

COMMISSION ON ELECTIONS

Manila Tytana Colleges

Pasay City

**RULES AND GUIDELINES IN CONNECTION WITH THE
TYTANA COLLEGE STUDENT COUNCIL ELECTIONS FOR ACADEMIC YEAR 2024-2025**

X-----X

Promulgated on 14 February 2024

RESOLUTION NO. 1

The Commission on Elections, after being appointed, **RESOLVED** to promulgate as it hereby promulgates, the following rules and guidelines in connection with the College Student Council Elections for Academic Year 2024-2025.

SECTION 1. *Certificate of Candidacy.*

- a. No person shall be elected officer of the College Student Council unless s/he files a Certificate of Candidacy in the form prescribed by the Commission and within the period fixed herein.
- b. No person shall be eligible for more than one office in the same election. If s/he files a Certificate of Candidacy for more than one office, s/he shall not be eligible for any of them. However, before the deadline of filing of the Certificate of Candidacy, the candidate may declare under oath the office for which s/he desires to be eligible and cancel the Certificate of Candidacy for the other office or offices. Said declaration shall be filed personally or through her/his duly-authorized representative with the Commission.
- c. A person who has filed a Certificate of Candidacy may, prior to the election, withdraw the same pursuant to pertinent section hereof.

SECTION 2. *Contents of Certificate of Candidacy.* The Certificate of Candidacy shall state that the person filing it is announcing her/his candidacy for the office stated therein; that s/he is eligible for said office, her/his course/college; and the political party to which s/he belongs.

In furtherance thereof, the accomplished Candidacy Form detailing the following must be submitted to the Commission:

- a. Name of political party and platform (objectives, vision, plans).
- b. Candidate's profile

Candidates shall use the prescribed Candidacy

Form. Non-compliance shall mean disqualification.

SECTION 3. *How to file certificate of candidacy.* The Certificate of Candidacy shall be filed with the Commission through the Student Development and Activities Department in person or by emailing sdad@mtc.edu.ph.

Certificate of Candidacy not filed with the correct office shall not be recognized or accepted by the COMELEC.

The filing of the Certificate of Candidacy of a substitute candidate, in case of valid substitution, shall be filed in accordance with the pertinent section hereof.

SECTION 4. *Qualifications of Candidates.* As prescribed by the Student Council Constitution and by-laws, the following qualifications are herein stated:

- a. Must be currently enrolled with at least one-year residency in the college upon the end of her/his academic year:
- b. One-year residency must be consistent from the first (1st) to the second (2nd) semester with no filed leave of absence (LOA) between the said semesters;
- c. Must not be under academic probation for the duration of the election and without any record of major offense, or pending case under investigation;
- d. Must have a WPA of eighty-three percent (83%) or higher in her/his previous semester preceding the election.
- e. Must not hold a position in the Sangguniang Kabataan.

The Clinic, Guidance and Counseling Department and Student Discipline Department clearance shall be facilitated by the Student Development and Activities Department.

SECTION 5. *Period for filing certificate of candidacy.* The Certificate of Candidacy shall be filed via email or in person starting February 19 up to March 15, 2024.

No certificate of candidacy shall be received after 11:59 pm of the last day for filing Certificate of Candidacy.

SECTION 6. *Ministerial duty of receiving and acknowledging receipt of certificates of candidacy.* The Student Development and Activities Department (SDAD) shall have the ministerial duty to receive and acknowledge receipt of the Certificates of Candidacy on or before the deadline for filing of Certificates of Candidacy, provided said certificates are in the form prescribed by the Commission. The SDAD shall send acknowledgement candidates who submitted via email.

SECTION 7. *Review of Certificates.* The Student Development and Activities Department shall validate the documents submitted by the applicants. A summary will then be provided to the COMELEC for their review. The COMELEC shall convene to deliberate the applications.

SECTION 8. *Declaration of Official Candidates.* After thorough deliberations by the Commission, official candidates will be declared on April 2, 2024 via the Manila Tytana Colleges website and Facebook page.

SECTION 9. *Withdrawal of Certificate of Candidacy.* Any person who has filed a certificate of

candidacy may at any time before the election day file a statement of withdrawal with the COMELEC through the Student Development and Activities Department via email or in person.

SECTION 10. *Substitution of candidates, in case of death, disqualification or withdrawal of another.* If after the last day for the filing of Certificate of Candidacy, an official candidate dies, withdraws or is disqualified for any cause, only a person belonging to, and certified by, the same political party may file a Certificate of Candidacy to replace the candidate who died, withdrew or disqualified. The substitute for candidates may file her/his Certificate of Candidacy with the COMELEC through Student Development and Activities Department not later than March 25, 2024. The prescribed Substitution Form must be accomplished.

No person who has withdrawn her/his candidacy for a position shall be eligible as substitute candidate for any other position after the deadline for filing of Certificates of Candidacy.

SECTION 11. *Nuisance Candidates.* The Commission may, motu proprio, or upon verified petition of an interested party, refuse to give due course to or to cancel a Certificate of Candidacy if it is shown that said certificate has been filed to put the election process in mockery or disrepute, or to cause confusion among the voters by the similarity of names of registered candidates, or by other circumstances or acts which clearly demonstrate that the candidate has no bona fide intention to run for the office for which the Certificate of Candidacy has been filed and thus prevent a faithful determination of the true will of the electorate.

A verified petition to declare a duly-registered candidate as a nuisance candidate shall be filed with the Commission via email by any registered candidate within three (3) days from the last day for filing Certificate of Candidacy.

SECTION 12. *Election Schedule.* Herein is the College Student Council Election 2024 schedule.

Election Period	February 14 (Wednesday) - May 17 (Friday)
Call for Candidates	February 14 (Wednesday) - February 18 (Sunday)
Filing of Certificate of Candidacy	February 14 (Wednesday) - March 15 (Friday)
Review of submitted Candidacy Forms	March 18-20 (Monday - Wednesday)
Deliberation of COMELEC	March 21 (Thursday)
Deadline of submission of substitute candidates	March 25 (Monday)
Declaration of Official Candidates	April 2 (Monday)
Meeting of Party Representatives	April 2 (Monday)
Campaign Period	April 3 (Tuesday) - May 14 (Tuesday)
Miting de Avance	May 13 (Monday)
Election Days	May 15-17 (Wednesday-Friday)
Proclamation of Winners	May 17 (Friday)

SECTION 13. *Effectivity.* The Student Affairs and Services Directorate shall cause the posting of this resolution, give the same widest dissemination possible to furnish copies thereof all accredited political parties.

This resolution shall take effect on February 14, 2024.

COMMISSION ON ELECTIONS

Manila Tytana Colleges

Pasay City

Chair
Neil Partick John Martin
Faculty, College of Accountancy and Management

Members

Marvin Alindayu
Faculty Representative (CAS)

Karl Marvin de Guzman
Faculty Representative (MDCON)

Aira Marie Reyes
Student Representative (MDCON)

John Nico Nidua
Student Representative (CAS)

Ronnel Valenzuela
Student Representative (CAM)

Noted by
Anavia Theresa H. Chua, CSASS
Assistant Vice President
Director for Student Affairs and Services

Dr. Maria Veronica Joy M. Binuya, CPA
Vice President for Academics and Research