

RULES ON THE 2024 PAGBA BOARD OF TRUSTEES (BoT) ELECTION

I. PRE-ELECTION ACTIVITIES

1. **Who Are Qualified to Vote.** As a general rule, only "PAGBA regular members in good standing" are qualified to vote. In the conduct of the 2024 PAGBA Board of Trustees (BoT) Election slated on August 23, 2024, the following constitute "PAGBA regular members in good standing":

- a. Those regular members whose names appear in the Register of Regular Members in Good Standing as of December 31, 2023 as certified by the PAGBA Treasurer and subsequently, have paid the annual dues of Three Hundred Pesos (PhP300.00) for CY 2024 on or before August 21, 2024.
- b. Those regular members whose names appear in the Register of Regular Members in Good Standing as of December 31, 2023 as certified by the PAGBA Treasurer and are deemed to have paid in advance the annual dues of Three Hundred Pesos (PhP300.00) for CY 2024.
- c. Those whose names either appear or do not appear in the Register of Regular Members in Good Standing as of December 31, 2023 and whose application for membership have been approved after having paid the total amount of Five Hundred Pesos (PhP500.00) representing membership fees of Two Hundred Pesos (PhP200.00) and annual dues for CY 2024 of Three Hundred Pesos, from January 2, 2024 but not later than August 21, 2024.
- d. Those whose names do not appear in the Register of Regular Members in Good Standing as of December 31, 2023 but seasonably applied for inclusion in the aforesaid Register coupled by submission of proof of payment of membership fee/annual dues duly receipted by the PAGBA Treasurer or presentment of PAGBA Official ID, and such applications are approved by the Board on or before August 21, 2024.

2. Board Seats To Be Contested. In the August 2024 PAGBA BoT Election, seven (7) Trustee positions – six (6) allocated for Metropolitan Manila, and one (1) for Mindanao are to be elected from among the candidates/aspirants found qualified and duly nominated by the Nominating Committee.

3. Qualifications and/or Eligibility Requirements for Trustee Position. To be eligible for nomination and election to the Board of Trustees, the candidate or aspirant must have the following qualifications:

3.1. As provided under the PAGBA By-Laws:

- a. Must be a "PAGBA regular member in good standing" in accordance with the guidelines provided for under item 1 of this Rules as of the last day of filing of the Certificate of Candidacy (CoC); that is, July 19, 2024;
- b. Must not have been convicted by final judgment of any offense punishable by imprisonment for a period exceeding six (6) years or a violation of the Corporation Code as amended, committed within five (5) years prior to the date of the election.

3.2. Additional Requirements:

- a. Must have attended at least one (1) PAGBA Quarterly Meeting cum Seminar Workshop prior to the August 2024 BoT election;
- b. Must have filed a CoC within the period July 1, 2024 (Monday) to July 19, 2024 (Friday);
- c. Must be personally present during the election as a registered participant.

4. Contents and Form of Certificate of Candidacy (CoC). The CoC shall be under oath and shall state the following:

- a. Position aspired for;
- b. Name of the aspirant/candidate;
- c. Date of birth;
- d. Gender;
- e. Civil Status;
- f. Profession/Occupation;

- g. Name of Agency where currently employed;
- h. The City/Municipality/Province/Region where the agency is located;
- i. E-mail address of the aspirant/candidate, for notice and election purposes;
- j. That the aspirant/candidate is a PAGBA regular member in good standing as of the date of filing of CoC;
- k. That the aspirant/candidate is eligible for said Office/position;
- l. That the aspirant/candidate will abide by the Constitution and New By-Laws of PAGBA;
- m. That the aspirant/candidate has not been found liable for an offense involving moral turpitude or imprisonment of more than six (6) years;
- n. That the aspirant/candidate had attended a PAGBA Quarterly Meeting cum Seminar prior to the August 2024 election;
- o. That the aspirant/candidate gives consent to the PAGBA to collect, disclose or share and process the personal data provided for election and other lawful purposes in accordance with the privacy notice and as may be authorized by existing laws;
- p. That the facts stated in the CoC are true and correct to the best of the aspirant's/candidate's knowledge; and
- q. Original signature over the printed name of the aspirant/candidate or digital signature as defined under existing laws and rules.

The CoC form is attached as Annex "A".

- 5. Where to File the CoC.** The CoC shall be filed in three (3) legible copies with the PAGBA Office, Unit 9N & 9O, 9th Floor, Lansbergh Place Condominium, 170 Tomas Morato Avenue, Corner Scout Castor St., Quezon City. The CoC shall be filed by the aspirant/candidate personally or through an authorized representative with a sworn and signed authority to file the CoC. CoC filed by mail, electronic mail or facsimile shall not be accepted.
- 6. Period of Filing of Certificate of Candidacy (CoC).** For the August 23, 2024 BoT Election, the CoC shall be filed from 8:00 a.m. to 5:00 p.m., Monday to Friday beginning July 1, 2024 (Monday) up to July 19, 2024 (Friday.)

The Receiving Officer shall stamp each copy of the CoC the word "RECEIVED" with the date and actual time of receipt and shall be deemed filed on time.

However, an incomplete CoC shall not be accepted and shall not be stamped received on time even when the aspirant/candidate is present. An incomplete CoC includes, but not limited to the following: no original signature of the aspirant/candidate or digital signature, not notarized CoC, no signature of the Notary Public or authorized administering official, incomplete address, no photograph, not completely filled-out CoC. In this case, the Receiving Officer shall require the aspirant/candidate to complete and fill out the item. In case the CoC is filed by an authorized representative of the aspirant/candidate, the Receiving Officer shall not receive the CoC and instead instruct the authorized representative to inform the aspirant/candidate to complete and fill-out the item/s left and file the same before the end of the period for the filing of the CoC.

7. **Log Sheets of the CoC as Filed.** The Receiving Officer shall record the CoC as filed in chronological order as they have been received. Numbering shall be continued on the next day and should not be restarted on each day for the duration of the period for filing of CoC. In case no CoC is filed on a given date, the Receiving Officer shall enter such fact in the log sheet or indicate the statement, **"No CoC Filed" and shall write the date and affix a signature.** The Receiving Officer shall record the data continuously on the log sheet. Immediately after the time allowed for the filing of CoC (after 5:00 p.m., July 19, 2024), the Receiving Officer shall close the log sheets by placing a line immediately after the last entry and writing the word **"closed"**
8. **Certified List of Certificates of Candidacy Received Transmitted to the Nominating Committee.**

On or before July 22, 2024, the Receiving Officer shall transmit to the Nominating Committee, the following records/documents:

- a. List of aspirants/candidates who filed their respective CoC and PDS, duly certified correct by the Receiving Officer on the basis of the entries in the CoC's log sheet; and

- b. Original copies of the CoC's and PDS's filed by the aspirants/candidates.

9. Submission of List of Nominees by the Nominating Committee to COMELEC

Immediately after the receipt of the above-mentioned list of aspirants/candidates and documents, but no later than July 24, 2024, the Nominating Committee shall meet at the PAGBA Office to choose from the said list at least two (2) candidates to be nominated for each of the seven (7) trustee positions to be contested.

In case of failure to meet the minimum number of candidates to be nominated for the trustee position allocated to Mindanao, the Nominating Committee may consider other candidates from Metropolitan Manila.

After due deliberation, the Nominating Committee shall submit to the COMELEC the List of Nominees consisting at least of two (2) aspirants/candidates for each of the seven (7) Trustee positions to be elected, together with the original copies of the CoC and PDS, on or before July 29, 2024.

10. Posting of the Certified List of Official Candidates for the 2024 BoT Election

From the list of nominees submitted by the Nominating Committee, the COMELEC shall choose at least two (2) nominees for each of the seven (7) trustee positions to be elected and thereafter, prepare a Certified List of Official Candidates for the August 23, 2024 BoT Election.

At least twenty (20) days before the election day, the COMELEC shall cause the posting of the Certified List of Official Candidates for the August 23, 2024 BoT Election in the PAGBA website at www.pagba.com.

Accordingly, copies of the CoC shall be distributed as follows:

- Original Copy, to the PAGBA
- Second Copy, COMELEC
- Third Copy, to the Official Candidate

11. Election Materials/Propaganda. The following materials/propaganda are allowed during the election.
- a. Pamphlets, leaflets, cards, stickers or other written or printed materials of a size not more than eight and one-half inches in width and fourteen inches in length.
 - b. Handwritten or printed letters urging voters to vote for any particular candidate.
 - c. Cloth, paper or cardboard posters, whether framed or posted, with an area not exceeding two (2) feet by three (3) feet, except that, at the site and on the occasion or holding of a public meeting, streamers not exceeding three (3) feet by eight (8) feet in size, shall be allowed. Provided, That said streamers may be displayed only on the day of the election and shall be removed immediately after the proclamation of the winning candidates. The COMELEC shall formulate and issue guidelines in the distribution, posting and/or display of the aforesaid materials/propaganda taking into consideration the policy and guidelines prescribed by the institutional venue provider.

II. ELECTION ACTIVITIES

1. **Date of Election.** The 2024 Board of Trustees (BoT) Election shall be held on August 23, 2024.
2. **Board of Election Inspectors.** On the day of the election, the Committee on Elections (COMELEC) shall convene and constitute itself as Board of Election Inspectors (BEI), Composed of the Chairman and two (2) poll clerks. The BEI shall be responsible for designating the polling place/s conducting the voting and counting of votes and performing such other functions as may be prescribed by the PAGBA Board. It shall have full authority to maintain order within the polling place and enforce obedience to its lawful order.

3. Polling Place. As a general rule, polling place shall mean to be the area designated by the BEI where election proceedings will be conducted, i.e. where the voters cast their votes, where the results of the election are auto-generated from the voting system and where the winning candidate are to be proclaimed.

4. Preliminary Activities to Voting. The BEI and its support staff shall perform the following activities preliminary to voting.

a. At 10 o'clock in the morning of election day.

1. Present in person the official candidates vying for the seven (7) BoT positions being contested. Each candidate shall be given no more than five (5) minutes to deliver his/her campaign speech/message to the general membership/assembly.

2. Flash/Display in the screen of the polling place and post a copy of the Certified List of Registered Voters (CLRV) sans the e-mail addresses but bearing only the complete names of PAGBA registered voters with their surnames arranged alphabetically in conspicuous places.

3. Before the start of the voting, the BEI or its authorized member shall conduct a briefing on the salient features of the electronic voting (e-Voting) adopted by the PAGBA Board using Google Forms as well as the important/critical procedures to be observed by the voters. The briefing will end by showing or displaying to the assembly/voters the system's "counting counter" at zero in the established polling place.

5. Rules on Casting of Votes

a. **Who are Allowed to Vote.** Only registered voters who are PAGBA members in good standing, whose names appear in the Certified List of Registered Voters (CLRV) as of August 21, 2024 and are registered participants to the 2024 2nd PAGBA Seminar and meeting will be allowed to vote.

- b. **Electronic Voting (E-voting).** Voting will be conducted through Google Forms, where the voting link will be sent via electronic mail (e-mail) addresses of the qualified voter who are allowed to vote and will only be accessible by them. For purposes of the election, the page in the voting system where the names of qualified candidates appear shall be considered the official ballot.

The qualified voter may only access the electronic mean or online voting system on Election Day and the COMELEC shall provide the instruction on the use of the system.

- c. **Voting Security.** The BEI shall authorize a committee to prepare or maintain the voting system. The authorized committee shall likewise be in charge of restricting access to the voting system.
- d. **Voting Hours.** The casting of votes shall start at one (1:00) o'clock and end at three (3:00) o'clock in the afternoon of election day. If at three (3:00) o'clock in the afternoon, there are still registered voters in the designated polling place who have not yet cast their votes, voting shall continue but only to allow said registered voters to cast their votes without interruption. For this purpose, the Voters Assistance Desk (VAD) manned by selected members of PAGBA Secretariat and under the direct supervision and control of the BEI, shall assist in ascertaining the reason/s for the delay and help such registered voters to cast their vote.
- e. **Manner of Voting In the Polling Place.** The election inspector shall direct the said registered voters to cast their votes by way of accessing the voting link sent to their emails and selecting/choosing seven (7) candidates – six (6) from Metropolitan Manila and one (1) from Mindanao from the names of qualified candidates appearing on a particular page of e-voting system; otherwise, his or her vote will not be accepted by the system.

The real time voting results will be displayed in the screen in graph form with the undisclosed names of the candidates, the voting link will automatically close at 3:00 o'clock in the afternoon except under

such circumstances described under item 5.d (Voting Hours) Chapter II, Election Activities, of these Rules.

Immediately after the voting link is closed, the election inspector shall render an account of the number of duly authenticated registered voters who were allowed to vote, who have successfully cast their votes, and who have been referred to VAD for assistance. The BEI through its authorized committee shall collate the data/information to ensure that the public count approximately matches the number of registered voters.

- 6. Counting of Votes.** As soon as the voting is closed, the BEI shall not adjourn, postpone or delay the counting of votes until it is fully completed, unless otherwise ordered by the PAGBA Board for good reasons. And since the counting of votes is auto-generated by the e-voting system, and continuously displayed in the designated polling place/precincts in public, the authorized committee, without interruption, shall print the results of the election in five (5) original copies which shall be signed by the Chairperson and members of the BEI. The six (6) candidates from Metropolitan Manila and one (1) from Mindanao receiving the highest number of votes shall be declared elected to the PAGBA Board of Trustees.
- 7. Election Resulting in Tie.** Whenever it shall appear from the results of the election as auto-generated from the voting system that two or more candidates have received an equal number of votes for the last place in the number to be elected, the BEI, after recording this fact in its minutes, shall immediately call the tied candidates to a special meeting, at which the BEI shall proceed to the drawing of lots of the candidates who have tied and shall proclaim as elected the candidate who may be favored by luck, and the candidate so proclaimed shall have the right to assume office. The BEI shall forthwith make a certificate stating the name of the candidate and his/her proclamation on the basis thereof.

Nothing in this provision shall be construed as depriving any candidate of his/her right to contest the election

8. Proclamation of the Results of Elections. Upon the completion of the results of election, the Chairperson of the BEI shall immediately submit the official list of winning candidates, and the President of the PAGBA Board shall then orally and publicly announce the total number of votes received in the election in the polling place by each and every one of the winning candidates, stating their corresponding office.

Formulated and Adopted by:

PAGBA ELECTION COMMITTEE


ZENAIDA M. BOLOR-CHANG
Chairperson


LUZ M. CANTOR
Member


ANGELO FIDELINO B. VILLANUEVA
Member

OFFICIAL PAGBA RULES ON ELECTION



**PHILIPPINE ASSOCIATION FOR GOVERNMENT
BUDGET ADMINISTRATION (PAGBA), INC.**
Units 9 N & O, Lansbergh Place Condominium
170 Tomas Morato Avenue, Cor. Scout Castor St. Quezon City

Passport Size Picture

**CERTIFICATE OF CANDIDACY
FOR MEMBER OF THE BOARD OF TRUSTEES**

INSTRUCTIONS:

1. File this in THREE (3) LEGIBLE COPIES (all original) with the PAGBA Office, during regular office hours (8:00 a.m. to 5:00 p.m.) on any working day (Monday to Friday) from July 1, 2024 to July 19, 2024).
2. All items in the CoC must be filled out completely. If in case certain item in the CoC is not applicable to the aspirant/candidate, he/she must indicate N/A or Not Applicable.
3. This Certificate must be sworn before a notary public or any agency official authorized to administer oath.
4. The aspirant shall attach his/her original personal data sheet.

I hereby announce my candidacy for the position of MEMBER of the BOARD OF TRUSTEES in the August 23, 2024 election; and after having been sworn to in accordance with law, I hereby state the following:

1. NAME	
Last Name	
First Name	
Middle Name	
2. AGENCY WHERE CURRENTLY EMPLOYED	
3. AGENCY ADDRESS	
3.1 Municipality/City	
3.2 Province	
3.3 Region	
4. CURRENT POSITION HELD	

5. SEX/GENDER		
<input type="checkbox"/>	Male	
<input type="checkbox"/>	Female	
6. DATE OF BIRTH		
MONTH	DAY	YEAR
7. CIVIL STATUS		
<input type="checkbox"/>	Single	
<input type="checkbox"/>	Married	
<input type="checkbox"/>	Widower/Widow	
<input type="checkbox"/>	Others:	
Full Name of Spouse		
8. E-MAIL ADDRESS (For notice and election purposes)		
9. PROFESSION		

10. I am a PAGBA regular member in good standing as of the date of filing of the CoC;
 11. I am qualified and eligible for said position;
 12. I will abide by the Constitution and New By-Laws of PAGBA;
 13. I attended PAGBA Quarterly Meeting cum Seminar Workshop prior to the August 2024 Election;
 14. I am giving my consent to the PAGBA to collate, disclose or share and process the personal data for election and other lawful purposes in accordance with the privacy notice as may be authorized by existing laws;
 15. I have not been found liable for an offense involving moral turpitude or imprisonment of more than six (6) years;
- Yes
 No. (Please provide details)

I hereby certify that the facts stated herein are true and correct to the best of my knowledge

Signature of Candidate over Printed Name

OATH

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2024 at _____, affiant exhibiting to me valid identification card/document which contains a photograph and signature bearing No. _____ issued by _____ on _____

Officer Authorized
to Administer Oath

Doc No. _____ ;
 Page No. _____ ;
 Book No. _____ ;
 Series of 2024 _____ .