



BUREAU OF JAIL MANAGEMENT AND
PENOLOGY
MULTI-PURPOSE COOPERATIVE
144BJMP Building, Mindanao Avenue, Quezon City
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REVISED RULES AND REGULATIONS FOR THE ELECTION OF BJMP MPC BOARD OF DIRECTORS

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 BJMP MPC Election Committee, we do hereby promulgate the 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 Regular Members of the BOD of the BJMP MPC shall be at least two months before the scheduled Annual General Assembly to be determined by the Board of Directors and shall end after the official proclamation of the winning candidates.

Section 2. Announcement of Vacant Position. - Position in the BJMP MPC BOD for Regular Members to be vacated for the incoming period shall be announced at the commencement of the election period to all members nationwide, 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 immediately preceding election of the BJMP MPC BOD election.

ARTICLE II QUALIFICATIONS AND DISQUALIFICATIONS OF CANDIDATES

Section 3. of the Candidates for the Board of Directors - The Election Committee shall accept the Certificate of Candidacy (COC) for the 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 4. 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 5. Filing of Certificate of Candidacy. - Following the announcement of vacancy, the filing of Certificate of Candidacy (COC)¹ shall be for a period of not more than two (2) weeks, to be determined by the Election Committee. 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 New BJMP MPC Building, #170 Road 20, Extension, Mindanao Avenue, Quezon City, or by mail or through electronic mail.

Section 6. 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 voting system and in the publication of qualified candidates. Candidates are also required to submit a passport-size photo along with their COCs.

Section 7. Evaluation of COCs and Release of Official List of Candidate/s.-

Only COCs filed on or before midnight of the last day of filing of COC, shall be considered for evaluation by the Election Committee. COCs with incomplete details

¹ With Omnibus Sworn Statement

shall be referred to the aspiring candidate for completion or submission of fully accomplished COC, which the Election Committee should receive within the deadline of submission of COC. After the evaluation of COCs has been completed, the Election Committee shall release the Official List of Qualified Candidates.

Section 8. 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 9. 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 10. Campaign Period. - The campaign period of the candidates for BOD shall be for a period at least one (1) week prior to the casting of votes. Campaigning before or beyond the campaign period shall be prohibited.

ARTICLE III QUALIFICATION OF VOTERS

Section 11. Qualification of Voters—Only regular members of the BJMP-MPC who are qualified to vote in accordance with the BJMP-MPC Amended By-Laws and are in good standing as determined by the Board of Directors (BOD) are eligible to vote.

ARTICLE IV ELECTION SECRETARIAT

~~Section 12. Election Secretariat~~—The Election Secretariat—a member of BJMP MPC as an Election Secretariat to assist the Election Committee in facilitating the online voting, validation, and counting of electronic votes.

ARTICLE V CASTING OF VOTES

Section 13. Manner of Elections. - The election shall be conducted through electronic means during the conduct of Annual General Assembly, as determined by the BOD. The Election Committee, with the assistance of the Secretariat, shall develop a voting system that ensures a reliable, speedy and credible election.

During the Annual General Assembly, the election of the BOD shall be included in the order of business. When this agenda item is reached, the Chairman of the BOD shall turn over the floor to the Chairperson of the Election Committee to facilitate the election.

Section 14. Casting of Votes. - The casting of votes shall commence upon the announcement of the Chairperson of the Election Committee. All qualified members, both physically and virtually present, may participate.

The voters shall be given a period of at least one hour to cast their vote. After which, the online platform shall be automatically disabled and members can no longer access the voting portal.

**ARTICLE VI
VALIDATION OF ONLINE VOTES**

Section 15. *Counting and Canvassing of Votes: How made* – Official counting and validation of votes shall be conducted right after the conclusion of casting of votes.

Section 16. *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 17. *Prohibition of Proxy and Cumulative Voting.* - No proxy voting and cumulative voting of BJMP-MPC BOD shall be allowed.

**ARTICLE VII
PROCLAMATION OF WINNERS**

Section 18. *Proclamation of the Winners.* - The winner/s of the conducted elections shall be proclaimed by the Chairperson of the BJMP MPC Election Committee during the Annual General Assembly or as decided by the Board of Directors without prejudice to the election protest filed against the winners.

Section 19. *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.

Section 20. *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 21. *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 22. *Period of Filing Election Protest.* - An election protest shall be filed within seventy-two (72) hours after the proclamation during the General Assembly by the BJMP MPC Election Committee.

~~Section 23. *Ordinary Protest.*~~ - When ~~Section 23. *Ordinary Protest.*~~ any member, director, or candidate, it must be filed with the Election Committee within seventy-two (72) hours after the proclamation of the winners and served to the adverse party.

Section 24. *Protest filed by the Election Committee* – when the Election Committee or its members files an Election Protest, the said protest must be filed with the Board of Directors within seventy-two (72) hours after the proclamation of the winners, and such Election Protest must be served to the adverse party.

Section 25. *Service of Election Protest and other Submissions*— By

personal service, registered mail, or accredited courier approved by the Supreme Court.

Section 26. 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 27. 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 28. Filing of an Answer to the Protest – The Answer shall be filed with the Election Committee within ten (10) days from receipt of the election protest and a copy furnished to the adverse party.

Section 29. Reply – The Protestant may file a Reply within ten (10) days from receipt of the Answer.

Section 30. 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 31. Period to Decide – the Election Committee shall decide the Election Protest not later than fifteen (15) days from filing of the last pleading.

Section 32. Appeal – the Decision of the Election Committee or Board of Directors may be appealed to the CDA within 15 days from notice of 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 33. Notice of Appeal. — A Notice of Appeal may be filed with the Election Committee or to the Board of Directors. After notice, the latter shall prepare the case records for submission to the appellate jurisdiction if directed.

Section 34. 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 35. Date of Oath Taking. - The date of the oath-taking of newly elected BJMPMPC BOD shall be on the date of the Annual General Assembly of BJMP MPC members or as determined by the Board of Directors.

ARTICLE X ASSUMPTION OF OFFICE

Section 36. 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 37. 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 38. Applicability. - This Rule is applicable until the same or any of its provisions have been amended, repealed, or modified accordingly.

Section 39. 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 40. Effectivity. - The Rules and Regulations for the election of BJMP MPC Board of Directors shall take effect upon consultation with the Board of Directors for the approval by the General Assembly. A copy thereof shall be published at the BJMP MPC authorized publication or official website.

Promulgated: June 30, 2025

New BJMP Multi-Purpose Cooperative Building
170 Road 20 Extension, Mindanao Ave
Quezon City, Philippines

Recommending for Approval:


ATTY. GRETCHEN A RAMIS
Secretary, Election Committee


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


ATTY. PATRICIA AVIDAMO
Chairperson, Election Committee