

**Memorandum No. LRS-2021-014**

**TO :** Deans and Heads of Units  
College Secretaries/College Student Electoral Board Chairpersons  
Students  
UP Diliman

**FROM :**   
LOUISE IASHIN R. SONIDO  
Vice Chancellor for Student Affairs  
2021 University Student Electoral Board Chair

**SUBJECT :** 2021 Remote Student Elections

**DATE :** 03 May 2021

On behalf of the University Student Electoral Board (USEB), I hereby issue the call for the election of the members of the University Student Council (USC) and the College Student Councils (CSC) who will serve for Academic Year 2021 – 2022. The conduct of the 2021 Student Elections is guided by the attached approved 2021 Special Guidelines on Remote Student Elections, an addendum to the 2010 Revised University of the Philippines Diliman Student Election Code.

The UP Diliman Community is also informed of the important dates to remember of the 2021 Remote Student Elections:

Date	Activity
4 May – 12 May, 5:00PM	Filing of Certificate of Candidacy
17 May	Release of the first official list of candidates
	Start of filing of protest on candidates
18 May	USEB meeting with party representatives and independent candidates to explain guidelines and schedule of election
19 May, 12NN	Deadline of filing of protests on candidates
19 May	Release of final official list of candidates
20 May	Deadline of submission of campaign materials for printing and mailing to students without internet access.
	Start of registration for manual voting
20 May – 8 June	Online campaigning
7 – 8 June	Miting de Avance per cluster
	Arts and Letters – 7 June AM Social Sciences and Law – 7 June PM Management and Economics – 8 June AM Science and Technology – 8 June PM

Date	Activity
8 June, 11:59 PM	End of Campaign Period Last day of posting of online campaign materials  Last day of registration for manual voting
9 – 14 June, 6PM	University-wide Student Council Elections and College Council Elections (ENGG, NCPAG, STAT, CMC, SLIS, CMu, CHE, CHK, Educ, Archi, CSWCD, CSSP)
14 June, 6PM onwards	Canvassing of votes Proclamation of Winners
15 June	Official announcement/transmittal of election results and proclamation of winners to Chancellor
15 – 21 June, 12NN	Filing of post-election protests

A detailed calendar of activities is attached for reference.

Guidelines for Manual Voting will be issued through a follow up memorandum.

Inquiries on this matter may be raised to the University Student Electoral Board, through the Office of Student Projects and Activities, at [ospa.upd@up.edu.ph](mailto:ospa.upd@up.edu.ph).

For widest dissemination, please.

Thank you.

cc: **Dr. Fidel R. Nemenzo**, Chancellor  
**Prof. Crizel Sicat-de Laza**, OSPA Coordinator  
**2021 University Student Electoral Board (USEB)**  
**2021 University Student Electoral Tribunal (USET)**

Approved:

*F. Nemenzo*

**University of the Philippines Diliman**  
**2021 SPECIAL GUIDELINES ON REMOTE STUDENT ELECTIONS**

3 May 2021

**I. RATIONALE**

FIDEL R. NEMENZO, D.Sc.  
Chancellor  
U.P. Diliman

The 2021 Special Guidelines on Remote Student Elections is an Addendum to the 2010 Revised University of the Philippines Diliman Student Election Code, and was drafted by the Ad Hoc Online Student Election Committee (AHOSEC) composed of the following:

Core Group\*

- Froilan Adrielle Razon Cariaga, University Student Council
- Jose Marco E. Terrado, KAISA - Nagkakaisang Iskolar para sa Pamantasan at Sambayanan
- Don Alejandro F. Aison, Student Alliance for the Advancement of Democratic Rights in UP
- Dana Mica Y. Torregosa, UP ALYANSA ng mga Mag-aaral Para sa Panlipunang Katwiran at Kaunlaran
- Leandro Rafael Purisima, UP College of Mass Communication Student Council
- Prof. Carl Angelo Caluag, University Student Electoral Board
- Prof. Czarinne Antoinette A. Antonio, University Student Electoral Board
- Ina Ocampo, Office of the Vice Chancellor for Student Affairs

\* The membership of the Core Group was determined by a call for volunteers, as well as on an ex-officio basis.

- Paul Daenniell Cuanang, University of the Philippines College of Home Economics Student Council
- Lorenzo Luiz M. Espinosa, College of Human Kinetics Student Council
- Raphael Antonio V. Morallo, UP Engineering Student Council
- Peter John M. Burgos, UP College of Science Student Council
- Allondra Shaira D. Serdenia, National College of Public Administration and Governance Student Council
- Anne Charlotte P. Copiaco, UP College of Music Student Council
- Mario Romulo A. Quimbo, School of Economics Student Council
- Emil Jerico E. Vila, UP College of Social Work and Community Development Student Council
- Joshua Ceasar Chan, UP Diliman College of Arts and Letters Student Council
- Tristan Felipe, UP Law Student Government
- Alexandra Pascua, UP Law Student Government
- Regina Kyle D. Buco, College of Social Sciences and Philosophy Student Council
- Rei Chester Reyes, UP School of Statistics Student Council

- Kian Noguera, UP College of Education Student Council
- Einor John Godfrey L. Abad, UP School of Library and Information Studies Student Council
- Raja Batino, UP Diliman College of Architecture Student Council

#### Secretariat

- Prof. Crizel Sicat-De Laza, Office of Student Projects and Activities and Activities
- Ms. April Lanot-Estanes, Office of Student Projects and Activities and Activities
- Mr. Glenn Joseph Cabradilla, Office of Student Projects and Activities and Activities

A remote electoral process was deemed necessary due to the remote learning setup amid the ongoing and worsening COVID-19 pandemic in 2021, wherein students, faculty, and staff of the university suffer from unprecedented socio-economic crisis. In order to ideally ensure a democratic electoral process, remote elections are therefore to be conducted only as necessitated by circumstances, and as decided upon by the student body through their respective student councils and governments.

The 2021 Special Guidelines on Remote Elections is a special set of guidelines to be applied in cases where portions, sections, or articles of the 2010 Revised University of the Philippines Diliman Student Election Code are unsuitable for remote electoral processes. In instances where no alternative is offered by the 2021 Special Guidelines on Remote Elections, the corresponding rules provided by the relevant portions, sections, or articles of the 2010 Revised University of the Philippines Diliman Student Election Code shall apply. In instances where the 2021 Special Guidelines on Remote Elections and the 2010 Revised University of the Philippines Diliman Student Election Code may contradict, the 2021 Special Guidelines on Remote Elections, in the case of a remote electoral process, shall take precedence.

The 2021 Special Guidelines on Remote Elections shall base on democracy in processes, student democratic rights, and genuine student representation as guiding principles in its implementation.

## **II. THE UNIVERSITY STUDENT ELECTORAL BOARD**

- a. Composition of the University Student Electoral Board. There shall be a University Student Electoral Board composed of the Vice Chancellor for Student Affairs as ex-officio Chairperson, four faculty members, and four students who shall be selected by the outgoing officers and other members of the University Student Council.

- b. Composition of College Student Electoral Boards. There shall be a College Student Electoral Board in each degree-granting college/school/institute/unit in the University of the Philippines Diliman, composed of the College Secretary as ex-officio Chairperson, four faculty members of the college/school/institute/unit, and four students who shall be selected by the College Student Council of the unit, or by the University Student Electoral Board in case there is no duly-constituted College Student Council therein; Provided, that all questions regarding the creation/selection and composition of any College Student Electoral Board shall be referred to the body that created/selected it whose decision thereon shall be final.

In case there is already an existing electoral board in a particular college/unit as of the issuance of this Code, said board shall serve as the unit's College Student Electoral Board prescribed in this Code and shall discharge the functions of the College Student Electoral Board provided herein.

### **III. ELECTION CALENDAR**

- a. Determination of Schedule of Elections. The University Student Electoral Board shall determine the schedule of the University Student Council elections.
- b. Election Period. The election period shall start on the first day for filing of certificates of candidacy, and not last more than seven weeks.
- c. First Through Second Week Schedule. The schedule of activities for the first week of the Election period shall include the following:
- Filing of certificates of candidacy;
  - Submission of bio-data and pictures of candidates for the common leaflets;
  - Payment of monetary contributions to the University Student Electoral Board prescribed herein; and
  - Submission of copies of party platforms or individual platforms in the case of independent candidates.
- d. Third Week Schedule. The schedule of activities for the third week of the election period shall include the following:
- Release of the official list of candidates; and
  - Filing of complaints against candidates with the University Student Electoral Board, provided that such complaints filed after the third week shall not be considered nor entertained.
- e. Fourth Through Sixth Week Schedule. The schedule of activities for the fourth, fifth and sixth weeks of the election period shall include the following:
- Start of the official campaign period;
  - Release of the common informational materials on the elections and the candidates;

- Holding a University convocation for the purpose of presenting all the official University Student Council candidates subject to the rules herein; and
  - Holding of college convocations (one in each unit) likewise for the purpose of presenting all the official University Student Council candidates, and subject to the rules herein.
- f. Schedule of Elections. The days in which all of those currently taking academic units during the semester of the elections may cast their votes shall last from a Monday through Friday.

#### **IV. CERTIFICATE OF CANDIDACY**

- a. Filing of Certificates of Candidacy. The following may file their certificate of candidacy with the University Student Electoral Board within the first through second weeks of the election period:
- A bona fide student running independently shall file their candidacy for only one position. Those filing certificates of candidacy under two or more positions shall be disqualified;
  - A political party shall file the candidacy of the students running under its slate. Provided, that such party can only file one certificate of candidacy for each position in the University Student Council. If the party files excess candidates for a position, the excess candidates for that position shall be disqualified. The USEB shall select at random the excess candidates to be disqualified. For purposes of this Code, a political party shall be composed of two or more University-based or college-based student organizations.
- b. Supporting Documents. Simultaneously with the filing of their certificate of candidacy, the candidate, or the party that they belong to, shall submit to the University Student Electoral Board the following, within the time provided by the USEB:
- A certification, duly signed by the Dean (or their duly authorized representative) of the college/unit where they are primarily enrolled that they have not been found guilty in any disciplinary case of any act involving moral turpitude as defined in the Revised Penal Code;
  - A certification, duly signed by the College Secretary (or their duly authorized representative) of the college/unit where they are primarily enrolled during the semester of the elections, that they are in good academic standing;
  - A certification, duly signed by the College Secretary (or their duly authorized representative) of the college/unit where they are primarily enrolled, that they are currently carrying the normal load prescribed by their college/unit.

- As alternative to the above certifications by the College Secretary, or their duly authorized representative: a certification, duly signed by the College Secretary (or their duly authorized representative) of the college/unit where they are taking a degree, that they are currently taking academic units during the semester of the elections\*.

\* - This is in special consideration for the grave financial concerns that students, at the time of filing of certificates candidacies, who are unable to resolve their outstanding tuition and other school fees may be suffering due to the economic crisis exacerbated by the COVID-19 pandemic; as well as for students gravely affected by the special academic rules which have been undergoing adjustments from semester to semester that the remote learning system has been in place so far.

- Deadlines must be observed strictly. Any request for extension or reconsideration of a late submission shall be filed with the USEB through the Office of the Vice Chancellor for Student Affairs, during office hours. No communication shall be received or entertained by any of the board members other than in the means suitable for remote electoral processes decided upon by the USEB.
- c. Effect of Failure to Meet Requirement. Failure on the part of any candidate for any of the University Student Council positions to comply with any of the requirements specified herein shall be sufficient ground for their disqualification from running in the elections.
  - d. Supporting Documents in Case of Assumption of Vacancy. Anyone who has a right, pursuant to/by operation of the provisions herein, to assume a vacant University Student Council position shall not be allowed to assume such position until they have satisfied all the requirements stipulated herein (except in the case of one who as a qualified candidate, had already complied with the aforecited requirements).

## **V. CAMPAIGN**

- a. Campaign Materials.
  - Candidates profiles and parties' platforms which can help the voters decide who to vote before the election, and the voter's guide (UP Diliman students voting procedure flow chart) shall be posted at the official UP Diliman website.
  - The official accounts of the OVCSA, OSPA, and all student councils and governments shall be utilized for the proliferation of all common campaign materials of the candidates, as well as informational materials regarding the elections.

- All student councils and governments are compelled to utilize all means to proliferate the common campaign materials, and to treat all candidates without prejudice in online spaces they manage.
- Black propaganda materials from candidates and their party members, especially those baselessly damaging the character and well-being of candidates and their party members in a manner irrelevant to the candidates' platforms and principles—not to be confused with valid, good faith criticisms—as determined by the student electoral boards are prohibited.
- Each party is allowed to spend a maximum of P3.00 for every registered student as financial expenses for all the campaign materials used. The parties and candidates shall submit a financial report regarding campaign spending to the USEB.

b. Campaign Activities.

- As an alternative to room-to-room campaigning, the candidates are allowed to enter online synchronous classes as permitted by the instructor.
- The College Secretaries, or their representatives, are encouraged to provide the candidates with contact details of instructors, with their consent, in order for the candidates to be able to ask for permission to enter a synchronous class.
- In order to accommodate for the limitations of a remote setup, all instructors are encouraged to provide at least five minutes for campaigning.
- There shall be an expanded miting de avance per cluster of colleges as determined by the USEB before the elections.
- College rallies and/or fora are allowed provided there is permission from the colleges concerned.
- The Philippine Collegian shall be requested to give equal space for the campaign platforms of the parties / candidates.

c. Violations.

- Deans, college secretaries, and the student electoral boards of the different colleges and units shall be deputized to order the removal of illegal campaign materials wherever they may be posted. These campaign materials shall be removed and concerned parties shall be warned of possible disqualification from candidacy.
- A team composed of members deputized by the USEB shall routinely check for illegal campaign materials. The team shall order the removal of illegal campaign materials wherever they may be posted.
- Official accounts of the candidates for campaigning shall be disclosed to the USEB for monitoring.



- The tearing down and confiscation of illegal materials shall be without prejudice to appropriate sanctions that the University Student Electoral Board shall impose upon the erring party.
  - Disciplinary action shall be imposed on parties that violate these guidelines.
    - First offense – formal warning
    - Next offense – disqualification of 6 councilors drawn by the USEB at random
    - Third offense – disqualification of whole slate
    - Depending on the seriousness of the offense, the Board may directly disqualify the erring party.
  - For independent candidates who violate these guidelines, the sanctions shall be:
    - First offense – warning
    - Second offense – disqualification
- d. Convocations. The University and College Student Electoral Boards shall organize at least one University convocation and one college convocation, respectively (in the latter case, at least one convocation in each college/unit), within the third and the fourth week of the election period. Provided, that no convocation shall be held later than one day before the elections.

## **VI. ELECTION**

- a. Election Time. The election polls shall be open without break for the whole duration of the specified election voting period.
- b. Election Platform. The means and conduct of the remote voting proper, and its relevant processes, shall be determined by the USEB at such a time when the technological and logistical requisites are finalized.

## **VII. PROCLAMATION OF WINNING CANDIDATES**

The University Student Electoral Board shall proclaim the winning candidates for all University Student Council positions upon completion of the tabulation of elections results. A copy of the list of duly elected University Student Council officers and other members shall be forwarded to the Chancellor. Copies of the same shall be posted in the official social media accounts of the Philippine Collegian, OVCSA, OSPA, and other official student publications per college.

## 2021 USC Online Elections' Calendar of Activities

DATE/TIME	VENUE	ACTIVITY
<b>Election Period</b>		
May 4 (Tues) to May 12 (Wed)	Online/OSPA email	Start of filing of certificates of candidacy (CoCs)
May 4 (Tues) to 7 (Fri)	Online/Social Media (per College)	Posting of list of electors
May 10 (Mon) 3:00pm	Zoom	USEB meeting with members of the CSEB/election poll clerks and technical team for an orientation of the Supplementary Guidelines for the Conduct of Online Student Elections (2021 USC Elections) Technical Training for Halalan Volunteers (c/o UCC)
May 12 (Wed), 5:00pm	Online/OSPA email	Deadline for filing of CoCs
May 13 (Thu) to May 14 (Fri)	Email	OSPA to process CoCs; to request College Secretaries, Office of Student Ethics for Academic and conduct eligibility of prospective candidates
May 17 (Mon) 9:00am	Zoom  Online/Social Media  Online/OSPA email	USEB deliberation on certificates of candidacy;  Release of the first official list of candidates;  Start of filing of protest on candidates;
May 18 (Tues) 3:00pm	Zoom	USEB meeting with party representatives and independent candidates to explain guidelines and schedule of election

DATE/TIME	VENUE	ACTIVITY
May 19 (Wed), no later than 12nn  May 19 (Wed), 3:00pm	Online/OSPA email	Deadline for filing of protests on candidates;  USEB meeting to act on protests, if any; and to approve official ballot Test run of Halalan software (party reps, independent candidates, USEB, UCC)  Release of the final official list of candidates
May 20 (Thur)	OSPA & OVCSA email	Deadline for submission of campaign materials for printing and mailing to students w/out internet access  Start of registration for manual voting
May 20 (Thur) to Jun 8 (Tues)	Online campaigning  Zoom  OSPA & OVCSA social media pages & email	Official Campaign Period;  College convocations Online Classroom Campaigning  Start of Halalan Publicity Campaigns
May 20 (Thur)	Colleges/Institutes/Schools	Encoding of electors and candidates by CSEB's Halalan technical staff & UCC
Jun 7 (Mon), June 8 (Tues) AL – June 7 am SSL – June 7 pm ME – June 8 am ST – June 8 pm	Zoom	Miting de Avance per cluster
Jun 8 (Tue), 11:59pm	End of Campaign Period Last day of posting of online campaign materials  Last day of registration for manual voting	

DATE/TIME	VENUE	ACTIVITY
Jun 9 (Wed) to Jun 14 (Mon) 6pm	University-wide Student Council Elections and College Council Elections of ENGG, NCPAG, STAT, CMC, SLIS, CMu, CHE, CHK, Educ, Archi, CSWCD, CSSP	
Jun 14 (Mon), 6pm onwards	Zoom and FB live	Canvassing of Votes/Proclamation of Winners
Jun 15 (Tue)	Official announcement/transmittal of election results and proclamation of winners to Chancellor	
Post Election		
Jun 15 (Tue) to Jun (21) (Mon), no later than 12nn	Online/OSPA email	Filing of post-election protests, if any
Jun 22 (Tue)	Zoom	USET meeting to act on election protest, if any
July-August	Transition from incumbent to incoming USC Turn-over and affirmation ceremony Orientation to working in the bureaucracy	