



PUP COMMISSION ON ELECTIONS

2nd Floor, Charlie del Rosario Student Center
Sta. Mesa 1016, Manila, Philippines



MEMORANDUM CIRCULAR NO. 001

February 28,
2022

TO: ALL STUDENT COUNCIL OFFICERS OF THE PUP MAIN STUDENT COUNCIL

- ALL COLLEGE STUDENT COUNCIL PRESIDENTS, VICE PRESIDENTS, AND COUNCILORS (CSC)
- CENTRAL STUDENT COUNCIL PRESIDENT, VICE PRESIDENT, AND COUNCILORS (SKM)
- MAGISTRATES OF THE STUDENT TRIBUNAL (ST)
- MEMBERS OF THE CONSTITUTIONAL COMMISSIONS
 - COMMISSION ON ELECTIONS (COMELEC)
 - COMMISSION ON AUDIT (COA)
 - COMMISSION ON STUDENT ORGANIZATION AND ACCREDITATION (COSOA)
- JUNIOR COUNCIL OFFICERS, STAFF, AND ALL OTHER APPOINTED OFFICERS OF ALL OFFICERS MENTIONED ABOVE

SUBJECT: SECOND SEMESTER ENROLLMENT OF STUDENT COUNCIL OFFICERS

I. BACKGROUND

1. Officers are defined in Article III Section 2 of the Student Council Constitution (SCC). It states that the PUP Student Council shall be composed of all elected and appointed officers (See References 1.1.2)
2. Article XV Section 2 of the SCC provides that All Student Council officers shall hold office provided that he/she is enrolled for the current semester. (See References part 1.3.2)
3. Article XII-A Section 3 of the SCC provides that The Commission may recommend to the SCA the removal of any officer of the PUP Student Council for violations or disregard of disobedience to its decisions, order or directive. (See References part 1.2.3)

II. PURPOSE

This Memorandum Circular issued by the Commission on Elections as part of its disciplinary function to all members of the Student Council (SCC Article XII-A Section 3). All officers of the Student Council must prove their accountability to the University, to the Student Council, and its Constitution and laws accordingly to their oath upon assumption to their office.

III. POLICY CONTENT

1. All officers of the Student Council shall provide their Second Semester Certificate of Registration Certification from the Admission and Registration Office (ARO) e.g., Registration Card as a proof that he/she is enrolled for the Second Semester.
 - 1.1. Primary Officers of the Student Council (Members of the CSCs, SKM, SCA, ST, COMELEC, COA, COSOA) are highly encouraged to submit a formal picture of themselves on a solid-color background with a 2x2 size dimension.
2. The Commission shall put up an online form that will be sent to the emails of the student council bodies and agencies on March 28, 2021.

- 2.1. If the officer fails to obtain a copy of their Registration Card, the officer must submit a signed statement to the Commission providing the reason why he/she fails to obtain a copy of their Registration Card.
3. A copy of official Certification of Enrollment/Attendance through Online Document Request System (ODRS) within the second semester shall suffice for an alternative document.
4. Appointed officers by the aforementioned members of the Student Council (e.g. Junior Council Officers, staff, etc.) shall also submit their Registration Card, as per the requirement under Article XV Section 2 of the SCC, with the criteria set in Article III Section 2 of the SCC.
5. All College Student Councils, The Central Student Council, The Student Council Assembly, Constitutional Commissions, and Student Tribunal must submit a list of their officers that are expected to continue their service until the end of the academic year. This list must be submitted before March 28, 2022.
 - 5.1. Primary Officers of the Student shall also include their names on the list regardless of continuity of service. Officers who intend to resign March 28, 2022, or later, must include their names on the list.
 - 5.2. List of officers must be submitted through the official email of the Commission (see last page footer)
6. The Commission shall publish the list of submissions every two days until the final date of submission.
 - 6.1. After all submissions, the Commission shall publish all names publicly and shall provide a copy to the agencies of the Student Council.
7. Any officer that fails to provide a copy of their Registration Card before April 15, 2022, shall be referred to the appropriate authority,
 - 7.1. All officers who occupy an elective office, Members of the Constitutional Commissions, and the Student Tribunal shall be referred to the Student Council Assembly, who has the sole authority to remove officers through impeachment proceeding, trial, and conviction or through a compelled resignation. Both measures require a two-thirds majority of all members.
 - 7.2. All other officers appointed shall be referred to their appointing authority, as established under Article XV Section 3 Clause 2 of the SCC. Their removal is in the full discretion of the appointing authority.
 - 7.2.1. Appointing authorities who fails to dismiss their appointed officers shall be referred to the Student Council Assembly.

IV. REFERENCES

1. PUP Student Council Constitution
 - 1.1. ARTICLE III: MEMBERSHIP
 - 1.1.1. Section 1: All bonafide students of the PUP are members of the constituency by the PUP Student Council.
 - 1.1.2. Section 2: The PUP Student Council shall be composed of all elected and appointed officers.
 - 1.2. ARTICLE XII A: THE STUDENT COUNCIL COMMISSION OF ELECTION
 - 1.2.1. Section 1. The COMELEC shall be composed of one (1) representative from each college of institute to act as:
 - 1.2.1.1. To recommend to the Student Council Assembly effective measures to minimize all forms of election frauds and malpractice.
 - 1.2.1.2. To register and accredit political parties in accordance with the law.
 - 1.2.1.3. To enforce and administer all laws relative to the conduct of elections and plebiscites.
 - 1.2.1.4. To pass judgment on election protests concerning elections returns and qualifications of candidates for elective position.

- 1.2.1.5. To report the result of elections to the students and to the entire university
- 1.2.2. Section 2. The COMELEC may sit en banc or in two divisions and shall promulgate its rules and procedure in order to expedite disposition of election cases, including pre-proclamation controversies. All such election cases shall be heard and decided in the divisions, provided that the motion for reconsideration of decisions shall be decided by the Commission en banc.
- 1.2.3. Section 3. The Commission may recommend to the SCA the removal of any officer of the PUP Student Council for violations or disregard of disobedience to its decisions, order or directive.
- 1.2.4. Section 4. No suspension of sentence for violation of the law or rules and regulations! concerning elections shall be meted out without the recommendation of the commission.
- 1.2.5. Section 5. All decisions of the Commission sitting en banc shall be final.
- 1.3. ARTICLE XV: ACCOUNTABILITY OF THE STUDENT COUNCIL OFFICERS
 - 1.3.1. Section 1. All officers of the Student Council shall at all times be accountable to the studentry, whom they should serve with utmost responsibility, integrity, loyalty, efficiency and nationalism.
 - 1.3.2. Section 2. All Student Council officers shall hold office provided that he/she is enrolled for the current semester. (Emphasis applied)
 - 1.3.3. Section 3. All elective officials as well as members of the Constitutional Commission and of the Student Tribunal may be removed by impeachment on the grounds of culpable violation of this constitution, betrayal, bribery, graft and corruption and other high crimes. Other appointed officials may be recalled from office with just and reasonable cause upon orders of the appointing authority.
 - 1.3.4. Section 4, The Student Council Assembly shall have sole authority to initiate the proceedings on all cases of.

V. EFFECTIVITY

1. This memorandum shall take effect immediately.

VI. AUTHORITY

(Sgd.) MARC JOSEPH V. BARCIAL
CCIS Commissioner, COMELEC

