



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

RESOLUTION NO. 004, SERIES OF 2023

**A RESOLUTION INFORMING THAT THE COMMISSION HAS STRUCTURED THE
MECHANISM FOR THE APPLICATION FOR STAFF**

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;

WHEREAS, 12 out of 14 Commissioners attended the meeting, thus the meeting was in quorum;



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WHEREAS, it was agreed upon by the Commissioners on quorum that the Publications & Multimedia Committee, Programs & Events Committee, and Legal & Administrative Affairs Committee will open application for staff;

WHEREAS, staff members will assist the Commission in various matters and shall have a term co-terminus with the members of the Commission;

WHEREAS, staff members of the Publications & Multimedia Committee shall have the following duties and responsibilities:

- They shall assist the Head and Deputy Head of the Publications & Multimedia.
- They shall be responsible for the creation of publication materials to be posted by the Commission for the purpose of information dissemination.
- They shall be responsible for ensuring that publications materials being posted follow the branding guidelines of the Commission.
- They shall be responsible for the management of the social media accounts of the Commission.
- They shall be responsible for the captions to be posted alongside the publication material.
- They shall perform other duties and responsibilities as assigned by the Head and Deputy Head.

WHEREAS, staff members of the Programs & Events Committee shall have the following duties and responsibilities:

- They shall assist the Head and Deputy Head of the Programs & Events Committee.



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- They shall be responsible for the organization and technical management of all events of the Commission, whether physical or virtual.
- They shall perform other duties and responsibilities as assigned by the Head and Deputy Head.

WHEREAS, paralegals of the Legal & Administrative Affairs Committee shall have the following duties and responsibilities:

- They shall assist the Head and Deputy Head of the Legal & Administrative Affairs Committee
- They shall serve as the legal representatives of the Commission if necessary.
- They shall provide needed assistance to the Commission regarding administrative affairs.
- They shall perform other duties and responsibilities as assigned by the Head and Deputy Head.

WHEREAS, it was agreed upon by the Commissioners on quorum that the following will be the requirements for the application of Committee Members:

- Accomplished Data Privacy Consent Form.
- Certificate of Registration (COR) for the 1st Semester Academic Year 2022-2023 in PDF file.
- Confirmation Slip as an alternative in PDF file, if the Certificate of Registration is unavailable.
- Curriculum Vitae (at a minimum must contain the following):
 1. Personal information
 2. Educational background



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3. Organizational background

4. Awards received, if any

- 2x2 picture wearing formal attire with white background
- Fulfillment of Declaration of Non-Partisanship
- Portfolio (for those interested in applying as staff for the Publications & Multimedia Committee)
- If the aspiring staff held have held political posts before (e.g. Local Student Councils) they must have resigned from such on or before March 22, 2023.
 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 March 22, 2023.

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

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

- Mar. 09-22: Opening and accepting of applicants through Google Forms
- Mar. 23-Apr. 02: Asynchronous screening of applicants by the Commissioners
- Apr. 03: Formalization and announcement of the newly accepted staff members

WHEREAS, the list of chosen and accepted staff members 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.



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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 mechanism for the application for staff members, 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:

- Mar. 09-22: Opening and accepting of applicants through Google Forms
- Mar. 23-Apr. 02: Asynchronous screening of applicants by the Commissioners
- Apr. 03: Formalization and announcement of the newly accepted staff members

THAT, the submission of requirements for the application of staff members shall be conducted through Google Forms and shall submit the following requirements:

- Accomplished Data Privacy Consent Form.
- Certificate of Registration (COR) for the 1st Semester Academic Year 2022-2023, or Confirmation Slip
- Curriculum Vitae
- 2x2 picture wearing formal attire with white background
- Fulfillment of Declaration of Non-Partisanship
- Portfolio (for those interested in applying as staff for the Publications & Multimedia Committee)



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- If applicable, Letter of Resignation with acknowledgement both dated not later than March 22, 2023.

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



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(SGD) PIOLO MIGUEL A. BARCELONA
College of Architecture, Design, and Built Environment Commissioner

(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 JAIRO L. 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



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

