



COMMISSION ON ELECTIONS
ATENEO DE DAVAO UNIVERSITY

2025 COUNCIL OF ORGANIZATIONS OF THE
ATENEO-DAVAO EXECUTIVE BOARD
ELECTION GUIDELINES

2025 Revision

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

EN BANC

**IN THE MATTER OF REVISING
THE 2025 COA-D EXECUTIVE BOARD
GUIDELINES**

AddU COMELEC-EN BANC-RES-25-07

Promulgated: June 19, 2025

RAAGAS, Althea Y., *Chairperson*
MALATAG, Vince Jesus A., *Commissioner*
DIAZ, Rae Anne Jayne E., *Commissioner*
LUMANAS, Prince Oliver S., *Commissioner*
MANAPOL, John Gabriel S., *Commissioner*
ANCOG, Greece P., *Commissioner*
LASMARIAS, Krizell Maxine R., *Commissioner*
DOCE, Pia Katrina S., *Commissioner*
LIBRON, Ernee Jay D., *Commissioner*
OMBLERO Jay Ar B., *Commissioner*
MARASIGAN, Nicole Andrea M., *Commissioner*
PANGILINAN, Marianne Gayle R., *Commissioner*
ACCAD, Jonelo Kim N., *Commissioner*

RESOLUTION

WHEREAS, the COA-D Executive Board is fast approaching;

WHEREAS, the AddU Commission on Elections is the sole electoral arm in the University that is in charge of conducting honest and orderly elections and the sole authority to set electoral guidelines thereof;

WHEREAS, upon consultation with the outgoing AddU COMELEC Chairperson and Commissioners, the COA-D electoral guidelines need to be revised;

WHEREAS, there is a necessity to revise the COA-D electoral guidelines to strengthen its effectiveness;

NOW THEREFORE, BE IT RESOLVED, as it hereby **RESOLVES**, to adopt the following revised COA-D electoral guidelines:

2025 COUNCIL OF ORGANIZATIONS OF THE ATENEO-DAVAO EXECUTIVE BOARD ELECTION GUIDELINES

A. GENERAL PROVISIONS

ARTICLE 1 GENERAL RULES

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| Section 1 | This Code shall be known as the “2025 Council of Organizations of the Ateneo-Davao Executive Board Election Guidelines”. |
| Section 2 | This set of guidelines shall apply only to the Council of Organizations of the Ateneo-Davao (COA-D) Executive Board Elections. |

- Section 3 The voting population shall be defined as the total number of duly elected club presidents for the academic year.
- Section 4 The Executive Board of the COA-D shall be composed of the following positions:
- a) Chairperson;
 - b) Internal Vice President;
 - c) External Vice President;
 - d) Secretary-General;
 - e) Finance Officer; and
 - f) Assemblage Heads.
- Section 5 The elections shall be presided over by the COMELEC En Banc.
- Section 6 If the above-mentioned election shall be declared a failure, the COMELEC shall call for a special election within thirty (30) days. The guidelines applicable to 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:
- a. Be a duly club member and must not be an officer of any university-recognized organization, as verified by the official list of aspirants of the COA-D Executive Board Officers, to be submitted by COA-D to the COMELEC;
 - b. Have a QPI of at least 2.5 in the previous semester and must not be under probation; and
 - c. Have been able to comply with the requirements for eligibility by the COA-D.
- 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 Club Members who are under any of the following conditions shall **not** be allowed to run in the elections:

- a. If the aspirant is on probation as identified by the University Standards Committee;
- b. If the aspirant for the position of Chairperson has a failing mark in any minor or major subjects on the previous semester's Certificate of Grades directly before the elections, as authenticated by the Registrar;
- c. If the aspirant for the position of Chairperson has been debarred (FD) or has received an incomplete (INC) grade as stated in the previous semester Certificate of Grades directly before the elections, as authenticated by the Registrar; and

Section 6 Absence on the day of the election shall mean forfeiture of the chance to be nominated, even with the presence of a representative.

ARTICLE 3 CAMPAIGN RULES

Section 1 The campaign period shall begin as soon as the candidates have been declared. Each candidate shall be given a maximum of 2 minutes to speak about his/her platform in front of the assembled club presidents.

Section 2 The campaign shall end after all the candidates have delivered their speeches.

Section 3 In the time frame allotted for campaigning, a candidate may use a PowerPoint (PPT) Presentation. The candidate shall submit his/her PowerPoint (PPT) Presentation via email to the COMELEC (addu.comelec@addu.edu.ph) one (1) day before the election day itself.

Section 4 Campaigning before the elections shall be strictly prohibited. Anyone who has knowledge of anyone doing early campaigning is encouraged to file a complaint to the COMELEC. Anyone violating this rule shall be dealt with accordingly.

ARTICLE 4 VOTER'S REQUIREMENT

Section 1 The voters of the COA-D Executive Board Elections must:

- a. Be a duly elected club president, as verified by the Official List of Club Presidents to be submitted by COA-D to the COMELEC, or the legitimate representative of a duly elected club president as evidenced by an authorization letter signed by the absent club president; and
- b. Have been able to comply with the requirements for eligibility imposed by the COA-D.

Section 2 A club president who is not able to attend the elections may send a representative who will vote on his/her behalf.

2.1 To vote, a legitimate representative must:

- a. Be a member of the club of the absent club president he/she is representing; and
- b. Present an authorization letter duly signed by the club president he/she is representing before the voting process.

ARTICLE 5 ELECTION PROCEDURES

Section 1 The elections shall be scheduled by the Commission on Elections. Officers of the COA-D may suggest suitable date/s and venue/s for the elections; however, such dates and/or venues shall be subject to the approval of the Commission on Elections, and the resolution of the final date and venue of the elections shall be determined solely by the COMELEC.

Section 2 All candidates and voters must not be late. They will be given a ten (10) minute grace period; once exceeded, they will no longer be admitted to the Zoom meeting.

2.1 In case of being disconnected during the meeting, the participants who were admitted before the meeting will be given ten (10) minutes to rejoin. Once exceeded, they can no longer be admitted.

2.2 In case of emergency, candidates must prepare backup devices and/or load ahead of time for the elections.

Section 3 A Voter's Manual will be sent on the election day itself. This contains the necessary information about the candidates and their platforms.

Section 4 No person can be a candidate for two or more positions.

Section 5 Each candidate is given a maximum of two (2) minutes to speak about his/her platform.

Section 6 All presidents and legitimate representatives of the presidents of clubs under the COA-D are allowed to vote.

Section 7 An authorized representative can only vote on behalf of the club president he/she is representing. An authorization letter signed by the absent club president shall be presented to the Commission on Elections on the day of the elections.

7.1 Proxies of absent presidents must have emailed their authorization letter from the latter, duly signed, for them to be recognized as legitimate representatives. Otherwise, they are not allowed to vote.

Section 8 After all the candidates have given their speeches, the election proper shall immediately start at the place and time designated by the Commission on Elections.

Section 9 Voting shall be done in whatever mode, site, or form the Commission has decided upon.

ARTICLE 6 VOTE REQUIREMENTS

Section 1 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, the votes will still be counted, but no Election-Victors will be declared.

1.1 Voting population is defined as the total number of club presidents of the Ateneo de Davao University. And for extraordinary circumstances, club presidents who are present during the election proper shall also be considered as the voting population.

- Section 2 For a candidate to be proclaimed a winner:
- a. For a lone candidate, fifty percent of the total voting population plus one student (50%+1) must have cast their votes at the time designated by the Commission as the closing of the election; or
 - b. He/she must have garnered the greatest number of votes against his/her opponent/s.

Section 3 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 QUORUM

Section 1 The Quorum shall be gathered from the entire roster of Club Presidents from duly recognized University organizations.

Section 2 If the provisions in Section 1 are not met, the quorum should then be immediately gathered from only the present club presidents during the election proper.

ARTICLE 8 CANVASSING OF VOTES

Section 1 The canvassing process shall be done after the formal declaration of the closing of the Elections.

Section 2 The results of the voting shall be manually counted by the En Banc.

Section 3 The En Banc shall record the number of votes on the election return.

Section 4 After the votes are counted, the Chairperson and Commissioners shall sum up the total votes recorded for each candidate, and the aggregate sum shall be presented.

ARTICLE 9 PROCLAMATION OF WINNERS

Section 1 Upon completion of the election returns, the Chairperson, along with the rest of the Commissioners, shall announce the total number of votes earned by each candidate. Afterward, the COMELEC Chairperson shall declare the victor for a certain position if no contentions are raised.

Section 2 In terms of a tie in a position, then the Commission will result in a recount for the candidates with an equal number of votes. If the tie is not broken after two (2) recounts, the Commission will result in the use of the toss coin (for a tie) 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 or immediately after the election and before the start of the term 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 is to be replaced by 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 via email to the COMELEC (addu.comelec@addu.edu.ph) with the subject of the email being "NAME-POSITION" to the Commission on Elections seven (7) working days after they have received their copy of the Certificate of Candidacy:

- a. An accomplished Commission on Elections Certificate of Candidacy (COC), with a recent 2x2 picture;
- b. A.Y. 2024-2025 2nd Semester Certificate of Grades from the Office of the University Registrar, with the university seal and duly signed.
- c. A Certificate of Good Moral Character signed by the Office of Student Affairs. The deadline for submission of requirements shall be strictly observed.

ARTICLE 10 COMPLAINTS

Section 1 Any complaints or protests shall be made in writing through the COMELEC email with the complainant's full name and signature and shall be addressed to the Commission on Elections as an electoral body within forty-eight (48) hours after the occurrence of the event in question. The Commission shall then raffle the case within its 5 (Five) Divisions.

Section 2 The Commission shall conduct a proper hearing, in its discretion, of the complaint and shall give all parties involved an equal opportunity to be heard. The investigation and prosecution of cases involving

violations of election laws shall be given priority by the Commission on Elections. The investigation shall commence without delay and shall be resolved within five (5) working days from the submission of the complaint.

Section 3 The hearing shall commence upon having a quorum of the Commissioners of the Commission. The presence of the candidate/s and/or individual/s concerned is highly required during the hearing.

Section 4 The Commission on Elections, through the division where the case is, shall confer on a decision and announce the decision in the presence of the concerned parties.

ARTICLE 11 THE RIGHT TO CALL FOR RECOUNT

Section 1 Any petition for a recount must be transmitted to the Commission on Elections in their official email 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 recount shall only be based on the election returns.

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

ARTICLE 12 SANCTIONS

Section 1 A grave violation, if proven to be true, warrants the disqualification of a probable candidate during the election. If the violating candidate turns out to be the officer-elect, he/she shall be forced to relinquish his office.

B. INTERNAL CONDITIONS and FINAL PROVISIONS

Section 1 No complaint must come from the Commission on Elections.

Section 2 No action must be taken by the Commission on Elections, as a whole, unless there is a complaint. However, if a Commissioner sees a violation directly or on the scene, then s/he has the authority to give a verbal warning to the candidate and must gather enough evidence

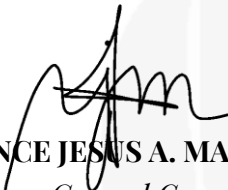
to support such a claim. Nonetheless, the Commissioner is highly mandated to remain neutral at all times and avoid biases in promulgating these election guidelines. In addition, the Commissioner is encouraged to stimulate witnesses to file a complaint about such violations. Furthermore, it should be immediately reported to the whole commission and shall be given a thorough deliberation.

- Section 3 **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 4 **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 5 **Effectivity Clause** – This Electoral Code shall take effect immediately after its posting on the official COMELEC Facebook and X accounts and/or posting of a printed copy on the COMELEC bulletin board.
- Section 6 **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 in 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 be made 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 per 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 the matter of elections.

SO ORDERED.



ALTHEA Y. RAAGAS
Chairperson



VINCE JESUS A. MALATAG
Secretary-General Commissioner III



RAE ANN JAYNE E. DIAZ
Secretary-General Commissioner II



PRINCE OLIVER S. LUMANAS
Legal Commissioner I



JOHN GABRIEL S. MANAPOL
Legal Commissioner I



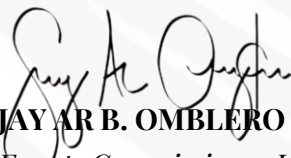
GREECE P. ANCOG
Finance Commissioner I



KRIZELL MAXINE R. 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 GAYLER R. PANGILINAN
Technical Commissioner II



ERNEE JAY D. LIBRON
Technical Commissioner II



JONEO KIM N. ACAD
Logistics Commissioner III

Noted by:



ATTY. NICEFORO SOLIS, JR.
AdDU COMELEC Moderator