



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

2024 REVISED ELECTION RULES AND REGULATIONS FOR THE ELECTION OF BJMP MPC BOARD OF DIRECTORS

WHEREAS, the term of six (6) Regular Members of the Board of Directors (BOD) of the BJMP Multipurpose Cooperative shall end in 2023 thereby creating six (6) expected vacancies for the same position;

WHEREAS, the Election Committee for the past election adapted the use of technology through online voting primarily due to the pandemic, however the Election Committee observed that the system is likewise beneficial to ensure an efficient and cost-effective manner of election, hence its continuous adaptation in the 2024 BOD Election.

WHEREAS, Section 5, Article IV of the Amended By-Laws of the BJMP Multi-Purpose Cooperative (hereinafter referred as BJMP MPC) provides that the members of the BOD shall be elected by secret ballot 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 which 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 GA;

WHEREFORE, by virtue of the power and authority vested upon the members of the BJMP MPC Election Committee for the 2024 Election of the BOD, we do hereby promulgate the 2024 Revised Election Rules and Regulations of the BJMP Multi-Purpose Cooperative for the election of the BOD for approval by the BJMP MPC BOD during the meeting for the said purpose.

ARTICLE I SCHEDULE OF ACTIVITIES for the ELECTION of the BJMP- MPC BOARD OF DIRECTORS

Section 1. Election Period. - The election period for the election of the six (6) Regular Members of the BOD of the BJMP MPC shall commence on October 30, 2023 and shall end on February 12, 2024.

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

Election Activities	Date
<i>Announcement of Vacancy, Sending of Certificates of Candidacy and Election Schedule to Regions</i>	October 30, 2023 (Monday)
<i>Filing of Certificates of Candidacy</i>	November 13, 2023 (Monday) - December 1, 2023 (Friday)
<i>Evaluation of COCs</i>	December 2-7, 2023 (Wednesday)
<i>Publication of Official Candidates</i>	December 8, 2023 (Thursday)
<i>Campaign Period</i>	December 9, 2023 (Saturday) – December 31, 2023 (Sunday)
<i>Printing of Paper Ballots and Preparation for Online Voting</i>	December 11, 2023 (Tuesday) to January 5, 2024 (Friday)
<i>Instructional Video for Voting – Launching</i>	December 18, 2023 – January 7, 2024
<i>Casting of Votes</i>	January 8, 2024 (Monday) – January 30, 2024 (Tuesday)
<i>Validation of Votes/ Canvassing of Votes</i>	January 31, 2024 (Wednesday) to February 9, 2024 (Friday)
<i>Publication of the Result of the Counting Votes</i>	February 12, 2023 (Monday)

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 October 30, 2023 through a letter to all the Regional Offices/ Provincial Administrator’s Office/ Jail Units of the BJMP. The vacancy shall be based on the result of the 2023 BJMP MPC BOD elections.

**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 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 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 with 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)¹ shall start on **November 13, 2023 until December 1, 2023**. Aspiring candidates shall file a duly accomplished COC (Annex "A") 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*.

Section 7. Letter of Intent and Program Thrust - Each and every candidate shall be allowed to express his/ her plans for the good of the BJMP MPC in the form of a Letter of Intent which is an integral part of his/her Certificate of Candidacy. The expressed program thrust of a candidate may be indicated in the publication of qualified candidates.

Section 8. Evaluation of COCs and Release of Official List of Candidate/s.- Only COCs filed on or before midnight of **December 1, 2023** 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 should be received by the Election Committee within five (5) days from the deadline of COCs. After the evaluation of COCs has been completed, the Election Committee shall release the Official List of Qualified Candidates on **December 8, 2023**.

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 have been disqualified, shall be notified at the soonest possible time of his disqualification and the reasons thereof.

¹ With Omnibus Sworn Statement

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

Section 11. *Campaign Period.* - The campaign period of the candidates for BOD shall be from **December 9, 2023 to December 31, 2023**. Campaigning before or beyond the campaign period shall be prohibited.

ARTICLE III CONDUCT OF ELECTION OF THE BOARD OF DIRECTORS

Section 12. *Regional Election Officers.* - The Regional Executive Senior Jail Officer (RESJO) shall be designated as *ex-officio* election officers for purposes of the BJMP MPC election. If the RESJO is an official candidate to the BOD, 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 13. *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 2024 Rules and Regulations for the Election of BJMP-MPC BOD are disseminated and clearly understood by all personnel his/her area of responsibility;
- b. The RESJO shall ensure that the voters in their respective area of jurisdiction will be able to successfully cast their votes online; 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 14. *Election Secretariat.* -An Election Secretariat is hereby constituted to assist the Election Committee in facilitating the online voting, validating and counting of electronic votes. The Election Secretariat shall be composed of the following:

- a. **JINSP JULIUS CAEZAR P TARNATE;**
- b. **JO1 February Faye Angeles;**
- c. **JO1 Louie Cagandahan; and**
- d. **Ms. Rovelyn S. Garbin**

Section 15. *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 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 the casting of votes, the RESJO shall collate the ballots and shall be mailed back to the BJMP MPC Main Office. Ballot/s shall be duly thumb marked and attaching 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 to be sent to the BJMP MPC Main Office enclosed with the official list of voters.

b. For those members who have been issued their respective BJMP Finance Service Unit Payslip Account Numbers, they shall cast their votes via online under Google System. 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 posted at the BJMP MPC website shall be made accessible to voters beginning **6:00 AM January 8, 2023 until 12:00 midnight of January 30, 2023;**
- ii. A voter may use either computer (desktop/laptop) or mobile gadget (cellphone/tablet) in voting with 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** using your device browser, or scan the QR Code provided;

Step 2. **Fill out** the form as follows;

Rank	:	JO1
Last Name	:	DELA CRUZ
First Name	:	JUAN
Middle Initial	:	B
Date of Birth	:	January 1, 1991
BJMP Pay slip Account Number	:	D234567

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
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NAME	TIN	LP	UNIT CODE	ACCT. NO.	PAY PERIOD
				2250498	
E A R N I N G S			D E D U C T I O N S		

Step 3. **Click “Next”**; and

Step 4. **Select** not more than six (6) among the official candidates (VOTE) then **click “Submit”**.

iv. Once the vote is submitted, changes can no longer be made. Member can only vote once and in case of multiple votes, the **FIRST** vote appearing in the system shall be counted; and

v. Each voter shall vote only once; Hence, multiple submission of votes by the same voter is strictly prohibited. In case a voter submits more than one vote, only the first vote will be considered for counting and canvassing and the succeeding vote/s will be deemed as void or invalid votes. A Warning or Notice to the voters shall appear in the link or online voting portal stating that “MULTIPLE VOTING IS NOT ALLOWED.”

vi. All fields indicated in step 2 are required to be filled out by the voter except the middle initial. Ensure that data inputted are correct specifically the spelling out of names, and other all other data needed or else the vote will be invalidated, subject to the Election Committees approval.

c. Qualification of Voters. Any regular member of the BJMP-MPC in good standing in accordance with the By-laws is eligible to vote. Members who are declared as such by the BJMP-MPC as of **November 30, 2023** are eligible to vote.

Section 16. 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 casting of votes. All printed ballots shall be mailed on or before 5:00 o’clock in the afternoon, January 30, 2023.

Online voting shall be automatically disabled 12:00 midnight of January 30, 2023. After which, members can no longer access the voting portal.

Section 17. Counting and Canvassing of Votes; How made – Online vote responses will be downloaded in Microsoft Excel format. Each response shall be consolidated.

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 member 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 watcher during the final tallying of votes.

Section 18. *Disposition of Election Returns and Ballots.* - All ballots, list of voters and other documents related thereto 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 shall be turned over to the BJMP MPC Records Officer after the winning candidates have taken their oath.

Section 19. *Prohibition of Proxy and Cumulative Voting.* - No proxy voting and cumulative voting of BJMP-MPC BOD shall be allowed.

ARTICLE IV

APPRECIATION OF PAPER OR PRINTED BALLOTS AND VALIDATION OF ONLINE VOTES

Section 20. The appreciation of ballots shall be guided by the following rules:

a. If only the first name or the family name is written in the ballot, the same shall be counted in favor of the candidate having such first name or family name. Provided that if there is only one word and the name written is the first name of one of the candidates which is also the family name of the other candidate, the same shall be counted in favor of the latter. Provided further, that if there are two (2) or more candidates having the same first name or family name, ascertainment of the identity of the candidate shall be made by the election committee. Provided finally, that should ascertainment is impossible, the vote shall be considered stray but shall not invalidate the ballot;

b. When two or more words are written on the same line on the ballots, all of which are the surnames of two or more candidates, the same shall not be counted for any of them. Provided, that when two or more words are written on different lines on the ballot all of which are the surnames of two or more candidates bearing the same surname for a vacancy in the BOD for which the BJMP- MPC by-laws authorizes the election of more than one and there are the same number of such surnames written as there are candidates with that surname, the vote shall be counted in favor of all the candidates bearing the surname;

c. When two words are written in the ballot, one of which is the first name of a candidate and the other is the surname of his opponent, the vote shall not be counted for either;

d. When in a space in the ballot there appears a name of a candidate that is erased and another clearly written, the vote is valid for the latter;

e. If the candidates voted for exceed the number of those to be elected, the ballot is valid, but the votes shall be counted only in favor of the candidates whose names were firstly written by the voter within the spaces provided for said office in the ballot until the authorized number is covered.

Section 21. *Validation of Online Vote.* Official counting of votes will be done

after validation. Online responses shall be downloaded in Microsoft Excel format and each response will be compared with the list of eligible voters provided by the BJMP-MPC. Responses that are incorrect, duplicitous, and not in the list of eligible voters will be removed and shall not be counted.

Strictly no multiple voting. In case of multiple voting, the **FIRST** ballot shall be counted and the rest will be voided.

ARTICLE V PROCLAMATION OF WINNERS

Section 22. 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 23. 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 by-laws.

Section 24. Drawing of Lots. - In case of 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. No drawing of lots shall be conducted without the candidates concerned or their authorized representative.

ARTICLE VI ELECTION CONTESTS

Section 25. 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 sufficient number of votes to be proclaimed as winner in the BJMP MPC BOD election.

Section 26. 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 27. Ordinary Protest – when an election protest is filed by any member, director or candidate, such protest must be filed with the Election Committee prior the proclamation of the winners during the General Assembly, and such election protest must be served to the adverse party.

Section 28. Protest filed by the Election Committee – when an Election Protest was filed by the Election Committee or its members, the said protest must be filed with the Board of Directors prior the proclamation of the winners during the General Assembly, and such Election Protest must be served to the adverse party.

Section 29 Service of Election Protest and other Submissions – By personal, by registered mail or by accredited courier by the Supreme Court.

Section 30. Copies of the Election Protest and its attachments – The Protester shall submit one (1) original copy of the election protest and its attachments and two (2) machine copies and its attachments with the Election Committee/Board of Directors.

Section 31. 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 32. Filing of an Answer to the Protest – The Answer shall be filed with the Election Committee/Board of Directors within fifteen (15) days from receipt of the election protest and copy furnished to the adverse party.

Section 33. Reply – The Protestant may file a Reply within ten (10) days from receipt of the Answer.

Section 34. No formal Hearing Required – No motion for formal hearing shall be entertained. The Election Committee/Board of Directors shall evaluate and decide the case after filing of the last of pleading.

Section 35. Period to Decide – the Election Committee/Board of Directors shall decide the Election Protest not later than sixty (60) days from the filing of the last pleading.

Section 36. Appeal – the Decision of the Election Committee/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 37. Notice to the Election Committee/Board of Directors – A Notice of Appeal may be filed with the Election Committee/Board of Directors. After notice, the latter shall prepare the records of the case for submission to the appellate jurisdiction, if directed.

Section 38. Finality of the Decision – Failure to file an appeal or perfect an appeal within fifteen (15) days from receipt of the decision will make the same final and executory.

ARTICLE VII OATH OF OFFICE

Section 39. 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 VIII ASSUMPTION OF OFFICE

Section 40. Assumption of Office. - Immediately after the oath-taking, the new Board of Directors of the BJMP MPC shall assume office.

ARTICLE IX TERM OF OFFICE

Section 41. Term of Office. - The term of office of the newly elected officers shall be **two (2) years** as provided by the By Laws.

**ARTICLE X
REPEALING CLAUSE and ADDITIONAL AUTHORITY**

Section 42. *Applicability.* - This Rules is applicable until such time that the same or any of its provisions has been amended, repealed or modified accordingly.

Section 43. *Additional Authority of the Election Committee.* - Nothing herein shall preclude the BJMP MPC Election Committee from promulgating additional rules, with due notice, in order to promote a fair and just election of BJMP MPC BOD.


**ARTICLE XI
EFFECTIVITY and PUBLICATION**


Section 44. *Effectivity.* - The 2024 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 25, 2023

BJMP Multi-Purpose Cooperative, Inc. Conference Hall
144 BJMP Building, Mindanao Ave
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Recommending for Approval:


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


ATTY. ARON PAUL S BARTOLOME
Member, Election Committee


ATTY. JESSELA L TARIMAN
Chairperson, Election Committee