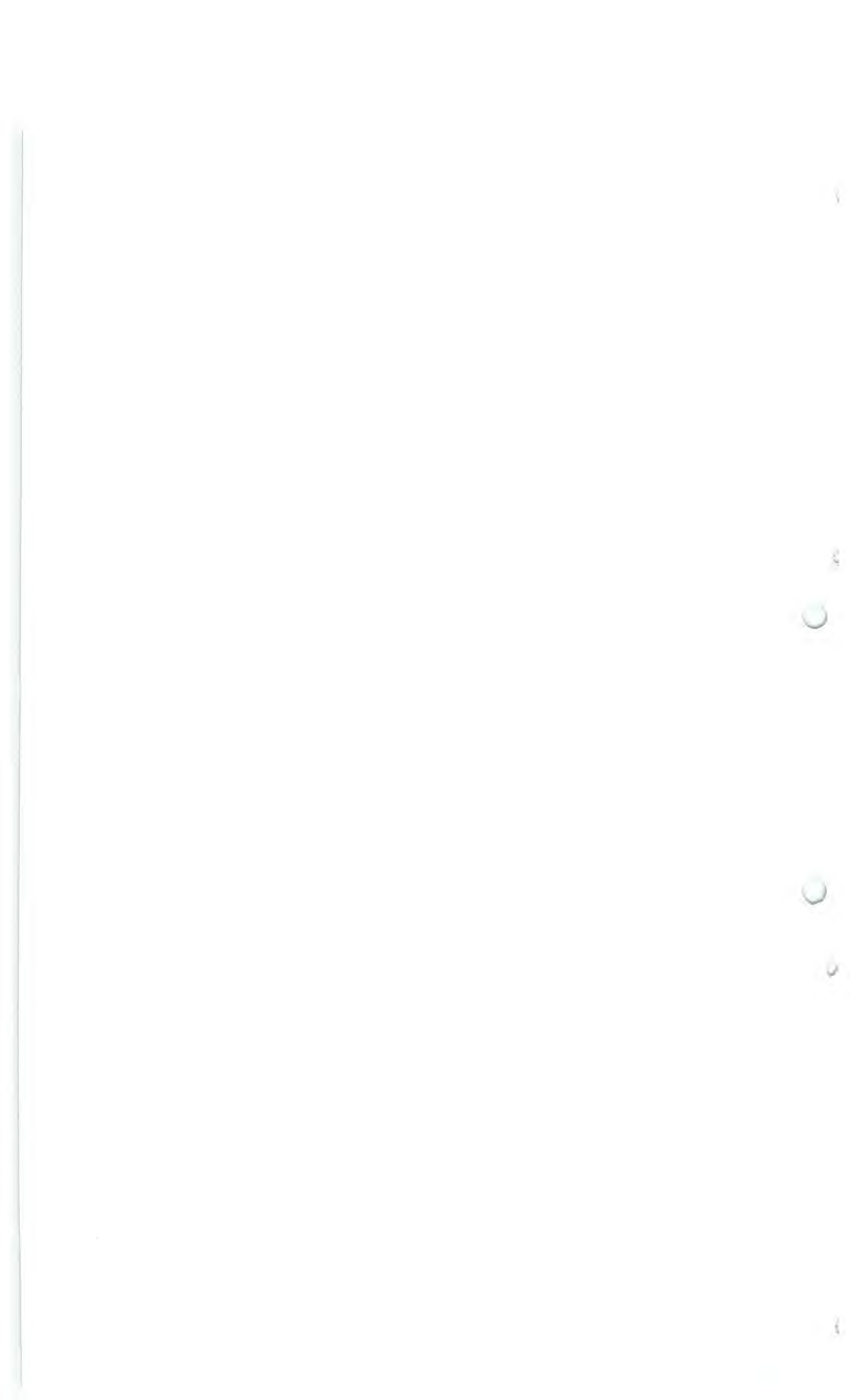
SECTION 2. SCOPE AND LIMITATION. This Ordinance shall apply only to *qualified* permanent employees of the Local Government Unit of Tuguegarao City who choose to pursue a post graduate degree. All permanent employees of the nineteen (19) regular offices/departments of the LGU-Tuguegarao City are covered under this Ordinance. Priority shall be given to non-master’s degree holders. Assistance shall be availed only once.

SECTION 3. DEFINITION OF TERMS. When used in this Ordinance, the following terms shall mean:

- a. **Educational Assistance Program** – a financial assistance or grant for the purpose of pursuing a law degree or master’s degree.
- b. **Grant** – a non-repayable fund disbursed by the grantor (LGU-Tuguegarao City) to a grantee or recipient. In order to receive a grant, a proposal or application for such shall be required.
- c. **Grantee** – the recipient or beneficiary of an educational assistance or grant.
- d. **Law Degree** – an academic degree granted by a school, college or university to individuals who have satisfactorily completed the study of law, its meanings, values, practices and institutions.
- e. **Master’s Degree** – an academic degree granted by a school, college or university to individuals who have undergone study demonstrating mastery or a high-order overview of a specific field of study or area of professional practice.
- f. **Post Graduate Degree** – a law degree or master’s degree.
- g. **Permanent Employee** – an employee who is issued a permanent appointment by the Local Appointing Authority where his/her status has no specific end date of employment.
- h. **Qualified Permanent Employee** – an employee who possesses all the qualifications as stated in Sections 3(g) and 5 hereof and none of the disqualifications in Section 6.
- i. **Semester** – an academic term. It is the time during which a school, college or university holds classes.

SECTION 4. AUTHORIZATION. There is hereby established an Educational Assistance Program for Personnel (EAPP) of the Local Government Unit of Tuguegarao City. The





educational assistance shall be a grant to those who shall be qualified and chosen. Nineteen (19) grantees shall be chosen for each year, one (1) from each regular office/department.

SECTION 5. QUALIFICATIONS. The applicant/grantee:

- a. Holds a Bachelor's Degree in any field.
- b. A bonafide resident and registered voter of Tuguegarao City.
- c. Employed or rendered at least three (3) years of service as a permanent employee.
- d. Maintained a performance rating of VERY SATISFACTORY (VS) during his/her years of service as a permanent employee.
- e. Qualified rank and file employee.

SECTION 6. DISQUALIFICATIONS.

- a. Pending administrative or criminal case.

SECTION 7. REQUIREMENTS.

a. INITIAL REQUIREMENTS FOR APPLICATION

- i. Application Letter
- ii. College Diploma or Transcript of Records
- iii. Community Tax Certificate
- iv. Voter's ID/Certification
- v. Certification of VERY SATISFACTORY (VS) Performance Rating from the Human Resource Management Officer (HRMO) for the past three (3) years of service as permanent employee
- vi. Certification of No Pending Administrative or Criminal Case from CSC and Regular Courts
- vii. Written Recommendation from the applicant's Department Head or the City Mayor in case it is a Department Head availing of the assistance
- viii. Assessment of payment due from the qualified regular employee's school registrar

b. MAINTENANCE OF EAPP GRANT. To continue the benefit under this program, the grantee shall submit the following documentary requirements:

- i. Assessment of payment due for the semester from the qualified regular employee's school registrar
- ii. A certification from the school registrar that the qualified regular employee has no failing or incomplete grade
- iii. A certification of VERY SATISFACTORY (VS) Performance Rating from the Human Resource Management Officer (HRMO) for the latest performance rating period
- iv. Updated Certification of No Pending Administrative or Criminal Case

SECTION 8. PROHIBITIONS AND LIMITATIONS OF THE GRANT

- a. The grant of the EAPP to a qualified permanent employee is not a grant of privilege to work undertime or be tardy in his/her designated office/position in the LGU-Tuguegarao City.
- b. The schedule of classes of the grantee must not be in conflict with his regular work schedule in the LGU-Tuguegarao City.
- c. The grantee must complete or graduate his/her post graduate education in four years (for law degree) or two and a half (2 ½) years (for master's degree).

SECTION 9. PROCEDURE FOR EAPP APPLICATION.

- a. The application and grant of the EAPP shall be semester based.



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- b. A qualified permanent employee of LGU-Tuguegarao City may avail of the EAPP by submitting all the required documents stated under Section 7(a) to the HRMO in compliance with the following non-extendible dates for submission:
 - On or before June 15 – Application for EAPP grant for the First (1st) Semester of the school year
 - On or before November 15 – Application for EAPP grant for the Second (2nd) Semester of the school year
- c. Existing EAPP grantees shall continue to avail of the benefit under this program by complying with the requirements under Section 7(b) hereof and the dates referred to in the preceding paragraph.
- d. The grantee must enter into a Two-Year Service Obligation Contract with the Local Government Unit of Tuguegarao City. Otherwise, he/she must refund the entire amount availed.

SECTION 10. EAPP SCREENING COMMITTEE. A screening committee is hereby created to screen and approve EAPP applications. Further, all applications with their attached documentary requirements shall be accepted, kept and filed with the HRMO.

- a. **COMPOSITION OF THE EAPP SCREENING COMMITTEE.** The screening committee shall be composed of the following:

Chairman: Duly authorized representative of the City Mayor
 Vice Chairman: Chairman, Committee on Education
 Members: HRMO Head
 One representative from the LGU-Tuguegarao City employee's association

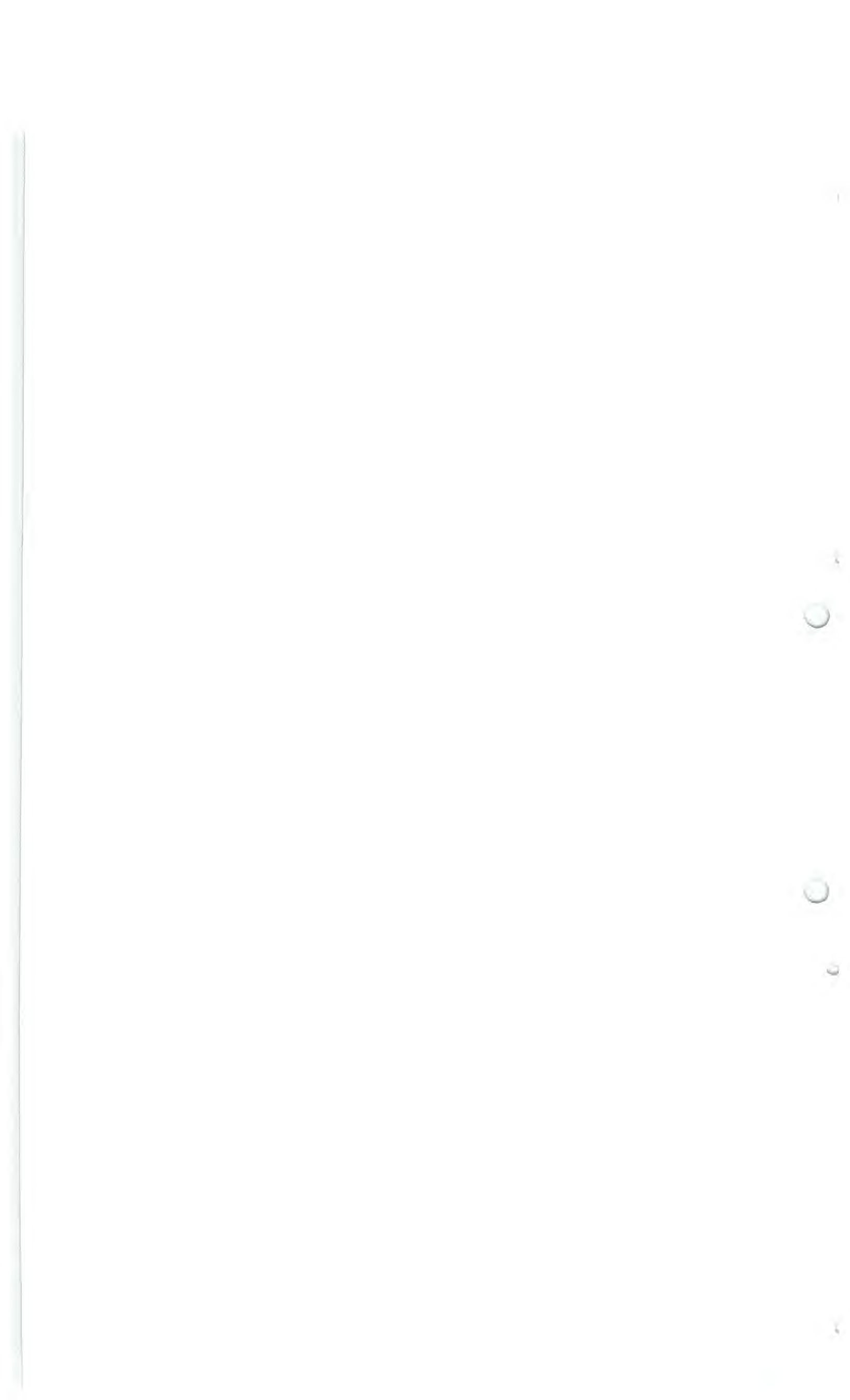
- b. **FUNCTIONS OF THE EAPP SCREENING COMMITTEE.** The screening committee shall meet and convene twice a year (every 30th of May and October) to perform the following functions:
 - i. Screen and evaluate all applications (initial and maintenance of grant) if all the requirements for qualification and maintenance as provided in Section 7 have been met.
 - ii. Issue a Certificate of Personnel Educational Assistance Grant to a qualified applicant.
 - iii. Finalize and keep a record of the list of all EAPP grantees per semester, both incoming and continuing.
 - iv. Monitor and assess the performance of all EAPP grantees and act on the renewal (maintenance of grant) or revocation on the bases of Sections 7 and 8.
 - v. In cases when an existing grantee is disqualified due to non-compliance to any of the requirements under Section 7(B) hereof, the screening committee shall issue the necessary Notice of Disallowance to the grantee.
 - vi. Shall meet as the need arises to discuss the implementation of this Ordinance.
 - vii. Shall establish guidelines consistent herewith.

SECTION 11. AMOUNT OF FINANCIAL ASSISTANCE. Each qualified permanent employee grantee shall receive Fifteen Thousand Pesos (P15,000.00) for each semester that he/she is officially enrolled and granted the EAPP.

SECTION 12. FUNDING. The amount of Five Hundred Seventy Thousand Pesos (P570,000.00) is hereby appropriated and authorized as initial funding for the purpose herein. Thereafter, the necessary funding for the continuity of the assistance/grant shall be appropriated and authorized on an incremental basis either in the Annual Budget or Supplemental Budget in the succeeding years.

SECTION 13. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval.

On motion of Hon. Estelita U. Dayag and without objection from the Body, **CITY ORDINANCE NO. 010-2014** was UNANIMOUSLY APPROVED under suspended rules.




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I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING:

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JOEL JOSEPH L. EGIPTO, Ph.D.
Secretary to the Sangguniang Panlungsod

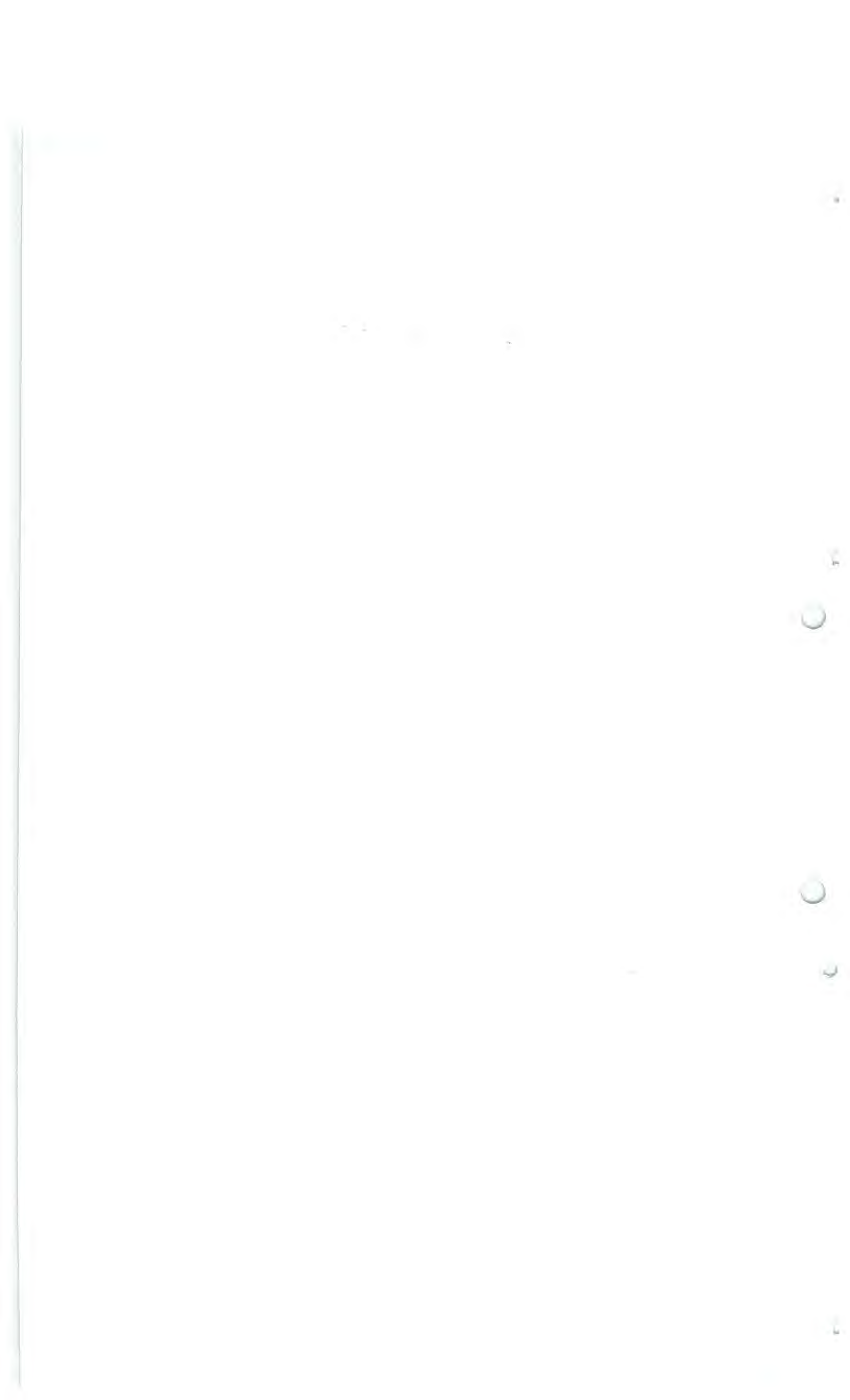
ATTESTED:


HON. BIENVENIDO C. DE GUZMAN II
City Vice Mayor
Presiding Officer

APPROVED:


HON. ENGELBERT C. CARONAN, JR.
City Mayor
Date approved: 10/17/14

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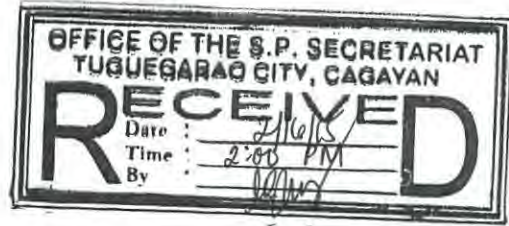




Republic of the Philippines
PROVINCE OF CAGAYAN
Tuguegarao City
SANGGUNIANG PANLALAWIGAN

January 27, 2015

HON. BIENVENIDO C. DE GUZMAN II
City Vice Mayor
Tuguegarao City



Dear Hon. De Guzman:

We are furnishing your esteemed Office a copy of **RESOLUTION NO. 2015 - 8 - 04**, of the Sangguniang Panlalawigan of Cagayan, entitled: **"RESOLUTION APPROVING ORDINANCE NO. 010-2014 OF THE CITY OF TUGUEGARAO, CAGAYAN."**

For your information and guidance.

Thank you.

Very truly yours,


ROSALINDA C. PONCE-CALLANG, DPA
Secretary to the Sangguniang Panlalawigan

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Republic of the Philippines
Province of Cagayan
Tuguegarao City

SANGGUNIANG PANLALAWIGAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE PROVINCIAL BOARD HELD ON WEDNESDAY, JANUARY 14, 2015 AT THE SESSION HALL OF THE SANGGUNIANG PANLALAWIGAN, PROVINCIAL CAPITOL, TUGUEGARAO CITY.

PRESENT:

Hon. Leonides N. Fausto, Vice Governor/ Presiding Officer
Hon. Ramon C. Nolasco, Member
Hon. Maria Olivia B. Pascual, Member
Hon. Romeo S. Garcia, Member
Hon. Melvin K. Vargas, Jr., Member
Hon. Vilmer V. Vilorio, Member
Hon. Alexander S. Daguna, Member
Hon. Karen Kaye T. Turingan, Member
Hon. Mila Perpetua C. Lauigan, Member
Hon. Winnoco R. Abraham, Member
Hon. Christian R. Guzman, Member
Hon. Napoleon G. Sacramed, Member
Hon. Vicente G. Pagurayan, Member

ABSENT:

NONE

RESOLUTION NO. 2015 - 8 - 04

RESOLUTION APPROVING ORDINANCE NO. 010-2014 OF THE CITY OF TUGUEGARAO, CAGAYAN

Joint Report of the Committee on Education and Culture and the Committee on Laws, Revisions, Ordinances and Legal Matters on Ordinance No. 010-2014 of the City of Tuguegarao, Cagayan, recommending favorable review thereof subject to the observations and recommendations stated therein.

ADOPTED and APPROVED by the Sangguniang Panlalawigan.

On motion of Hon. Christian R. Guzman, duly seconded, be it

RESOLVED, as it is hereby resolved, to approve Ordinance No. 010-2014 of the City of Tuguegarao, Cagayan, entitled: "An Ordinance Establishing an educational Assistance Program for Personnel of the Local Government Unit of Tuguegarao City and Providing Funds Therefor", with the attached report of the Committee on Laws, Ordinances, Revisions and Legal Matters, as adopted and which forms an integral part of this



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Resolution, a copy of which is hereby transmitted to that City, for their information and reference.

CARRIED.

I HEREBY CERTIFY to the correctness of the above-quoted Resolution.


ROSALINDA P. CALLANG, DPA
Secretary
Sangguniang Panlalawigan
09-15-2025 819

ATTESTED:


LEONIDES N. FAUSTO
Vice Governor
Presiding Officer

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IN THE DEPARTMENT OF CHEMISTRY

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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

**COMMITTEE ON EDUCATION AND CULTURE AND COMMITTEE ON LAWS,
ORDINANCES, REVISIONS AND LEGAL MATTERS**

JOINT COMMITTEE REPORT

SUBJECT:

TUGUEGARAO CITY, CAGAYAN:

CITY ORDINANCE NO. 010-2014 ENTITLED: AN ORDINANCE ESTABLISHING AN EDUCATIONAL ASSISTANCE PROGRAM FOR PERSONNEL OF THE LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY AND PROVIDING FUNDS THEREFOR

FINDINGS/ DISCUSSIONS:

Before these committees is an ordinance establishing an educational assistance program for personnel in the Local Government Unit of Tuguegarao City. The enactment is laudable as the subject ordinance is of great advantage to its employees who are willing to pursue law and master's degree education but are however financially constrained to do so. It is an appropriate mechanism to grant incentives to the employees of the local government unit, who, through the years have rendered their service to the agency with utmost passion and dedication and at the same an opportunity for them to enhance their work-related skills.

The subject ordinance is akin to Section 458(a)(1)(viii) of the Local Government Code, which states, thus:

Section 458.

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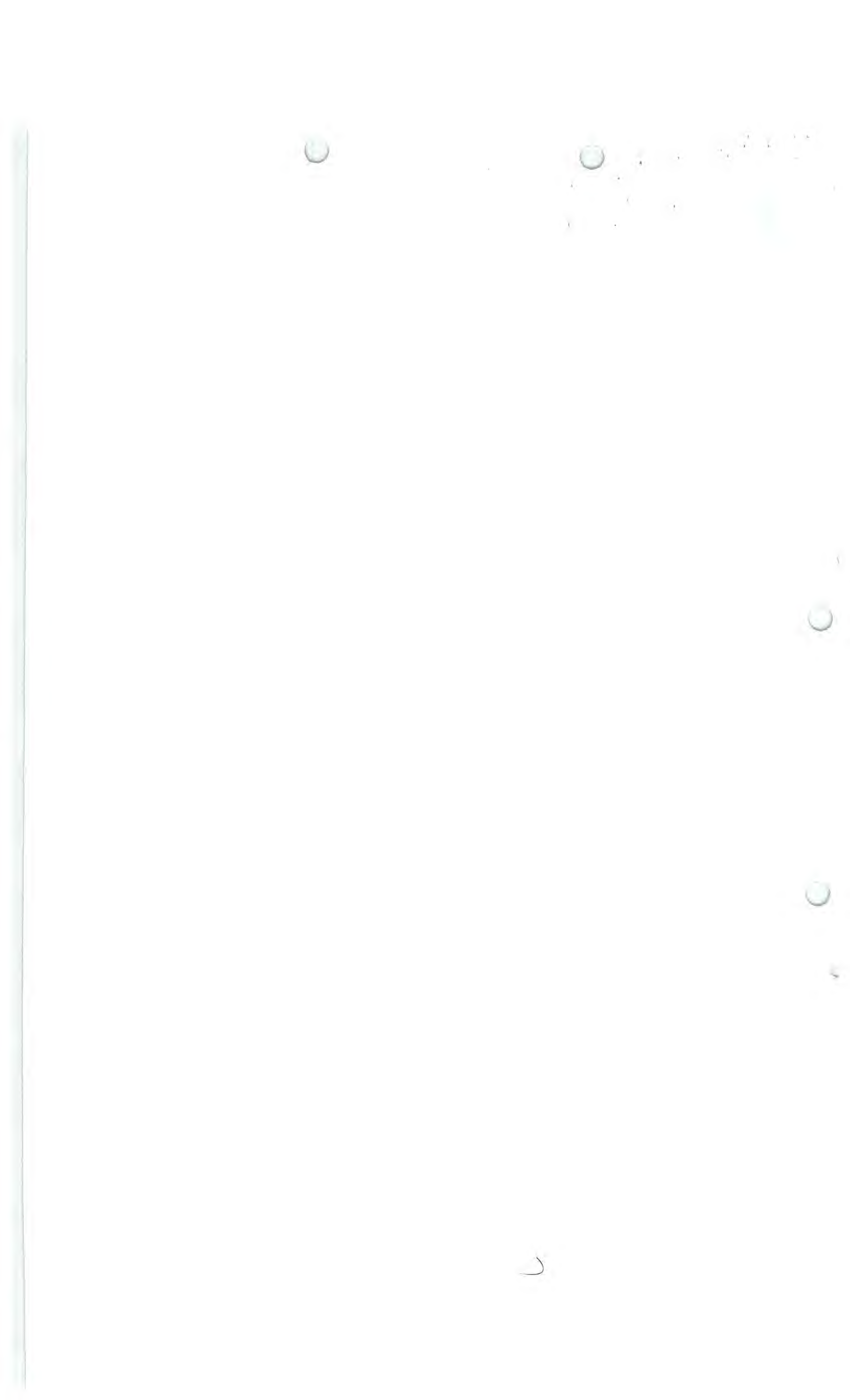
viii.) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government.

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Furthermore, it is substantially in line with the mandate of the Civil Service Commission Memorandum Circular No. 11 s-2002 entitled: *Revised Guidelines on the Local Scholarship Program for Master's Degree Course (LSP-MDC)* which aims, among others, to provide educational opportunities to employees of the government for their professional and career development, enhance the knowledge and skills of employees so they can contribute to the achievement of agency goals and to professionalize the civil service workforce towards the effective delivery of public service.

While the members of these committees find no legal infirmity in the legislative measure, the following are recommended to be incorporated therein, *to wit*:

- a. The inclusion of a doctor's degree program is proper considering that it is of no distinction with that of a law degree in terms of the years of completion, assuming all other factors are equal;





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b. Section 5 and Section 6 of the ordinance must be patterned *pro tanto* after the CSC Circular No. 11 s-2002, viz:

1. Make the Very Satisfactory Performance Rating of the employee to two (2) years instead of three (3) years;

2. Applicant with pending administrative case may avail of the program; however, should the employee be found guilty, his/her scholarship is deemed automatically revoked. Hence, he/she shall refund the agency the actual amount paid for the grant;

c. A separate section should be inserted to set the rules to observe for the termination of the scholarship, i.e., failure to maintain the grade/average requirement, failure to pass 2 or 3 subjects and the conviction of pending administrative complaint.

With respect to the other provisions of the ordinance, the members of these committees find no inconsistency with pertinent laws, policies and guidelines.

RECOMMENDATION:

WHEREFORE, PREMISES CONSIDERED, finding the City Ordinance No. 010-2014 of Tuguegarao City, *INTRA VIRES*, these committees recommend its **APPROVAL**, subject to the aforestated suggestions and observations.

COMMITTEE ON EDUCATION AND CULTURE

HON. CHRISTIAN R. GUZMAN
Chairman

HON. VICENTE G. PAGURAYAN
Vice Chairman

HON. MELVIN K. VARGAS, JR.
Member

HON. NAPOLEON G. SACRAMED
Member

HON. MARIA OLIVIA B. PASCUAL
Member

HON. MILA PERPETUA CATABAY-LAUGAN
Member



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PROVINCE OF CAGAYAN
Tuguegarao City



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

COMMITTEE ON LAWS, ORDINANCES, REVISIONS AND LEGAL MATTERS

HON. MILA PERPETUA CATABAY-LAUGAN
Chairman

HON. ROMEO S. GARCIA
Vice Chairman

HON. WINNOCO R. ABRAHAM
Member

HON. VICENTE G. PAGURAYAN
Member

HON. RAMON C. NOLASCO
Member

