



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

DEPED DIVISION OFFICE
BAGUIO CITY

RECEIVED
DATE: MAR 20 2023
TIME: _____
BY: 8

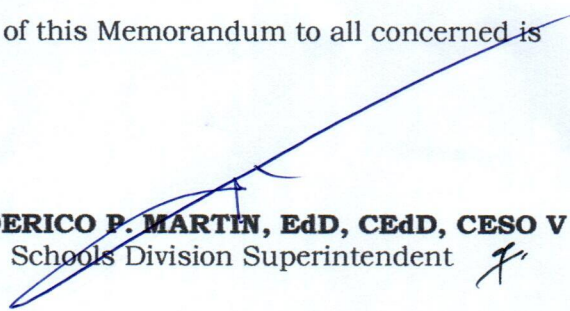
ADVISORY
No. 117, 2023

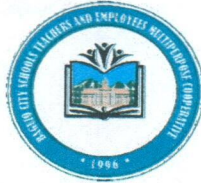
To: **ALL MEMBERS OF THE BAGUIO CITY SCHOOL TEACHERS AND EMPLOYEES MULTI-PURPOSE COOPERATIVE (BCSTEMPC)**

Subject: **ATTENDANCE TO THE 25TH GENERAL ASSEMBLY OF THE BAGUIO CITY SCHOOL TEACHERS AND EMPLOYEES MULTIPURPOSE COOPERATIVE (BCSTEMPC)**

Date: **MARCH 13, 2023**

1. This is to inform the field of the 2023 General Assembly and Election of Officers of the Baguio City School Teachers and Employees Multipurpose Cooperative (BCSTEMPC) on April 1, 2023, 8:00 am at Baguio City National High School Auditorium, Governor Pack Road, Baguio City.
2. Registration and casting of votes will be thru google form which will start at 7:00 o'clock and end at 9:00 o'clock in the morning at the Baguio City National High School ICT Room.
3. Transportation and snack allowance of seven hundred pesos (P700.00) will be released to members **who are physically present** during the assembly after the adjournment.
4. Onsite registration for new members will be conducted during the activity and are entitled to transportation and snacks allowance.
5. Vacancies to be filled up and election guidelines are attached herewith.
6. Immediate and wide dissemination of this Memorandum to all concerned is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
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 BCSTEMP Election of Board of Directors and Members of the different committees which will be held on **April 1, 2023** at Baguio City National High School (BCNHS), from 7:00 - 9:00 in the morning during the COOP General Assembly.

1. Position to be filled up:

Two (2) members of the Board of Directors, one (1) Audit committee member, one (1) Election committee member.

2. Term of office:

The elected (2) Board of Directors, (1) audit committee member, and (1) election committee member shall hold office for a term of two years or until their successors shall have been elected and qualified.

3. Qualifications:

(Sections 3 and 4, Art. 4 of the Cooperation and By Laws)

Candidates for Board of Directors should suffice all the requirements so as to qualify as Board of Directors, but for Audit and Election Committees, requirement “e” 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 met the minimum share capital of 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 a member in good standing;
- e. Should have attended at least one (1) of the required training as coop member pursuant to R. A. 9520; (for board of directors) (Governance and management, financial, risk and credit seminar training)
- f. Completed the required education and training as may be provided by law, rules and regulations and policy approved by the general assembly. (for committee member)

4. *Disqualifications of a Candidate:*

(Sections 4. Of the Coop By Laws)

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

- a. Had served for the third time as board and/or committee member;
- b. Has conflicting interests with the business of the cooperative;
- c. Had been absent for three (3) consecutive board meeting without being excused;
- d. Being full-time employees of the cooperative;
- e. Had 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, and;
- h. Violated any of the election rules

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

Qualified candidate shall file his/her certificate of candidacy starting March 17, 2023 to the members of the Election Committee at the main BCSTEMPC office located at Upper Session Road, Baguio City and ends on March 24, 2023 at 5 in the afternoon. (COC's are available at the said office). Attach the documents qualifying each candidate for the position applied for.

6. *Screening of candidates and eligibility verification :*

(ASAP) every 3pm to 5pm of March 17 to 24 2023. Confirmation of their candidacy status will be send to them after 5pm thru their messenger or messages.

7. *Campaign Period and Conduct of Campaign: (MAY USE CAMPAIGN PARAPHERNALIA)*

Campaign period starts on March 25, 2023 and ends at March 31, 2023, 5pm a day before the general assembly. Campaigning after the stipulated dates of campaign of any manner is a ground for disqualification.

8. *Procedure or Manner of Voting:*

Each Coop member will verify his name in the master list of members and after which, affix his/her signature beside his/her name.

Voter is then directed to enter in the polling area/ room cast his/ her vote in the e-ballot submits then leave the room after confirmation appears in the screen.

9. Polling Precincts and Board of Election Tellers (BET)

Polling precincts will be located at the ICT Room of the Baguio City National High School. The election time is open from 7:00 am to 9:00 am only. 50 computers will be utilized in the casting of votes that will be supervised, monitored, and maintained by 8 ICT BEIs.

10. Appreciation of Ballots

Cast e-ballots shall be considered valid and be counted provided it was successfully confirmed and was accepted by the computer.

- a. Over vote will not be accepted by the computer.
- b. Under vote is accepted, credited to the marked candidates only.

11. Canvassing of Votes and Proclamation of winning Candidates:

After closing the polling area in the closing time, the BEIs shall now check and tally the reports and cast votes in all computer used if it was recorded and accepted in the central server.

The chairman of the e-Election will now print a copy of the result of the election after which the chairman of the Election Committee announces and proclaims the winners of the 2023 election.

12. 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.

13. In Case of Ties:

In case of ties between candidates, final winner will be decided by toss coin.

14. Budget:

Budget allotted for the election is Php 28, 875.00

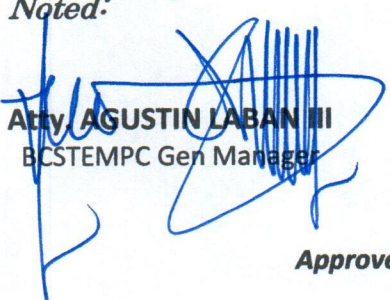
Adopted this 2nd day of March, 2023 at Baguio City, Philippines.

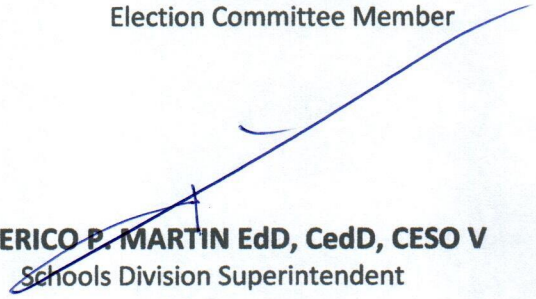

NAPOLEON C. FERNANDEZ
Chairman, Election Committee


ARTHUR U. SADCAT
Election Committee Member


ARLITO G. PECAY
Election Committee Member

Noted:


Atty. AGUSTIN LABAN III
BCSTEMPC Gen Manager


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

Approved:


WHITNEY A. DAWAYEN
Chairperson