



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, Metro Manila



September 15, 2011

**2011 Quezon City Schools Non-Teaching
Personnel Association**

Memorandum to:

Assistant Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals
Heads, Administrative Units
All Non-Teaching Personnel
Officers – In – Charge

1. For the information and guidance of the field please be informed that the election of the officers of the Quezon City Schools Non-Teaching Personnel Association is re-scheduled to September 28, 2011 from 9:00 am to 3:00 pm at the Division Office Conference Hall
 2. The change in the date of the election of officers was based on the Board Resolution No. 11-01 (see attached Resolution).
 3. The following are the guidelines on the conduct of election:
 - 3.1. Qualifications of candidates He/She must be
 - a bonafide member of the QCNTPA
 - a member in good standing(please refer to the Resolution No. 11-01 paragraph no. 3)
 - 3.2. Elective Positions are the following:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Auditors (2)
 - Public Relation Officer
 - Business Manager
- Representative for:
- Administrative Office
 - Medical/Dental
 - Utility Worker/Driver/Security Guard
 - Congressional District I
 - Congressional District II-A
 - Congressional District II-B
 - Congressional District III
 - Congressional District IV

- 3.3 The members of the Executive Board shall hold office for a term of two years and can be re-elected for one more term only.
- 3.4 The date of filing of candidates will be from September 19 to 23, 2011 from 8:00 am to 5:00 pm at the 2nd floor, Supervisors office, c/o the COMELEC
- 3.5 Campaign period shall be on September 26 - 27, 2011
- 3.6 Date of Election Shall be on September 28, 2011 from 9:00 – 3:00 at the Division Office Conference Hall
- 3.7 The manner of voting shall be by secret balloting. Immediately after the votes has been counted, the COMELEC shall proclaim the winning candidates.
- 3.8 Any protest related to the conduct of the election should be filed to the COMELEC within 5 days after the election.
4. Immediate and wide dissemination and cooperation of those concerned is desired.

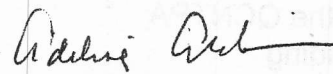


MARCELO MALONY MALLARI
Commissioner



YOLANDA C. ARCO
Commissioner

PEDRO S. VEGIM
Co – Chair, COMELEC



ADELINA A. SEBASTIAN
COMELEC



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY
Nueva Ecija St., Bago Bantay, Quezon City



COMMISSION ON ELECTIONS

RESOLUTION

No. 11-01

POSTPONING THE CONDUCT FOR THE GENERAL ELECTIONS OF THE QUEZON CITY NON-TEACHING PERSONNEL ASSOCIATION

Whereas, the conduct for the general elections of the Quezon City non-Teaching Personnel Association had been previously slated on September 13, 2011;

Whereas, after a careful review of the qualifications of the candidates, it had been found that majority of the candidates are ineligible to be elected to office on account of not having complied with the requirement that candidates must be members in good standing on the day of the elections, that is - they do not have any outstanding dues with the organization;

Whereas, the Constitution of the association pursuant to Article IV, VI and IX thereof and as amended by QCNTPA Resolution No. 01-10 states that "a member in good standing is a member who has paid his/her membership fees and who has not defaulted in any of his/her monthly dues for at least two (2) years immediately preceding the elections. A member is considered to be in default of his monthly dues when he/she has failed to pay said dues when they have become due on the particular month required for such payment. However, if the member pays his/her dues in lump sum, he/she will be considered a member in good standing."

Whereas clearly majority of the candidates who have filed certificates of candidacy have not met the aforesaid eligibility and are thus considered disqualified to be voted upon and to hold office;

Whereas, the conduct of elections for the QCNTPA shall be in accordance with the constitution of the association pursuant to Section 5(b) which gives the COMELEC the sole power to promulgate the qualifications of candidates in any elective position and under 5(d) decide, except those involving the right to vote, administrative questions affecting elections, including the determination of the number and location of polling places, the appointment of election officials and inspectors;

Whereas there is a need to promulgate the rules and regulations which shall embody the guidelines that shall be hereafter issued which shall deal with the qualifications of the candidates, the campaign period, the *meeting de avance*, the date of the elections, the manner of counting the votes, the appreciation of ballots, the proclamation, the protest if any, and all such other pertinent rules that shall govern the said elections;

Whereas there is also a need to fix the qualifications of the candidates and thereafter to set the deadline of the submission of certificates of candidacies and for the COMELEC to issue a resolution approving the qualifications of the eligible candidates and which shall be posted before the elections;

Whereas, there is also a need to constitute the COMELEC in accordance with the Constitution and by-Laws of the association in such a way that it is composed of one Chairman and five (5) commissioners;

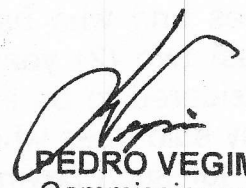
Whereas, the executive board shall issue an addendum to the number of commissioners to compose the COMELEC, the same to take their oaths before performing the functions in relation to the elections;

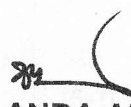
Whereas the elections to be conducted shall be set immediately after the general assembly of all members at a place and time to be hereinafter issued by the COMELEC;

WHEREFORE, by virtue of the powers vested in the undersigned as members of the COMELEC and having considered the foregoing, it is unanimously adopted and resolved that the conduct of the elections for the QCNTPA be postponed to a later date pending the issuance of the guidelines for the conduct of the 2011 QCNTPA general elections.

SO RESOLVED this September 13, 2011


MARCELO MALONY MALLARI
Commissioner


PEDRO VEGIM
Commissioner


YOLANDA ARCO
Commissioner


ADELINA SEBASTIAN
Chairman