

Maloro, Tangub City, Misamis Occidental, Philippines

IMPLEMENTING RULES AND REGULATIONS FOR THE YEAR 2018 FAST CLUB ELECTION

honest, orderly and peaceful election proceeding, hereby issues the following implementing rules and regulations that will govern the Year 2018 FAST Club Elections for the information of all. FAST Club Commission on Election, Tangub City, conscious for the need of an

(GENERAL POLICY) ARTICLE

Sec. 1 Date of Election

President, 2 Vice-Presidents (faculty and staff), Secretary, Treasurer, Auditor, PIO and Two Social Managers on Aug. 29, 2019, 1:00-3:00 PM. In accordance with the Resolution passed by the FAST Club Officers, there shall be an election of

Sec. 2 Multi- Party System

the party may run as independent. Failure on the part of the party to complete their political line-up means disqualification from a party registration and each one of them shall be called independent Two or more parties are allowed by the COMELEC to be registered. Candidates not affiliated with

ັພ Qualifications

All faculty and staff of GADTC are qualified to run except substitutes and members of the administration. The following are considered members of the administration who cannot be voted

College Administrator

WN-Assistant College Administrator

Department Head(Academic and Non-Academic)

Assistant Department Heads

and Asst. Dept. Heads) Only those who have appointments from the civil service Commission (Dept. Heads

#### (POLITICAL PARTY)

certificate of candidacy (COC) will be on August 21, 2018. Sec. 1 All Political Party should register in the FAST Club COMELEC Office situated at the Registrar's Office from 8:00 A.M. to 5:00 P.M. effective Aug. 13 2018. Deadline for filing of

Sec. 2 All Party heads or bearers are authorized to register their respective parties

line-up of candidates and platform of Sec. 3 Upon registration of the party, its head must submit to the COMELEC its list of complete requirements are fully complied with. government. No party shall be registered unless the entire

COMELEC. The Certificate of Candidacy (COC) shall be filed with one (1) legible copy in the

Sec. 5 Campaign periods should start after the last day of filing preferably on Aug 22, 2018 until Aug 28, 2018.

Sec.6 A candidates' forum will be on Aug 29, 2018, 8:00 to 11:30 a.m. at the GADTC AVR. Each Political Party or any independent candidate is given the following maximum allotted time:

a. President

Others

-ten (10) minutes

-five (5) minutes

Sec.7 The following are the only allowed election paraphernalia approved by the COMELEC:

a. Party posters (Cartolina size) are limited to five (5).

b. Each candidate is allowed to three (3) posters (1/4 size of cartolina)

The COMELEC in coordination with the Promotion and Corporate Office should approve the posting of campaign materials.

Bookmarks, sample ballots, leaflets and streamers are also allowed

Sec. 8 Protest must be made in writing. Such protest will be entertained from Aug.30 to Sept. 5, 2018 until 05:00PM. All protest regarding the election shall be decided solely by the COMELEC. However, if the dispute could not be handled by the COMELEC, the group has the right to form a Fact- Finding Committee

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#### ARTICLE III (SPECIAL PROVISIONS)

Sec. 1 canvassing of the election returns will commence after the chairman shall declare the polls closed. The 2018 FAST Club Elections is on Aug. 29, 2018 from 1:00 P.M. to 3:00 P.M.

Sec.2 election. It shall be the right and obligation of every member of the FAST Club to vote during the

Sec. 3 proper except when he/she is casting his/her vote. of votes, provided that the watchers have Certificate of Appointment duly issued by the COMELEC. The candidates are only allowed to stay within ten (10) meters from the precinct during the election Independent or Party candidates can assign watchers during the casting of and counting

Sec. 4 External interference is strictly prohibited.

Sec. 5. Voting Precinct will be designated by the COMELEC before the Election Day.

Sec. 6 Counting and canvassing in the precinct will be done in the presence of the party or independent watchers inside the precinct subject to COMELEC regulation on this matter. After counting, the members of the COMELEC and watchers must certify the correctness of result by affixing their respective signatures in the Certificate of Canvass.

Sec. 7 The official proclamation of winners will be on Aug. 29, 2018 right after the counting of votes. The COMELEC will just then post the official result of the winning candidates.

Sec. 8 No candidates are allowed to smear his/her co-candidates' dignity and reputation.

Sec. 9 presence of the candidates. In case of a tie the chairman of the COMELEC will break the tie by tossing a coin with the

#### ARTICLE IV (SANCTIONS)

SEC. 1 Let it be known that the first sanction for the first offense of the stated implementing rules and regulations for the 2018 FAST Club Election shall be a warning and; disqualification of candidacy for second offense

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#### ARTICLE V (POWER OF THE COMELEC)

**Sec.** 1 COMELEC has the right to implement the rules and regulations stated in the FAST Club Commission on Election rules and Regulations that governs the 2018 Election.

typhoon, urgent activity of the local government that requires the participation of the faculty and staff, unbearable disarray in precincts, if higher authorities may request so due to other matters Sec. 2 COMELEC has also the right to suspend in cases such as occurrence of a strong that needs abrupt school intervention.

#### ARTICLE VI (COMELEC MATTERS)

#### Sec. 1 Official Ballots

detachable coupon containing the serial number of the ballot. It shall bear on the top of the middle portion thereof the words, "FAST CLUB COMMISSION ON ELECTION", "OFFICIAL BALLOT" and the notice in English: "FILL OUT THIS BALLOT SECRETLY, DO NOT PUT ANY COMELEC. Each ballot shall be in the size of one fourth (1/4) bond paper and must have Ballots for the Year 2018 FAST Club Election shall be uniform in size and shall be provided by the DISTINCT MARK ON ANY PART OF THIS BALLOT".

## Sec. 2 Manner of counting the votes.

official ballots will start when the chairman and the two commisioners and watchers in the different political parties and independent candidates are conveniently accommodated by the polling place. The chairman is the person duly authorized to read the official ballot. The counting of the individual The tally board and the tally sheet shall be accomplished by commissioners.

#### Sec. 3 Election Returns

All election returns especially the tally sheet shall be certified by the COMELEC Commissioners .Canvassing shall be done at the COMELEC Office situated at the Registrar's Office.

#### ARTICLE VII (EFFECTIVITY)

**Sec. 1** This 2018 Implementing Rules and Regulations will take immediately after signed by the COMELEC Chairman and Commissioners and approved by the FAST Club President.

Per

JAY MASS G. REQUINA Sommissioner NIEL C. ENERIO

Approved:

BELLAFLOR E. FERNANDEZ
FAST Club President

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## CONSTITUTION AND BY-LAWS OF THE FACULTY AND STAFF (FAST) CLUB GOVERNOR ALFONSO D. TAN COLLEGE **TANGUB CITY**

#### **PREAMBLE**

of the Almighty God, in order to establish an organization that shall embody our ideals, promote and maintain a closer and harmonious relationship among faculty and staff, foster unity, help safeguard our common interest and welfare, do ordain and promulgate this constitution. We, the Faculty and Staff of the Governor Alfonso D. Tan College in Tangub City, imploring the aid

### **ARTICLE I - NAME AND DOMICILE**

- This organization shall be known as the Faculty and Staff (FAST) Club.
- Section 1 Section 2 Its principal office shall be at the Governor Alfonso D. Tan College, Maloro Tangub City

## ARTICLE II - OBJECTIVE AND PURPOSE

- Section 1 To develop an open line of communication between Administration, Faculty and Staff for a the community through academic, spiritual socio-economic, cultural and sports activities. better interpersonal relationship as well as mutual exchange of services of the school and
- Section 2 and wholesome development of oneself. To create a venue where faculty and Staff could cooperatively work together for the total
- Section 3 vision - mission and objectives of the college. To support projects and plans that will benefit the Faculty and Staff in conformity with the
- Section 4 This club is purely mutual, social, civic, fraternal, non-stock and non-profit organization.

#### ARTICLE III - MEMBERSHIP

- Section 1 Regular membership in the club shall include all Faculty and Staff of Governor Alfonso D. whose spouse is still connected with GADTC are still considered as members. administration cannot be voted upon. Members who transferred to other agencies and Tan College except SUBSTITUTES. All members have voting rights, but members of the
- Section 2 Rights and Privileges of members shall be:
- Ġ To participate in all deliberations during meetings;
- 0 To vote and be voted upon, except members of the administration;
- To examine the records of association during work days and office hours;
- Ċ To protect and defend the interest and rights of the co-worker.
- Section 3 Duties and obligations shall be:
- è To attend all meetings of the club;
- O To participate in all activities agreed upon by the club;
- To pay the annual or semestral dues and other legal assessments of the club;
- To obey all the rules and regulation laid down by the constitution of the club

#### **ARTICLE IV - OFFICERS**

- The FAST club shall have the following officers, President, 2 Vice-Presidents (Faculty and Staff), Secretary, Treasurer, Auditor, PIO, and 2 Social Managers
- Each of the officers can be re-elected in the same position but will stay at the same office for two consecutive terms only.
- Section 4 The College Administrator and Assistant College Administrator act as consultants of the club

## ARTICLE V - MEETING AND ELECTION

- Section 1 The election of the FAST club officers shall take place on the last Friday of January. The presidents shall appoint three COMELEC commissioners, coming from the administration,
- Section 2 There shall be a filing of certificate of candidacy. There shall be a free and open party system.
- Section 3 Elections shall be done in a secret balloting.
- Section 4 during summer except for emergency cases. The FAST club shall hold a meeting as the need arises. No general assembly shall be held
- Section 5 Officers and members of the club who cannot attend to the meeting shall pay a penalty of fifty (50.00) pesos which shall automatically be deducted from the payroll except for the
- Members who have approved leave of absence (vacation, certificate, maternity and study leave) prior to the scheduled meeting; sick leave with medical
- Members who have attended seminars, trainings or meetings during the scheduled FAST
- Members who are officially called by another agency or office
- Section 6  $\alpha$ Officers and Members of the club who come thirty (30) minutes late during meeting shall pay penalty of twenty-five pesos (25.00) to be deducted from the payroll.
- Section 7 The officers shall hold a meeting as the need arises.
- Section 8 Fifty (50%) percent plus one (1) of the total membership shall constitute a quorum for the general membershir and officers meeting

# ARTICLE VI - DUTIES AND POWERS OF THE FAST CLUB

- Section 1 To formulate and promulgate club policies and regulations governing the conduct and affairs
- Section 2 To make public to members the result of any and all deliberations. Minutes of the meeting shall be distributed to every department.
- Section 3 To exercise such other powers as may be essential to carry out its purpose
- Section 4 necessary in the interest of the club. direct and require any officer or member of the club to do and execute any act if considers To delegate to the president or vice-president some of its function as it may deem fit, and

## **ARTICLES VII – DUTIES OF THE OFFICERS**

- Section 1 President - The president shall call and preside in the overall meeting of the club
- (A) the vice-president for faculty affairs calls/presides meetings for the faculty and shall render a report to the president or as the need arises.
- Section 2 (B) — the vice-president for staff affairs calls/presides meetings for the staff and shall render മ report to the president or as the need arises.
- Section 3 sign with other officers such instruments as may require his signature and make such reports Secretary - The secretary shall issue notices of all meetings and keep the minutes of all and performs such other duties which are inherent to the office meetings of the association. He shall take charge of the records of the association. He shall
- Section 4 Treasurer - The treasurer receive and issues receipt for all funds, legacies and donation paid

opened at all times for inspection by any member of the club. He shall also keep record of club. He shall cause payments to be made in concurrence of the club. The records shall be shall make disbarment only in accordance with the rules and regulations prescribed by the into the club. He shall deposit all funds of the club with a bank designated by the club and all non-expandable properties which are purchased, endowed or received as donations. He shall prepare a semestral report and perform such other duties as the president of the club

- Section 5 Auditor – The auditor shall design a method of control and supervision over all the receipts and disbursements of all accounts and sees to it that all payments are in accordance with the assembly. He shall perform such other duties as the president may direct. usual accounting rules and regulations. He shall conduct a semestral audit before the general
- Section 6 Public Information Officer (PIO) — The PIO shall disseminate information on the purposes objectives and goals of the club, more particularly on the accomplishments of the club. He the local government of Tangub and the general public. promote and maintain camaraderie and fraternal relations among the members of the club, shall prepare write ups for publications or circulations among members if necessary. He shall
- Section 7 Social Managers – They serve as the official representatives of the club to any of the social conducted by the members. They shall also perform other task as the president may direct. activities of the city the club is involved with. They shall plan all the social activities to be

## ARTICLE VIII - FEES, DUES, AND FUNDS

- Section 1 Every member shall prepare a membership fee of one hundred (P100.00) pesos to be paid only once and is non-refundable. deducted from the first quincena salary of a new employee. This membership fee shall be
- Section 2 Hundred Pesos (P100.00) Job order and casual employees who are also FAST club members Every permanent employee and member of the FAST Club shall pay monthly due of One retirement or separation from the school like transfer, death resignation and termination. is due every thirtieth  $(30^{
  m th})$  day of January and shall be returned to the member upon Every member of the club shall pay an annual due of one hundred (P100) pesos. This amount will pay monthly due of Fifty pesos (P50.00)
- Section 3 Mortuary fee – each member shall pay a mortuary fee of one hundred (100) pesos for the death of a member or his beneficiary (mortuary benefits are discussed in the succeeding
- Section 4 (2) percent per month shall be imposed for late payment of overdue account. All funds/fees collected from the member shall be lent to the members at not more than two
- Section 5 excess of the funds raised for the specific project shall be added to the general of the Special fund raising activities may be under taken by the club for specific projects. Any
- Section 6 Collection for fees, dues, assessments and contributions or donations either in kind or in representative through acknowledgement receipts of the club. cash or payroll deductions shall be acknowledged by the treasure or by duly authorized
- Section 7 All funds collected shall be deposited by the treasurer in the name and to the credit of the club under savings or current account. The club shall furnish the bank aresolution concerning the designation of the bank as the depository of the club for the information and and president or vice president. consideration of the bank. Withdrawal slip or check should be duly signed by the treasurer
- Section 8 The president, Vice-president, and treasurer shall file with the depository bank their specimen signature for authentication purposes as may be required by the bank.

- Section 9 The signatures for the vouchers shall be the president and treasurer.
- Section 10 Disbursement of funds shall be in all cases supported by the duly approved resolution of the club except for the amount of the one thousand (P1000.00) pesos and below.

## ARTICLE IX — BENEFITS OF OFFICERS AND MEMBERS

- Section 1 Mortuary - Each member shall be entitled to claim at most (4) beneficiaries (both immediate comprises of the spouse and children. father and mother, sisters and brothers. For a married member, the immediate family automatically considered as beneficiaries. All members shall also submit a list of utmost four other beneficiaries who are close relatives. The immediate family of a single member is the families and close relatives) for mortuary benefits. All immediate family members are
- Section 2 Retirement/Separation – any member who shall separate or retire from the service shall annual dues shall bear an interest of one percent (1%) per month or twelve percent (12%) receive the total amount of annual dues he paid during his stay in the college. The said
- Section 3 Any member who will retire shall receive a retirement benefit from the club equivalent to the total half day salary of every member.
- Section 4 benefit of subject de-loading equivalent to three (3) units. If the elected president, secretary and treasurer are from the faculty he/she shall enjoy the
- Section 5 percent surcharge per month on loans granted by the club. All officers of the club are entitled to only one (1) percent interest on loans and one (1)
- Section 6 The treasurer shall be given as honorarium equivalent to two (2) percent of the interest income from annual dues.
- Section 7 One hundred (100) percent fee tuition shall be enjoyed by either a son or daughter of a fast club officer during his/he term of office

## **ARTICLE X - AWARD OF RECOGNITION**

- Section 1 Each member shall be awarded with certificate or plaque of recognition of loyalty depending on the length of services. These awards shall be given during the college foundation day.
- 5 years in service plaque of recognition
- 10 year in service plaque of recognition
- 15 years in service plaque of recognition
- 20 years in service plaque of recognition
- 25 years in service plaque of recognition
- 30 years in service plaque of recognition
- 35 years in service plaque of recognition
- Section 2 A plaque of recognition shall be given to a member or any member who finished his graduate member who has published a research to any professional journals. and post graduate degree, and to those who passed the bar or any licensure exam and a

#### **ARTICLE XI – AMENDMENTS**

- Section 1 members upon the vote of two-third (2/3) of its members and by a constitution committee. Any amendments to or revisions of his association's constitution may be proposed by the
- Section 2 Any amendments to or revisions for this constitution shall be valid when ratified by the majority of its members.

- 1 copy of the treasurer's file 1 copy of the secretary's file
- 1.a5 The FAST Club secretary shall inform the FAST Club members of the identity of the FAST Club claimant(s) for deduction(s) made on the payslip pertaining to mortuary benefits.
- 2 Deloading of President, Secretary and Treasurer
- club regarding the de-loading of the President, Secretary and Treasurer. A memorandum of agreement shall be entered into by the management of GADTC and the FAST

## 1. Article X – Awards of Recognition

Section 1 Procedure in Claiming the Award of Recognition

- FAST Club secretary informs awardees of their service award.
- 1.0 Awardees verify from the HRMO Mr. Wilmar Cuambot regarding their appointment documents. Awardees present photocopy of their appointment documents to the administrative office, Mr.
- 1.d The cut-off period is from March 1 to February 29 An award committee shall be created to determine whether the applicant qualifies for the award.
- 1.e 7.a The member who claims that he/she has finished his/her graduate and post graduate degree shall submit to the administration his/her credentials for verification.



#### Gov. Alfonso D. Tan College Maloro, Tangub City

# H. Faculty Relationships

Parent and Students, Faculty Meetings and Stakeholders Meetings