


**Memorandum No. JFA-2023-002**

**TO :** **PROSPECTIVE CANDIDATES and STUDENTS  
DEANS and COLLEGE SECRETARIES**  
UP Diliman

**From :**   
**Prof. JERWIN F. AOPAO**  
Vice Chancellor for Student Affairs and  
Chair, 2023 University Student Electoral Board

**Subject :** **Election Reminders and Candidacy Requirements**

**Date :** **12 September 2023**

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In relation to the Special Student Elections, the University Student Electoral Board (USEB) reminds all prospective candidates of the qualifications and requirements to be eligible for candidacy:

1. Eligibility

A student must possess and satisfy the following qualifications:

- a. must be of good academic standing as defined by the University of the Philippines System Code;
- b. must carry the normal load prescribed by the college during the semester of the elections; and
- c. must not have been found guilty in any disciplinary case of any act involving moral turpitude as defined in the Revised Penal Code

2. Requirements

Candidates must fulfill the [candidacy requirements](#).

- a. USEB Form 1 (Certificate of Candidacy) – The Certificate of Candidacy must be certified by the College Secretary for academic eligibility and by the College Dean, Chair of Office for Student Ethics, and Director of Office of Anti-Sexual Harassment for conduct eligibility.
- b. USEB Form 2 (Personal Information Sheet) – Provide accurate and up-to-date personal information. This will be used for official purposes during the election process.
- c. USEB Form 3a/3b (Affidavit of Undertaking) – Candidates graduating at the end of the current semester must complete and submit the appropriate Affidavit of Undertaking.
- d. Prepare and present political party or individual platform outlining the vision, goals, and plans if elected.

3. Reminders

- a. Candidates will process their academic and conduct qualifications. Failure to meet these qualifications and requirements will result in the disqualification of candidacy.
- b. The filing of CoC begins on 12 September 2023 and ends on 18 September 2023, 12NN.

- c. The official campaign period begins on 25 September 2023 and ends on 2 October 2023.

Students are encouraged to review the election guidelines thoroughly and meet all deadlines associated with the election process. For questions and clarifications, please reach out to the HalalanUPD Secretariat at [halalan.upd@up.edu.ph](mailto:halalan.upd@up.edu.ph).

For widest dissemination, please.

Thank you.

cc: Chancellor Edgardo Carlo L. Vistan  
OSPA Coordinator Jay-Ar M. Igno  
University Student Electoral Board  
Prof. Carl Angelo Caluag, College of Science  
Prof. Patrick James Serra, College of Social Sciences and Philosophy  
Mx. Jonette May Manalo, College of Mass Communication  
Mx. John Mark C. Montefalcon, College of Arts and Letters  
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Prof. Cecile Angela Ilagan, College of Mass Communication  
Prof. Maxine Rodriguez, College of Arts and Letters  
Prof. Gian Lousse A. Roy, School of Statistics