



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

RESOLUTION NO. 003, SERIES OF 2022

**A RESOLUTION INFORMING THAT THE COMMISSION HAS STRUCTURED THE
SELECTION MECHANISM OF APPOINTING DEPUTY COMMISSIONERS**

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 SC COMELEC Commissioners attended the meeting, thus the meeting was in quorum;

WHEREAS, the selection of the Deputy Commissioners was defined under the Chapter IV Section 21 of the Student Council Act. 002 s. 2022 or also known as Election Code of the PUP Student Council;

Section 21. Deputy Commissioners. – Each COMELEC commissioner shall select and appoint one (1) Deputy Commissioner from their respective college/institute. They may act as administrator, and administrator assistant or other positions needed for the conduct of the elections. However, they cannot vote on en banc sessions and participate in decisions of the Commission. They shall have a term co-terminus with the members of the Commission and can be renewed upon the discretion of the succeeding Commissioners.

WHEREAS, the qualifications of Deputy Commissioners were stated under the Chapter IV Section 21.1 of the Student Council Act. 002 s. 2022 or also known as Election Code of the PUP Student Council;

21.1 Qualifications of Deputy Commissioners:

a. Must be a Bona fide student of PUP;



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- b. Must be non-partisan and does not represent or abide to any organization and/or formation inside and outside the university;*
- c. Must be well-informed about the processes and functions of the electoral platforms; and*
- d. Must be able to handle and assist all technical workloads of the Commission during the electoral process.*

WHEREAS, the functions and responsibilities of the Deputy Commissioners were defined under the Chapter IV Section 21.2 of Student Council Act. 002 s. 2022 or also known as Election Code of the PUP Student Council;

21.2 The functions and responsibilities of the Deputy Commissioners are the following:

- a. Instruct and answer all inquiries and questions relating on voting;*
- b. Raise all the pending inquiries and questions relating on voting that were unanswered by the Deputy Commissioner to the members of the Commission;*
- c. Act as online administrator, online administrator assistant, and other positions;*
- d. Other functions and responsibilities the Commission may delegate;*
- e. The deputy commissioners are allowed to observe all the proceedings of the COMELEC en banc and its divisions and join the discussion upon the simple majority approval of the present members, but they shall not have any voting power; and*
- f. In the case of the Commissioner's death, incapacity, resignation or removal of office, the Deputy Commissioner shall automatically assume the Commissioner position, which must be formalized by SCA through a resolution.*

WHEREAS, it was agreed upon by the Commissioners on quorum that the following will be the requirements for the selection of Deputy Commissioners:

- Accomplished Data Privacy Consent Form.
- Certificate of Registration (COR) for the 2nd Semester Academic Year 2021-2022 in PDF file.
- Confirmation Slip as an alternative in PDF file, if the Certificate of Registration is unavailable.



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- Screen capture of their grades for 2nd Semester Academic Year 2021-2022 from their respective PUP SIS account, as a last resort if the Certificate of Registration and Confirmation Slip are not available, in compliance to the following guidelines:
 1. Information that must be visible in the screen capture:
 - a. Full Name
 - b. Student Number
 - c. Admission Status
 - d. Scholastic Status
 - e. Course Code
 - f. GPA and Grade on respective subjects
 - g. Names of Faculty for each subject
 2. Image format must either be in PNG, JPEG, or JPG format only.
 3. A maximum of three (3) images in uniform image format.
 4. The quality of image must be sufficient that information needed are clear and legible.
- Curriculum Vitae (at a minimum must contain the following):
 1. personal information
 2. educational background
 3. organizational background
 4. awards received, if any
- 2x2 picture wearing formal attire with white background
- Fulfillment of Declaration of Non-Partisanship
- If the aspiring Deputy Commissioner have held political posts before (e.g. Local Student Councils) they must have resigned from such on or before August 06, 2022.
 1. To fulfill this requirement, the aspiring Deputy Commissioner must submit their Letter of Resignation from the respective position along with its acknowledgement from the organization's President, both must be dated not later than August 06, 2022.

WHEREAS, the Commissioners on quorum agreed to conduct the submission of requirements through Google Forms;



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WHEREAS, it was agreed upon the Commissioners on quorum to adopt the following schedule of selection mechanism for appointing Deputy Commissioners;

- Aug. 11-14: Opening and accepting of applicants through Google Forms
- Aug. 15: Asynchronous screening of candidates by the Commissioners
- Aug. 16-17: Synchronous screening and interview of candidates through Google Meet
- Aug. 18: Formalization and announcement of the newly appointed Deputy Commissioners

WHEREAS, the following are guidelines to be followed by the candidates for the conduct of interview process:

1. The link for the interview will be sent through the G-Mail given by candidates from the Google Forms.
2. The candidates may enter the meeting at least 5 minutes before their scheduled time.
3. The candidates are required to turn on their camera throughout the duration of the interview.

WHEREAS, the list of chosen and appointed Deputy Commissioners will be disseminated through the Commission's official social media accounts, to the Student Publications currently in the Commission's database, and to the Local Student Councils.

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 selection mechanism of appointing Deputy Commissioners of the Commission, as it was enshrined in Chapter IV Section 21 of the Student Council Act. 002 s. 2022 or also known as Election Code of the PUP Student Council, **BE IT RESOLVED AS IT HEREBY RESOLVES:**

THAT, the Commission shall adopt the following timeframe:

- Aug. 11-14: Opening and accepting of applicants through Google Forms



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- Aug. 15: Asynchronous screening of candidates by the Commissioners
- Aug. 16-17: Synchronous screening and interview of candidates through Google Meet
- Aug. 18: Formalization and announcement of the newly appointed Deputy Commissioners

THAT, the submission of requirements for the selection of Deputy Commissioners shall be conducted through Google Forms and shall submit the following requirements:

- Accomplished Data Privacy Consent Form.
- Certificate of Registration (COR) for the 2nd Semester Academic Year 2021-2022, or Confirmation Slip, or Screen capture of their grades for 2nd Semester Academic Year 2021-2022
- Curriculum Vitae
- 2x2 picture wearing formal attire with white background
- Fulfillment of Declaration of Non-Partisanship
- If applicable, Letter of Resignation with acknowledgement both dated not later than August 06, 2022.

THAT, the following are guidelines to be followed by the candidates for the conduct of interview process:

1. The link for the interview will be sent through the G-Mail given by candidates from the Google Forms.
2. The candidates may enter the meeting at least 5 minutes before their scheduled time.
3. The candidates are required to turn on their camera throughout the duration of the interview.

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 and Student Publications residing in the Polytechnic University of the Philippines - Main Campus.



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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

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



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(SGD) DENISE JOYCE B. ALMARIO

College of Social Sciences and Development Commissioner

ARVIE EIN P. AMOGUIS

College of Tourism, Hospitality and Transportation Management Commissioner

(SGD) JOHN RAY C. AYES

Institute of Technology Commissioner

