



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

RESOLUTION NO. 009, SERIES OF 2022

**RULES AND GUIDELINES FOR THE FILING OF CERTIFICATE OF
CANDIDACY FOR THE ACADEMIC YEAR 2022-2023 STUDENT COUNCIL
ELECTIONS**

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

WHEREAS, the Commission convened online on August 25, 2022;

WHEREAS, Commissioners from the following Colleges were present:

- College of Political Science and Public Administration
- College of Arts and Letters
- College of Science
- College of Education
- College of Engineering
- College of Communications
- College of Computer and Information Sciences
- College of Business Administration
- College of Accountancy and Finance
- College of Human Kinetics
- Institute of Technology

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

WHEREAS, the Commissioners from College of Architecture, Design, and the Built Environment (CADBE), College of Social Sciences and Development (CSSD), and College of Tourism, Hospitality and Transportation Management (CTHTM) were not present;

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

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 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 Student Council unless he/she/they is a bona fide student of this University at the time of his/her/their filing of candidacy, and the party and/or coalition he/she/they falls under must be legitimate unless of course the candidate is independent.*

26.1. Bona fide defined – *For election purposes, a student shall be enrolled in the most recent regular semester of any college or institute within the PUP regular university system that offers undergraduate or diploma programs. Students who are not enrolled for the term, terminated its enrollment, taken a Leave of Absence (LOA), or expelled from the University are not included.*

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

26.3. Legitimate Student Political Coalitions – *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 COSOA or COMELEC. All formed coalitions shall submit a declaration of their formation and the official list of all the candidates running under them to the COMELEC.*

26.4. Discernment – *The COMELEC shall clearly discern and declare all the 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 **RULES AND GUIDELINES FOR THE FILING OF CERTIFICATE OF**

CANDIDACY FOR THE ACADEMIC YEAR 2022-2023 STUDENT COUNCIL ELECTIONS.

Section 1. Title – These rules shall be known as the " RULES AND GUIDELINES FOR THE FILING OF CERTIFICATE OF CANDIDACY FOR THE ACADEMIC YEAR 2022-2023 STUDENT COUNCIL ELECTIONS" (Rules).

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:

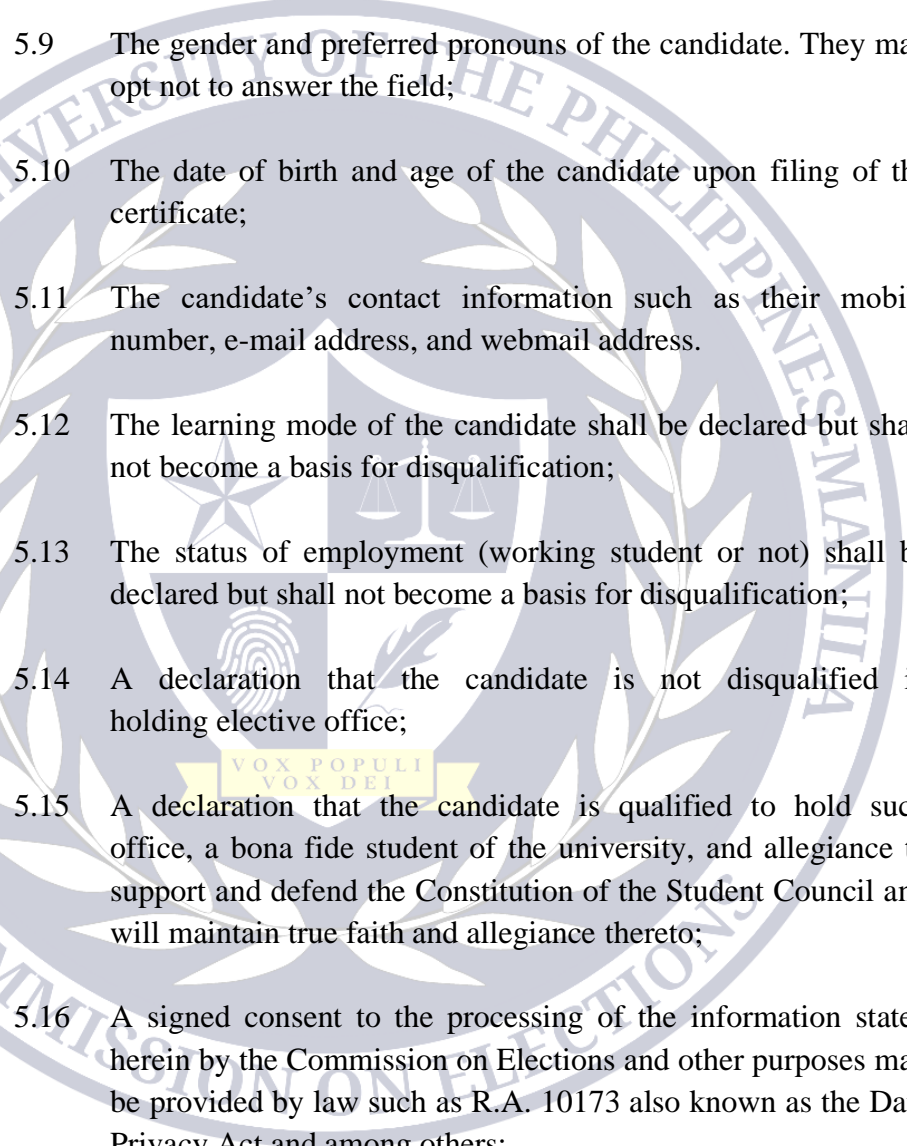
- (a) A copy of official Certification of Enrollment/Attendance through Online Document Request System (ODRS) within the specified election timeline.
- (b) Confirmation Slip of the most recent regular semester;
- (c) A certificate of grades which reflects the most recent regular semester. The certificate 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;
 - (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;

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- 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.
- 5.12 The learning mode of the candidate shall be declared but shall not become a basis for disqualification;
- 5.13 The status of employment (working student or not) 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 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;
- 5.17 The elective position the candidate seeks office to;
- 5.18 Certification that the information given 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.

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.

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 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).

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 Accountancy and Finance's 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 2022-2023 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 Local Student Councils residing in the Polytechnic University of the Philippines Main Campus.

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

(SGD) DENISE JOYCE B. ALMARIO
College of Social Sciences and Development Commissioner

(SGD) ARVIE EIN P. AMOGUIS
College of Tourism, Hospitality and Transportation Management Commissioner

(SGD) JOHN RAY C. AYES
Institute of Technology Commissioner

