

BAGUIO CITY SCHOOL TEACHERS & EMPLOYEES ASSOCIATION
Military Cut-off Road, Baguio City
COMMITTEE ON ELECTION

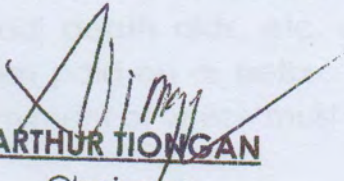
RULES AND REGULATIONS GOVERNING THE MARCH 4, 2016 BCSTEA ELECTION

The following RULES AND GUIDELINES shall govern the selection of BCSTEA OFFICERS scheduled on Friday, March 4, 2016.

1. **Position to be filled up:** President, Vice President, Treasurer, Auditor, Business Manager, PRO, one (1) from the retirees group, one (1) from the Division Office/Ancillary, one (1) from the private schools, one (1) from the Elementary Group, Three (3) Audit Committee members.
2. **Qualified Voter:** All regular members of the association who are duly certified active members by the BCSTEA Treasurer as of March 1, 2016.
3. **Qualified Candidates:** Active members are those who have fully paid their membership dues – annual death aids, etc. are qualified for election, such dues must have been paid on or before the filling of certificate of candidacy. The fact of payment of which must be contained in the same certificate of candidacy.
4. **Filing of Candidacy and Deadline:** Candidates may FILE their Certificates of Candidacy, either individually or as a group, stating the position office of which they are candidates. The same certification must contain the statement that they have settled all their dues and that they have no liabilities to the association or whatsoever (Rule No.3 above). DEADLINE of filling Certificates of Candidacy must be filed with the Chairman of the COMELEC at Alternative Learning System Office at 8:00AM until 5:00PM of March 1, 2016, Tuesday.
5. **Campaign Period:** The campaign period shall be two (2) days, March 2 & 3, 2016. Candidates upon prior permission from the City Schools Superintendent (OIC) may campaign in the different schools only on the aforementioned dates.
6. **Conduct of Campaign:** All candidates must conduct their campaign on a HIGH LEVEL OF PROFESSIONALISM befitting their status as PROFESSIONALS, and in observance of the PROFESSIONAL CODE OF ETHICS for Teachers.
Coercing or intimidating voters to vote for against a candidate especially school officials, is strictly prohibited.
7. **Voting Centers and School Board of Tellers:** Every School is a voting center. In every voting center there shall be a board of tellers composed of the Faculty Club President or his duly authorized representative as chairman and two (2) teacher member. The Division shall cast their votes in the manner as those aforementioned:
Members in the High School Annexes shall vote in the nearest Elementary School. Members at the Dep-ed Car, Regional Office shall cast their vote at Lucban Elementary School.


8. **Voting Time, Canvassing of Votes, Delivery of Ballots:** Voting time shall be 8:00AM to 1:00 PM after which the Board of the Election Tellers shall canvass the votes and deliver (Faculty Club President or his duly authorized representative) the election returns and other paraphernalia to the COMELEC, Division Office.
9. **Canvassing of Election Returns and Proclamation of Winning Candidates:** The BCSTE A COMELEC Board of Canvassers shall start the canvassing of the election returns at 2:00PM on Election Day, as these are submitted by the different schools. Winning candidates shall be proclaimed after all election returns are canvassed and voters are tallied.
10. **Protest:** Any protest that may arise from the conduct of the election shall be made within 36 Hours after the Proclamation of Winners.

Adopted and Promulgated this 24th of February 2016.


ARTHUR TIONGCAN

Chairman
COMELEC

Approved:


ARLITO G. PECAY
BCSTE A President

ADDITIONAL GUIDELINES No. 11. With reference to Guideline No. 2, Qualified Voters (Supra), the BCSTE A Treasurer is directed to provide all voting centers or schools the "LIST OF QUALIFIED VOTERS" in such voting center or school not later than February 29, 2016.

Members whose name do not appear in said list but are qualified for reason of non-payment of their dues can qualify themselves to vote by settling their accounts or obligations, and shall be allowed to vote upon presentation of their receipts of payment or certification issued by the school or faculty club president.