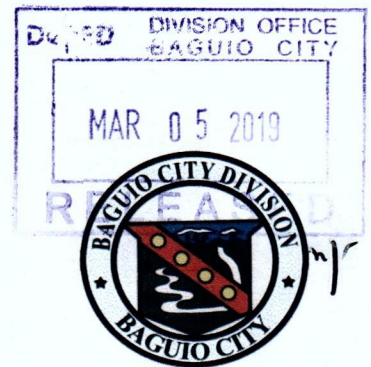




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, Baguio City  
Tel. No. (074) 442-7819



March 4, 2019

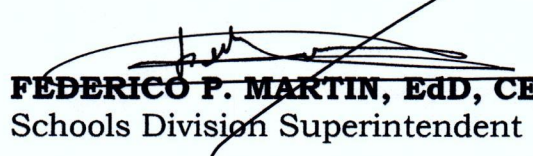
**DIVISION MEMORANDUM**

No. 124 s. 2019

To: All School Heads  
Teachers and Non-Teaching Staff  
All Others Concerned

**ATTENDANCE TO THE 23<sup>rd</sup> GENERAL ASSEMBLY OF THE BAGUIO CITY SCHOOL TEACHERS AND EMPLOYEES MULTI-PURPOSE COOPERATIVE (BCSTEMPC)**

1. This is to inform the field of the conduct of the 2019 General Assembly of the Baguio City School Teachers and Employees Multi-Purpose Cooperative (BCSTEMPC) on March 12, 2019 at one o'clock in the afternoon at PFVR Gym, Upper Session Road, Baguio City.
2. School Principals or Schools Heads are enjoined to allow their school personnel who are members of the Cooperative 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. School heads are also advised to make necessary mechanisms to monitor the attendance of the participants from one o'clock in the afternoon up to the adjournment of the General Assembly and attendance to the GAD seminar.
4. Immediate dissemination and compliance with this Memorandum by all concerned is enjoined.

  
**FEDERICO P. MARTIN, EdD, CEAD, CESO VI**  
Schools Division Superintendent



## BAGUIO CITY SCHOOL TEACHERS AND EMPLOYEES

### Multi-Purpose Cooperative

Upper session road, 2600 Baguio City

Tel. Nos. 444-93-95

CDA registration No.CEO-628

### **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 **March 12, 2019** at **PFVR Gym, Upper Session Road, Baguio City** at **1:00** in the afternoon during the **23rd COOP General Assembly**.

**1. Position to be filled up:**

**Four (4) Members of the Board of Directors, Two (2) Audit Committee Members, Three (3) Election Committee Members.**

**2. Term of office:**

The elected four (4) Board of Directors and two (2) audit committee members shall hold office for a term of (2) years or until their successors shall have been elected and qualified; while the two (2) Election Committee members who garnered the highest votes will serve for two (2) years and the third shall serve for one (1) year.

**3. Qualifications** (Sec.3. Art. 4 – Articles of Cooperation and By Laws).

Candidates for board of directors should meet all the requirements as to qualify as Board of Directors, but for Audit and Election committees, the requirements indicated in letter “e” below is laid off. No member shall be elected or to continue as such member of the Board of Directors unless he/she is a member entitled to vote and has the following qualifications:

**a.** Should be at least five (5) years as member of the BCSTEMPC

**b.** Has paid the minimum capital share requirement Php 20,000.00 for board member and Php 10,000.00 for the committee member.

**c.** Has continuously patronized the cooperative services

**d. Must be member in good standing**

**e.** Should have attended at least **one (1)** of the required training as coop officer pursuant to **R.A. 9520**

**f.** Completed the required education and training as may be provided by law, rules and regulations and policy approved by the general assembly (for those who will file their candidacy as a committee member).

➤ **Disqualifications of a Candidate:**

(Sections 4. Any member who is under any of the following circumstances shall be disqualified to be elected as a member of the Board of Director or any committee, or to continue as such:

**a.** Have served for the third time as board and/or committee member;

**b.** Having conflicting interests with the business of the cooperative;

**c.** Having been absent for three (3) consecutive board meeting 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.** Had been convicted of administrative and/or civil criminal suits involving financial and/or property accountability,

**g.** Holding any elective position in the government.

**h.** Violation of the election rules

**4. Filing of Certificate of Candidacy and Deadline:**

Candidate shall personally file his/her certificate of candidacy starting **February 27, 2019 (Wednesday)** to the members of the Election Committee at the main BCSTEMPC office located at Upper Session Road, Baguio City and ends on **March 8, 2019 (Friday)** except Saturday and Sunday at 12:00 n.n. (COC's are available at the said office). **Candidates will be informed if he/she is qualified to run or disqualified.**

**5. Campaign Period and Conduct of Campaign (NO CAMPAIGN PARAPHERNALIA)**

Qualified candidates can start campaigning immediately after receipt of notice of qualification. Campaign period start on **February 27, 2019** and ends on **March 11, 2019** at **5:00 p.m.** Campaigning after the stipulated dates of campaign of any manner is a ground for disqualification.

**6. Procedure or Manner of Voting:**

Each coop member will verify his/her name and after which, affix his/her signature beside his/her name then receive the ballot from the Board of Election Teller. Upon receipt of the ballot, fill it up then fold then drop in the designated drop boxes.

**7. Polling Precincts and Board of Election Tellers (BET)**

Polling precincts will be located at back part of the PFVR Gym near the basketball ring. The election starts at 1:00 pm to 3:00 pm only. There will be three (3) polling precincts to be utilized for the election. Three (3) BET members will be assigned per precinct.

**8. Appreciation of Ballots**

- a. Cast ballots shall be considered valid and be counted provided there are no markings to identify the voter.
- b. Repeated names of candidates in different positions where he/she is not a candidate shall not be counted in favor of him/her.

**9. Canvassing of Votes and Proclamation of Winning Candidates:**

After counting of votes per precinct, the BET shall submit the election returns to the Board of Canvassers for consolidation and proclamation of winners.

**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 Php 5,000.00 which is non-refundable.

**11. In Case of Ties:**

In case of ties between candidates, the split term agreement will be followed.

**12. Budget:**

Budget allotted for the election is Php 35,000.00.

**13. Supervision:**

The members of the Election Committee will supervise the conduct, manner and procedure of election and other election related activities.

Adopted this 22<sup>nd</sup> day of January, 2019 at Baguio City, Philippines.

  
**JOSEPH A. ESTIGOY**

Secretary

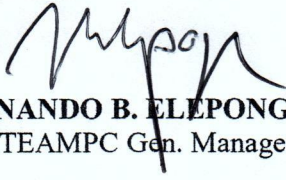
  
**TERESITA D. MAYAM**


Vice-Chairperson

  
**REMEDIOS U. ANDRADA**


Chairperson

Noted:

  
**FERNANDO B. ELEPONGA**  
BCSTEAMPC Gen. Manager

  
**FEDERICO P. MARTIN, EdD.CedD.CESO V**  
Schools Division Superintendent  
Adviser

Approved:

  
**CEFERINO M. CAWAON, Ed.D.**  
Chairman, Board of Directors