

Maloro Tanguib City

**Minutes of the FAST Club Members' Assembly on August 29, 2018 at GADTC Audio Visual Room**

**Call to Order:** The meeting was called to order at exactly 4:30 PM and it was prescribed by the FAST Club President, Mrs. Bellaflor E. Fernandez. The agenda was the Election of FAST Club Officers

**Matters Taken Up During the Meeting:**

A. *Election of FAST Club Officers* - The FAST Club President, Mrs. Bellaflor E. Fernandez presided the meeting. She then stressed out that there is a need to elect a newly-set of officers since her position as president for almost six years was already long overdue. She further pointed out that election must be done only by nomination since nobody filed for candidacy. ( attached copy of the implementing rules and regulation for the year 2018 FAST Club Election). She also emphasized that FAST Club newly-elected set of officers will hold office starting on Oct. 1, 2018.

The following were agreed upon:

a.1 Positions to be elected:

President  
2 Vice-Presidents:  
For Faculty:  
For Staff:  
Secretary:  
Auditor:  
PIO  
Social Manager

a.2 FAST Club officers couldn't be elected for the same position

President: Bellaflor E. Fernandez  
Vice President- For Faculty: Remy N. Siarez  
Vice President – For Staff: Alexander E. Nacion  
PIO: Joel P. Anas  
Social Manager: Noriel B. Erap

a.3 FAST Club officers could still be elected:

Treasurer: Helen P. Manaloto  
Auditor: Christian Louie Z. Cuizon

a.4 The presiding officer acknowledged the presence of Mrs. Niel C. Enerio – as the chairman of the COMELEC, Mr. Jay Mar C. Requina and Miss Preachy Mae S. Esin – as members of the COMELEC

a.5 The COMELEC chairman, Mrs. Niel C. Enerio informed the body that the voting should be done by "Viva Voce". To properly count the number of votes, she then requested those who were standing to occupy seats. There was a quorum of 105 FAST Club members.

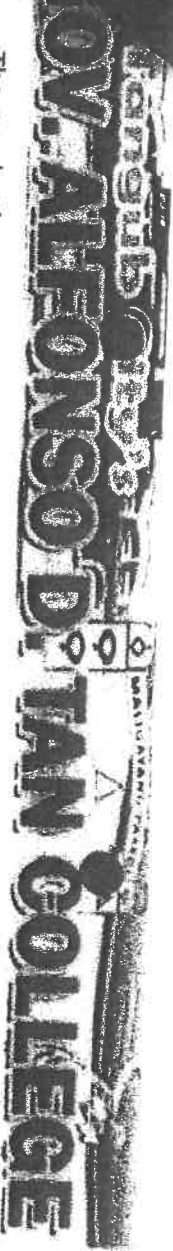
a.6 It was emphasized that the following were not allowed to nominate as stipulated in the Constitution and By-laws: Department Heads both Academics and Non-Academics- as appointment by the Civil Service Commission.

a.7 Election proper started at 4:50 P.M.

Nominated as President:

Requina, Jay Mar, Siarez, Remy and Mayordo Alemar





The nomination was closed by Engr. Erwin E. Lacpao and was officiated by Mrs. Helen P. Manaloto.  
Helen Manaloto also nominated Engr. Erwin E. Lacpao as President and was seconded by Mrs. Marites N. Penas. Presentation of nominees followed prior to voting.

Being nominated, Engr. Erwin E. Lacpao had declined due to seat allocated in the BOT as Dean of OSA.

Mr Jay Mar G. Requina won as FAST Club President (majority votes)

-Nominated as Vice President:  
For Faculty: Esin Preachy Mae S.  
Mayordo Alemar C.- 47  
Petalio Chona Bebina C.- 58

The nomination was closed by Mr Reynwil Jan B. Casuyon but it was objected by Ms. Love H. Falloran, she then nominated Ms Chona Bebina C. Petalio as Vice President.

The nomination was closed by Mr. Reynwil B. Casuyon, but was objected by Ms. Love H. Falloran; she then nominated Mrs. Chona Bebina C. Petalio, and was closed by Mr. Herbert C. Magsayo, and was closed by and seconded by Mr. Mark Jae M. Verzosa. It was mentioned that since Ms. Preachy Mae S. Esin was not around, so she couldn't be included in the nomination.

Elected- VP for Faculty- Mrs. Chona Bebina C. Petalio- 58 votes

Nomination For Staff: Mr. Oniot nominated by Mr. Magsayo  
Mrs. Alota nominated by Mr. Casuyon

The nomination was closed by Mr Reny N. Siarez and seconded by Mrs. Fritzie G. Florida. -  
Presentation of nominees prior to voting.

Elected- Mrs. Marites J. Alota- majority votes

Nomination for Secretary:

Ms. Esin was nominated by Mrs. Elaine Y. Bandigan. It was closed by Mrs. Erlinda C. Edios and seconded by Engr. Erwin E. Lacpao. Presentation of nominee prior to voting.

Elected- Ms. Preachy Mae S. Esin

-Nomination for Treasurer

Mrs. Helen P. Manaloto was nominated by Mrs. Bellaflor E. Fernandez and closed by Mrs. Ma. Allen G. Apao and seconded by Ms. Genevieve B. Hilot.

Elected- Mrs. Helen P. Manaloto  
-Nomination for Auditor:

Mrs. Ma. Allen G. Apao was nominated by Mrs. Florife R. Limpao; and Mr. Alemar C. Mayordo was nominated by Mrs. Elaine Y. Bandigan, then closed by Mr. Romar C. Megrino and seconded by Mrs. Flordeiliza J. Guazo. Presentation of nominees followed prior to voting.

Elected- Mr. Alemar C. Mayordo- majority votes

-Nomination of PIO:

Mr. Eric Abing was nominated by Mr. Arnold Canillas; Mr. Lordel Leo Suazo was nominated by Mr. Eric Abing and Mr. Arnold Canillas by Mr. Judy Dela Cruz. The nomination was closed by Ms. Genevieve and seconded by Mr. Julius Atay. Presentation of nominees followed prior to voting proper.

Elected- Mr. Eric Abing – 31 votes

**Nomination for Social Managers:**

The nominees are to be voted once only and the top two (2) highest votes will win.

Ms. Tagubase Arian Claire was nominated by Ms. Elmie Joy, Mr. Kee Jay Pondoc by Mrs. Bellaflor Fernandez, Mr. Reywil John Casuyon by Ms. Ruchille Canillas, Mr. Marl Joshua Sumegue by Mr Eric Abing, Mr. Nedie Abacial by Ms. Love Faloran, Ms. Elena Dantes by IAS Faculty, Mr. Elton John Embodo by Mr. Alemar, Mayordo. The nomination was closed by Mr. Judy Dela Cruz, and was seconded by Mrs. Bellaflor E. Fernandez. Presentation of nominees followed prior to voting proper.

Elected - Mr. Nedie Abacial – 38 votes  
Mr. Reywil John Casuyon – 27 votes

**a.8 Presentation of the FAST CLUB Newly-Elected Officers ( A.Y. 2018-2020)**

President	: Mr. Jay Mar G. Requina
Vice-President	
For Faculty	: Mrs. Chona Beбина C. Petalio
For Staff	: Mrs. Marites J. Alota
Secretary	: Ms. Preachy Mae S. Esin
Treasurer	: Mrs. Helen P. Manaloto
Auditor	: Mr. Alemar C. Mayordo
PIO	: Mr. Eric Abing
Social Managers	: Mr. Nedie C. Abacial
	: Mr. Reywil John B. Casuyon


The COMELEC Chair, Mrs. Niel C. Enerio congratulated the newly-elected set of officers; and each of them was given time to express word of thanks. Likewise, the outgoing FAST CLUB-President, Mrs. Bellaflor E. Fernandez delivered her sendoff speech, thanking the body for the support they extended. She further stated that the turnover ceremony will be set after the accreditation. She then promised to donate 2 *lechon* for welcoming the newly-elected set of officers. Further, she emphasized that the officers will assume office on October 1, 2018.

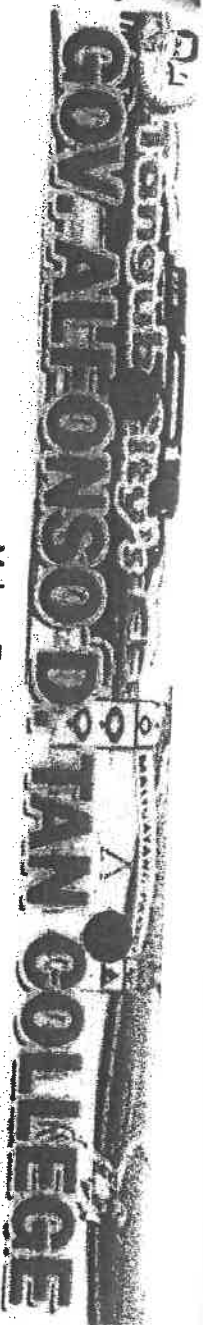
Adjournment: Having no more matters to discuss, the meeting was adjourned at 5:35 P.M.

I hereby attest to the correctness of the foregoing minutes.

Minutes taken:

  
**EDNA P. DELA SIERRA, MT**  
Secretary, FAST Club

Approved:  
  
**BELLAFLOR E. FERNANDEZ**  
President, FAST Club



Maloro, Tanguib City

**Minutes of FAST Club Officers' Meeting on July 11, 2018 at VIP Lounge**

Present:

MRS. BELLAFLOR E. FERNANDEZ	- President
MR. RENEY N. SIAREZ	- VP for Faculty
MR. ALEXANDER E. NACION	- VP for Staff
MRS. EDNA E. DELA SIERRA	- Secretary
MRS. HELEN P. MANALOTO	- Treasurer
MR. CHRISTIAN LOUIE CUIZON	- Auditor
MR. JOEL P. ANAS	- PIO
MR. NORIEL B. ERAP	- Social Manager
<b>FAST Club Officers</b>	

Invited Guest: Niel C. Enerio - COMELEC Chairman

Call to Order: The meeting was called to order at exactly 4:25 P.M. An opening prayer was led by Mr. Christian Louie Cuizon.

Reading and approval of the minutes of the previous meeting:

The secretary read the minutes of the previous meeting and Mr. Alexander E. Nacion moved for its adoption and this was seconded by Mrs. Helen P. Manaloto.

**Matters Taken Up During the Meeting**

A. *Election of FAST Club Officers* - The presiding officer, Mrs. Bellaflor E. Fernandez acknowledged the presence of Mrs. Niel C. Enerio – the chairman of the COMELEC. She asked the COMELEC chairman to inform the outgoing officers about the plan for the election of FAST Club newly-set of officers will be definitely set on August 29, 2018 at GADTC Audio Visual Room.

The COMELEC chairman, Mrs. Niel C. Enerio presented the implementing rules and regulations for the year 2018 FAST club election. (see attached copy of the said rules and regulations)

The body agreed to the implementing rules and regulations that govern the year 2018 FAST Club Election.

Adjournment- Having no more matters to discuss, Mr. Reny N. Siarez moved for the adjournment of the meeting and this was seconded by Mr. Alexander E. Nacion.

I hereby attest to the correctness of the foregoing minutes.

Minutes Taken:

  
EDNA E. DELA SIERRA, MT  
Secretary, FAST CLUB

Approved:

  
BELLAFLOR E. FERNANDEZ  
President, FAST Club





Maloro, Tangub City

**Minutes of the Meeting of the FAST Club Officers on July 4, 2018 at the Administrative Office**

**Present:**

MRS. BELLAFLOR E. FERNANDEZ	- FAST CLUB President
MR. RENY N. SIAREZ	- VP for Faculty
MR. ALEXANDER E. NACION	- VP for Staff
MRS. EDNA E. DELA SIERRA	- Secretary
MRS. HELEN P. MANALOTO	- Treasurer
MR. CHRISTIAN LOUIE CUIZON	- Auditor
MR. JOEL P. ANAS	- PIO
MR. NORIEL B. ERAP	- Social Manager

Call to order: The meeting was called to order at 4:05 PM. An Opening prayer was led by Mr. Alexander E. Nacion.

**Matters Taken Up During the Meeting:**

*Election of Officers.* The presiding officer, Mrs Bellaflor E. Fernandez informed the body that the election will be reset. The body decided to defer it on August 29, 2018 at GADTC Audio Visual Room.

Mrs Niel C. Enerio who is the chairman of the COMELEC was requested to prepare the implementing rules and regulations that will govern the 2018 FAST Club Election

Adjournment: Having no more matters to discuss, the meeting was adjourned at 5:10 P.M.

I hereby attest to the correctness of the foregoing minutes.

Minutes Taken:

  
EDNA E. DELA SIERRA, MT  
Secretary, FAST Club

Approved:

  
BELLAFLOR E. FERNANDEZ  
President, FAST Club

Maloro, Tangub City





Minutes of the FAST CLUB Officers' Meeting Held at the VIP Lounge, GADTC Main Building, Maloro, Tangub City, last June 29, 2018.

Present:

MRS. BELLAFLOR E. FERNANDEZ  
MR. RENY N. SIAREZ  
MR. ALEXANDER E. NACION  
MRS. EDNA E. DELA SERRA  
MRS. HELEN P. MANALOTO  
MR. CHRISTIAN LOUIE CUIZON  
MR. JOEL P. ANAS

Absent:

MR. NORIEL B. ERAP

Call to Order: The meeting was called to order at exactly 10:15 A.M.

The opening prayer was led by Mr. Alexander E. Nacion

Matters Taken Up During the Meeting:

- A. *Election of FAST CLUB Officers*- The presiding officer, Mrs. Bellaflor E. Fernandez, stressed out that there should be election of the newly- set of officers for FAST CLUB this 1<sup>st</sup> semester, 2018-2019.

The following matters were agreed upon:

- a.1. Election could be done by just raising of hands;  
a.2. Before the start of the election, names of those who are qualified to run for a certain position are to be identified;  
a.3. Mrs. Neil C. Enero was appointed by the presiding officer as the COMELEC chairperson and she was given the option to choose two (2) FAST CLUB MEMBERS as Board of Election Inspectors. She was further advised to conduct short conference with the appointed BEI to prepare activities concerning the upcoming election.

- B. *Collection of Contribution for Christmas Symbols* - The presiding officer made mention about the collection of the contribution.

- b.1. It was agreed then that the contribution should be collected every month.  
b.2. The FAST CLUB treasurer, Mrs Helen P. Manaloto was instructed to present the financial statement regarding the monthly contribution prior to the election.

- C. *Adjournment* - Having no more matters to discuss, Mrs. Helen P Manaloto moved for the adjournment of the meeting and this was seconded by Mr. Alexander E. Nacion. The meeting ended at 11:30 A.M.

I hereby attest to the correctness of the foregoing minutes.

Minutes taken by:

  
EDNA E. DELA SIERRA, MT  
Secretary, FAST CLUB

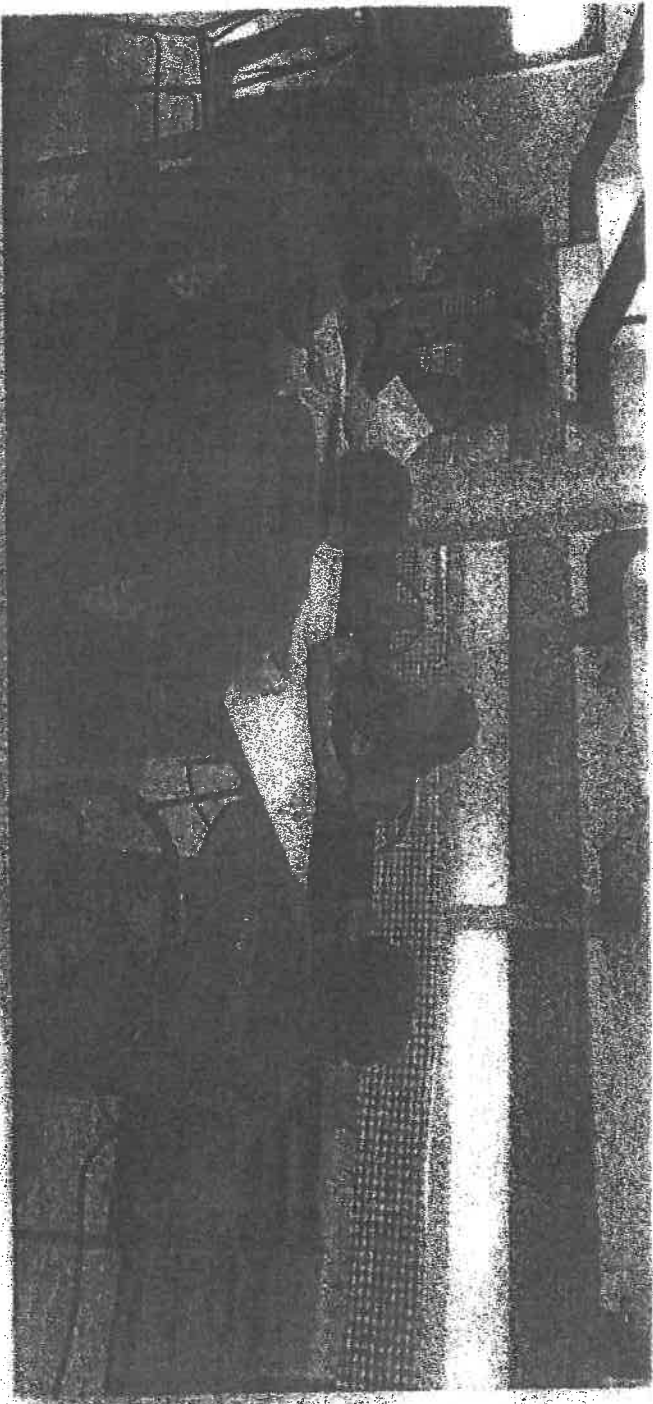
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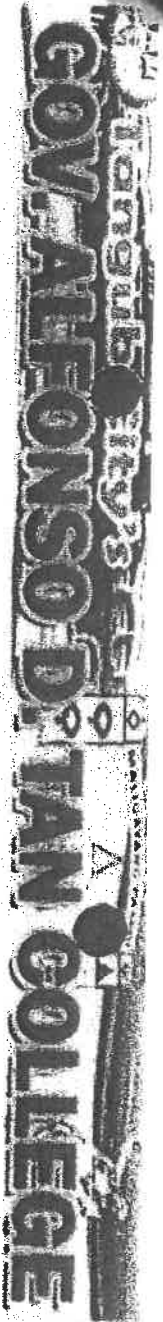
  
BELLAFLOR E. FERNANDEZ, CGM  
President, FAST CLUB





**FAST Club Meeting**  
VIP Lounge  
June 29, 2018





EXCERPT FROM THE MINUTES OF THE PREVIOUS FAST CLUB MEETING  
DATED JUNE 29, 2018 AT THE VIP LOUNGE

Present:

MRS. BELLAFLOR E. FERNANDEZ	- FAST Club President
MR. RENY N. SIAREZ	- VP for Faculty
MR. ALEXANDER E. NACION	- VP for Staff
MRS. EDNA E. DELA SERRA	- Secretary
MRS. HELEN P. MANALOTO	- Treasurer
MR. CHRISTIAN LOUIE CUIZON	- Auditor
MR. JOEL P. ANAS	- PIO

Absent:

MR. NORIEL B. ERAP	- Social Manager
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RESOLUTION NO. 007 - A.Y. 2018-2019  
A RESOLUTION CALLING FOR THE FAST CLUB ELECTION OF NEWLY-SET OF  
OFFICERS THIS COMING JULY 25, 2018

WHEREAS, the FAST Club bylaws Section 2, Article IV states that "All Officers shall be elected and shall hold office for two years only;

WHEREAS, there is a need to elect newly-set of officers since the term of office of the current officers will definitely end this semester A.Y. 2018-2019;

NOW THEREFORE, as agreed upon by the FAST Club officers, it was RESOLVED,

AS IT IS HEREBY RESOLVED to set the schedule of the FAST Club election of officers on August 8, 2018;

RESOLVED further that copies of this resolution be distributed to all concerned parties;

IT WAS UNANIMOUSLY APPROVED.

I HEREBY CERTIFY to the correctness of the above-mentioned excerpt.

Prepared:

  
EDNA E. DELA SIERRA, MT  
Secretary, FAST Club

Attested:

  
BELLAF LOR E. FERNANDEZ, CGM  
President, FAST Club





**Minutes of the FAST Club Officers' Meeting on January 12, 2017 at the College Administrator's Office**  
**Present:**

MRS. BELLAFLOR E. FERNANDEZ- FAST CLUB President  
MR. RENY N. SIAREZ - VP for Faculty  
MR. ALEXANDER E. NACION - VP for Staff  
MRS. EDNA E. DELA SIERRA - Secretary  
MRS. HELEN P. MANALOTO - Treasurer  
MR. CHRISTIAN LOUIE CUIZON - Auditor  
MR. JOEL P. ANAS - PIO  
MR. NORIEL B. ERAP - Social Manager

**Call to Order:** After declaring a quorum, the meeting was called to order by the Presiding Officer at exactly 4:15 P.M.; an opening prayer led by Mr. Alexander E. Nacion.

**Matters Taken Up During the Meeting:**

- A. *Honorees and Awardees for GADTC Foundation Day*
  - The FAST Club Secretary was tasked by the Presiding Officer to get a copy from the Administrative Assistant a certified list of Employees who have served GADTC for five (5), ten (10), and twenty (20) years. Likewise, a list of faculty members who finished their master and doctorate degree program as they will be the honorees and awardees for the said event.
  - the collection of annual dues.
- B. *Uniform for the Foundation Day Activities*
  - As agreed, the club members will wear a newly-prescribed uniform (T-shirt only) for the foundation day activities. It was also agreed that suggestions will be solicited from the academic and non-academic departments. The following details will have to be considered namely:
    - C.a color
    - C.b design
    - C.c brand
    - C.d estimated cost

Deadline for submission of the above-stated details will be on January 19, 2017. In absence of suggestions, the FAST Club Officers will be the one to choose the uniform.


- C. *FAST Club Day Activities*

FAST Club day is still scheduled. A separate meeting will be convened to specifically discuss matters relative to this particular occasion.
- D. *Other Matters*
  - The FAST Club being the steering committee for the GADTC Foundation Day activities will only check on the progress of work of every working committee.

**Adjournment:** Having no more matters to discuss, the meeting was adjourned at exactly 5:20 P.M.

I hereby attest to the correctness of the foregoing minutes.

Minutes Taken:

  
**EDNA E. DELA SIERRA, MT**  
Secretary, FAST Club

Approved:  
  
**BELLAFLOR E. FERNANDEZ**  
President, FAST Club

Maloro Tangub City

Maloro, Tangub City

**Minutes of FAST Club Officers' meeting on January 26, 2016 at VIP Lounge**

**Present:**

MRS. BELLAFLOR E. FERNANDE	- President
MR. RENY N. SIAREZ	- VP for Faculty
MR. ALEXANDER E. NACION	- VP for Staff
MRS. EDNA E. DELA SIERRA	- Secretary
MRS. HELEN P. MANALOTO	- Treasurer
MR. CHRISTIAN LOUIE CUIZON	- Auditor
MR. JOEL P. ANAS	- PIO
MR. NORIEL B. ERAP	- Social Manager

**FAST CLUB OFFICERS**

Call to order: The meeting was called to order at exactly 2:35 PM. An opening prayer was led by Mrs. Mr. Joel P. Anas.

**Matters Taken Up During the Meeting:**

- A. Reading of the minutes of the previous meeting**  
The presiding officer asked the secretary to read the minutes of the previous meeting.
- B. Approval of the Minutes of the previous meeting.** After reading the minutes, Mr. Reny N. Siarez moved for the approval of the minutes. The motion was seconded by Mrs. Nene P. Manaloto
- C. Other option for the FAST Club activities.**  
C.1 Mountain-trekking, and a general assembly will follow Fuentes Beach Resort  
C.2 Fuentes Beach Resort- this was unanimously chosen as the venue. Other details concerning the Fuentes Beach activities are as follows:  
C.2.1 Mr. Alex Nacion will be the one to inquire on the resort's amenities & fees.  
C.2.2 Menu for the activity will be:  
Lechon                      Dinugu-an                      Fish (Sinugba)
- D. Honorees and Awardees**  
The list of honorees and awardees will be identified on January 29, 2016.
- D.1. FAST Club Uniform (T-shirt)**  
After deliberating on suggestions, the following were agreed pertaining to the club's T-shirt.
- D. 1.1 Color** \_\_\_\_\_ White  
**Mode of Payment** \_\_\_\_\_ Salary Education  
**Design** \_\_\_\_\_ CAS Design  
**Color combination of design** \_\_\_\_\_ (This will be agreed by the club officers)  
**Funding for the T-shirt** \_\_\_\_\_ (Financed momentarily by Noriel B. Erap)
- E. Job order and Casual employees will be included in the wearing of the new T-shirt**
- F. Sale of Christmas Symbol Fence and FAST Club Properties**  
F. 1. The front fence will stay put as this has beautified the grounds of the VIP  
F. 2. Rodolfo Reyes will determine the price of the back fence if there is an interested buyer  
F. 3. All financial matters entered into by the FAST Club, the in-charge should inform the FAST Club officers.
- F. 4. The FC Officers have the final say with regard to the selling of the FC Properties and likewise shall decide who should be given priority if there are more than one interested buyers. The higher bidder should win.**

**Adjournment:** Having no more matters to discuss, the meeting ended at exactly 3:45 PM.

I hereby attest to the correctness of the foregoing minutes.

Minutes taken by:

  
**EDNA E. DELA SIERRA, MT**  
Secretary, FAST Club

  
**BELLAFLOR E. FERNANDEZ**  
President, FAST Club

August 23, 2018

**NOTICE OF MEETING**

**TO :** MR. RENY N. SIAREZ - VP for Faculty  
MR. ALEXANDER E. NACION - VP for Staff  
MRS. EDNA E. DELA SIERRA - Secretary  
MRS. HELEN P. MANALOTO - Treasurer  
MR. CHRISTIAN LOUIE CUIZON - Auditor  
MR. JOEL P. ANAS - PIO  
MR. NORIEL B. ERAP - Social Manager

**FAST CLUB OFFICERS**

**SUBJECT:** Election

You are hereby directed to attend to a meeting for the afore-mentioned subject. This is set today, Thursday, August 23, 2018 at exactly 3:00 P.M. at the VIP Lounge. Attendance is a must. See you then...

**BELLAFLOR E. FERNANDEZ**

VP for Administration/

FAST CLUB President

Maloro, Tangub City

July 9, 2018

**NOTICE OF MEETING**

**TO:**

- |                            |                                     |
|----------------------------|-------------------------------------|
| MR. RENY N. SIAREZ         | - VP for Faculty <i>[Signature]</i> |
| MR. ALEXANDER E. NACION    | - VP for Staff <i>[Signature]</i>   |
| MRS. EDNA E. DELA SIERRA   | - Secretary <i>[Signature]</i>      |
| MRS. HELEN P. MANALOTO     | - Treasurer <i>[Signature]</i>      |
| MR. CHRISTIAN LOUIE CUIZON | - Auditor <i>[Signature]</i>        |
| MR. JOEL P. ANAS           | - PIO <i>[Signature]</i>            |
| MR. NORIEL B. ERAP         | - Social Manager <i>[Signature]</i> |
| <b>FAST CLUB OFFICERS</b>  |                                     |

**SUBJECT: ELECTION OF FAST CLUB OFFICERS**

You are hereby directed to attend to a meeting on July 11, 2018, 4:00 PM at VIP Lounge to talk important matters pertaining to the above- mentioned subject.

*[Signature]*  
**BELLAFLOR E. FERNANDEZ**  
President, FAST Club



Office of the Vice President for Administration  
Maloro, Tangub City

MEMORANDUM

DATE : July 1, 2018  
TO : MRS. NIEL C. ENERIO  
SUBJECT : To conduct conference with two (2) FAST CLUB members to represent as Board of Election Inspectors for the FC upcoming election

You are hereby informed that you are appointed as the chairperson of the Board of Election Inspectors.

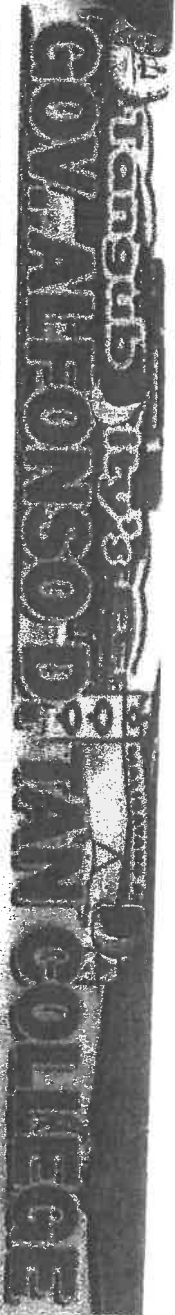
Further, you are to choose two (2) members from the FAST CLUB and set schedule for the above-mentioned subject.

Thank you very much for your usual cooperation. God bless!

BELLAFLOR E. FERNANDEZ, CGM  
President, FAST CLUB














**FAST CLUB MEETING**  
**VIP Lounge**  
**June 29, 2018**

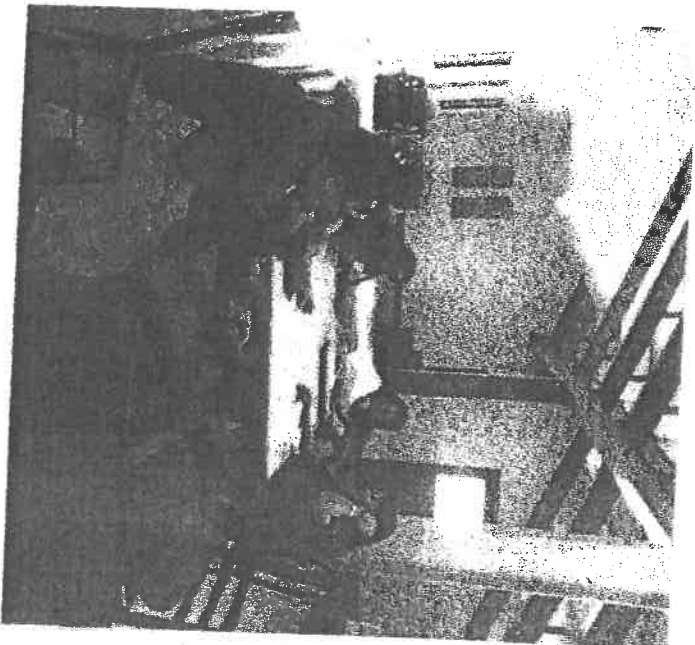
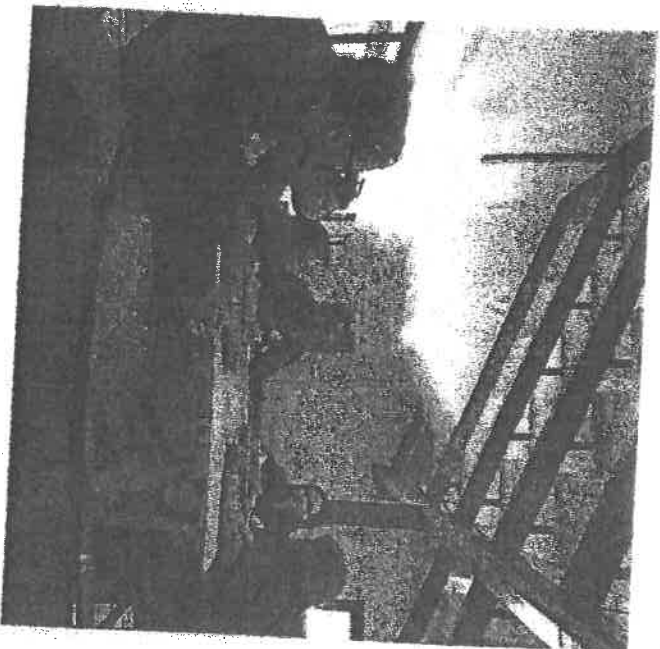
**FAST CLUB OFFICERS:**

- |                                 |   |   |
|---------------------------------|---|---|
| 1. MRS. BELLAFLORE E. FERNANDEZ | - VP for Administration and Finance/<br>FAST CLUB PRESIDENT |  |
| 2. MR. RENY N. SIAREZ           | - VP for Faculty  |  |
| 3. MR. ALEXANDER E. NACION      | - VP for Staff  |   |
| 4. MRS. EDNA E. DELA SERRA      | - Secretary   |  |
| 5. MRS. HELEN P. MANALOTO       | - Treasurer   |  |
| 6. MR. CHRISTIAN LOUIE CUIZON   | - Auditor   |  |
| 7. MR. JOEL P. ANAS             | - PIO   |  |
| 8. MR. NORIEL B. ERAP           | - Social Manager  |  |





**FAST Club Meeting**  
VIP Lounge  
June 29, 2018





## **FAST CLUB COMMISSION ON ELECTION**

Maloro, Tanguib City, Misamis Occidental, Philippines

### **IMPLEMENTING RULES AND REGULATIONS FOR THE YEAR 2018 FAST CLUB ELECTION**

The FAST Club Commission on Election, Tanguib City, conscious for the need of an 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.

#### **ARTICLE I (GENERAL POLICY)**

##### **Sec. 1 Date of Election**

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

##### **Sec. 2 Multi- Party System**

Two or more parties are allowed by the COMELEC to be registered. Candidates not affiliated with 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 candidates.

##### **Sec. 3 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 upon:

1. College Administrator
2. Assistant College Administrator
3. Department Head(Academic and Non-Academic)
4. Assistant Department Heads
- Only those who have appointments from the civil service Commission (Dept. Heads and Asst. Dept. Heads)

**ARTICLE III  
(SPECIAL PROVISIONS)**

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

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

**Sec. 3** Independent or Party candidates can assign watchers during the casting of and counting 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 proper except when he/she is casting his/her vote.

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

**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.

## **ARTICLE II (POLITICAL PARTY)**

**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 certificate of candidacy (COC) will be on August 21, 2018.

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

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

**Sec. 4** The Certificate of Candidacy (COC) shall be filed with one (1) legible copy in the COMELEC.

**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 -ten (10) minutes
- c. Others -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)
- c. The COMELEC in coordination with the Promotion and Corporate Office should approve the posting of campaign materials.
- d. 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.

**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.

**Sec. 2** COMELEC has also the right to suspend in cases such as occurrence of a strong 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 that needs abrupt school intervention.

**ARTICLE VI  
(COMELEC MATTERS)**

**Sec. 1 Official Ballots**

Ballots for the Year 2018 FAST Club Election shall be uniform in size and shall be provided by the COMELEC. Each ballot shall be in the size of one fourth (1/4) bond paper and must have 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 DISTINCT MARK ON ANY PART OF THIS BALLOT**".

**Sec. 2 Manner of counting the votes.**


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



**NIEL C. ENERIO**  
COMETEC Chairman



**JAY MAB G. REQUINA**  
Commissioner



**PREACHY MAE ESIN**  
Commissioner

**Approved:**



**BELLAFIOR E. FERNANDEZ**  
FAST Club President



Maloro, Tanguib City

Minutes of FAST Club Officers' meeting on January 26, 2016 at VIP Lounge

Present:

MRS. BELLAFLORE E. FERNANDEZ - President  
MR. RENEY N. SIAREZ - VP for Faculty  
MR. ALEXANDER E. NACION - VP for Staff  
MRS. EDNA E. DELA SIERRA - Secretary  
MRS. HELEN P. MANALOTO - Treasurer  
MR. CHRISTIAN LOUIE CUIZON - Auditor  
MR. JOEL P. ANAS - PIO  
MR. NORIEL B. ERAP - Social Manager  
FAST CLUB OFFICERS

Call to order: The meeting was called to order at exactly 2:35 PM. An opening prayer was led by Mrs. Mr. Joel P. Anas.

Matters Taken Up During the Meeting:

- A. Reading of the minutes of the previous meeting  
The presiding officer asked the secretary to read the minutes of the previous meeting.
- B. Approval of the Minutes of the previous meeting. After reading the minutes, Mr. Reny N. Siarez moved for the approval of the minutes. The motion was seconded by Mrs. Nene P. Manaloto
- C. Other option for the FAST Club activities.  
C.1 Mountain- trekking, and a general assembly will follow Fuentes Beach Resort  
C.2 Fuentes Beach Resort- this was unanimously chosen as the venue. Other details concerning the Fuentes Beach activities are as follows:  
C.2.1 Mr. Alex Nacion will be the one to inquire on the resort's amenities & fees.  
C.2.2 Menu for the activity will be:  
Lechon Dinuguan Fish (Sinugba)

D. Honorees and Awardees

The list of honorees and awardees will be identified on January 29, 2016.  
D. 1. FAST Club Uniform (T - shirt)  
After deliberating on suggestions, the following were agreed pertaining to the club's T -

shirt.

D. 1.1 Color

Mode of Payment \_\_\_\_\_ White  
Design \_\_\_\_\_ Salary Education  
Color combination of design \_\_\_\_\_ CAS Design  
Funding for the T - shirt \_\_\_\_\_ (This will be agreed by the club officers)

E. Job order and Casual employees will be included in the wearing of the new T- shirt  
F. Sale of Christmas Symbol Fence and FAST Club Properties  
(Financed momentarily by Noriel B. Erap)

F. 1. The front fence will stay put as this has beautified the grounds of the VIP

F. 2. Rodolfo Reyes will determine the price of the back fence if there is an interested buyer

F. 3. All financial matters entered into by the FAST Club, the in-charge should inform the FAST Club officers.

F. 4 The FC Officers have the final say with regard to the selling of the FC Properties and likewise shall decide who should be given priority if there are more than one interested buyers. The higher bidder should win.

Adjournment:

Having no more matters to discuss, the meeting ended at exactly 3:45 PM.

I hereby attest to the correctness of the foregoing minutes.

Minutes taken by:

EDNA E. DELA SIERRA, MT  
Secretary, FAST Club

Approved: 

BELLAFLORE E. FERNANDEZ

## Minutes of the FAST Club Officers' Meeting on January 12, 2017 at the College Administrator's Office

Present:

MRS. BELLAFLOR E. FERNANDEZ- FAST CLUB President  
MR. RENY N. SIAREZ - VP for Faculty  
MR. ALEXANDER E. NACION - VP for Staff  
MRS. EDNA E. DELA SIERRA - Secretary  
MRS. HELEN P. MANALOTO - Treasurer  
MR. CHRISTIAN LOUIE CUIZON - Auditor  
MR. JOEL P. ANAS - PIO  
MR. NORIEL B. ERAP - Social Manager

Call to Order: After declaring a quorum, the meeting was called to order by the Presiding Officer at exactly 4:15 P.M.; an opening prayer led by Mr. Alexander E. Nacion.

### Matters Taken Up During the Meeting:

#### A. *Honorees and Awardees for GADTC Foundation Day*

- The FAST Club Secretary was tasked by the Presiding Officer to get a copy from the Administrative Assistant a certified list of Employees who have served GADTC for five (5), ten (10), and twenty (20) years. Likewise, a list of faculty members who finished their master and doctorate degree program as they will be the honorees and awardees for the said event.
- the collection of annual dues.

#### B. *Uniform for the Foundation Day Activities*

- As agreed, the club members will wear a newly-prescribed uniform (T-shirt only) for the foundation day activities. It was also agreed that suggestions will be solicited from the academic and non-academic departments. The following details will have to be considered namely:

C.a color  
C.b design  
C.c brand  
C.d estimated cost

Deadline for submission of the above-stated details will be on January 19, 2017. In absence of suggestions, the FAST Club Officers will be the one to choose the uniform.

#### C. *FAST Club Day Activities*

FAST Club day is still scheduled. A separate meeting will be convened to specifically discuss matters relative to this particular occasion.


#### D. *Other Matters*

- The FAST Club being the steering committee for the GADTC Foundation Day activities will only check on the progress of work of every working committee.

Adjournment: Having no more matters to discuss, the meeting was adjourned at exactly 5:20 P.M.

I hereby attest to the correctness of the foregoing minutes.

Minutes Taken:

  
EDNA E. DELA SIERRA, MT  
Secretary, FAST Club

Approved:   
BELLAFLOR E. FERNANDEZ  
President, FAST Club

# GOV. ALFONSO D. TAN COLLEGE

## EXCERPT FROM THE MINUTES OF THE PREVIOUS FAST CLUB MEETING DATED JUNE 29, 2018 AT THE VIP LOUNGE

Present:

MRS. BELLAFLOR E. FERNANDEZ	- FAST Club President
MR. RENY N. SIAREZ	- VP for Faculty
MR. ALEXANDER E. NACION	- VP for Staff
MRS. EDNA E. DELA SERRA	- Secretary
MRS. HELEN P. MANALOTO	- Treasurer
MR. CHRISTIAN LOUIE CUIZON	- Auditor
MR. JOEL P. ANAS	- PIO

Absent:

MR. NORIEL B. ERAP	- Social Manager
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### RESOLUTION NO. 007 - A.Y. 2018-2019

#### A RESOLUTION CALLING FOR THE FAST CLUB ELECTION OF NEWLY-SET OF OFFICERS THIS COMING JULY 25, 2018

WHEREAS, the FAST Club bylaws Section 2, Article IV states that "All Officers shall be elected and shall hold office for two years only;

WHEREAS, there is a need to elect newly-set of officers since the term of office of the current officers will definitely end this semester A.Y. 2018-2019;

NOW THEREFORE, as agreed upon by the FAST Club officers, it was RESOLVED,

AS IT IS HEREBY RESOLVED to set the schedule of the FAST Club election of officers on August 8, 2018;

RESOLVED further that copies of this resolution be distributed to all concerned parties;

IT WAS UNANIMOUSLY APPROVED.

I HEREBY CERTIFY to the correctness of the above-mentioned excerpt.

Prepared:

  
**EDNA E. DELA SIERRA, MT**  
Secretary, FAST Club

Attested:

  
**BELLAFLOR E. FERNANDEZ, CGM**  
President, FAST Club

# GUAY. ALFONSO D. TAN COLLEGE

## Nomination for Social Managers:

The nominees are to be voted once only and the top two (2) highest votes will win.

Ms. Tagubase Arian Claire was nominated by Ms. Elmie Joy, Mr. Kee Jay Pondoc by Mrs. Bellaflor Fernandez, Mr. Reywil John Casuyon by Ms. Ruchille Canillas, Mr. Marl Joshua Sumegue by Mr Eric Abing, Mr. Nedie Abacial by Ms. Love Faloran, Ms. Elena Dantes by IAS Faculty, Mr. Elton John Embodo by Mr. Alemar, Mayordo. The nomination was closed by Mr. Judy Dela Cruz, and was seconded by Mrs. Bellaflor E. Fernandez. Presentation of nominees followed prior to voting proper.

Elected - Mr. Nedie Abacial – 38 votes  
Mr. Reywil John Casuyon – 27 votes

## a.8 Presentation of the FAST CLUB Newly-Elected Officers (A.Y. 2018-2020)


President	: Mr. Jay Mar G. Requina
Vice-President	
For Faculty	: Mrs. Chona Bebina C. Petalio
For Staff	: Mrs. Marites J. Alota
Secretary	: Ms. Precathy Mac S. Esin
Treasurer	: Mrs. Helen P. Manaloto
Auditor	: Mr. Alemar C. Mayordo
PIO	: Mr. Eric Abing
Social Managers	: Mr. Nedie C. Abacial
	: Mr. Reywil John B. Casuyon

The COMELEC Chair, Mrs. Niel C. Enerio congratulated the newly-elected set of officers; and each of them was given time to express word of thanks. Likewise, the outgoing FAST CLUB-President, Mrs. Bellaflor E. Fernandez delivered her sendoff speech, thanking the body for the support they extended. She further stated that the turnover ceremony will be set after the accreditation. She then promised to donate 2 *lechon* for welcoming the newly-elected set of officers. Further, she emphasized that the officers will assume office on October 1, 2018.

Adjournment: Having no more matters to discuss, the meeting was adjourned at 5:35 P.M.  
I hereby attest to the correctness of the foregoing minutes.

Minutes taken:

  
EDNA E. DELA SIERRA, MT  
Secretary, FAST Club

Approved:  
  
BELLAFLOR E. FERNANDEZ  
President, FAST Club

# GOV. ALFONSO D. TAN COLLEGE

The nomination was closed by Engr. Erwin E. Lacpao and was officiated by Mrs. Helen P. Manaloto.  
Helen Manaloto also nominated Engr. Erwin E. Lacpao as President and was seconded by Mrs. Marites N. Penas. Presentation of nominees followed prior to voting.

Being nominated, Engr. Erwin E. Lacpao had declined due to seat allocated in the BOT as Dean of OSA.

Mr Jay Mar G. Reguina won as FAST Club President (majority votes)

-Nominated as Vice President:

For Faculty: Esin Preachy Mae S.

Mayordo Alemar C.- 47

Petalio Chona Bebina C.- 58

The nomination was closed by Mr Reynwil Jan B. Casuyon but it was objected by Ms. Love H. Falloran, she then nominated Ms Chona Bebina C. Petalio as Vice President.

The nomination was closed by Mr. Reynwil B. Casuyon, but was objected by Ms. Love H. Falloran; she then nominated Mrs. Chona Bebina C. Petalio, and was closed by Mr. Herbert C. Magsayo, and was closed by and seconded by Mr. Mark Jae M. Verzosa. It was mentioned that since Ms. Preachy Mae S. Esin was not around, so she couldn't be included in the nomination.

Elected- VP for Faculty- Mrs. Chona Bebina C. Petalio- 58 votes

Nomination For Staff:

Mr. Oniot nominated by Mr. Magsayo

Mrs. Alota nominated by Mr. Casuyon

The nomination was closed by Mr. Remy N. Siarez and seconded by Mrs. Fritzie G. Florida. Presentation of nominees prior to voting.

Elected- Mrs. Marites J. Alota- majority votes

Nomination for Secretary:

Ms. Esin was nominated by Mrs. Elaine Y. Bandigan. It was closed by Mrs. Erlinda C. Edios and seconded by Engr. Erwin E. Lacpao. Presentation of nominee prior to voting.

Elected- Ms. Preachy Mae S. Esin

-Nomination for Treasurer

Mrs. Helen P. Manaloto was nominated by Mrs. Bellafior E. Fernandez and closed by Mrs. Ma. Allen G. Apao and seconded by Ms. Genevieve B. Pilot.

Elected- Mrs. Helen P. Manaloto

-Nomination for Auditor:

Mrs. Ma. Allen G. Apao was nominated by Mrs. Florife R. Limpao; and Mr. Alemar C. Mayordo was nominated by Mrs. Elaine Y. Bandigan, then closed by Mr. Romar C. Megrino and seconded by Mrs. Flordeliza J. Guazo. Presentation of nominees followed prior to voting.

Elected- Mr. Alemar C. Mayordo- majority votes

-Nomination of PIO:

Mr. Eric Abing was nominated by Mr. Arnold Canillas; Mr. Lordel Leo Suazo was nominated by Mr. Eric Abing and Mr. Arnold Canillas by Mr. Judy Dela Cruz. The nomination was closed by Ms. Genevieve and seconded by Mr. Julius Atay. Presentation of nominees followed prior to voting proper.

Elected- Mr. Eric Abing – 31 votes

**Minutes of the FAST Club Members' Assembly on August 29, 2018 at GADTC Audio Visual Room**

**Call to Order:** The meeting was called to order at exactly 4:30 PM and it was prescribed by the FAST Club President, Mrs. Bellaflor E. Fernandez. The agenda was the Election of FAST Club Officers

**Matters Taken Up During the Meeting:**

A. *Election of FAST Club Officers* - The FAST Club President, Mrs. Bellaflor E. Fernandez presided the meeting. She then stressed out that there is a need to elect a newly-set of officers since her position as president for almost six years was already long overdue. She further pointed out that election must be done only by nomination since nobody filed for candidacy. (attached copy of the implementing rules and regulation for the year 2018 FAST Club Election). She also emphasized that FAST Club newly-elected set of officers will hold office starting on Oct. 1, 2018.

The following were agreed upon:

a.1 Positions to be elected:

President  
2 Vice-Presidents:  
For Faculty:  
Secretary:  
For Staff:  
Auditor:  
PIO  
Social Manager

a.2 FAST Club officers couldn't be elected for the same position

President: Bellaflor E. Fernandez  
Vice President- For Faculty: Remy N. Siarez  
Vice President – For Staff: Alexander E. Nacion  
PIO: Joel P. Anas  
Social Manager: Noriel B. Erap

a.3 FAST Club officers could still be elected:

Treasurer: Helen P. Manaloto  
Auditor: Christian Louie Z. Cuizon

a.4 The presiding officer acknowledged the presence of Mrs. Niel C. Enerio – as the chairman of the COMELEC, Mr. Jay Mar C. Requina and Miss Preachy Mae S. Esin – as members of the COMELEC

a.5 The COMELEC chairman, Mrs. Niel C. Enerio informed the body that the voting should be done by "Viva Voce". To properly count the number of votes, she then requested those who were standing to occupy seats. There was a quorum of 105 FAST Club members.

a.6 It was emphasized that the following were not allowed to nominate as stipulated in the Constitution and By-laws: Department Heads both Academics and Non-Academics- as appointment by the Civil Service Commission.

a.7 Election proper started at 4:50 P.M.

Nominated as President:

Requina, Jay Mar, Siarez, Remy and Mayordo Alemar



**Minutes of FAST Club Officers' Meeting on July 11, 2018 at VIP Lounge**

Present:	MRS. BELLAFLOR E. FERNANDEZ	- President
	MR. RENY N. SIAREZ	- VP for Faculty
	MR. ALEXANDER E. NACION	- VP for Staff
	MRS. EDNA E. DELA SIERRA	- Secretary
	MRS. HELEN P. MANALOTO	- Treasurer
	MR. CHRISTIAN LOUIE CUIZON	- Auditor
	MR. JOEL P. ANAS	- PIO
	MR. NORIEL B. ERAP	- Social Manager
	<b>FAST Club Officers</b>	

Invited Guest: Niel C. Enerio - COMELEC Chairman

Call to Order: The meeting was called to order at exactly 4:25 P.M. An opening prayer was led by Mr. Christian Louie Cuizon.

Reading and approval of the minutes of the previous meeting:

The secretary read the minutes of the previous meeting and Mr. Alexander E. Nacion moved for its adoption and this was seconded by Mrs. Helen P. Manaloto.

**Matters Taken Up During the Meeting**

A. *Election of FAST Club Officers* - The presiding officer, Mrs. Bellaflor E. Fernandez acknowledged the presence of Mrs. Niel C. Enerio – the chairman of the COMELEC. She asked the COMELEC chairman to inform the outgoing officers about the plan for the election of FAST Club newly-set of officers will be definitely set on August 29, 2018 at GADTC Audio Visual Room.

The COMELEC chairman, Mrs. Niel C. Enerio presented the implementing rules and regulations for the year 2018 FAST club election. (see attached copy of the said rules and regulations)

The body agreed to the implementing rules and regulations that govern the year 2018 FAST Club Election.


Adjournment- Having no more matters to discuss, Mr. Reny N. Siarez moved for the adjournment of the meeting and this was seconded by Mr. Alexander E. Nacion.

I hereby attest to the correctness of the foregoing minutes.

Minutes Taken:

  
**EDNA E. DELA SIERRA, MT**  
Secretary, FAST CLUB

Approved:

  
**BELLAFLOR E. FERNANDEZ**  
President, FAST Club

Maloro, Tanguib City

## Minutes of the Meeting of the FAST Club Officers on July 4, 2018 at the Administrative Office Present:

MRS. BELLAFLOR E. FERNANDEZ  
MR. RENY N. SIAREZ  
MR. ALEXANDER E. NACION  
MRS. EDNA E. DELA SIERRA  
MRS. HELEN P. MANALOTO  
MR. CHRISTIAN LOUIE CUIZON  
MR. JOEL P. ANAS  
MR. NORIEL B. ERAP

- FAST CLUB President  
- VP for Faculty  
- VP for Staff  
- Secretary  
- Treasurer  
- Auditor  
- PIO  
- Social Manager

Call to order: The meeting was called to order at 4:05 PM. An Opening prayer was led by Mr. Alexander E. Nacion.

### Matters Taken Up During the Meeting:

*Election of Officers.* The presiding officer, Mrs. Bellaflor E. Fernandez informed the body that the election will be resct. The body decided to defer it on August 29, 2018 at GADTC Audio Visual Room.

Mrs. Niel C. Enerio who is the chairman of the COMELEC was requested to prepare the implementing rules and regulations that will govern the 2018 FAST Club Election

*Adjournment:* Having no more matters to discuss, the meeting was adjourned at 5:10 P.M.

I hereby attest to the correctness of the foregoing minutes.

Minutes Taken:

  
EDNA E. DELA SIERRA, MT  
Secretary, FAST Club

Approved:

  
BELLAFLOR E. FERNANDEZ  
President, FAST Club

Maloro, Tanguib City

Minutes of the FAST CLUB Officers' Meeting Held at the VIP Lounge, GADTC Main Building, Maloro, Tangub City, last June 29, 2018.

Present:

MRS. BELLAFLORE E. FERNANDEZ  
MR. RENY N. SIAREZ  
MR. ALEXANDER E. NACION  
MRS. EDNA E. DELA SERRA  
MRS. HELEN P. MANALOTO  
MR. CHRISTIAN LOUIE CUIZON  
MR. JOEL P. ANAS

Absent:

MR. NORIEL B. ERAP

Call to Order: The meeting was called to order at exactly 10:15 A.M.

The opening prayer was led by Mr. Alexander E. Nacion

Matters Taken Up During the Meeting:

- A. *Election of FAST CLUB Officers*- The presiding officer, Mrs. Bellaflore E. Fernandez, stressed out that there should be election of the newly-set of officers for FAST CLUB this 1<sup>st</sup> semester, 2018-2019.

The following matters were agreed upon:

- a.1. Election could be done by just raising of hands;
  - a.2. Before the start of the election, names of those who are qualified to run for a certain position are to be identified;
  - a.3. Mrs. Neil C. Enerio was appointed by the presiding officer as the COMELEC chairperson and she was given the option to choose two (2) FAST CLUB MEMBERS as Board of Election Inspectors. She was further advised to conduct short conference with the appointed BEI to prepare activities concerning the upcoming election.
- B. *Collection of Contribution for Christmas Symbols* - The presiding officer made mention about the collection of the contribution.
- b.1. It was agreed then that the contribution should be collected every month.
  - b.2. The FAST CLUB treasurer, Mrs Helen P. Manaloto was instructed to present the financial statement regarding the monthly contribution prior to the election.

- C. *Adjournment* - Having no more matters to discuss, Mrs. Helen P Manaloto moved for the adjournment of the meeting and this was seconded by Mr. Alexander E. Nacion. The meeting ended at 11:30 A.M.

I hereby attest to the correctness of the foregoing minutes.

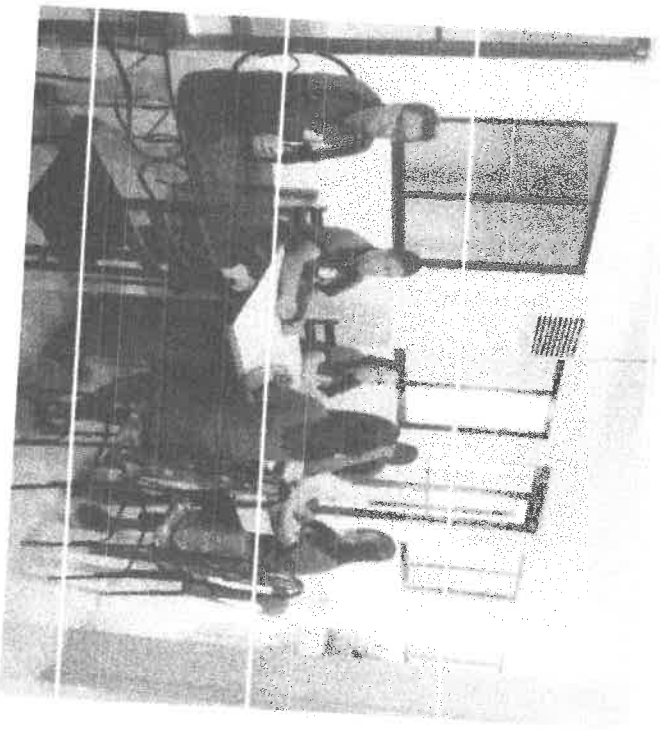
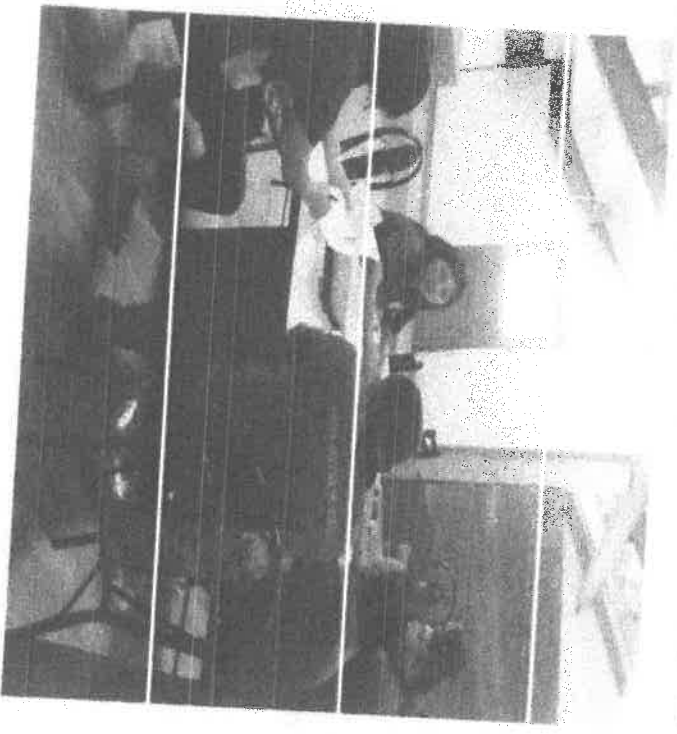
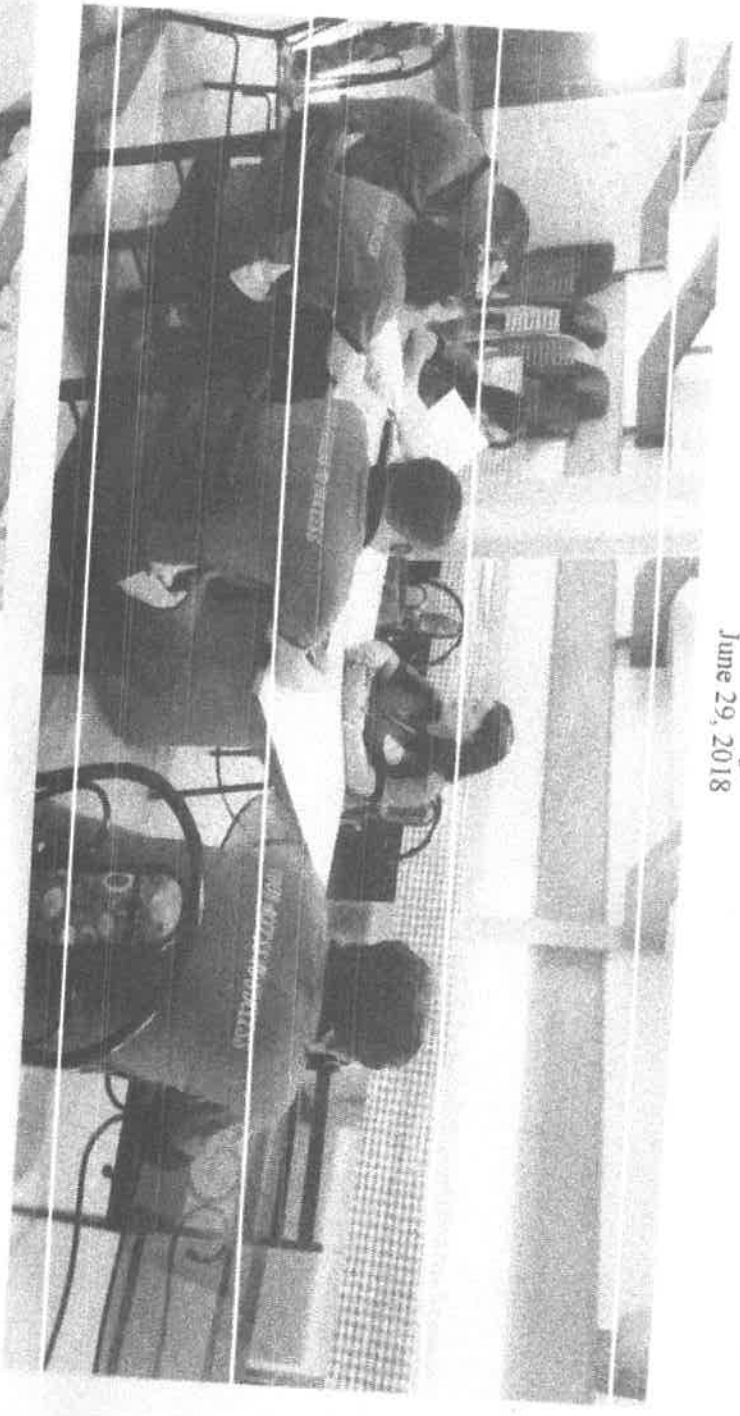
Minutes taken by:

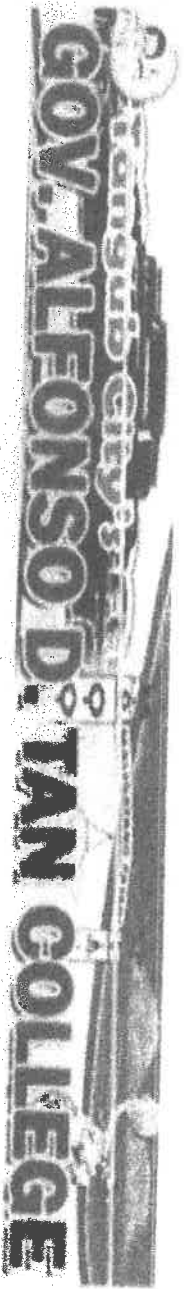
  
EDNA E. DELA SIERRA, MT  
Secretary, FAST CLUB

Approved by:

  
BELLAFLORE E. FERNANDEZ, CGM  
President, FAST CLUB

**FAST Club Meeting**  
VIP Lounge  
June 29, 2018





## FAST CLUB COMMISSION ON ELECTION

San Jose, Ilog, Ilog City, Marikina Occidental, Pangasinan

August 08, 2018

# ADVISORY

**WHO : ALL INTERESTED FACULTY & STAFF**

**WHAT : Filing of candidacy for the  
2018 FAST CLUB Election**

**WHEN : August 13, 2018 (start of filing)**  
\*last day of filing will be on August 21, 2018  
(05:00PM)

**WHERE : Office of the FAST Club COMELEC  
situated at the Registrar's Office**

Note: COCs (Certificate of Candidacy) are available at the  
FAST Club COMELEC Office

20-18-1003

8-9-18 - 1005

8-9-18 - 1005

8-9-18 - 1005

8-9-18 - 1005

8-9-18 - 1005

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8-9-18 - 1005

*As Stipulated in the*  
**Constitution and By-Laws of the Faculty and Staff (FAST) Club**

**A. QUALIFICATIONS:**

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

1. College Administrator
2. Assistant College Administrator
3. Department Heads (Academic and Non-Academic)
4. Assistant Department Heads

• Only those who have appointments from the Civil Service Commission (Dept. Heads and Asst. Department Heads)

**B. TO BE ELECTED:**

- a. President
- b. 2 Vice-Presidents (Faculty & Staff)
- c. Secretary
- d. Treasurer
- e. Auditor
- f. PIO
- g. 2 Social Managers

**C. TERM OF OFFICE**

All newly elected officers shall hold office for two (2) years and can be reelected in the same position but will stay at the same office for two consecutive terms only.

  
**MEL C. ENEAD, WPA LR**  
FAST Club COMELEC Chair

Noted:

  
**BELARMINO E. FERNANDEZ, DEN**  
FAST CLUB President





**Gov. Alfonso D. Tan College**  
**Maloro, Tanguib City**

## **H. Faculty Relationships**

### **●Mortuary Aid Record**

Faculty and Staff Club  
GADTC, Taugub City

Mrs. Marlinda M. Almario  
Governor Alfonso D. Tan College  
Taugub City

Dear Sir/Madame:

Good Day!

This is to inform you that per FAST Club records, you have listed the names of the following as your secondary beneficiaries;

<u>Sergio</u>	<u>Corbond</u>	<u>Edume</u>	<u>Montes</u>
<u>Ondino</u>	<u>Montes</u>	<u>Robert</u>	<u>Montes</u>

Further, you have claimed the mortuary benefits of the following:

\_\_\_\_\_  
\_\_\_\_\_

If you have questions regarding your records please feel free to see the undersigned at the GADTC, BSO/Adm. Office.  
Ack for acknowledgment. *Ellye*  
Thank you for your usual cooperation.

Very truly yours,

*Don E. Adalla*  
Mrs. E. Adalla  
FAST Club Secretary

*Received  
6/4/07  
Don*

September 5, 2018

MRS. BELLAFLOR E. FERNANDEZ  
VP for Administration & Finance  
FAST Club President  
GADTC, Tanguib City

Dear Ma'im:

Good Day!

My beloved Uncle, Mr. Galicano Tala died last September 2, 2018

In this, I am humbly asking your favor to claim the mortuary aid as stated in our by-laws to defray the funeral expenses.


I am hoping for your kind consideration.

Thank you very much.


Sincerely Yours,

  
PRINCESITO Q. DOMIPALES  
FAST Club Member

Noted:

  
EDNA E. DELA SIERRA  
FAST Club Secretary

Approved:

  
BELLAFLOR E. FERNANDEZ  
VP for Administration & Finance  
FAST Club President

Atty - 2, 701  
Franny, 2, 600  
J.D. - 301  
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T, 600

FACULTY and STAFF CLUB (FAST)  
Gov. Alfonso D. Tan College  
Tangub City

LIST OF SECONDARY MORTUARY BENEFICIARIES

Name of Employee: \_\_\_\_\_ Date Started: \_\_\_\_\_

Family Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Civil Status: \_\_\_\_\_  
Complete Home Address: \_\_\_\_\_  
Highest Educational Attainment: \_\_\_\_\_

List of Beneficiaries (Secondary only)

List of Primary and Secondary beneficiaries availed the benefits

Name	Relationship to the Employee	Date of Death	Amount Released	Date Released
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL (4 ONLY)

Article IX, Benefits of Officers and Members

**Section 1. Mortuary** — Each member shall be entitled to claim at most four (4) beneficiaries (both immediate families and close relatives) for mortuary benefits. All immediate family members are automatically considered beneficiaries. A member shall also submit a list of at most for other beneficiaries who are close relatives.

The immediate family of a single member is the father and mother, sisters and brothers. For married member shall also submit a list of at most four other beneficiaries who are close relatives.

Note: Primary beneficiaries should not be listed anymore.

No Proxy to the secondary beneficiaries.