



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-Off, Baguio City
Tel. No. (074) 442-7819



DIVISION MEMORANDUM

No. 27 s. 2013

To: All School Principals
Teachers and Non-teaching Staff

From: 
ESTELA LEON- CARIÑO
Schools Division Superintendent

Subject: **ATTENDANCE TO THE 2013 GENERAL ASSEMBLY OF THE BAGUIO CITY SCHOOL TEACHERS AND EMPLOYEES MULTI-PURPOSE COOPERATIVE (BCSTEMPC)**

Date: February 11, 2013

1. This is to inform the field of the conduct of the 2013 General Assembly of the Baguio City School Teachers and Employees Multi-purpose Cooperative (BCSTEMPC) on **February 15, 2013 at one o'clock in the afternoon at the PFVR Multi-purpose Hall/Gym.**
2. School Principal and/or Schools Heads are enjoined to allow their teachers and school personnel who are members of the Cooperative and other interested parties to attend this Assembly. Likewise, School Principals/School Heads shall make necessary arrangements for the non-disruption of classes on the said date and time.
3. Immediate dissemination and compliance with this Memorandum to all concerned is desired.



BAGUIO CITY SCHOOLS TEACHERS AND EMPLOYEES
Multi-Purpose Cooperative
Upper Session Road, 2600 Baguio City
Tel. No. 444-93-95
CDA Registration No. CEO-628
TIN 004-855-326 NON VAT

NOTICE OF GENERAL ASSEMBLY

TO: ALL MEMBERS OF BAGUIO CITY SCHOOLS TEACHERS AND EMPLOYEES
AND MULTI-PURPOSE COOPERATIVE

WHAT: 17th Annual General Assembly Meeting

WHERE: FVR Multi-Purpose Center
Upper Session Road, Baguio City

WHEN: February 15, 2013 (Friday)

TIME: 1:00 PM to 5:00 PM

The following positions will be filled up

Four (4) Members of the Board of Directors

Two (2) Members of Audit Committee

Two (2) Members of Election Committee

Deadline of filing: February 12, 2013

Election Time: 1:00 to 2:00 PM **ONLY**


CEFERINO M. CAWAON
Chairman, Board of Directors

Noted/Approved:


ESTELA LEON-CARIÑO f
Schools Division Superintendent

Note: ALL BCSTEMPC MEMBERS who will attend the General Assembly are excused from their teaching work from 1:00 P.M to 5:00 P.M on 2/15/2013.

17th BCSTEMPC General Assembly

PFVR Multi-Purpose Center

February 15, 2013

Part I --	--Registration and Casting of Votes:	1:00 p.m – 2:00 p.m
Part II -	--Program Proper:	2:00p.m.
Prayer -	- - - - -	Elvira Daguio
Pilipinas kong Mahal	- - -	Esther Lilitit
Opening Remarks	- - -	Arthur Tiongan
Introduction of the Speaker-	- - -	Atty. Augustin P. Laban III
Inspirational Message	- - -	ESTELA LEON-CARIÑO Schools Division Superintendent
Intermission Number	- - -	c/o BCNHS
Part III - Business Meeting		
Call to Order -	- - - - -	Ceferino M. Cawaon Chairman, Board of Directors
Roll Call/Determination and Declaration of Quorum	- - - - -	Whitney Dawayen
Reading and Consideration of the Minutes of the previous Meeting	- - - - -	Ceferino M. Cawaon Chairman, Board of Directors
Reports:	- - - - -	Treasurer Audit Committee Manager Board of Directors by the Chairperson
New Business:	- - - - -	A. BUDGET B. Amendment on types of membership C. T'SHIRTS
Adjournment	-----	

BCSTEMP COOPERATIVE ELECTION RULES AND GUIDELINES

The following Rules and Guidelines shall govern the BCSTEMPC Election of Board of Directors and Members of the different committees which will be held on **February 15, 2013** (Friday) **1:00 P.M.** at FVR Multi-Purpose Center during the **17th COOP General Assembly**.

1. Positions to be filled up:

Four (4) members of the Board of Directors, Two (2) Audit and Two (2) Election Committee members.

2. Term of Office:

The Board of Director shall hold office for a term of two (2) years (Section 13 of the BCSTEMPC Constitution & By-Laws) while the members of the Audit Committee and Election Committee shall also serve for two (2) years (Sec. 20, 21 and 23 as amended).

3. Qualifications and Disqualifications of a Candidate:

(Section Nos. 12 & 22 of the Constitution & By-laws)

All members who have the following qualifications are qualified to run as board of directors, and Audit and Election Committees: a) A candidate for board member and the different committees should be at least (5) years as members of the BCSTEMPC; b) Attended at least one (1) of the required trainings as coop officer pursuant to R.A. 9520; c) Must be members in a good standing, and, d) Has a minimum share capital of Php10,000.00 for board member and Php5,000.00 for the committee member:

Members under the following circumstance are disqualified to run:

- a. A third term as board and /or committee member;
- b. Having conflicting interest with the business of the cooperative;
- c. Having been absent for three (3) consecutive board meetings without being excused;
- d. Being full-time employees of the cooperative;
- e. Having been convicted of any crime involving moral turpitude, gross negligence, or misconduct in the performance of his/her duty;
- f. Facing as respondents or defendants of administrative and / or civil /criminal suits involving financial and / or property accountability, and
- g. Holding any elective position in the government.

4. Filing of Certificate of Candidacy and Deadline:

Qualified candidate shall file his/her certificate of candidacy starting February 11, 2013 (Monday) to the members of the Election Committee (Chairman: Joseph A. Estigoy , member: Flordelina Lee and or c/o Mrs. Marina B. Agbunag - Coop Treasurer or Nora P. Gumalin at the main BCSTEMPC office located at Upper Session Rd., Baguio City and ends on February 12, 2013 (Tuesday at 5 P.M. (COC`s are available at the said office).

5. Campaign Period and Conduct of Campaign:

Campaign period starts upon filling of his / her certificate of candidacy and ends on February 15, 2013 at exactly 12:00 n.n

6. Polling Precincts :

Each COOP member will get his / her ballot upon verification of one's name in the Checklist placed in the designated polling places (by schools per District) . The election time is **1:00P.M – 2:00P.M.** Only Two drop boxes shall be utilize for the election.

7. Appreciation of Ballots:

Cast ballots shall be considered valid and be counted provided there are no markings to identify the voter. **ALL the positions should be filled-up** by the voters such as: 4 Board of Director, 2 Audit Committee and 2 Election Committee, otherwise it will not be counted on that particular position. Repeated names of candidates in different positions where he or she is not a candidate shall not be counted in favor of him.

8. Canvassing of Votes and Proclamation of Winning Candidates:

Canvassing shall de done in the canvassing area. After counting of votes per ballot boxes, the Board of Canvassers shall tally and consolidate the election returns and proclaim the winners .

9. Watchers:

Each candidates is entitled of **one watcher** during the election and canvassing period. They should present an appointment issued by their candidate to the Chairman of the Election Committee. **Orientation of watchers** shall be done on February 13, 2013 (Wednesday), 3:00 p.m at the PFVR basement together with the members of the Election Committee. (note: qualification of a watcher should be a COOP member)

10. Protest:

Any protest that may arise from the conduct of the election shall be filed in writing under oath to the Election Committee within twenty-four (24) hours after the proclamation of winners with a filing fee of P3,000.00 which is non-refundable .

10. Budget

Budget allotted for the Election is Php15,000.00.

ADOPTED this 11^h day of February 2013 at Baguio City, Philippines.

JOSEPH A. ESTIGOY
Chairman-Election Committee

FLORDELINA M. LEE
Election Committee-member

APPROVED:

CEFERINO M. CAWAON
Board of Director-Chairperson