



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

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**RESOLUTION NO. 002, SERIES OF 2023**

**A RESOLUTION ON THE STRUCTURING OF THE SECRETARIAT COMMITTEE  
AND THE ESTABLISHMENT OF THE FINANCE COMMITTEE,  
PUBLICATIONS & MULTIMEDIA COMMITTEE,  
PROGRAMS & EVENTS COMMITTEE, AND  
LEGAL & ADMINISTRATIVE 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 March 03, 2023;

**WHEREAS**, the College of Communication and Vice-Chairperson of the Commission Lorielyn Y. Belmonte presided and called the meeting to order;

**WHEREAS**, the Commissioners for the College of Architecture, Design, and Built Environment, College of Accountancy and Finance, College of Arts and Letters, College of Business Administration, College of Computer and Information Sciences, College of Engineering, College of Human Kinetics, College of Education, College of Science, College of Social Sciences and Development, and Institute of Technology was present;



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**WHEREAS**, 12 out of 14 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:*

*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.*



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**WHEREAS**, it was agreed upon by the Commissioners on quorum to further establish two departments under the Secretariat Committee with the following functions and responsibilities:

- Communications and Public Information – assist the Secretary-General in the management of the Commission’s emails and answer inquiries concerning the election
- Archive and Documentation – assist the Secretary-General in writing the minutes of the meeting, and compiling and organizing the databases, organizing all files and trackers of the Commission.

**WHEREAS**, it was agreed upon by the Commissioners on quorum that the Secretariat Committee will only be composed solely of Commissioners and Deputy Commissioners and will not open applications for staff;

**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 the Secretariat Committee – Shall be occupied by the Secretary-General.
- Deputy Head of the Secretariat Committee – Shall be occupied by a COMELEC Commissioner.
- Six (6) Secretariats – Each department shall be occupied by one Commissioner and 2 Deputy Commissioners. The Secretariat of the Commission, Secretary of First Division, and Secretary of Second Division shall come from the appointed Deputy Commissioners.



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

**WHEREAS**, College of Science Commissioner Mary Joy B. Dagdag 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;

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

- The Treasurer shall be the Head of the Committee.
- The Committee shall be responsible for the management and safekeeping of the Commission's funds and disbursements.
- The Committee shall be responsible for the preparation of the budget proposals.
- The Committee shall be in charge of the liquidation reports.
- The Committee shall be responsible for the procurement and management of all assets and resources of the Commission.

**WHEREAS**, it was agreed upon by the Commissioners on quorum that the Finance & Logistics Committee will only be composed solely of Commissioners and Deputy Commissioners and will not open applications for staff;



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

- Head of the Finance & Logistics Committee – Shall be occupied by the Treasurer.
- Deputy Head of the Finance & Logistics Committee – Shall be occupied by a COMELEC Commissioner.
- Three (3) Members - Shall be occupied by one (1) COMELEC Commissioner and two (2) appointed Deputy Commissioners.

**WHEREAS**, it was agreed upon by the Commissioners on quorum to put the position of Deputy Head of the Finance & Logistics Committee into a process of nomination and voting;

**WHEREAS**, Institute of Technology Commissioner Keren Claire L. Cabuello was elected as the Assistant Head of Finance & Logistics Committee;

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

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



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- Creatives Media – responsible for the creation of publication materials to be posted by the Commission for the purpose of information dissemination and makes sure that said materials follows the branding guidelines of the Commission.
- Publicity and Marketing – responsible for the management of the social media accounts of the Commission and is also responsible for the creation of captions for the posts.

**WHEREAS**, it was agreed upon by the Commissioners on quorum that the Publications & Multimedia Committee will open applications for staff;

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

- Head of the Publications & Multimedia Committee – Shall be occupied by a COMELEC Commissioner.
- Deputy Head of the Publications & Multimedia Committee – Shall be occupied by a COMELEC Commissioner.
- Six (6) Members - Shall be occupied by either COMELEC Commissioners, Deputy Commissioners, and/or staff.

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





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**WHEREAS**, College of Computer and Information Sciences Commissioner Luke Mark P. Leona was elected as the Head of Publications & Multimedia Committee;

**WHEREAS**, College of Architecture, Design, and Built Environment Commissioner Piolo Miguel A. Barcelona was elected as the Deputy Head of Publications & Multimedia Committee;

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

**WHEREAS**, it was agreed upon by the Commissioners on quorum to establish a Programs & Events Committee and further establish two departments under the committee with the following functions and characteristics:

- Field Staff – responsible for the organization and technical management of the Commission's on-site events such as miting de avances, proclamation of winners, etc.
- Online Staff – responsible for the organization and technical management of the Commission's online events that are to be broadcasted on platforms such as Zoom or Facebook Live.

**WHEREAS**, it was agreed upon by the Commissioners on quorum that the Programs & Events Committee will open applications for staff;

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



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- Head of the Programs & Events Committee – Shall be occupied by a COMELEC Commissioner.
- Deputy Head of the Programs & Events Committee – Shall be occupied by a COMELEC Commissioner.
- Eight (8) Members - Shall be occupied by either COMELEC Commissioners, Deputy Commissioners, and/or staff.

**WHEREAS**, it was agreed upon by the Commissioners on quorum to put the position of Head and Deputy Head of the Programs & Events Committee into a process of nomination and voting;

**WHEREAS**, College of Business Administration Commissioner Adam Jess C. De Guzman was elected as the Head of Programs & Events Committee;

**WHEREAS**, College of Engineering Commissioner Carlos Jairo L. Tiaga was elected as the Deputy Head of Programs & Events Committee;

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

**WHEREAS**, it was agreed upon by the Commissioners on quorum to establish a Legal & Administrative Affairs Committee with the following functions and characteristics:

- The Chairperson and Vice-Chairperson shall oversee the Committee.





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- The Committee shall provide needed assistance to the Commission regarding administrative affairs.
- The Committee shall handle matters that are more external to the commission (representation, conduct, DPA, etc.).

**WHEREAS**, it was agreed upon by the Commissioners on quorum that the Legal & Administrative Affairs Committee will open applications for staff;

**WHEREAS**, the structure of the Legal & Administrative Affairs Committee with the following positions was agreed upon by the Commissioners on quorum with no objections/contentions raised:

- Head of the Legal & Administrative Committee – Shall be occupied by the Chairperson.
- Deputy Head of the Legal & Administrative Committee – Shall be occupied by the Vice-Chairperson.
- Three (3) Paralegals - Shall be occupied by either COMELEC Commissioners, Deputy Commissioners, and/or staff.

**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, Finance & Logistics Committee, Publications & Multimedia Committee, Programs & Events Committee, and Legal & Administrative Affairs Committee in pursuant to Student Council Act. 002 s. 2022 or also known as Election Code of the PUP Student Council, **BE IT RESOLVED AS IT HEREBY RESOLVES:**



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**THAT**, the Secretariat Committee, Finance & Logistics Committee, Publications & Multimedia Committee, Program & Events Committee, and Legal & Administrative Affairs Committee shall function immediately.

**THAT**, the Secretariat Committee shall be headed by Secretary-General Melwel Arcel C. Gorumba of the College of Accountancy and Finance together with College of Science Commissioner Mary Joy B. Dagdag as the elected Deputy Head of the Committee.

**THAT**, the Finance & Logistics Committee shall be headed by Treasurer Anna Katrina C. Tena of the College of Political Science and Public Administration together with Institute of Technology Commissioner Keren Claire L. Cabuello as the elected Deputy Head of the Committee.

**THAT**, the Publications & Multimedia Committee shall be headed by College of Computer and Information Sciences Commissioner Luke Mark P. Leona together with College of Architecture, Design, and Built Environment Commissioner Piolo Miguel A. Barcelona as the elected Deputy Head of the Committee.

**THAT**, the Programs & Events Committee shall be headed by College of Business Administration Commissioner Adam Jess C. De Guzman together with College of Engineering Commissioner Carlos Jairo L. Tiaga as the elected Deputy Head of the Committee.

**THAT**, the Legal & Administrative Affairs Committee shall be headed by Chairperson Gad Thomas Deuel S. Mendiola together with Vice-Chairperson Lorielyn Y. Belmonte as the Deputy Head of the Committee.



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**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 the Student Council Assembly, Sentral na Konseho ng Mag-aaral, Local Student Councils, Student Tribunal and Constitutional Commissions, and Student Publications residing in the Polytechnic University of the Philippines - Main Campus.

**SO, ORDERED.**

**(SGD) GAD THOMAS DEUEL S. MENDIOLA**

*Chairperson*

College of Arts and Letters Commissioner

**(SGD) LORIELYN Y. BELMONTE**

*Vice Chairperson*

College of Communication Commissioner

**(SGD) MELWEL ARCEL C. GORUMBA**

*Secretary-General*

College of Accountancy and Finance Commissioner

**(SGD) ANNA KATRINA C. TENA**

*Treasurer*

College of Political Science and Public Administration Commissioner

**(SGD) PIOLO MIGUEL A. BARCELONA**

College of Architecture, Design, and Built Environment Commissioner



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**(SGD) ADAM JESS C. DE GUZMAN**  
College of Business Administration Commissioner

**(SGD) LUKE MARK P. LEONA**  
College of Computer and Information Sciences Commissioner

**(SGD) CARLOS JAIR O. TIAGA**  
College of Engineering Commissioner

**(SGD) KRISTAL ANDREA MARQUEZ**  
College of Human Kinetics Commissioner

**(SGD) GENER AUGUST S. LINTAG**  
College of Education Commissioner

**(SGD) MARY JOY B. DAGDAG**  
College of Science Commissioner

**(SGD) PAUL JANRY D. ROLUSTA**  
College of Social Sciences and Development Commissioner

**(SGD) ALYANNA MIKAELA DELOS REYES**  
College of Tourism, Hospitality, and Transportation Management Commissioner

**(SGD) KEREN CLAIRE L. CABUELLO**  
Institute of Technology Commissioner