



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

RESOLUTION NO. 010, SERIES OF 2023

**RULES AND GUIDELINES FOR THE FILING OF CERTIFICATE OF CANDIDACY
AND PARTY REGISTRATION FOR THE ACADEMIC YEAR 2023-2024 STUDENT
COUNCIL 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 (PUP) – Main Campus;

WHEREAS, the Commission convened online on July 15, 2023;

WHEREAS, Commissioners from the following Colleges were present:

- College of Accountancy and Finance (CAF)
- College of Arts and Letters (CAL)
- College of Business Administration (CBA)
- College of Computer and Information Sciences (CCIS)
- College of Human Kinetics (CHK)
- College of Communication (COC)
- College of Education (COED)
- College of Science (CS)
- College of Social Sciences and Development (CSSD)
- Institute of Technology (ITECH)
- Open University System (OUS)

Eleven (11) out of fourteen (14) Commissioners were present thus, the meeting was in quorum;



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WHEREAS, the Commissioners from the College of Architecture, Design, and Built Environment (CADBE), College of Engineering (CE), and College of Political Science and Public Administration (CPSA) were not present;

WHEREAS, the Commission agreed it will provide a set of rules and guidelines regarding the filing of Certificate of Candidacy and Party Registration;

WHEREAS, authority is vested to the Commission by Election Code of the PUP Student Council pursuant to Article IV Section 22 h:

***Section 22. 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...

WHEREAS, Section 26 of Article V of the Election Code of the PUP Student Council provides the requirements regarding the Certificate of Candidacy of a candidate which states:

***Section 26. Qualifications of Candidates.** – No student may be elected to any position on the PUP SC unless they are a bona fide student voter of this University at the time of their filing of candidacy, and the party and/or coalition they fall under must be legitimate unless, of course, the candidate is independent.*

***26.1. Legitimate Student Political Party.** – If a candidate runs under a particular banner or party, the party he/she/they is representing must either be an accredited organization duly screened/approved by the COSOA or an*



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organization, recognized by the Commission through a party registration certificate, that will support and field candidates for the elections.

26.2. Legitimate Student Political Coalition. – *Coalition refers to a conglomerate of independent candidates, slates, and/or other political parties running under a particular name or banner. Coalitions differ from political parties in the aspect that they have not been duly accredited by PUP SC COSOA or PUP SC COMELEC. All formed coalitions shall submit a declaration of their formation and the official list of all the candidates running under them to the PUP SC COMELEC.*

26.3. Discernment. – *The PUP SC COMELEC shall clearly discern and declare all student political parties and coalitions, and their respective candidates participating in the election.*

NOW, THEREFORE, the Commission on Elections hereby decrees that the following shall be known as the “RULES AND GUIDELINES FOR THE FILING OF CERTIFICATE OF CANDIDACY AND PARTY REGISTRATION FOR THE ACADEMIC YEAR 2023-2024 STUDENT COUNCIL ELECTIONS”.

Section 1. Title – These rules shall be known as the " RULES AND GUIDELINES FOR THE FILING OF CERTIFICATE OF CANDIDACY AND PARTY REGISTRATION FOR THE ACADEMIC YEAR 2023-2024 STUDENT COUNCIL ELECTIONS” (Rules).



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Section 2. Scope

- 2.1 These Rules shall govern and regulate election of all officers of the PUP Student Council. These Rules shall continue to be applicable unless otherwise amended by the incumbent Commissioners.
- 2.2 These Rules promulgated by COMELEC shall have jurisdiction on the registered candidates, political parties, political coalitions, and other entities that require the filing of Certificate of Candidacy.

Section 3. Certificate of Candidacy – No student shall be eligible for any elective office unless he/she/they files a sworn certificate of candidacy stated in the Calendar for the Period of Election as prescribed by the SCA. The COMELEC can adjust the calendar given there is a possibility of Force Majeure or Failure of Election. A person who has filed a certificate of candidacy may, prior to the election, withdraw the same by submitting to the Commission a written declaration.

Section 4. Requirements – A certificate of candidacy shall be awarded to a candidate who has submitted the following:

- 4.1 Original Certification of Enrollment from ARO or Registration Certificate for the most recent regular semester of the candidate. In cases that the Registration Card is unavailable, the candidate may provide either of the following as an alternative:
 - (a) A copy of official Certification of Enrollment/Attendance through Online Document Request System (ODRS) within the specified election timeline.
 - (b) Confirmation Slip of the most recent regular semester;



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(c) A certificate of grades which reflects the most recent regular semester. The certificate may contain or not contain the student number, provided that this was issued and/or validated by the candidate's respective chairperson, dean, and/or registrar.

4.2 A certificate or clearance from the Internal Audit Office or OSS stating that the candidate has no financial liabilities. The PUP SC COA in coordination with COMELEC, shall be the main coordinator for the collective request of all the candidates' certificate or clearance;

4.3 Other documents deemed necessary by the Commission for election purposes;

(a) Digital copy of picture, in formal attire, with a white background. No name tag shall be included in the picture, sized 2"X2".

(b) Duly-signed Certificate of Nomination from his/her/their political party and/or coalition he/she/they wishes to run under its banner, excluding individual independent candidates.

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 without the nametag of the candidate at the bottom of the image;

5.2 Name of the candidate;



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- (a) The legal name of the candidate, having separate fields for their Surname, First/Given Name, Middle Name, and, if applicable, a suffix.
 - (b) The lived name of the candidate, having separate fields for their Surname, First/Given Name.
- 5.3 The candidate's preferred honorific (e. g. Mr., Ms., Mx.);
 - 5.4 The official party of the candidate, with the attachment of the Certificate of Nomination (Section 6 of these 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 35 characters. The Commission reserves the right to disqualify a candidate for the use of foul words in the official name;
 - 5.6 The established general area of residence of the candidate;
 - 5.7 The Student Identification Number of the candidate, as indicated in their Certification from the Admission and Registration Office;
 - 5.8 The collegial information of the candidate such as their program, major, section, and the College where they are officially enrolled;
 - 5.9 The gender and preferred pronouns of the candidate. They may opt not to answer the field;
 - 5.10 The date of birth and age of the candidate upon filing of the certificate;
 - 5.11 The candidate's contact information such as their mobile number, e-mail address, and webmail address.



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- 5.12 The status of employment (working student or not) shall be declared but shall not become a basis for disqualification;
- 5.13 A declaration that the candidate is not disqualified in holding elective office;
- 5.14 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;
- 5.15 A signed 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;
- 5.16 The elective position the candidate seeks office to;
- 5.17 Certification that the information given herein are true and correct to the best of the candidate's knowledge;
- 5.18 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.

- 6.1 Independent candidates under a coalition are not required to fulfill this requirement. But rather, submit a declaration of their formation.
- 6.2 Independent candidates that are not part of any party/coalition are not required to fulfill this requirement.



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Section 7. Party Registration Certificates – If a candidate runs under a particular banner or party, the party he/she/they 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. 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.

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:

- (a) Organizational Structure of the Organization
- (b) The Organization's Constitution and By-Laws
- (c) List of Current Members of the Organization
- (d) Registration Certificate of Campaign Officials

7.3 If a slate or coalition wishes to be organized, the attachment stated in 7.2 (b) may be waived;

Section 8. Personnel of Independent Candidates – Independent candidates running in the Central Student Council or College Student Council may submit a list of their personnel to the Commission, provided that the list is duly signed by the candidate.

8.1 They must also submit the requirement stated in Section 7.2 (d).



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Section 9. Effectivity – These Rules shall take effect immediately.

WHEREAS, the Commissioner from the College of Accountancy and Finance moved to approve and ratify the rules and guidelines;

WHEREAS, the Commission voted unanimously in favor of the Commissioner from the College of Accountancy and Finance 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 and Party Registration for the Academic Year 2023 - 2024 Election, **BE IT RESOLVED AS IT HEREBY RESOLVES:**

THAT, the Commission shall inform their constituents, mainly the prospective candidates and their paralegals, of this amended Rules and Guidelines, in order to provide guidance and have a systematized election;

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.



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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

(SGD) ADAM JESS C. DE GUZMAN

College of Business Administration Commissioner

(SGD) LUKE MARK P. LEONA

College of Computer and Information Sciences Commissioner



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(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) KEREN CLAIRE L. CABUELLO
Institute of Technology Commissioner

(SGD) FRINCE CARL N. FORTUNADO
Open University System Commissioner