



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

RESOLUTION NO. 005 SERIES OF 2021

**RULES AND GUIDELINES FOR THE FILING OF A CERTIFICATE OF CANDIDACY
FOR THE ACADEMIC YEAR 2020-2021 ELECTIONS**

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

WHEREAS, twelve (12) out of fourteen (14) Commissioners were present, College of Arts and Letters, College of Accountancy and Finance, College of Architecture, Design and Built Environment, College of Business Administration, College of Communication, College of Computer and Information Systems, College of Education, College of Engineering, College of Human Kinetics, College of Political Science and Public Administration, and College of Science, College of Tourism, Hospitality and Transportation Management, thus the meeting was in quorum;

WHEREAS, the commissioners from the Institute of Technology and College of Social Sciences and Development were not present;

WHEREAS, the Commission deliberated and agreed that it will provide a set of rules and guidelines regarding the Certificate of Candidacy;

WHEREAS, with the authority vested to the Commission by the PUP Election Code of 2021 pursuant to Section 13-h of Article IV:

Section 13. Powers and functions of the Commission – In addition to the powers and functions conferred upon it by the PUP Student Council Constitution, the Commission shall (h) Pass and promulgate implementing rules other than this Code and exercise all other powers necessary to administer and ensure a fair, orderly and honest conduct of elections.

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The COMELEC shall perform such other functions as may be necessary for the full implementation of this Code, consistent with the requirements of free, fair, honest, and orderly elections.

WHEREAS, Section 17 of Article V of the PUP Election Code provides for the requirements regarding the certificate of candidacy of a candidate which states:

Section 17. No student may be elected to any position on the Student Council unless he/she is a bona fide student of this University at the time of his/her filing of candidacy, and the party he/she falls under must be legitimate unless of course the candidate is independent.

Section 17.1 Bona fide defined

For election purposes, a student shall be enrolled in the current academic year in any college to be considered as a bona fide student.

Section 17.2 Legitimate Student Political Organization

If a candidate runs under a particular banner or party, the party he/she is representing must either be an accredited organization duly screened/approved by the COSOA or an organization, recognized by the Commission through a party registration certificate, who will support and field candidates for the elections.

NOW THEREFORE, the COMELEC hereby decrees that the following shall be known as the RULES AND GUIDELINES FOR THE FILING OF A CERTIFICATE OF CANDIDACY FOR THE ACADEMIC YEAR 2020 - 2021 ELECTIONS.

Section 1. Title. These rules shall be known as the "RULES AND GUIDELINES FOR THE FILING OF A CERTIFICATE OF CANDIDACY FOR THE ACADEMIC YEAR 2020-2021 ELECTIONS."

Section 2. Scope and Applicability. These rules shall govern and regulate all election of officers of the PUP Student Council. These rules are only applicable for the FLeXTel learning setup of the following PUP academic year.

Section 3. Certificate of Candidacy. — No person shall be eligible for any elective office unless he/she files thin email a sworn candidacy before the COMELEC, within the periods fixed by the COMELEC.

Section 4. Certificate of Registration. – A student must present two (2) of the most recent Certification from the Admission and Registration Office (ARO) e.g., Registration Card as a proof that he/she is enrolled. In cases that the Registration Card is unavailable, the candidate may provide either of the following as an alternative:

4.1. A copy of official Certification of Enrollment/Attendance through Online Document Request System (ODRS) within the specified election timeline.

4.2. Certificate of Grades which reflects his/her two most recent accomplished semesters and containing his/her student number. This document must be issued by their respective department office, signed by the Dean and/or Chairperson.

Section 5. Contents of the Certificate of Candidacy. – The following shall be the contents of the Certificate of Candidacy:

5.1 2x2 picture, in formal attire, with white background and nametag of the candidate at the bottom of the image

5.2 The legal name of the candidate, having separate fields for their Surname, First/Given Name, Middle Name, and, if applicable, a suffix.

5.3 The candidate must also input their preferred honorific

5.4 The official party of the candidate, with the attachment of the Certificate of Nomination (Section 6 of this guidelines). If the candidate does not represent a party, the candidate must write none or independent or any equivalent terminology.

5.5 The official name of the candidate in the ballot, with a maximum of 30 characters. The Commission reserves the right to disqualify a candidate for the use of foul words in the official name.

5.6 The established residence of the candidate

5.7 The Student Identification Number of the candidate, indicated in their Certification from the Admission and Registration Office

5.8 The collegial information of the candidate such as their section, their program and major and their college where they are officially enrolled.

5.9 The gender and preferred pronoun of the candidate. They may opt not to answer the field.

5.10 The date of birth and age of the candidate upon filling up the certificate.

5.11 The candidate's contact information such as their mobile number and e-mail address

5.12 The learning mode of the candidate shall be declared but shall not become a basis for disqualification

5.13 The status as working student or not of the candidate shall be declared but shall not become a basis for disqualification

5.14 A declaration that the candidate is not disqualified in holding elective office.

5.15 A declaration that the candidate is qualified to hold such office, a bona fide student of the university, and allegiance to support and defend the Constitution of the Student Council and will maintain true faith and allegiance thereto.

5.16 A consent to the processing of the information stated herein by the commission on elections and other purposes may be provided by law such as R.A. 10173 also known as the data privacy act and among others

5.17 The position where the candidate seek office to

5.18 Certification that the facts that are stated herein are true and correct to the best of the candidate's knowledge

5.19 The digital graphic of the candidate's signature over printed name.

Section 6. Certificate of Nomination. – A student must present the Certificate of Nomination, duly signed by the party official, in order for the candidate to be recognized by the Commission as the official candidate of such party.

Section 7. Party Registration Certificates. – An organization, party, or slate must present the Party Registration Certificate in order for the Commission to recognize them as a legitimate student political party or slate.

7.1 The organization must declare their executive committee in the certificate as well as their official personnel throughout the entire election period

7.2 The organization must attach the following

7.2.1. Organizational Structure of the Organization

7.2.2. The Organization's Constitution and By-Laws

7.2.3. List of Current Members of the Organization

7.3 If a slate or coalition wishes to be organized, the attachment stated in 7.2.2 may be waived.

Section 8. Personnel of Independent Candidates. – Independent candidates may submit a list of their personnel to the Commission, provided that the list is duly signed by the candidate.

Section 9. Effectivity. These rules shall take effect immediately.

WHEREAS, The Commissioner from the College of Computer and Information Sciences moved to approve and ratify the rules and guidelines;

WHEREAS, The Commission voted unanimously in favor of The Commissioner from the College of Computer and Information Sciences' motion to approve and ratify said rules and guidelines;

NOW, THEREFORE, by virtue of the power vested in the Commission on Elections (COMELEC) being the highest electoral policy-making body hereby amends and approves the Rules and Guidelines for the Filing of a Certificate of Candidacy for the Academic Year 2020-2021 Election BE IT RESOLVED AS IT HEREBY RESOLVES:

1. THAT, the Commission shall inform their constituents, mainly the prospective candidates and their paralegals, of this revised IRR, in order to provide guidance and have a systematized election;
2. TO INFORM AND FURNISH COPIES of this resolution, including any changes made thereto, to the official addresses of Local Councils residing in the Polytechnic University of the Philippines Main Campus.

SO ORDERED.

(SGD) JANNETTE PRINCESS V. HINATE

Chairperson

College of Education Commissioner

(SGD) JANEL MARIEKE B. BANARIA

Vice Chairperson

College of Social Science and Development
Commissioner

(SGD) ALEC MARIZ G. AVERILLA

Secretary General

College of Human Kinetics Commissioner

(SGD) KATHERINE CLAIRE A.

HOANG

Treasurer

College of Architecture, Design and Built
Environment Commissioner

(SGD) CHARLIZE KRIZIA R. LOPEZ

College of Engineering Commissioner

(SGD) PETER THADDEUS V. IBAÑEZ

College of Communication Commissioner

(SGD) ANGELA LUISA H.

MONTENEGRO

College of Accountancy and Finance
Commissioner

(SGD) FRANZ MARIELLA D.

SUMUCOL

College of Science Commissioner

(SGD) DIVINA MARIE B. IBAÑEZ

College of Arts and Letters Commissioner

(SGD) KRISTAN MARK F.

BERNARDO

College of Tourism, Hospitality and
Transportation Management Commissioner

(SGD) ELIZABETH MARIE G.

ANDAYA

College of Business Administration
Commissioner

CYRUS JAMES P. MAGSINO

College of Political Science and Public
Administration Commissioner

(SGD) MARC JOSEPH V. BARCIAL

College of Computer and Information
Sciences Commissioner

DIVINA I. ASIS

Institute of Technology Commissioner