



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 04
Series of 2020

AN ORDER CREATING THE EXECUTIVE COMMITTEE AND TECHNICAL WORKING GROUP FOR THE ESTABLISHMENT OF THE PROPOSED DAVAO CITY COLLEGE, AND DEFINING THE RESPECTIVE POWERS, TASKS AND FUNCTIONS THEREOF

WHEREAS, Article XIV Section 1 of the 1987 Philippine Constitution enunciated the policy of the state to protect and promote the rights of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all;

WHEREAS, Section 2 of Article IV states that the state shall establish, maintain and support a complete, adequate, and integrated system of education relevant to the needs of the people and the society;

WHEREAS, pursuant to the provisions of Article III Sections 447, 458, 468 of the Local Government Code, local government units (LGUs) may establish and provide for the operation of a vocational and technical school and similar post-secondary institutions subject to availability of funds, and existing laws, rules and regulations;

WHEREAS, AmBisyon Natin 2040 represents the collective long-term vision and aspirations of the Filipino people for themselves and for the country in the next few years – describing the kind of life that people want to live, and how the country will be by year 2040. It emphasizes the vision of well-educated, innovative Filipinos who will continuously improve the quality of life in the Philippines;

WHEREAS, the local government of Davao has always been committed in providing a complete system of education that is accessible to all through a city-legislated college;

WHEREAS, the creation of a city-legislated college in Davao City will provide access and equitable distribution of opportunities for the deprived, disadvantaged, and underserved Dabawenyos to acquire higher education.

NOW THEREFORE, I, SARA Z. DUTERTE, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. CREATION AND COMPOSITION OF THE EXECUTIVE COMMITTEE. There is hereby created an Executive Committee (EXECOM) to be composed of the following:

- Chairperson : City Mayor
- Co-Chairpersons : Vice Mayor
Chairperson of the Committee on Education
DepEd Schools Division Superintendent
CHED Regional Director
TESDA Regional Director
- Members: : CMO Chief of Staff
City Engineer's Office
City Planning Office
City Treasurer's Office
City Budget Office
General Services Office
City Accountant's Office
Selected Davao City National High School Personnel

SECTION 2. FUNCTIONS OF THE EXECOM. The Executive Committee shall take charge of overseeing the steps to be taken in the establishment of the city college. Specifically, the EXECOM shall:

- a. Promulgate policies in accordance with the declared state policies on higher education as well as the policies, standards and thrusts of the Commission on Higher Education (CHED) under Republic Act 772 and other pertinent laws;
- b. In coordination with the Sangguniang Panlungsod, provide for the regular support for the development, operation and maintenance of the local college;
- c. Recommend to the Sangguniang Panlungsod policies on tertiary education and other related development legislation on effective governance and management of the local college; and
- d. Provide a permanent site for the construction of school buildings and offices of the city college.

SECTION 3. CREATION OF TECHNICAL WORKING GROUP. There is hereby created sub-committees which shall be clustered into the following:

3.1 TECHNICAL/FACILITATING COMMITTEE

City Mayor's Office
DepEd Schools Division Office
CHED Regional Office XI
TESDA Regional Office XI
City Budget Office
City Engineer's Office
City Accountant's Office
City Treasurer's Office
City Planning Office
City Legal Office
Sangguniang Panlungsod – Education Committee Chairperson

3.2 TECHNICAL WORKING GROUP/SECRETARIAT

Selected Personnel of Davao City National High School

SECTION 4. TASKS AND FUNCTIONS. The Sub-Committees shall have the following tasks and functions:

4.1 TECHNICAL/FACILITATING COMMITTEE. The committee shall take charge in the performance of major functions particularly on the creation of the ordinance, physical facilities and budget allocation.

4.1.1 Sangguniang Panlungsod (SP) Education Committee Chair

- a. Serve as link between the City Mayor's Office and the City Council;
- b. Prepare the City Ordinance that shall serve as the charter of the city college

4.1.2 City Treasurer's Office

- a. Certify the availability of funds of the local government as provided by the pertinent provisions of the Local Government Code of 1991

4.1.3. City Engineer's Office

- a. Take charge in the preparation of project development plan;
- b. Identify a school site with appropriate size and location pursuant to the applicable provisions of the Building Code of the Philippines;

4.1.4. Interim Office of the City Architect

- a. Prepare and present the blueprint of the architectural design for the buildings and other physical facilities.

4.1.5 City Planning and Development Office

- a. Coordinate with the City Engineer's Office in the identification of a viable school site with appropriate size and location pursuant to the applicable provisions of the zoning ordinance of the locality;
- b. Provide demographic, statistical, and geographic data in the identification of school site;
- c. Coordinate with the City Engineer's Office in the preparation of the project development plan.

4.1.6 City Budget Office

- a. Prepare the annual budget allocation of the city college during its initial implementations;
- b. Allocate budget for the plantilla positions

4.1.7 City Accountant's Office

- a. Assist and collaborate with the City Budget Office and the City Treasurer's Office in the funding allocation of the city college during the initial preparation of the documentary requirements up to its initial implementation;
- b. Coordinate with the other committees in the preparation of documents for the disbursements of funds.

4.1.8 City Legal Office

- a. Prepare the Deed of Usufruct between the City Government and Davao City National High School on the use of facilities;
- b. Prepare the legal documents in the acquisition of the school site.
- c. Prepare the Memorandum of Understanding (MOU) between the LGU-

Davao City and the Department of Education Davao City Division on the temporary use of the facilities of Davao City National High School during its initial operations.

4.1.9 City Mayor's Office

- a. Prepare the Executive Order creating the committee and the technical working group for the establishment of the proposed City College of Davao;
- c. Prepare the letter to the DILG XI seeking certification interposing no objection on the proposed establishment of the City College of Davao;

4.1.10 CHED Regional Office XI

- a. Recommend to the EXECOM and sub-committees the acquisition of instructional materials and equipment that comply with the CHED Memorandum Orders (CMOs) pertinent to the program to be offered.
- b. Provide technical assistance to all the members of the EXECOM and sub-committees

4.2 SECRETARIAT. There shall be a Secretariat composed of the following personnel from the Davao City National High School:

- Chairperson
WENEFREDO E. CAGAPE, EdD, PhD
School Head, Davao City National High School
- Co-Chairpersons
KHASKIE O. CLERIGO
JED I. BETE
JAMAICO MAGAYO
- Members
RICARDITO GADIANE
RAMIL CUBELO
SHERWIN FORTUGALIZA
DESIREE VICTORINO
JULIET BUENVIAJE
JENNIFER BUGAS
MARILYN SALUDES
MARIA CARMEN MIRANDA
ORCHELIZA PARAMO
ISMAEL W. BAOG

The Secretariat shall perform the following functions:

- a. Conduct a feasibility study that contains the following: need for local higher education institutions in the area, human resource requirements of the industry to determine proposed program offerings, target clients, availability of qualified administrators, faculty and non-teaching personnel and financial capacity of the LGU to establish and sustain the operation of a city-college;
- b. Craft the five-year development plan including the organizational structure, composition of the governing board and the possible plantilla positions that will be created; and coordinates the same to the offices/agencies concerned.
- c. Craft the vision-mission statement of the city college;

- d. Prepare the syllabi of all the programs/courses and ensure that they comply with the minimum standards set by the Commission on Higher Education (CHED);
- e. Produce the manual of operations which shall define and detail the functions of administrative and support services, academic affairs, student services, research and development, and community extension services;
- f. Facilitate activities such as but not limited to meetings, consultations and workshops for the preparations of the development plan, feasibility study, and project development plan;
- g. Ensure the completion of pertinent documents relative to the establishment of the city college;
- h. Coordinate with other stakeholders both public and private upon recommendation of the EXECOM;
- i. Exercise such other acts incidental to or appropriate and necessary for the attainment of the objectives and purposes of this Order.

SECTION 5. BUDGET. There shall be a budget allocated from available and appropriate resources to fund the operations and activities of the committees in view of the creation of the city-legislated college, including meetings, seminars, trainings, capability-building, and other administrative costs, subject to the usual accounting and auditing rules and regulations.

SECTION 6. SEPARABILITY CLAUSE. If any position, section or part of this Order shall be declared unconstitutional or invalid, all other parts, sections, or provisions thereof not affected thereby shall remain in full force and effect.

SECTION 7. REPEALING CLAUSE. All provisions, memorandum orders, rules and regulations which are inconsistent with any of the Provisions of this Order are hereby repealed or modified accordingly.

SECTION 8. EFFECTIVITY. This Order shall take effect immediately upon approval hereof and shall remain in full force and in effect unless rescinded or until such time the City College of Davao officially start its initial operations.

Done in the City of Davao, Philippines, this JAN 31 2020.


SARA Z. DUTERTE
 City Mayor

Attested by:


ATTY. ZULEIKA T. LOPEZ
 City Administrator

