



WWJMRD 2024; 10(09): 30-35

www.wwjmr.com

International Journal

Peer Reviewed Journal

Refereed Journal

Indexed Journal

Impact Factor SJIF 2017:

5.182 2018: 5.51, (ISI) 2020-

2021: 1.361

E-ISSN: 2454-6615

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## Empowering LGU Through Establishment of a Department for City College of Calamba Tertiary Education Program for Undergraduate Calambeños

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### Abstract

The project aimed to create a new department at City College of Calamba dedicated to providing undergraduate programs for Calamba residents. This department would offer courses tailored to local needs and improve access to higher education for the city's population. Participants in the initial phase were selected using document analysis and survey methods. Document analysis was used to analyze data on educational attainments of the employees, demographics, and socio-economic conditions. Simplified surveys among LGU officials to gather information on the educational achievement of their employees. Faculty line up and administrative staff for the tertiary education program were identified and established. Comprehensive budget planning was conducted and approved. Detailed project schedule with deadlines and key milestones were likewise established. The recommendations focus on establishing a solid foundation for the new tertiary education department at City College of Calamba. Key areas include Human resource management which included identifying and hiring qualified faculty and administrative staff. financial planning which dealt with developing a comprehensive budget to cover the department's operational costs and project management which included creating a detailed timeline for the department's establishment.

**Keywords:** City College of Calamba, Undergraduate Programs, Higher Education Access, Calamba Residents, Local Workforce Needs.

### Introduction

Local governments play a crucial role in improving education, particularly of its people. This emphasizes that while the national government is responsible for education, local governments have a unique understanding of their community's needs and should actively participate in enhancing education for their residents. The project proposed creating a dedicated department within the local government of Calamba City to oversee a tertiary education program for undergraduate local residents with an initial focus on government employees from different units during the initial phase. This is to address the need for accessible higher education to develop a skilled workforce and contribute to the city's overall development. The project aimed to create a specialized department within the City College of Calamba to address the educational needs of Calamba residents. By doing so, the local government can better develop its human capital, stimulate economic growth, and improve the overall quality of life for its citizens. The result clearly indicated that education truly contributed to the economic growth- (Anlimachie & Avoada, 2020). The project explored the purposes for creating this department, its potential advantages, and the steps needed for successful implementation. By establishing a dedicated department within City College of Calamba, the goal is to offer high-quality programs that meet the needs of local students and prepare them for both local and global careers. The project focuses on providing opportunities for students from all backgrounds, particularly those facing financial challenges. The project manager believed that education is a powerful tool for everyone, not just the youth. Providing access to quality education for all Calamba residents can empower

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individuals and families to become self-sufficient and create a better future for themselves. Investing in education is considered a more sustainable and impactful strategy for long-term community development than immediate relief efforts. This program was carefully crafted to provide educational opportunities for all Calamba residents, regardless of age or background. Designed with flexibility in mind, it accommodates the schedules of working adults, parents, and individuals looking to enhance their skills without interrupting their daily lives. Effective resource management and prioritizing education within good governance are essential to fulfilling this need.

### **Project Background**

The project aimed to address accessible higher education for working adults in Calamba City. By establishing a flexible education program, the city government seeks to improve the skills and knowledge of its employees, leading to better public service. The project also recognizes the broader benefits of increased education for the entire community, such as economic growth and overall development. The project established a department at City College of Calamba to offer flexible undergraduate programs for Calamba residents, especially working adults. The goal is to create programs aligned with local job market needs and to ensure the department's long-term sustainability through effective funding management. The established department offers flexible tertiary education programs primarily for Calamba City government employees. It combines online learning with face-to-face classes to accommodate busy schedules. Programs are designed to meet local job market demands and align with the college's existing offerings. The department provides support services like tutoring and academic coaching to students. Committed to serving its local community, City College of Calamba (CCC) expanded its offerings to include undergraduate programs tailored for adult learners. Recognizing the growing demand for upskilling among city government employees and other Calamba residents, CCC created an accessible pathway to a bachelor's degree, fostering both personal and professional growth. The program's flexible design accommodates the busy lives of working adults, enabling Calamba residents to pursue higher education without sacrificing work or family responsibilities. By empowering individuals to achieve their academic goals, the program contributes to the overall progress of the city. To support this initiative, a comprehensive plan was implemented, including establishing a dedicated department at CCC, securing necessary funding, and implementing performance metrics. This ensures responsible spending and maximizes the impact on human capital development (Syarifudin & Solihin, 2022)

### **Significance of the Project**

The project will primarily benefit the undergraduate employees of the local government units in the initial phase. It provides individuals opportunities for personal and professional growth, work-life balance, and career advancement. It can contribute to economic growth, improved public services, and stronger communities through a more educated and skilled workforce of the City of Calamba. The project enhances family stability, financial security, and overall quality of life. Likewise, fosters

diversity, inclusivity, and mentorship within the community. The project creates a foundation for future research and development in the city.

Essentially, the project aims to uplift individuals, strengthen the community, and contribute to the overall development of Calamba City through education and skill enhancement.

### **Project Objectives**

1. To identify faculty and administrative staff for the established department for City College of Calamba.
2. To create a comprehensive and approved budget plan outlining all necessary expenses for the establishment and operation of the department for project initiation to project closure.
3. To develop a detailed project schedule outlining key milestones and deadline for the establishment of the department.

### **Scope & Limitation**

The project aimed to provide accessible higher education to Calamba residents, particularly city government employees. A new department was created to oversee the program, which offered flexible learning options, including online and in-person classes, to accommodate busy schedules. The program has limitations, including a limited program selection, exclusive focus on Calamba City government employees in the initial phase, and a four-year program completion timeframe. While these constraints exist, the program aims to overcome them to maximize its impact and reach a broader audience.

### **Operational Definition of Terms**

**Undergraduate Calambeños-** are legal residents of the City of Calamba who have not completed any degree and wish to pursue education. They are either employed or unemployed seeking entry to a college program. They possess a high school diploma or equivalent classification.

**Blended Learning** - refers to approaches to instruction that combines the various elements such as modular asynchronous learning and strategic face-to-face methods. It offers flexibility in terms of pace and schedule, allowing students to access and complete coursework at their convenience.

**Executive Educational Program-** is a formal educational initiative designed to provide a flexible and accessible pathway to higher education for adult learners in Calamba City. It offers a modular approach with strategic face-to-face schedule which will foster interaction and collaborative learning. It offers classes after working hours and weekends to minimize disruption in work and family life.

**Government employees-** are individuals directly employed by the city government of Calamba. This excludes employees of national government agencies or regional offices located in Calamba City. Working at least part time (at least 20 hours or more per week) under permanent, contract of service or project-based status.

### **Review of Literatures**

Good governance is a key factor in promoting quality higher education system. As international society faces unprecedented challenges, associated with resource scarcity, issues about governance, injustice and

inequalities, new and better opportunities to higher education are emerging. A study was conducted to investigate the association between national governance standards and quality of education and findings are suggestive of significant and positive relationship between the two factors (Gerged & Elheddad, 2020). Nations that prioritize tertiary education often experience accelerated economic growth. (Arnold & Basset 2021) Good government governance is a key to a stable economy through quality education. The impact of education extends far beyond personal development. It plays a transformative role in shaping societies; it is more than just the accumulation of knowledge. It's a transformative tool that empowers individuals, shapes societies, and fuels progress. By fostering a culture of lifelong learning, we can ensure that education continues to play its vital role in creating a brighter future for all. (Prasad & Gupta, 2020)

## **Project Methodology**

### **Project Approach**

A structured, phased approach was used to establish the tertiary education department within the LGU of Calamba City. This involved a thorough assessment of employees' educational needs to align program offerings with job requirements and career growth. Strategic planning ensured that the program's goals aligned with LGU's overall objectives. Effective implementation included a variety of learning methods and ongoing evaluation to optimize program outcomes. A robust project management framework guided the entire process, from initiation to completion, with a focus on strategic planning, needs assessment, curriculum alignment, and continuous improvement. This comprehensive approach aimed to maximize the program's impact and sustainability

The project life cycle is the roadmap, outlining the distinct phases of the project progressing through from conception to completion. These phases encompass initiation, planning, execution (or implementation), and closure. Each phase has specific activities and deliverables that contributed to the project's overall objectives. The initiation phase involved identifying target learners, establishing the program's

vision, assessing resource requirements, identifying potential risks, and developing mitigation strategies. Key stakeholders, including government offices, potential instructors, and target learners, were engaged through effective communication channels to ensure their involvement and support throughout the program's development. The planning phase involved conducting needs assessments, coordinating with other LGUs, identifying suitable programs, developing clear learning objectives, and designing a curriculum that addresses the specific needs of government employees and aligns with their leadership and management roles. The execution phase involved delivering the educational program to government employees, including pre-boarding assessments, program orientation, curriculum implementation, and regular monitoring of learner progress through assessments, attendance tracking, and engagement evaluation. The program offered flexibility in terms of time, delivery mode, and learning venue to cater to the learners' needs. The project closure phase involved evaluating program outcomes by comparing pre- and post-program assessments, gathering feedback from participants,

and analyzing data to identify strengths and weaknesses. To ensure continuous improvement, the project implemented a system for ongoing monitoring and evaluation, using data to inform program adjustments and enhance student outcomes. Exit interviews and surveys were conducted to gather feedback for future program refinements.

### **Project Locale**

Calamba City's strategic location as a significant industrial center, coupled with its focus on human capital development, makes it an ideal location for a tertiary education initiative. The city's economic growth and expanding population create a demand for a skilled workforce, while investing in education aligns with the city's development goals. By establishing a tertiary education department, Calamba City can enhance its economic competitiveness, improve social conditions, and contribute to the overall well-being of its residents.

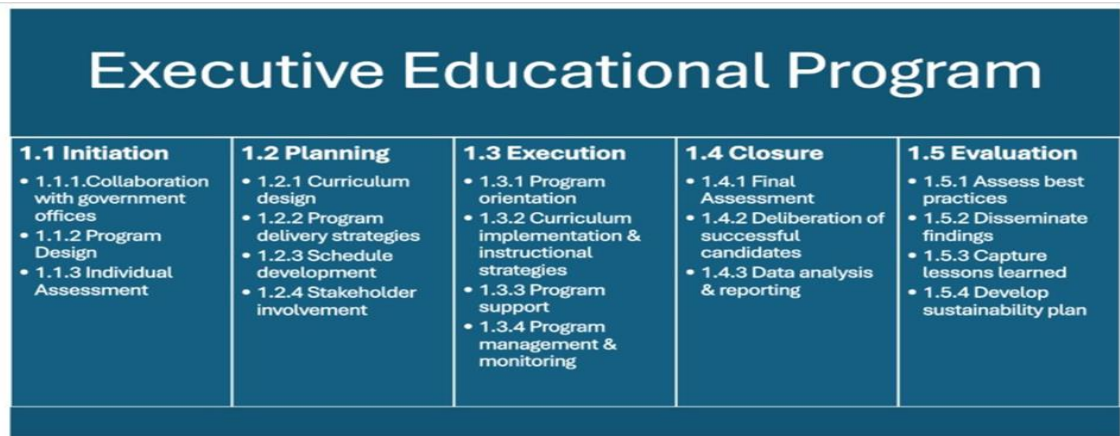
### **Project Stakeholders**

The Mayor of the City of Calamba who is also the project manager provides overall direction and support for the project, aligning it with the city's development goals. Approves budget allocation for the program and ensures necessary resources are available. The President of the City College of Calamba Provides academic guidance and ensures the program aligns with the college's mission and vision. The selected faculty to teach the candidates develops and delivers course content aligned with program objectives and provides academic guidance and support to students.

Government units of the City of Calamba Provide administrative and logistical support for the program, they share relevant data and information to support program planning and evaluation. Lastly, the undergraduate students from different government offices directly benefit from the program by acquiring new knowledge and skills.

### **Project Implementation Plan**

WBS provides an overview of the activities of the project. This part is important in successful planning and implementation of the project. This will aid in communicating the work and make every stakeholder well informed of the activities to be undertaken.



Other Project Management Tools

INTERNAL

**Strength**

- Established quality education
- Seasoned administrators and faculty
- Free education
- Available online learning platforms

**Weakness**

- Limited technological availability
- Limited facilities and classrooms

EXTERNAL

**Opportunity**

- Allied health programs offering
- Expanding to other qualified adults
- Module development across programs

**Threats**

- Abuse of opportunity to earn degree and excuse to work

*Project Task Time Estimates*

The initiation and planning phase started in March 2024. Under the initiation phase, government collaboration, program design and individual assessments of candidates were conducted. This phase was followed by the planning session. Stakeholders focused on curriculum design, program delivery strategies, scheduled development and involvement of stakeholders. The execution phase which was on March until June 2024 is when the actual implementation of the program happened. During the execution phase various activities were engaged. Program orientation, curriculum implementation and instructional

strategies, program support and program management and monitoring. The closure phase, which was in July 2024 included final assessment, deliberation of successful candidates, data analysis & reporting, evaluation phase, assessment of best practices, dissemination of findings, capturing lessons learned and development of sustainability plan.

**Alignment of Project Objectives & Deliverables**

The project manager was responsible for delivering the specific outputs outlined.

**Table 1:** Project objectives & deliverables.

Objectives	Deliverables	Target Date	Remarks
To identify faculty and administrative staff for the established department for City College of Calamba.	<ul style="list-style-type: none"> <li>Selection plan</li> <li>Faculty and administrative staff positioned</li> <li>Faculty development plan</li> <li>Faculty &amp; staff orientation</li> </ul>	March 2024	<ul style="list-style-type: none"> <li>Faculty &amp; administrative staff – selected</li> <li>Faculty development meeting initiated</li> <li>Orientation conducted</li> </ul>
To create a comprehensive and approved budget plan outlining all necessary expenses for the establishment and operation of the department for project initiation to project closure.	<ul style="list-style-type: none"> <li>Budget Plan</li> </ul>	May 2024	<ul style="list-style-type: none"> <li>Finalized for implementation</li> </ul>
To develop a detailed project schedule outlining key milestone and deadline for the establishment of the department	<ul style="list-style-type: none"> <li>WBS</li> <li>Project timeline</li> <li>Project Risk Management</li> </ul>	July 2024	<ul style="list-style-type: none"> <li>On-going</li> </ul>

**Project Costs**

Project costs totaling P10,891,704.00 encompass the financial resources required to implement the executive educational program. These include expenses for facilities, learning materials, instructors, technology, participant assessments, and other program-related activities.

**Project Risk Management**

Project risk management is essential for safeguarding project success. By proactively identifying and addressing

potential challenges, organizations can minimize disruptions, cost overruns, and delays. A comprehensive risk management framework involves recognizing uncertainties, assessing their potential impact, and developing strategies to mitigate their effects. Effective communication and collaboration among stakeholders are crucial for a successful risk management process.

**Risk Management Contingency Plan**

**Table 2:** Risk Management Strategy.

Identified Risks	Probability	Impact	Response Strategy
1. Learners' engagement and motivation in program completion due to stigma	high	high	Raise awareness with government employees about the advantages and benefits of the program
2. Instructional delivery and accessibility	high	high	Ensure effective online learning for candidates and provide training and orientation on accessible online learning tools.
3. Learners' compliance with the requirements of the program	high	high	Emphasize importance of compliance to the course requirements and discuss its impact to their academic performance
4. Project scope	average	average	Develop a detailed project scope statement, outlining project objectives, deliverables, and boundaries.
5. Budget Issues	Low	high	Develop a comprehensive budget breakdown with clear cost estimates. Regularly track project expenses and compare them to the budget.
6. Schedule delays	Low	high	Create realistic project schedules with buffer time for unexpected delays. Track project progress closely and adjust schedules as needed.

**Results & Discussion**

The objectives focus on establishing a new department at City College of Calamba. This involves identifying suitable faculty and administrative staff, creating a comprehensive

budget for the department's setup and operation, and developing a detailed project schedule with key milestones and deadlines to guide the department's establishment process from initiation to completion.

**Table 3:** Project Performance Management

Project Objectives	Project Deliverables	Target Date	Remarks
1. To identify faculty and administrative staff for the established department for City College of Calamba.	<ul style="list-style-type: none"> <li>Faculty &amp; admin staff line-up (after selection &amp; hiring)</li> <li>Faculty development plan</li> <li>Faculty &amp; staff orientation</li> </ul>	March 2024	<ul style="list-style-type: none"> <li>Hired faculty and admin staff</li> <li>Faculty development plan developed</li> <li>Orientation done</li> </ul>
2. To create a comprehensive and approved budget plan outlining all necessary expenses for the establishment and operation of the department for project initiation to project closure.	<ul style="list-style-type: none"> <li>Approved Budget Plan</li> </ul>	May 2024	<ul style="list-style-type: none"> <li>Proposed budget approved</li> </ul>
3. To develop a detailed project schedule outlining key milestones and deadline for the establishment of the department.	<ul style="list-style-type: none"> <li>WBS</li> <li>Project timeline</li> <li>Project risk management</li> </ul>	July 2024	<ul style="list-style-type: none"> <li>WBS implemented as planned</li> <li>Project timeline – implemented as scheduled</li> <li>Risk management strategies executed</li> </ul>

**Project Implementation Contingency**

Even with careful planning, executive educational programs for adult learners can encounter unexpected

challenges during launch and implementation. To ensure program success and participant completion, a robust contingency plan is essential. This involves proactively

identifying potential risks, developing specific action plans, and maintaining flexibility to adapt to unforeseen circumstances.

The success of an executive education program for adult learners depends on addressing potential challenges proactively. This includes overcoming stigma, ensuring accessibility and delivery of instruction, managing unexpected needs of participants, and mitigating external disruptions. Effective project management requires a clear project scope, detailed budget, and realistic timeline with built-in flexibility. By anticipating and addressing these factors, the program can enhance its chances of successful implementation and achieving its objectives. To enhance the program's efficacy, engagement of an external academic program consultant is considered to conduct a comprehensive evaluation of the implementation.

### **Project Summary**

The capstone project was executed as planned, with the complete assembly of faculty and administrative staff. A detailed financial blueprint was formulated and endorsed by the appropriate authority. The project's implementation benefited from the active involvement of stakeholders, whose contributions were instrumental in achieving the initial project goals.

### **Conclusions**

The implementation of the undergraduate program at City College of Calamba through responsible governance marks a significant milestone in enhancing educational opportunities for local students. By providing accessible, relevant, and industry-aligned curriculum, the program empowers Calambeños to pursue higher education, improve their job prospects, and contribute to the city's economic growth. Through continuous evaluation and collaboration with the community, the program ensures its long-term effectiveness and positive impact on the lives of students and the overall development of Calamba. By fostering a more highly skilled undergraduate workforce, this program contributes to the overall economic development of Calamba.

### **Recommendations**

An effective strategy for selecting and hiring faculty and staff involves crafting detailed job profiles, implementing a strategic recruitment process, and conducting rigorous evaluations. Utilizing multiple assessment methods is crucial. Prioritizing diversity and inclusion in the selection process, along with comprehensive onboarding and ongoing development, fosters a high-performing and engaged workforce. By aligning candidates with the institution's mission and values and leveraging data-driven insights and effective retention program organizations can make informed hiring decisions that contribute to their long-term success.

Budget planning and financial management for the project involves creating a detailed financial roadmap aligned with program goals. A comprehensive breakdown of anticipated expenses, including faculty salaries, operating costs, and program materials, is essential. Careful allocation of funds to each program component can ensure efficient resource utilization. Regular monitoring and analysis of financial

performance against the budget is important in identifying potential discrepancies and making necessary adjustments. Effective financial management encompasses exploring cost-saving measures.

Effective curriculum development and program implementation require a systematic and collaborative approach. Curriculum development should be grounded in clear learning objectives, aligned with student needs and institutional goals. It involves careful selection of content, teaching methodologies, and assessment strategies. Once developed, successful implementation necessitates effective teacher training, provision of necessary resources, and ongoing support. Continuous evaluation and data-driven adjustments are essential for optimizing learning outcomes and making informed improvements.

Effective learner engagement and progress monitoring involves creating a dynamic learning environment where students are actively involved in their education. This can be achieved by incorporating diverse teaching methods, providing opportunities for student choice, and fostering a collaborative classroom culture. Progress monitoring requires a combination of formative and summative assessments to track student growth and identify areas for improvement. Lastly, involving an external academic expert will help in ensuring smooth project implementation and providing quality education

### **Acknowledgment**

The author acknowledges the guidance to complete this study to the adviser Dr. Ronald Gonzales from the City College of Calamba and Calambeños who will benefit the capstone. Also, the Colegio de San Juan de Letran-Calamba for allowing and accepting this study for the dreams of every Calambeño possible.

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