

DAVAO BIR EMPLOYEES MULTI-PURPOSE COOPERATIVE, INC.

Revenue Region No. 19, Davao City

ELECTION GUIDELINES

ARTICLE I – GENERAL PROVISIONS

Section 1. Applicability – These election guidelines shall govern the conduct of election of DABIREMCO. WHEREAS, the Election Committee (ELECOM) may see to it that there is an equal opportunity for all regardless of sex, gender, religion, ethnicity or disability.

WHEREAS, out of the seven (7) Board of Directors, there should be at least one (1) member of each sex. Elective and appointive committees should also have at least one member of each sex.

Within ten (10) days after the General Assembly meeting, the Board of Directors is required to convene. During this meeting, the directors will conduct a secret ballot election to choose the Chairperson and Vice Chairperson from among themselves. Additionally, they will appoint the Secretary and Treasurer, who must be individuals external to the board.

The process for electing the Chairperson, Vice Chairperson, or other positions within the committees, whether elected by the General Assembly or appointed by the Board of Directors, should follow the same procedures mentioned above.

WHEREAS, DABIREMCO adapted the use of Electronic Voting (eVote) as a manner of voting; however, if system failure occur manual voting will be used.

Section 2. Definitions of Terms – In order to govern and have a uniform interpretation as mentioned in these guidelines, the following terms shall be defined as follows:

- a. **Associate Member** shall refer to a regular employee of the BIR-Davao Revenue Region or regular employee of this cooperative but was transferred to another BIR office outside the region (in the case of BIR employee) or who has been separated/ who has already retired from the service and stopped performing any or all of the duties and responsibilities of a regular member for a period of one (1) year.

- b. **Audit and Inventory Committee** – a committee elected by the General Assembly which is tasked to audit the financial performance and monitor the adequacy and effectiveness of the cooperative’s management and control system.
- c. **Board of Directors** – that elected body entrusted with the management of the affairs of the cooperative under the Articles of Cooperation and its By-Laws.
- d. **Election** – a formal decision-making process of carefully selecting a set of Board of Directors and other Elective Officers through secret ballot either eVote or manual voting by the General Assembly as prescribed in the Cooperative By-Laws.
- e. **Election Committee (ELECOM)** – a committee elected by the General Membership as prescribed in the Cooperative By-Laws responsible for the preparation, conduct, supervision and control during election.
- f. **Election Precinct** – a designated place/room in the voting center where the regular members may cast their votes.
- g. **eVote** – an electronic manner of casting votes, using only designated technical peripherals approved by the Cooperative.
- h. **General Assembly** – shall mean the full membership of the cooperative duly assembled for the purpose of exercising all the rights and performing all the obligations pertaining to cooperatives, as provided in R.A. No. 9520, and its Articles of Cooperation and By-Laws.
- i. **Master List of Voters** – a roster of regular members who are qualified to vote.
- j. **Members in Good Standing** – regular members who met the criteria provided under Article II, Section 9 of the Cooperative By-Laws.
- k. **Precinct Election Committee (PECOM)** – a small unit created and supervised by the ELECOM to assist in the election process in the precinct level.
- l. **Regular Member** – is member described in Article II, Section 1 of the Cooperative’s By-Laws who has the right to vote and be voted upon and entitled to all the rights and privileges of membership as stated in the Cooperative By-Laws.

- m. **Screening Committee** – a small unit created and supervised by the ELECOM to conduct final screening on the qualification and disqualification requirements of all candidates.
- n. **Voter** – a Regular Member who possesses all the qualifications and none of the disqualifications and is entitled to vote in accordance with the Cooperative By-Laws.
- o. **Voting Center** – the designated place where the election shall be conducted.

Section 3. Date of Election – The conduct of election shall be held on the specific date prescribed in the Cooperative By-Laws.

Section 4. Notice of Election – A written notice on the conduct of election (ANNEX A) shall be sent to all members stating the purpose, place, date and specific time of the election.

Such notice shall be posted in strategic places, in the Cooperative’s website and social media account not less than two (2) weeks before the date of the election.

A written notice shall also be delivered either personally or by mail to each member of the cooperative. Print and/or broadcast media may also be availed of, if necessary.

ARTICLE II – ELIGIBILITY TO RUN AND FILING OF CERTIFICATE OF CANDIDACY

Section 1. Qualifications for Board of Directors, Audit and Inventory Committee and Election Committee Members.

- a. Has paid the minimum capital requirement;
- b. Has no delinquent account with the Cooperative;
- c. Has continuously patronized the Cooperative services;
- d. A member in good standing for the last two (2) years; and
- e. Has completed or is willing to undergo the required training within twelve months or within its tenure of office, as may be allowed by the Cooperative Development Authority (CDA).

Section 2. Any member who is under any of the following circumstances shall be **disqualified** to be elected as a member of the Board of Directors, Audit and Inventory Committee and Election Committee Members, or to continue as such:

- a. Holding any elective position in the government, except that of a party list representative being an officer of a Cooperative he/she represents;
- b. Members holding any other position directly involved in the day-to-day operation and management of the Cooperative;
- c. Having direct or indirect personal interest with the business of the Cooperative;
- d. Having been absent for three (3) consecutive meetings or in more than twenty-five percent (25%) of all meetings within the twelve (12) month period unless with valid excuse as approved by the Board of Directors;
- e. Being an official or employee of the Cooperative Development Authority, except in a Cooperative organized among themselves;
- f. Having been convicted by final judgement in administrative proceedings or civil/criminal suits involving financial and/or property accountability; and
- g. Having been disqualified by law.

Section 3. Compliance to Mandatory Training – The following officers are mandated to undergo mandatory training, and should be completed within the first half of their term:

1. Board of Directors
2. Secretary
3. Treasurer
4. Election Committee
5. Audit and Inventory Committee
6. Ethics Committee
7. Mediation and Conciliation Committee
8. Credit Committee
9. GAD Committee
10. Education and Training Committee
11. Investment Committee
12. Data Management Committee
13. Associate Committee
14. Other Committees that may be created by the General Assembly and Board of Directors
15. Manager

TRAINING COURSE	NO. OF HOURS
1. Fundamentals of Cooperative	16
2. Governance and Management of Cooperatives	16
3. Financial Management	8
4. Risk Management	4
5. Credit Management	4

The obligation to meet the mandatory training requirements rests with the Election Committee, in the case of elective officers, and with the Board of Directors, in the case of appointed officers, to ensure compliance.

Noncompliance with the requisite trainings within twelve (12) months or within the tenure of office, as may be allowed by the CDA, will result in disqualification from holding any future positions within the cooperative until the mandated trainings are satisfactorily completed.

Section 5. Optional Trainings for Cooperative Officers – All officers shall endeavor to undergo additional appropriate trainings such as but not limited to the following:

1. Policy Development
2. Leadership and Values Re-Orientation
3. Conflict Management
4. Strategic Planning and Management
5. Orientation on Labor and Other Related Laws
6. Records Management (Financial/Non-Financial Transaction)
7. Cooperative Standards
8. Internal Control including Inventory System
9. Cooperative Standards
10. Audit Management
11. Rules Formulation
12. Entrepreneurship and Business Management Skills

Section 6. Filing of Certificate of Candidacy – Qualified candidates shall secure from the ELECOM or from the Screening Committee an official Certificate of Candidacy Form (**ANNEX B**).

The duly accomplished Candidacy Form together with other required documents shall be filed with the ELECOM only during office hours (8:00AM to 5:00PM) and not later than thirty (30) days before the election date.

Section 7. Attachments to the Certificate of Candidacy – All candidates shall submit the following requirements together with the duly accomplished Certificate of Candidacy:

- a. Bio-data;
- b. 2 recent 2 x 2 ID photo; and
- c. Certification that the member is of good standing.

The Master List of Voters shall be verified and certified by the Cooperative Secretary and shall be approved of by the Chairperson of the Board. Any disagreement to the list shall be filed in writing with the ELECOM for evaluation based on the submitted documents. Said disagreement shall be received and resolved within five (5) days before the election.

Names that were not included in the Master list of Voters shall not be allowed to vote.

ARTICLE III – VOTING CENTERS

Section 1. Precinct – There shall be one (1) precinct established in a voting center.

Section 2. eVote and Manual Voting

- a. eVote – The Cooperative shall and furnish the ELECOM with computers, printers and other electronic gadgets required for the success of the election.
- b. In case of any system error obstructing the conduct of eVoting, manual voting shall be immediately implemented.

Ballot Boxes, Ballot Forms and Other Election materials shall be provided by the Cooperative as backup plan for manual voting.

Section 3. Electronic Set-up and Assignment of Ballot Boxes

- a. Computers and its peripherals will be assigned and set-up in each precinct One (1) hour prior to the prescribed voting time. DABIREMCO Election Voting Program shall be under the custody of the ELECOM and the PECOM.

- b. There shall be One (1) ballot box in each precinct, to be placed 30 minutes prior to the prescribed voting time. Ballot boxes shall be under the custody and disposal of the ELECOM and the PECOM.

Section 4. Tally of Votes and Tally Boards

In case of manual voting, a tally board shall be prepared and placed within plain view sight of watchers and the assembly before the start of the actual counting of votes. It shall be presented with names of candidates and the corresponding votes as tallied.

If eVoting is administered, counting of votes and generating of election results shall be through the eVote system to be performed by the ELECOM through its designated administrative user.

ARTICLE IV – ELECTION COMMITTEE

Section 1. Precinct Election Committee (PECOM) – In every precinct, there shall be a PECOM to be composed of a Chairman, Poll Clerk and a Member to be appointed by the ELECOM, with the following functions:

1. Conduct validation, voting and counting of votes in their respective precincts;
2. Act as deputies of the ELECOM in the supervision and control of election where they are assigned; and
3. Perform other functions as may be assigned by the ELECOM.

ARTICLE V – OFFICIAL BALLOT

Section 1. Official Ballot – The cooperative shall prescribe its own Official Ballot that is uniform in size and in color with corresponding control number.

Section 2. Prevention of Fraud – To prevent fraud and tampering of ballots, the ELECOM shall devise measures to ensure the safekeeping and authentication of the Official Ballots. Distribution thereof to the PECOM shall be done on the day of the election. Unused Ballots shall be returned to the Election Committee.

To prevent fraud in eVote, only the designated administrative user by the ELECOM is authorized to extract data from the system.

ARTICLE VI – MANNER OF ELECTIONS and GUIDELINES IN CASTING OF VOTES

Section 1. Manner of Voting – Voting shall be through:

- a. Electronic Voting (eVote)
- b. In case of system failure/error, manual voting will be immediately implemented.

Section 2. Voters/Members shall affix their signatures opposite their name in the master list before and after casting their votes.

Section 3. Voting Hours – The Election Committee shall set the official voting time.

Section 4. Procedure of Voting – The Board of Directors, through the Election Committee shall provide a system on how to conduct the voting, such as but not limited to:

- a. Preliminaries of Voting
- b. Order of Voting
- c. Preparation of Ballots including those members with disabilities
- d. Persons allowed inside the Precinct
- e. Casting of Ballots
- f. Canvassing of Ballots
- g. Determination and declaration of spoiled ballots
- h. Challenge of illegal voter

Section 5. Minutes of Voting – The Precinct Election Committee (PECOM) shall prepare and sign a statement in four (4) copies setting forth the following:

- 1. The exact time the voting commenced and ended;
- 2. The number of official ballots received, stating the control numbers;
- 3. The number of official ballots used;
- 4. The number of unused official ballots, stating the control numbers;
- 5. The number of voters who cast their votes;
- 6. The number of voters challenged during the voting;
- 7. The names of watchers present;
- 8. The time the counting of votes commenced and ended;
- 9. The number of official ballots found inside the ballot compartment for valid ballots;
- 10. The number of unused ballots as compared to the register of voters;
- 11. The number of valid ballots, if any, retrieved from the stub compartment;

12. The number of ballots read and counted; and
13. The record of protest, if any, and action taken by the ELECOM.

Section 6. Election Returns – The Precinct Election Committee (PECOM) shall prepare the election returns simultaneously with the counting of the votes. The returns shall be prepared in two (2) copies and in the prescribed form duly signed by all members of the PECOM.

Section 7. Submission of Election Returns and other Election Paraphernalia – The Election Returns, Minutes of Voting, Appointment Papers of watchers and other relevant documents shall be placed in two (2) separate envelopes, sealed and signed by the PECOM and submitted to the ELECOM for final canvassing.

Section 8. Final Canvass and Proclamation of Candidates Elect – The ELECOM shall convene immediately after the closing of the voting time to act as official canvasser on the designated venue.

- a. The ELECOM shall provide an official tally board in a conspicuous place where the official consolidated official election returns are posted.
- b. Thereafter, the ELECOM shall prepare a complete certified summary of votes received by all candidates.
- c. For eVote, there must be a print-out copy of the results attached to the minutes of voting.

ARTICLE VII – ELECTION PROTEST

Section 1. Jurisdiction – The ELECOM shall have the authority to hear and decide all election protests. All election protests shall be filed in writing and must be under oath, with the ELECOM within ten (10) days from the date of election. After such period, no election protests shall be entertained by the ELECOM.

Section 2. Resolution on Protest – The ELECOM and its members shall decide on all post-election protest within fifteen (15) days from the date the protest is submitted for resolution after notice and hearing. The resolution of the ELECOM may be appealed in accordance with the provisions of the Cooperative By-Laws. Such appeal shall be resolved with finality within thirty (30) days.

Section 3. Notice of Resolution – The ELECOM shall furnish copies of the resolution to the parties concerned.

Section 4. In cases of Election Ties – In cases where two or more candidates have received an equal and highest number of votes vying for the same position, or two or more candidates received the same number of votes for the last place in the number of members to be elected, the ELECOM shall proceed to the tossing of coins of the candidates who have tied and shall proclaim as elected the candidates who will be favored by luck. In short, if the elections result in a tie, the future leaders will be determined through tossing of a coin wherein the head side will be declared the winner.

DAVAO BIR EMPLOYEES MULTIPURPOSE COOPERATIVE, INC.
REVENUE REGION NO. 19, DAVAO CITY

NOTICE OF ELECTION OF REPRESENTATIVES

TO ALL MEMBERS :

WHAT :

WHEN :

TIME OF ELECTION :

IMPORTANT REMINDERS :

PURPOSE COOPERATIVE, INC. REVENUE REGION NO. 19, DAVAO CITY

CERTIFICATE OF CANDIDACY

I, _____, hereby file this Certificate of Candidacy for the office of _____ of the DABIREMCO, Davao City, during its _____ General Assembly that will be conducted on _____, at _____.

That I am eligible for the said office and further states the following:

1. Name of Candidate

(Surname)

(First Name)

(Maiden Name)

2. Date of Birth _____ Place of Birth _____

3. Civil Status _____ Name of Spouse _____

4. Place of Assignment _____ Position _____

5. Capital Share _____

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ at _____, Philippines.

Signature of Applicant

REPUBLIC OF THE PHILIPPINES)

DAVAO CITY)S.S.

X ----- X

SUBSCRIBED AND SWORN TO before me at _____, this _____ day of _____, 20____, affiant showing to me TIN _____ issued on _____ at _____.

NOTARY PUBLIC

DAVAO BIR EMPLOYEES MULTI-PURPOSE COOPERATIVE, INC.
REVENUE REGION NO. 19, DAVAO CITY

CERTIFICATE OF MANAGEMENT CLEARANCE

Name of Candidate _____

Position Applied _____

Date of Membership _____

Share Capital _____

Current Loan Availed _____

Loan Balance as of Date of Date Application _____

Status of Loan Application / / Updated / / Delayed

REMARKS:

Status of Membership / / MIGS (Member in Good Standing)
 / / MNIGS (Member Not in Good Standing)

PREPARED BY:

ATTESTED BY:

CREDIT COMMITTEE

Approved By:
BOARD OF DIRECTORS

**DAVAO BIR MULTIPURPOSE COOPERATIVE, INC.
REVENUE REGION NO. 19, DAVAO CITY**

ELECTION COMMITTEE

I, _____, of legal age, married/single, residing at _____ and a candidate for _____ with the DABIREMCO, and agree to the following restrictions on the Election Day, as set forth by the Election Committee, to wit:

1. No printed handbills shall be distributed or posted within the assembly area during Election Day.
2. T-shirt, personalized calendars, fans, book marks, hats and other similar devices used as campaign materials/gimmicks shall likewise be prohibited.
3. The Committee on Election and/or its deputies shall have the power to confiscate handbills or any election materials/paraphernalia in violation of the foregoing probation.
4. Violation of any of the foregoing restrictions shall be ground for disqualifications and/or removal from the official list of candidates of the said candidate.

I hereby affix my signature as a gesture of submission to the foregoing. It is further manifested that this is entered voluntarily and is done in good faith and with full understanding and knowledge of its consequences

Done in Davao City, this _____, 20____.

Signature of Candidate Over Printed Name

Date Signed