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**AN ORDINANCE ESTABLISHING THE TUGUEGARAO CITY TECHNICAL  
VOCATIONAL INSTITUTE AND ASSESSMENT CENTER (TCTVIAC) AND  
PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES**

Introduced by: **Hon. Jude T. Bayona** 9

Co-introduced by: **Hon. Rodrigo Rosauro G. Resuello** 8  
**Hon. Maria Rosario B. Soriano**  
**Hon. Ronaldo S. Ortiz**  
**Hon. Marc Aldous C. Baccay**  
**Hon. Karina G. Viernes**  
**Hon. Dennis Ryan G. Avila**  
**Hon. Tirso V. Mangada**  
**Hon. Cerene Pearl T. Quilang**  
**Hon. Anthony C. Tuddao**

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

**WHEREAS**, Section 2 (5) of the same article further provides that the State shall provide adult citizens, the disabled, and out -of-school youth with training in civics, vocational efficiency, and other skills;

**WHEREAS**, Republic Act No. 10533, otherwise known as the "Enhanced Basic Education Act of 2013," covers vocational and technical career opportunities as well as creative arts, sports and entrepreneurial employment;

**WHEREAS**, the integration of technical vocational education in the implementation of R.A 10533 has broadened the goals of basic education, as well as the role and participation of Technical-Vocational Institutions;

**WHEREAS**, the Local Government Unit of Tuguegarao City believes that education and skills are fundamental factors affecting the development of competent and skilled workforce;

**WHEREAS**, it is also a fact that due to limited resources, a significant number of residents in the city are forced to stop enhancing their knowledge and skills because there is no government operated-technical and vocational school within the territorial jurisdiction of the city;

**WHEREAS**, Section of 458 (5) (x) of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 provides that, "subject to the availability of funds and to existing laws, rules and regulations, establish and provide for operation of the vocational and technical schools and similar post-secondary institution and, with the approval of the Department of Education, Culture and Sports or the Technical Education and Skills Development Authority (TESDA), fix and collect reasonable fees and other school charges in educational institutions supported by the city government;"

**WHEREAS**, this ordinance aims to establish a TESDA accredited, LGU-operated Technical-Vocational Institute and Assessment Center in the city;

**BE IT ORDAINED** by the Sangguniang Panlungsod of Tuguegarao City, in session assembled that:

**SECTION 1. Title** - This Ordinance shall be known and cited as ***"TUGUEGARAO CITY TECHNICAL-VOCATIONAL INSTITUTE AND ASSESSMENT CENTER."***

**SECTION 2. Objectives and Goals** - The primordial goal of establishing an Tuguegarao City Technical-Vocational Institute and Assessment Center is to provide skills training that will generate livelihood opportunities for the marginalized sectors, men, women, youth, senior citizens and persons with disabilities in order to prepare them to engage in gainful employment and/or entrepreneurship, and to enhance their quality of life by expanding their capacities for economic productivity and increase their income potentials. Further, it also aims to support the poverty reduction programs in the city.

## **TITLE I**

### **TUGUEGARAO CITY TECHNICAL-VOCATIONAL INSTITUTE AND ASSESSMENT CENTER**

**SECTION 3. Powers and Functions of the Center** – Tuguegarao City Technical Vocational Institute and Assessment Center shall:

- a. Provide technical-vocational trainings;
- b. Adopt a continuing manpower development program and modern technology to update knowledge and skills;
- c. Conduct a continuous study, research, training development and evaluation of various courses and seminars by tapping governmental agencies and private sectors that are involved in socio-economic development programs geared to uplift the general welfare of the people;
- d. Develop its capability to devise and formulate training curricula and training designs;
- e. Develop its own capacity as a resource center for technical vocational and skills training by developing-in-house trainers to provide training services;
- f. Coordinate and orchestrate the conduct of technical vocational, livelihood and skills training independently or in partnership with national government agencies or/ private sectors;
- g. Recommend imposition of fees or charges to cover the expenses of trainings, seminars, workshops, and short courses to the Sangguniang Panlungsod for its approval except those programs, trainings, seminars, workshops or short courses which the City Government expressly exempts payment of fees or charges;
- h. Conduct competency assessment
- i. Issue training certificates after completion of the trainings, seminars or workshops.

### **SECTION 4. HUMAN RESOURCES**

The creation of the Tuguegarao City Skills Development and Assessment Center necessitates qualified human resources such trainers, instructors, and administrative staff whose competence and professional skills meet the demand of the center.in its operations.

The following are immediate human resources under the Office of the City Mayor who will manage the center;

1. School President (Mayor)
2. Center Administrator (SG 24)
3. Center Registrar (SG 22)
4. Center General Services (SG 18)
5. Center Accounting Officer (SG18)
6. Center Treasurer (SG 18)
7. Administrative Officer (SG 18)
8. Center Administrative Assistant (SG 10)
9. Center Utility (SG 4)- 2

10. Center Maintenance (SG 4)-2
12. Center Security/Watchman-2
11. Instructors/Trainers per accredited competencies (6)

**SECTION 5. Control and Supervision** - The control, supervision, management and operation of the Center is vested with the Office of the City Mayor.

**SECTION 6. Operation and Maintenance of the Center** - the City Government shall appropriate in its CY 2026 Annual Budget (General Fund- Scholarship Program) an initial amount of Two Million Pesos (Php2,000,000.00) and upon the recommendation of the TCTVIAC Board, the succeeding funds necessary or incidental for the operation, maintenance, management and administration of the Center.

- a. Maintenance - The City Government shall ensure that the Center is supported by appropriate network of organizational support systems and mechanisms, including human resource;
- b. Supervision - The City Mayor shall have over all supervision over the programs and services offered by the Center and in organizing, strengthening and sustaining it;
- c. Personnel - For the initial operation of the TCTVIAC, the City Mayor shall appoint/designate the head of the center and the number of staff complement from among LGU employees who have undergone and trained by TESDA to act as trainers. The Head of the center shall manage and oversee the day-to-day operations of the Center.

**SECTION 7. Courses Offered** - In keeping with the network demand and priority, the TCTVIAC shall offer technical-vocational courses attuned to the needs and demands of the constituents.

**SECTION 8. Venues** - The training venues for the technical- vocational courses shall be at designated buildings owned by the City Government suited to each course being offered.

## TITLE II

### TCTVIAC BOARD

**SECTION 9. TCTVIAC Board** - The TCTVIAC Board shall be composed of the following:

- |   |                    |
|---|--------------------|
| i. Local Chief Executive                  | - Chairperson      |
| ii. SP Committee Chairperson on Education | - Vice Chairperson |
| iii. City Administrator                   | - Member           |
| iv. City Budget Officer                   | - Member           |
| v. CDC ExeCom Member                      | - Member           |
| vi. TCTVIAC Administrator                 | - Member           |
| vii. Parish Pastoral Council President    | - Member           |
| viii. Schools Division-Superintendent     | - Member           |

**SECTION 10. Duties and Responsibilities of the TCTVIAC Board**

- i. Establish the implementing rules and regulations of this Ordinance;
- ii. Formulate a standard manual of operations of TCTVIAC;
- iii. Identify the technical-vocational courses to be offered based on the available resources of the city, attuned to the needs/demands of the constituents;

- iv. Ensure that the policy and guidelines in its standard manual of operations are strictly followed and implemented;
- v. Monitor the effective and efficient operation of Competency Assessment Center;
- vi. Recommend the monthly salary of the TCTVIAC Manager;
- vii. Ensure that the programs and service of Competency Assessment Center are attuned and aligned with the City's thrusts and responsive to market needs locally and overseas;
- viii. Identify reasonable standard training fees and charges for Tuguegarao City LGU managed Competency Assessment Centers based on the lists of fees promulgated by the TESDA Board; and
- ix. Collaborate with national agencies, non-government organizations and private sector for improvement of programs and expansion services.

**SECTION 11. Competency Assessment Center** - Competency Assessment Center under the Office of the City Mayor shall be school-based or stand-alone facilities accredited by TESDA to assess and certify an individual's skills, knowledge, attitude and work values relative to a unit or cluster of units of competency prescribed by the industry and contained in a promulgated Training Regulation.

**SECTION 12. Fees** - The TCTVIAC shall collect assessment fees based on prevailing issuances and directives of TESDA and shall be reviewed after every two years unless cost of the assessment fees will have a significant impact that might necessitate an earlier review.

**SECTION 13. Exemptions and Discounts** - The City Mayor is authorized to establish a program that will grant discounts and / or subsidies to Tuguegarao City public school learners and to marginalized residents of the City.

**SECTION 14. Payment** - Prior to the conduct of assessments, payments shall be made thru any of the following available options:

- i. The Competency Assessment Center Cashier;
- ii. The Tuguegarao City Treasurer's Office;
- iii. Designated satellite cashier offices of the City Treasurer's Office.

**SECTION 15. Tuguegarao City Technical-Vocational Institute and Assessment Center Trust Fund (TCTVIAC TF)** - There is hereby created a Tuguegarao City Technical - Vocational Institute and Assessment Center Trust Fund which shall be maintained by the Treasury and Accounting Departments. All charges, fees and other income realized from the management and operation of the Tuguegarao City Technical-Vocational Institute and Assessment Center, including donations received for the development and operation of the center, shall be kept by the City Treasurer as trust fund of the Center.

**SECTION 16. Disposition of the Tuguegarao City Technical-Vocational Institute and Assessment Center Trust Fund** - The management and disposition of the trust fund shall be governed by the following:

- i. The disbursement and liquidation of the trust fund shall be in accordance with the pertinent government accounting and auditing rules and regulations as audited by the resident auditor;
- ii. The trust fund shall be reserved exclusively and strictly for the Tuguegarao City Technical-Vocational Institute and Assessment Center's expenses enumerated below:
  - a. Center rehabilitation and improvements;
  - b. Operations and maintenance;

- c. Cost of supplies and materials; and
- d. Program and project development and implementation related to the provision of assessment services.

## **SECTION 17. Sustainability Plan**

Long-term funding support and continuous allocation will be considered to ensure the financial sustainability of the center. Collaborative efforts to maintain and strengthen partnerships with stakeholders are essential in pursuing the relevance and effectiveness of the training programs. The Local Government Unit shall ensure the allocation of funds to be used for the education and training of the teaching and non-teaching staff. Continuing education and training will be undertaken to ensure enhancement of their knowledge and skills. Benchmarking is also recommended to determine best practices from other localities which can be adapted in the center which eventually will be turned into **Tuguegarao City College**.

**SECTION 17. Implementing Rules and Regulations** - The Office of the City Mayor shall spearhead the formulation of implementing rules and regulations of this Ordinance within sixty (60) days from its approval.

**SECTION 18. Appropriation** - The initial amount of Two Million Pesos (Php 2M) necessary for the implementation of this Ordinance, including the establishment and maintenance of the Tuguegarao City Technical-Vocational Institute and Assessment Center, shall hereby be allocated from the 2026 Annual Budget (General Fund- Scholarship Program) of Tuguegarao City.

**SECTION 19. Donations** - The Center, through the City Mayor, may receive donations or bequests of property or services which shall be utilized for the implementations of the program.

**SECTION 20. Repealing Clause** - Any ordinance/s inconsistent herewith are hereby repealed or amended accordingly.

**SECTION 21. Separability Clause** - If any provision of this Ordinance shall be held invalid, the remaining provisions be given full force and effect as completely as if the provision held invalid had not been included therein.

**SECTION 22. Effectivity Clause** - This Ordinance shall take effect fifteen (15) days after it shall have been published.