



COMMISSION ON ELECTIONS

ATENEO DE DAVAO UNIVERSITY

COUNCIL OF CLASS PRESIDENTS EXECUTIVE BOARD ELECTIONS GUIDELINES

2025 Revision

**Commission on Elections
Ateneo de Davao University
E. Jacinto St., Davao City**

EN BANC

**IN THE MATTER OF REVISING
THE COUNCIL OF CLASS PRESIDENTS
EXECUTIVE BOARD ELECTIONS GUIDELINES**

ADDU COMELEC-EN BANC-RES-25-08

Promulgated: August 15, 2025

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RESOLUTION

Pursuant to Article XV, Section 4, Paragraph 1 of the SAMAHAN Constitution, the various electoral guidelines, and other existing electoral laws, the AddU Commission on Elections hereby promulgates the following guidelines for the upcoming Council of Class Presidents Executive Board Elections:

COUNCIL OF CLASS PRESIDENTS EXECUTIVE BOARD ELECTION GUIDELINES

A. General Provisions

ARTICLE 1 GENERAL RULES

- Section 1 This Code shall be known as the “Council of Class Presidents Executive Board Elections Guidelines”.
- Section 2 These guidelines shall be applicable only to the 2025 Council of Class Presidents (CCP) Executive Board Election Guidelines.
- Section 3 The voting population shall be defined as the total number of duly elected Class Presidents for the Academic Year 2025-2026.
- Section 4 The Executive Board of the CCP shall be composed of the following positions:
- a) Chairperson
 - b) External Vice President
 - c) Internal Vice President
 - d) Secretary General
 - e) Finance Officer
- Section 5 If the above-mentioned election shall be declared a failure, the COMELEC shall call for a special election within 30 days. The guidelines applicable for the failed elections shall be applicable to the special elections conducted for such.

ARTICLE 2 GENERAL QUALIFICATIONS FOR CANDIDACY

- Section 1 An aspirant for any position must:
- 1.1 Be a bonafide student of Ateneo de Davao University for the Academic Year 2025-2026;
 - 1.2 Be a duly elected class president, as verified by the Official List of Class Presidents of the COMELEC;
 - 1.3 Have passed the QPI requirement of his/her respective division;
 - 1.4 Must not be on probation; and

1.5 Have been able to comply with the requirements for eligibility by the COMELEC.

- Section 2 The aspirant must possess leadership qualities and a sense of responsibility.
- Section 3 The aspirant must possess the commitment to the job and the availability to carry out the mandate of the position.
- Section 4 The aspirant must have no major disciplinary record during his/her entire college term as defined by the University Handbook.
- Section 5 Students who are under any of the following conditions shall **not** be allowed to run in the CCP elections;
- a. If the aspirant is on probation as identified and categorized by the University Standards Committee;
 - b. If the aspirant has a failing mark in the final grade in any core or professional subject in the previous semester, Certificate of Grades directly prior to the elections, as authenticated by the Registrar; and
 - c. If the aspirant has been debarred (FD) or has received an incomplete (INC) grade in any core or professional subject as stated in the previous semester's Certificate of Grades directly prior to the elections, as authenticated by the Registrar.
 - d. In special cases, some classroom presidents are not allowed to run or be nominated as they have yet to meet the primary qualifications as a Class President as stipulated in the 2025 Classroom Elections. Moreover, they have been considered due to some factors that are determined by the Commission.

ARTICLE 3 SPECIAL CAMPAIGN RULES

- Section 1 The campaign shall be during the speech of each candidate to be arranged by the Commission. Each candidate shall be given a maximum of 2 minutes to speak of his/her platform in front of the assembled club presidents. They will be given an ample number of days to compose their speeches and formulate their platforms.
- Section 2 The campaign shall end after all the candidates have delivered their speeches.

Section 3 Any form of campaign that uses threat, violence, blackmail, coercion, or anything that is offensive and may cause harm to the welfare of the eligible voters is strictly prohibited. Anyone who is proven to have violated this rule shall be sanctioned accordingly by the Commission on Elections.

Section 4 Campaigns before and after the elections are strictly prohibited. Anyone who has knowledge of early campaigning is encouraged to file a complaint to the COMELEC.

Section 5 The posting and spreading of any publicity material by a candidate or its supporters through social media platforms and in private messaging is not allowed. Moreover, the COMELEC only allows **ONE (1)** single-paged PowerPoint presentation per candidate that consists of the following elements:

- Name
- Position
- Platforms
- Other organizational involvements or Special Awards (maximum of 5)

5.1 The campaign material must be unique to another, any similarity of design or theme is prohibited, as this election is nonpartisan. If found, the posters of the aspirants being themed similarly shall not be used and presented during the campaign and election program.

5.2 The campaign material must be submitted to COMELEC **ONE (1)** day before (until 11:59 PM) the election program starts through its official email, addu.comelec@addu.edu.ph, and will be used **ONLY** during the campaign and election proper.

5.3 Any distribution of any publicity materials made by the candidate/s and their supporter/s shall be deemed illegal and shall subject the concerned party to disqualification.

Section 6 The Commission on Elections shall publish the voters' manual on its Facebook, X, and Twitter pages on the day of the elections.

ARTICLE 4 SPECIAL CAMPAIGN RULES

Section 1 The voters for the CCP Executive Board Elections must:

- a. Be a duly elected class president, as verified by the Official List of Class Presidents of the COMELEC; and
- b. Have been able to comply with the requirements for eligibility imposed by the COMELEC.

Section 2 In unprecedented matters, a Class President may send a representative or a proxy. An Authorization Letter coming from the COMELEC will be distributed to all Class Presidents and must be sent prior to the start of the election program.

2.1 A vote from an authorized proxy or representative recognized by COMELEC will be only included and considered to be valid.

2.2 Late submissions of the Authorization Letter will not be recognized and the representative or proxy-voter will not be allowed to enter the session.

2.3 The voting shall be done through online means (via QR code) as decided by the Commission En Banc.

2.4 The Presidents or their duly authorized representatives can only vote for **ONE (1)** candidate per position. 2 or more votes shall be declared invalid.

ARTICLE 5 SPECIAL ELECTION PROCEDURES

Section 1 The election shall be scheduled by the Commission on Elections.

Section 2 Eligible presidents, as stated in Article 2, can file a certificate of candidacy.

Section 3 The Commission on Elections En Banc shall give 7 days for the candidates to submit their Certificate of Candidacy through COMELEC's official email: addu.comelec@addu.edu.ph. Afterwards, the COMELEC shall validate each candidacy for eligibility.

- Section 4 The COMELEC Chairperson shall then release a memorandum of the official list of candidates.
- Section 5 Voting shall be done through scanning of a QR code provided by the Commission.
- Section 6 Only authorized election officers shall have the right to count the votes for each candidate. The result of the election will be announced at the time set by COMELEC. Should there be no contentions raised within 24 hours after the announcement, the winners will be declared, making the results final and incontestable.

ARTICLE 6 VOTING REQUIREMENTS

- Section 1 All class presidents will follow the same process as stated in Article 4, Section 1 to Section 6.
- Section 2 To validate the elections, fifty percent of the total voting population plus one student (50%+1) must have cast their votes at the closing of the Elections at the time designated by the Commission on Elections. Failure to meet this requirement is deemed a failure of elections. In this event, ballots will still be counted, but no Election-Victors will be declared.

1.1 The voting population is defined as the total number of class presidents of the Ateneo de Davao University.

- Section 3 For Candidates to be proclaimed as a winner:
- a. He/She must have garnered the greatest number of votes against his/her opponent/s and the abstain votes.

- Section 4 For Lone Candidates:
- a. To be proclaimed as a winner, fifty percent of the total votes casted plus one student (50%+1) of the voting population must have cast their votes in favor of the candidate at the time designated by the Commission as the closing of the Election.

- Section 5 The Commission on Elections, as the electoral body of the University, values the sanctity of every vote. Hence, the decision of the majority shall be respected and is deemed final and official.

ARTICLE 7 CANVASSING OF VOTES

- Section 1 Canvassing shall be done after the casting of votes has been announced and officially closed.
- Section 2 The results shall be manually counted by the Commission En Banc with assistance from the COMELEC members.
- Section 3 The members of COMELEC shall assist the Commission En Banc in recording the number of votes on the election return.
- Section 4 After the votes are counted, the Commission En Banc shall sum up the total votes recorded for each candidate.
- Section 5 The Commission will inform the candidates beforehand regarding the winner of the election to give them ample time for contestation.

ARTICLE 8 PROCLAMATION OF WINNERS

- Section 1 The COMELEC En Banc shall announce the total number of votes garnered by each candidate through a resolution and memorandum. Afterward, the COMELEC En Banc shall declare the victor for a certain position if no contentions were raised after 24 hours from the said announcement.
- Section 2 In case there is a tie on a position, then the Commission will conduct a recount for the candidates with the equal number of votes. If the tie is not broken after two (2) recounts, the Commission will result in the use of a coin toss (face-to-face) or spin the wheel (for online cases) or drawing of lots (for more than two ties), as decided by the Commission as an electoral body. This should be done right after the announcement of the votes garnered by each candidate.
- Section 3 If, during, immediately, and after the election of the newly-elected officers, the COMELEC finds that an elected officer is ineligible for the position he/she is elected for, he/she is automatically disqualified and shall relinquish his/her position to the person who garnered the second highest votes in the position he/she was disqualified.

Section 4

The Election-Victors must submit the following documents through email, with the email subject line formatted as "POSITION_NAME", to the Commission on Elections in fourteen (14) working days, excluding Saturdays as scheduled by the Commission on Elections:

- a. Certificate of Grades of the semester immediately prior to the elections that must be from the Office of the University Registrar, with the university seal, duly signed; and
- b. A Certificate of Good Moral Character signed by the Office of Student Affairs.
- c. The deadline for submission of requirements shall be strictly observed.

ARTICLE 9 COMPLAINTS

Section 1

Any complaint or protest must be raised immediately before the official declaration of the winners or within 48 hours after the declaration of winners.

1.1 Any complaint filed beyond the given deadline will be COMELEC's point of concern. With this, the Commission is not obligated to share any information or responses to the complainant.

1.2 Complaints must be sent within 8 AM to 5 PM only. Any complaint sent beyond the given time will be disregarded.

1.3 Any complaints or protests must be submitted with respect and must be done professionally. Any use of foul language, aggressive action(s), and verbal harassment will be strictly not be tolerated by the Commission. If violated, it will merit the concerned candidate, and/or complainant, a certain violation, and/or the complaint will be disregarded by the Commission.

1.4 The complaint or protest against a candidate should be a sworn statement. The Commission is authorized to conduct a proper private hearing of the formal complaints and shall give all the individuals/parties involved an equal opportunity to be heard. The investigation and prosecution of cases involving violations of the election laws shall be given priority by the Commission on Elections. The investigation shall commence without delay and be resolved promptly.

1.5 Any complaints or violations filed against the candidate, the complainant is held to be responsible for providing all sorts of evidence that will prove the validity of their complaints. This is to ensure there is a legitimate basis for the complaint and not merely to tarnish the reputation of the candidate(s).

1.6 In some cases, wherein a complaint is filed against a supporter of a particular candidate, the complainant must prove that the said supporter was really a supporter of the candidate. Failure to do so, may invalidate the complainant's claim or protest.

Section 2 Complaints or objections regarding the election must come from the concerned parties and not within the Commission. Complaints will be properly addressed by the Commission in accordance with the Constitution and this guideline.

Section 3 The Commission on Elections, En Banc, and its divisions shall confer a decision and announce the decision in the presence of the concerned parties.

ARTICLE 10 THE RIGHT TO CALL FOR RECOUNT

Section 1 Any petition for recount must be written in black and white form and addressed to the Commission on Elections within 48 hours after the occurrence of the canvassing, not including Saturdays, Sundays, and Holidays.

Section 2 The Commission on Elections decides whether the reason for having a recount is valid or not.

Section 3 In the event of a recount, the recounting shall only be based on election returns.

Section 4 The party or individual requesting for recount shall shoulder the expenses incurred for the recount.

ARTICLE 11 SANCTIONS

Section 1 This election is **nonpartisan**, and anyone who commits an act that is proven to have tainted the sanctity of the election and/or have violated any of the regulations will be given a proper sanction. This section is not limited to the candidates but to all the parties involved in the election. If the violator turns out to be the officer-elect, he/she shall be forced to relinquish his office to the candidate who garnered the second-highest number of votes for the position.

Section 2 Failure to submit the required documents on or before the specified date by any election-victors shall result in his/her automatic disqualification and is forced to relinquish his/her office.

The candidate who garnered the second-highest number of votes for the position will automatically take over, provided he/she will pass the required documents on or before the date specified by the Commission on Elections.

Section 3 Every candidate should refrain from having a problematic confrontation or offensive discussion with another candidate, nor shall any candidate display contempt and disrespect the COMELEC En Banc and the COMELEC staff and officers, regardless of the position they are nominated to. Any candidate proven to be involved in such conflict will result in an automatic disqualification.

B. Internal Procedures and Final Provisions

Section 1 **Separability Clause** – If, for any reason, any section of this Electoral Code, or any provision thereof, or the application of such section, provision or portion in any circumstance is declared invalid or unconstitutional, any other section or provision not affected thereby shall remain valid and effective

Section 2 **Repealing Clause** - All rules, regulations, provisions and sections of previous Electoral Codes inconsistent with the sections and provisions of this revised Electoral Code are hereby repealed or modified accordingly.

Section 3

Effectivity Clause - This Electoral Code shall take effect immediately after its posting on the official COMELEC Facebook and Twitter accounts and/or posting of a printed copy on the COMELEC bulletin board.

Section 4

Jurisdiction of the Commission - The Commission is an administrative, quasi-judicial, and judicial body, and the Commission shall exercise all such powers and functions as are expressly vested upon it by the Constitution. The Commission shall have exclusive jurisdiction of all proclamations and resolutions and shall be the sole judge of all contests relating to the elections, returns, and qualifications of candidates. It may motu proprio or upon written petition, and after due notice and hearing, order the sanction to any candidate, if one has been made, as evidence shall warrant in accordance with the succeeding elections. Furthermore, if there are incidents that arise, and it is not written in these ELECTION GUIDELINES on how to resolve unprecedented issues, then the Commission on Elections, as an electoral body, will be given the authority, as vested in the constitution, to set the rules in matters of elections.

SO ORDERED.

Done this 15th of August, Ateneo de Davao University, Davao City.



ALTHEA Y. RAAGAS
Chairperson



VINCE JESUS A. MALATAG
Secretary-General Commissioner II



RAE ANN JAYNE E. DIAZ
Secretary-General Commissioner II



PRINCE OLIVER S. LUMANAS
Legal Commissioner I



JOHN GABRIEL S. MANAPOL
Legal Commissioner I




GREECE P. ANCOG
Finance Commissioner I



KRIZZEL MAXINE LASMARIAS
Human Resource Commissioner I



PIA KATRINA S. DOCE
Creatives Commissioner I



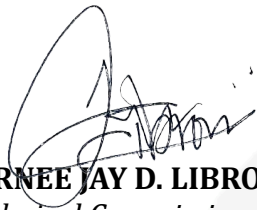
JAY AR B. OMBLERO
Events Commissioner I



NICOLE ANDREA M. MARASIGAN
Events Commissioner I



MARIANNE GAYLE R. PANGILINAN
Technical Commissioner II

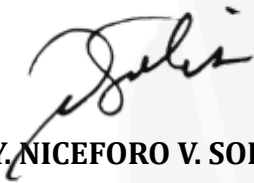


ERNEE JAY D. LIBRON
Technical Commissioner II



JONEO KIM N. ACCAD
Logistics Commissioner III

Noted by:



ATTY. NICEFORO V. SOLIS, JR.
AdDU COMELEC Moderator