



Republic of the Philippines
Polytechnic University of the Philippines
Student Council Constitutional Commissions
Commission on Elections

RESOLUTION NO. 002, SERIES OF 2022

**A RESOLUTION ON THE STRUCTURING OF SECRETARIAT COMMITTEE
AND ESTABLISHMENT OF MULTIMEDIA & PUBLICATIONS COMMITTEE**

WHEREAS, the Commission on Elections (COMELEC) stands as the highest policy making body of all election matters in the Polytechnic University of the Philippines (PUP) - Main Campus;

WHEREAS, a meeting was conducted online on August 07, 2022;

WHEREAS, all the COMELEC Commissioners attended the meeting, thus the meeting was in quorum;

WHEREAS, the Secretary-General should operationalize and oversee the Secretariat Committee, as stated on Chapter IV Section 13.3 of the Student Council Act No. 002 s.2022 also known as Election Code of the PUP Student Council;

13.3 Secretary-General – shall ensure that meetings are effectively organized and duly noted in minutes, shall ensure the proper recording, organizing, safekeeping of the important files, documents that concern the Commission, and operationalize and oversee the Secretariat Committee.

WHEREAS, the Chapter IV Section 16 of the PUP SC Election Code outlines the qualification and functions of the Secretariat of the Commission;

Section 16. Secretariat of the Commission. - The Commission shall appoint a secretariat among the Deputy Commissioners for the En Banc, and a secretariat for each of the Division to act as secretary. The secretariat shall have no vote nor say in any of the discussions. The duties of the secretariat are the following but not limited to:



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16.1 Aid the Secretary-General and the Treasurer in executing their duties and responsibilities;

16.2 Keep track and archive of the Commission's initiatives, legal documents, and assets; and

16.3 Uphold and ensure the transparency of the Commission.

WHEREAS, the structure of the Secretariat Committee with the following positions was agreed upon by the Commissioners on quorum with no objections/contentions raised:

- Head of Secretariat Committee – Shall be occupied by the Secretary-General.
- Assistant Head of Secretariat Committee – Shall be occupied by a COMELEC Commissioner.
- Three (3) Secretariats – Secretariat of the Commission, Secretary of First Division, and Secretary of Second Division which shall come from the appointed Deputy Commissioners.

WHEREAS, the functions of the Secretariat Committee are as follows:

- Shall aid the Secretary-General and the Treasurer in executing their duties and responsibilities.
- Shall keep track and archive of the Commission's initiatives, legal documents, and assets.
- Shall uphold and ensure the transparency of the Commission.

WHEREAS, it was agreed upon by the Commissioners on quorum to put the position of Assistant Head of Secretariat Committee into a process of nomination and voting;

WHEREAS, College of Accountancy and Finance Commissioner Marl Nico Mari M. De Vera was elected as the Assistant Head of Secretariat Committee;

WHEREAS, the commission deliberated all the nominees with a proper quorum, and no objections/contentions were raised;



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WHEREAS, it was agreed upon by the Commissioners on quorum to establish a Multimedia & Publications Committee with the following functions and characteristics:

- The Secretary-General shall oversee the Committee.
- The Committee shall handle the official social media accounts of SC COMELEC which are Facebook, Twitter, and Instagram only.
- The Committee shall be in-charge of the creation of online publication materials for the purpose of information dissemination, to be posted through the Commission's official social media accounts with proper captions.
- The Committee shall be assigned to answer queries sent to the Commission's official social media accounts.

WHEREAS, the structure of the Multimedia & Publications Committee with the following positions was agreed upon by the Commissioners on quorum with no objections/contentions raised:

- Head of Multimedia & Publications Committee – Shall be occupied by a COMELEC Commissioner.
- Assistant Head of Multimedia & Publications Committee – Shall be occupied by a COMELEC Commissioner.
- Three (3) Members - Shall be occupied by either COMELEC Commissioners and/or appointed Deputy Commissioners.

WHEREAS, it was agreed upon by the Commissioners on quorum to put the position of Head and Assistant Head of Multimedia & Publications Committee into a process of nomination and voting;

WHEREAS, College of Computer and Information Sciences Commissioner Carlos Jude G. Maminta was elected as the Head of Multimedia & Publications Committee;

WHEREAS, College of Accountancy and Finance Commissioner Marl Nico Mari M. De Vera was elected as the Assistant Head of Multimedia & Publications Committee;

WHEREAS, the commission deliberated all the nominees with a proper quorum, and no objections/contentions were raised;



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NOW, THEREFORE, by virtue of the power vested in the Commission on Elections (COMELEC) being the highest policy-making body of all election matters, hereby establishes the Secretariat Committee and Multimedia and Publications Committee, in pursuant to the Election Code of the PUP Student Council, **BE IT RESOLVED AS IT HEREBY RESOLVES:**

THAT, the Secretariat Committee and Multimedia & Publications Committee shall function immediately.

THAT, the Secretariat Committee shall be headed by Secretary-General Mary Joy B. Dagdag of College of Science together with College of Accountancy and Finance Commissioner Marl Nico Mari M. De Vera as the elected Assistant Head of the Committee.

THAT, the Multimedia and Publications Committee shall be headed by College of Computer and Information Sciences Commissioner Carlos Jude G. Maminta together with College of Accountancy and Finance Commissioner Marl Nico Mari M. De Vera as the elected Assistant Head of the Committee.

THAT, this will continue being implemented until another contradicting resolution is created.

THAT, there shall be a furnished copy of this resolution, including any changes made hereto, to the official addresses of Local Student Councils residing in the Polytechnic University of the Philippines – Main Campus.

SO, ORDERED.

(SGD) RJ O. SALAMERA

Chairperson

College of Political Science and Public Administration Commissioner

(SGD) GAD THOMAS DEUEL S. MENDIOLA

Vice Chairperson

College of Arts and Letters Commissioner

(SGD) MARY JOY B. DAGDAG

Secretary-General



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College of Science Commissioner

(SGD) ANN SHIRLEY M. BENITEZ

Treasurer

College of Education Commissioner

(SGD) MARL NICO MARI M. DE VERA

College of Accountancy and Finance Commissioner

(SGD) APPLE JOY A. BUEN

College of Architecture, Design, and the Built Environment Commissioner

(SGD) JOYCE MARIE L. TOLENTINO

College of Business Administration Commissioner

(SGD) LORIELYN Y. BELMONTE

College of Communications Commissioner

(SGD) CARLOS JUDE G. MAMINTA

College of Computer and Information Sciences Commissioner

(SGD) CARLOS JAIRO L. TIAGA

College of Engineering Commissioner

(SGD) AUGUST B. ANTONIO

College of Human Kinetics Commissioner

(SGD) DENISE JOYCE B. ALMARIO

College of Social Sciences and Development Commissioner

(SGD) ARVIE EIN P. AMOGUIS

College of Tourism, Hospitality and Transportation Management Commissioner

(SGD) JOHN RAY C. AYES

Institute of Technology Commissioner