



**BUREAU OF JAIL MANAGEMENT AND  
PENOLOGY  
MULTI-PURPOSE COOPERATIVE**  
144 BJMP Building, Mindanao Avenue, Quezon City  
Telephone Nos. 4551086-4543621

**2025 REVISED ELECTION RULES AND REGULATIONS  
FOR THE ELECTION OF BJMP MPC BOARD OF DIRECTORS**

**WHEREAS**, the term of five (5) Regular Members of the Board of Directors of the BJMP Multipurpose Cooperative (hereinafter referred to as BJMP MPC) shall end in 2025, thereby creating five (5) expected vacancies for the same position

**WHEREAS**, Section 5, Article IV of the Amended By-Laws of the BJMP MPC provides that the members of the BOD shall be elected through electronic means by members entitled to vote during the annual regular elections or special general meeting called on purpose and shall hold office for Two (2) years or until their successors shall have been elected and qualified;

**WHEREAS**, Section 2, Article V of the Amended By-Laws of the BJMP MPC enumerates the functions of the Election Committee and provides, among others, that the Election Committee shall recommend necessary amendments to the election rules and guidelines, in consultation with the Board of Directors, for approval of the general assembly;

**WHEREFORE**, by virtue of the power and authority vested upon the members of the 2025 BJMP MPC Election Committee, we do hereby promulgate the 2025 Revised Election Rules and Regulations for the Election of the Board of Directors for approval by the BJMP-MPC BOD during the meeting for the said purpose.

**ARTICLE I  
SCHEDULE OF ACTIVITIES**

**Section 1. Election Period.** The election period for the five (5) Regular Members of the BOD of the BJMP MPC shall commence on **November 4, 2024**, and shall end on **February 14, 2025**.

**Section 2. Schedule of Election Activities.** - The following is the schedule of activities for the election of BJMP MPC BOD:

Election Activities	Date
Announcement of Vacancy, Sending of Certificates of Candidacy and Election Schedule to the Regions	November 4, 2024 (Monday)
Filing of Certificates of Candidacy	November 11, 2024(Monday) – November 25, 2024 (Monday)
Evaluation of COCs	November 26, 2024 (Tuesday) to November 29, 2024 (Friday)
Publication of Official Candidates	December 2, 2024 (Monday)

Campaign Period	December 3, 2024 (Tuesday) – December 31, 2024 (Wednesday)
Printing of Paper Ballots and Preparation for Online Voting	December 9, 2024 (Monday) to January 1, 2025 (Wednesday)
Instructional Video for Online Voting (Launching)	December 16, 2024 (Monday)
Casting of Votes	January 2, 2025 (Thursday) – January 31, 2025 (Friday)
Validation of Votes/ Canvassing of Votes	February 1, 2025 (Saturday) to February 9, 2025 (Sunday)
Publication of the Result of the Voting	February 14, 2025 (Friday)

**Section 3. *Announcement of Vacant Position.*** - Position in the BJMP MPC BOD for Regular Members to be vacated for the incoming period shall be announced to all members nationwide on **November 4, 2024**, through a letter to all the Regional Offices/ Jail Provincial Administrators' Office/ Jail Units of the BJMP. The vacancy shall be based on the result of the 2024 BJMP MPC BOD election.

**ARTICLE II**  
**QUALIFICATIONS AND DISQUALIFICATIONS OF CANDIDATES**

**Section 4. *Qualifications of the Candidates for the Board of Directors*** - The Election Committee shall accept the Certificate of Candidacy (COC) for the 2024 Election of BJMP-MPC Board of Directors, subject to validation and review of the Election Committee, provided further that the applicant possesses the following qualifications:

- a. Has paid the minimum capital requirement;
- b. Has continuously patronized the cooperative services;
- c. A member in good standing for the last two (2) years;
- d. Completed or willing to complete the required education and training as may be provided by law, rules and regulations, and policy approved by the general assembly; and
- e. Of good moral character and possess other qualifications prescribed in the IRR.

**Section 5. *Grounds for Disqualification of Candidates.*** - Pursuant to the Amended By-laws of the BJMP-MPC, the following are the grounds for disqualification of a member being elected for the position of BOD:

- a. Having a conflict of interest with the business cooperative;
- b. Having been absent for three (3) consecutive board meetings or in more than fifty percent (50%) of all meetings within the twelve (12) month period, unless with a valid excuse as approved by the Board of Directors;
- c. Being a full-time employee of the cooperative;
- d. Having been convicted of any crime involving moral turpitude, gross negligence, or gross misconduct in the performance of his duties or found culpable in any administrative proceeding or case involving such offenses;

- e. Facing as a defendant or respondent, on administrative proceeding or civil suit or as an accused in a criminal case involving financial and/or property accountability;
- f. Having been associated with any past anomalies in cooperatives;
- g. Having been disqualified pursuant to disqualifications prescribed by law;
- h. Holding any elective position in the government, except that of a party list representative or being an officer of a cooperative he or she represents;
- i. Holding any other position directly involved in the day-to-day operation and management of the cooperative;
- j. Having direct or indirect personal Interest in the business of the cooperative and
- k. Being an official or employee of the Cooperative Development Authority.

**Section 6. Filing of Certificate of Candidacy.** - The filing of Certificate of Candidacy (COC)<sup>1</sup> shall start on **November 11, 2024**, and shall end on **November 25, 2024**. Aspiring candidates may secure an official form of the Certificate of Candidacy (Annex "A") from the Election Committee. After it is duly accomplished, the same, together with the other required documents, shall be filed with the BJMP MPC Election Committee personally or through an authorized representative at BJMP MPC Building, 144 Mindanao Avenue, Project 8, Quezon City, or by mail or through electronic mail at [bjmpmpc.elecom@gmail.com](mailto:bjmpmpc.elecom@gmail.com).

**Section 7. Letter of Intent and Program Thrust** - Each candidate shall be allowed to express his or her plans for the good of the BJMP-MPC in the form of a Letter of Intent, which is an integral part of his or her Certificate of Candidacy (COC). The expressed program thrust or platform of a candidate must not exceed fifty (50) words and shall be used in the **IVote system** and the publication of qualified candidates. Candidates are also required to submit a passport-size photo along with their COCs.

**Section 8. Evaluation of COCs and Release of Official List of Candidate/s.-** Only COCs filed on or before midnight of **November 25, 2024**, shall be considered for evaluation by the Election Committee. COCs with incomplete details shall be referred to the aspiring candidate for completion or submission of fully accomplished COC, which the Election Committee should receive within five (5) days of the deadline for COCs. After the evaluation of COCs has been completed, the Election Committee shall release the Official List of Qualified Candidates on **December 2, 2024**.

**Section 9. Disqualification Notice.** - Any member who filed a Certificate of Candidacy for BOD and whose application was not accepted, given merit, and considered by the Election Committee or has been disqualified shall be notified at the soonest possible time of disqualification and the reasons thereof.

**Section 10. Withdrawal of Candidacy.** - Any candidate officially approved by the BJMP-MPC Election Committee to run for the BOD may withdraw from his/her candidacy by officially writing and informing the BJMP-MPC Election Committee before the scheduled election day. Hence, any vote cast in his/her favor shall be considered stray and not counted.

**Section 11. Campaign Period.** - The campaign period of the candidates for BOD shall be from **December 3, 2024, to December 31, 2024**. Campaigning before or beyond the campaign period shall be prohibited.

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<sup>1</sup> With Omnibus Sworn Statement

**ARTICLE III  
QUALIFICATION OF VOTERS**

**Section 12. *Qualification of Voters.*** - Any regular member of the BJMP-MPC in good standing in accordance with the Amended By-Laws is eligible to vote. Members declared as such by the BJMP-MPC as of **November 30, 2024**, are eligible to vote.

**ARTICLE IV  
ELECTION COMMITTEE, OFFICERS AND SECRETARIAT**

**Section 13. *Regional Election Officers.*** - The Regional Executive Senior Jail Officer (RESJO) shall be designated as an *ex-officio* election officer for purposes of the BJMP MPC election. If the RESJO is an official candidate for any position, the Election Committee shall designate among the Provincial Executive Senior Jail Officers (PESJO) or Unit Executive Senior Jail Officer (UESJO) within the region to act as Regional Election Officer.

**Section 14. *Duties and Function of the Regional Election Officers.*** - The following are the duties and functions of the Regional Election Officers:

- a. The RESJO shall ensure that the 2025 Rules and Regulations for the Election of BJMP-MPC BOD are disseminated and clearly understood by all personnel in his/her area of responsibility;
- b. The RESJO shall ensure that the voters in their respective area of jurisdiction will be able to cast their votes online successfully and
- c. The RESJO shall supervise the conduct of elections for those members who have yet to be issued a BJMP Finance Service Unit Payslip Account Number and shall ensure that all members similarly situated are able to cast their votes and transmit the ballots to the BJMP MPC Main Office immediately within 24 hours after the election.

**Section 15 *Election Secretariat.*** - An Election Secretariat is hereby constituted to assist the Election Committee in facilitating the online voting, validation, and counting of electronic votes. The Election Secretariat shall be composed of the following:

- a. **JSINSP JULIUS CAEZAR P TARNATE;**
- b. **JO1 Jonathan Vargas;**
- c. **JO1 Paul Ryder Macabasag; and**
- d. **Ms. Rovelyn S. Garbin**

**ARTICLE V  
CASTING OF VOTES**

**Section 16. *Manner of Elections.*** - The election shall be conducted in the following manner:

**a. *For those members who have yet to be issued a BJMP Finance Service Unit Payslip Account Number (JO1 Trainees),*** they shall cast their votes using the printed ballots. The conduct of the election shall be guided by the following rules:

- i. The list of voters/members shall be sent to the RESJO, where these members are undergoing training or assigned together with the official ballots;

- ii. The RESJO shall require the voters/members to affix their signatures opposite their names and indicate therein their ballot number to the Official list of voters before casting their individual votes;
- iii. The RESJO shall identify a space where the voters/members can cast their votes without undue intimidation from the candidates or any personnel related to them;
- iv. The voting shall be by secret balloting using the official ballot as duly approved by the members of the election committee;
- v. After casting the votes, the RESJO shall collate the ballots, which shall be mailed back to the BJMP MPC Main Office. Ballot/s shall be duly thumb marked and attached therewith a machine copy of BJMP or any government-issued identification card; and
- vi. The RESJO shall render an official report of the members who cast their votes, the number of ballots on hand, and other observations during the election, enclosed with the official list of voters, to be sent to the BJMP MPC Main Office.
- vii. If voters are undergoing training at any centers in Luzon, the voting will be facilitated by the Election Committee, in accordance with the previously mentioned rules.

***b. For those members who have been issued their respective BJMP Finance Service Unit Payslip Account Numbers and BJMP-MPC employees***, they shall cast their votes online under the developed BJMP MPC Election System (iVote). They shall not be allowed to cast their votes using printed ballots. The conduct of the election shall be guided by the following:


- i. A voting link (***ivote.bjmpmpc.online***) will be posted on the website and Facebook account of the BJMP-MPC Election Committee. It shall be made accessible to voters beginning **6:00 AM January 2, 2025, until 12:00 midnight of January 31, 2025;**
- ii. A voter may use either a computer (desktop/laptop) or a mobile gadget (cellphone/tablet) through a web browser such as Microsoft edge. Google Chrome, Safari, etc. To ensure optimal online voting, there must be a stable internet connection, either wired or wireless (Wi-Fi/mobile data);
- iii. Once the link is open, the voters can now cast their votes through the following procedure:

- Step 1. **Open the link** “ivote.bjmpmpc.online” using your device browser, or scan the QR Code provided;
- Step 2. **Fill out** the form as follows;  
*Sample details only:*


Status:	Active
Rank:	JO1
Assignment:	NHQ
Last Name :	DELA CRUZ
First Name :	JUAN
Middle Name:	Pepito

Extension Name: Jr  
BJMP Pay Slip Account Number: D234567  
BIR Tax Identification No. (TIN): 124-455-656

**Pay slip Account Number** – The Pay slip account number could be found on a voter/member’s online pay slip provided in the BJMP Finance Service Office Portal that can be accessed through this link <https://bjmpfinanceservice.com.ph>.



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
144 Mindanao Avenue, Quezon City  
Trunkline: (+632) 927-5147, Local 116



NAME	TIN	LP	UNIT CODE	ACCT. NO.	PAY PERIOD
				Z250498	
EARNINGS	DEDUCTIONS				

Step 3. Click “Next”; and

Step 4. Select official candidates (VOTE), then click “Submit”. Note that voters can only select up to 5 maximum number of candidates:

- iv. Once the vote is submitted, changes can no longer be made. Members can only vote once.
- v. To validate if the voters have successfully voted and to verify their ballot, they could log in again to the system.
- vi. The voter is required to fill out all fields indicated in step 2. Ensure that the data input is correct, specifically the spelling out of names and all other data.

**Section 17. Submission of Ballots and Closing of Online Voting.** -The Centralized National Counting and Canvassing of Ballots shall be conducted by the BJMP MPC Election Committee at the BJMP MPC Main Office. Hence, all ballots from the respective Regional Offices shall be immediately forwarded to the BJMP MPC Main Office within 24 hours after the casting of votes. All printed ballots shall be mailed on or before 5:00 p.m., **January 31, 2025**.

Online voting shall be automatically disabled **12:00 midnight of January 31, 2025**. After that, members can no longer access the voting portal.

ARTICLE VI  
VALIDATION OF ONLINE VOTES AND  
APPRECIATION OF PAPER OR PRINTED BALLOTS

**Section 18. Counting and Canvassing of Votes: How made** – Online votes are automatically tallied in the IVote System.

On the other hand, the counting and canvassing of votes for manual voting shall be made by reading the name/s of the candidate voted for by any of the members of the Election Committee and the same shall be counted/tallied opposite the names of candidates concerned.

No candidate/s shall be allowed to enter the canvassing area. They can designate only one representative to enter the designated area as a watcher during the final tallying of votes.

**Section 19. *Disposition of Election Returns and Ballots.*** - All ballots, lists of voters, and other related documents shall be turned over to the BJMP MPC Records Officer. Consolidated votes shall be printed and kept by the Election Committee for audit and inspection purposes and turned over to the BJMP MPC Records Officer after the winning candidates have taken their oath.

**Section 20. *Prohibition of Proxy and Cumulative Voting.*** - No proxy voting and cumulative voting of BJMP-MPC BOD shall be allowed.

**Section 21. *Rules for the Appreciation of Ballots-*** The following rules shall guide the appreciation of ballots:

a. If only a first name or a family name is written on the ballot, the vote will be counted for the candidate with that name. However, if only one word is written and it is the first name of one candidate, which is also the family name of another candidate, the vote will be counted for the latter. Additionally, if there are two or more candidates with the same first name or family name, the election committee will verify each candidate's identity. Finally, if the identity cannot be determined, the vote will be considered invalid but will not invalidate the entire ballot.

b. When two or more names are written on the same line on the ballot and all are surnames of different candidates, none of those votes will be counted. However, if two or more names are written on separate lines and all are surnames of candidates with the same last name running for a vacancy on the Board of Directors (BOD), as authorized by the BJMP-MPC Amended By-laws, the vote will count in favor of all candidates with that surname, provided there are as many surname entries as there are candidates with that surname.

c. When two words appear on the ballot, one being a candidate's first name and the other being their opponent's surname, the vote will not be counted for either.

d. When a candidate's name is erased in a ballot space, and another name is clearly written, the vote is valid for the latter.

e. If the number of candidates voted for exceeds the number of positions available, the ballot remains valid. However, votes will only be counted for the candidates that the voter listed first, within the designated spaces on the ballot, until the maximum number of allowed votes is reached.

**Section 22. *Validation of Online Vote.*** Official counting of votes will be done after validation. Online responses shall be automatically tallied by the iVote System.

## **ARTICLE VII PROCLAMATION OF WINNERS**

**Section 23. *Proclamation of the Winners.*** - The winner/s of the conducted election shall be proclaimed by the Chairman of the BJMP MPC Election Committee during the scheduled General Assembly or as decided by the Board of Directors without prejudice to the election protest filed against the winners.

**Section 24. *Publication of Votes Received.*** - The Chairman of the Election Committee shall make known during the General Assembly the number of votes garnered by the winners from the highest to the lowest for the application of the rotational basis of BJMP MPC BOD as provided by the Cooperative Law, as amended, and the BJMP MPC Amended By-laws.

**Section 25. *Drawing of Lots.*** - In case of a tie in the last and final slot or in a slot designated for the purpose as provided by the BJMP MPC By-laws, the same shall be resolved by drawing of lots. Drawing of lots shall be conducted with the candidates concerned and their authorized representative.

## **ARTICLE VIII ELECTION CONTESTS**

**Section 26. *Jurisdiction of the Election Committee.*** - The BJMP MPC Election Committee shall be the sole judge of any election protest filed against any candidate who garnered a sufficient number of votes to be proclaimed as the winner in the BJMP MPC Election of the Board of Directors.

**Section 27. *Period of Filing Election Protest.*** - An election protest shall be filed prior to the proclamation during the General Assembly by the BJMP MPC Election Committee.

**Section 29. *Ordinary Protest—*** When an election protest is filed by any member, director, or candidate, it must be filed with the Election Committee prior to the proclamation of the winners during the General Assembly and served to the adverse party.

**Section 30. *Protest filed by the Election Committee*** – when the Election Committee or its members filed an Election Protest, the said protest must be filed with the Board of Directors prior to the proclamation of the winners during the General Assembly, and such Election Protest must be served to the adverse party.

**Section 31. *Service of Election Protest and other Submissions—***By personal service, registered mail, or accredited courier approved by the Supreme Court.

**Section 32. *Copies of the Election Protest and its attachments*** – The Protestant shall submit one (1) original copy of the election protest and its attachments and two (2) machine copies to the Election Committee.

**Section 33. *Proof of Service to the Adverse Party*** – Original copy, certified true copy, or copy certified by a notary public of the proof of receipt. Such copy shall be attached to the election protest.

**Section 34. *Filing of an Answer to the Protest*** – The Answer shall be filed with the Election Committee within fifteen (15) days from receipt of the election protest and a copy furnished to the adverse party.

**Section 35. *Reply*** – The Protestant may file a Reply within ten (10) days from receipt of the Answer.

**Section 36. *No formal Hearing Required*** – No motion for a formal hearing shall be entertained. The Election Committee shall evaluate and decide the case after filing the last pleading.



**Section 37. Period to Decide** – the Election Committee shall decide the Election Protest not later than sixty (60) days from filing the last pleading.

**Section 38. Appeal** – the Decision of the Election Committee may be appealed to the CDA within 15 days from notice of the decision by itself or, if either of the parties so desire, to arbitration of three (3) persons, one of whom shall come from the CDA and the two (2) to be nominated by each of the parties concerned.

**Section 39. Notice to the Election Committee**—A Notice of Appeal may be filed with the Election Committee. After notice, the latter shall prepare the case records for submission to the appellate jurisdiction if directed.

**Section 40. Finality of the Decision** – Failure to file an appeal within fifteen (15) days from receipt of the decision will make the same final and executory.

## **ARTICLE IX OATH OF OFFICE**

**Section 41. Date of Oath Taking.** - The date of the oath-taking of newly elected BJMP MPC BOD shall be on the date of the General Assembly of BJMP MPC members and after due notice to all newly-elected Members of the Board as determined by the BJMP MPC Election Committee.

## **ARTICLE X ASSUMPTION OF OFFICE**

**Section 42. Assumption of Office.** - Immediately after the oath-taking, the new Board of Directors of the BJMP MPC shall assume office.

## **ARTICLE XI TERM OF OFFICE**

**Section 43. Term of Office.** Pursuant to the Amended By-Laws of the BJMP MPC, the term of office of the newly elected Board of Directors shall be two (2) years.

## **ARTICLE XII REPEALING CLAUSE and ADDITIONAL AUTHORITY**

**Section 44. Applicability.** - This Rule is applicable until the same or any of its provisions have been amended, repealed, or modified accordingly.

**Section 45. Additional Authority of the Election Committee.** - Nothing herein shall preclude the BJMP MPC Election Committee from promulgating additional rules, with due notice, to promote a fair and just election of BJMP MPC BOD.


## **ARTICLE XIII EFFECTIVITY and PUBLICATION**


**Section 47. Effectivity.** - The 2025 Rules and Regulations for the election of BJMP MPC Board of Directors shall take effect upon approval by the BOD. A copy thereof shall be published at the BJMP MPC Publication or website.

**Promulgated: October 31, 2024**

BJMP Multi-Purpose Cooperative, Inc. Conference Hall  
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Quezon City, Philippines

Recommending for Approval:

  
**ATTY. GRETCHEN A RAMIS**  
Secretary, Election Committee

  
**ATTY. MICHELLE DULCE C MATIAS**  
Vice-Chairperson, Election Committee

  
**ATTY. PATRICIA A VIDAMO**  
Chairperson, Election Committee