



9 October 2020

**Dr. Ricardo P. Babaran**  
Chancellor  
UP Visayas

Dear Dr. Babaran,

Good day!

The University of the Philippines Provident Fund, Inc. (UPPFI) will hold its online election for the two (2) sectoral representatives to its Board of Trustees (BOT) on **November 19-20, 2020**. This year, the representative will be from the UP Cebu/ Visayas/ Mindanao cluster, and will serve on the BOT from January 2021 to December 2023.

In this regard, we are informing you of the appointment of the following members constituting the Election Committee for the UP Cebu/ Visayas/ Mindanao cluster:

- Chair: **Ms. Ella O. Tidon**  
HRDO Chief (UP Visayas)
- Members: **Ms. Rebecca P. Bayawa**  
HRDO Chief (UP Cebu)  
**Prof. Jackie Lou J. Tagubase**  
HRDO Chief (UP Mindanao)  
**Ms. May M. Manuel**  
Head Operations Officer  
UPPFI Head Office  
**Ms. Salve O. Paloma**  
Assistant Operations Officer  
UPPFI Head Office

The schedule of activities and rules and regulations of the election are also attached for your reference. **The Election Committee will forward to you the results of the BOT election and, as per UP Provident Fund's by-laws, the results will only become official once you have officially signed the election results.**

Thank you very much and we look forward to your usual support and assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Ryan O. Jonas'.

Prof. James Ryan O. Jonas  
Executive Director



**U.P. Provident Fund, Inc. (UPPFI)**  
**2020 Online Election for UP Diliman/ System/ Baguio**  
**And UP Visayas/ Cebu/Mindanao Clusters**  
**Representatives to the Board of Trustees**

**Schedule of Activities**

<b>DATE</b>	<b>DAY/TIME</b>	<b>ACTIVITY</b>
<b>Oct 19-Oct 30</b>	<b>Monday - Friday</b>	<b>Nomination of Candidates:</b> SG 1-15 SG 16 and above
Nov 3	Tuesday, 12:00NN	Deadline of Nominations
Nov 3	Tuesday, 4:00PM	Announcement of Official Candidates
Nov 4-18	Wednesday - Wednesday	Campaign Period
<b>Nov 19-20</b>	<b>Thursday-Friday</b>	<b>Online Election: Entire day from 8:00AM (Thursday) to 3:00PM (Friday)</b> Link: <a href="https://member.upprovidentfund.com/">https://member.upprovidentfund.com/</a>
Nov 20	Friday, 4:00PM	Tallying of Online Votes
Nov 20	Friday, 5:00PM	<b>Announcement of Tentative Results</b> * Election Results will become official after the protest period and upon official announcement by the Chancellor.
Nov 20	Friday	Submission of Election Results to the Chancellor
Nov 23-24	Monday-Tuesday	Protest Period
<b>Nov 25</b>	<b>Wednesday</b>	<b>Official Announcement of Winners</b>



## **Rules and Regulations on the Election of Sectoral Members of the University of the Philippines Provident Fund, Inc. (UPPFI) Board of Trustees (BOT)**

### Rationale

This document outlines implementing rules and regulations of the election of sectoral members of the UPPFI Board of Trustees. The express intent of this document is to formalize the process of fair election, ensure active participation from all members, and to ensure orderly and systematic control of the election process.

### Guiding Principles

The following rules and regulations follow Article III (Board of Trustees), Sections 4 (d), 6, and 7 (c) of the Amended By-Laws of the UP Provident Fund, Inc., to wit:

*Section 4. Composition – The Board of Trustees shall have a total of eleven (11) members, (including):*

*d. Two (2) elected sectoral representatives from UP Diliman/System Administration/Baguio, UP Los Baños/Open University, UP Manila/Philippine General Hospital, and UP Visayas/Mindanao, representing the following salary grade levels:*

- 1) Employees with Salary Grades 1-15*
- 2) Employees with Salary Grades 16 and above*

*i.*

*Section 6. Elections – Elections shall be governed by the following procedure:*

*a. The Chancellors of UP Diliman, UP Los Baños, UP Visayas, and UP Manila/PGH shall appoint an Election Committee in their respective campus clusters chaired by the Campus Human Resources Development Office (HRDO) Director, consisting of three (3) persons, whose duties will be as follows:*

- 1) To announce the election and nomination periods;*
- 2) To receive the nominations;*
- 3) To conduct the election;*
- 4) To rule on any on-the-spot questions regarding the conduct of the election;*
- 5) To accept the election results from the UP Computer Center; and*
- 6) To submit, in writing, the final results of the election to the Chancellor of the campus cluster.*

*b. The Election Committee shall cause the necessary posting of Notice and other requirements before the election period. The Notices shall contain the periods of nomination and of election, names of candidates for each sector and the list of eligible voters prepared by the Fund Manager.*

*c. If within two (2) working days from the release of election results, no protest against any certified winner is filed, the Chancellor shall certify the winners for the sectoral representatives for their respective campus cluster, and endorse the same to the Board of Regents through the President, for appointment of the Board of Trustees.*

*d. The Board of Trustees shall promulgate the rules, regulations and implementing guidelines to govern the election and shall cause the circulation of the same to all the members through the campus offices.*

*Section 6. Terms of Office – The following shall be the terms of office of the Board of Trustees:*

*c. Elected Members*



- 1) *An elected member of the BOT shall enjoy a term of three (3) years. In case of a tie vote between two (2) or more candidates having the highest number of votes for the same position, the three-year term will be divided equally between and among such tied candidates, who shall also decide on the order by which each shall serve his/her term.*
- 2) *In case of a vacancy among the elected members of the Board of Trustees, such vacancy shall be filled in by the member who garnered the second highest number of votes; in the absence of such, by an appointee of the UP President upon recommendation by the Chancellor concerned, and shall hold office for the unexpired term.*

In addition to the provisions above, all parties are expected to implement the following rules and regulations in the spirit of abovementioned provisions in the by-laws.

### Implementing Rules and Regulations

#### **Section 1. Election Committee**

The Election Committee will be convened prior to the start of the Nomination Period. The UP Provident Fund Management and the cluster Co-Fund Manager will assist the Election Committee in the fulfillment of all its duties.

The Election Committee shall be composed of:

1. HRDO Director – Chair (If there are two (2) HRDO Directors, the unit with more members shall become Chair; the other HRDO Director/s shall be a member)
2. HRDO Director of partner unit/s (if not applicable, HRDO Staff) – Member
3. Co-Fund Manager – Member

#### **Section 2. Voting Eligibility**

A member in good standing, i.e., with no current loan default, shall be qualified to nominate and vote for his/her sectoral representative. The Election Committee shall be provided with a list of members in good standing duly certified by the Fund Manager.

#### **Section 3. Nominating Procedures**

Each member eligible to vote may send his/her nominations for each sectoral representative either to the campus Provident Fund office or directly to the Election Committee within the specified Nomination Period. A member can only nominate a candidate to represent his/her salary grade. Nominations received by the campus Provident Fund office shall be forwarded to the Election Committee.

#### **Section 4. Qualification of Nominees**

Nominees must be:

1. a Filipino citizen;
2. a member in good standing (i.e., with no current loan default); and
3. not retiring within the term of the trustee.





An incumbent board member may be re-elected for another term but may serve only for a maximum of two (2) consecutive terms. The Election Committee shall screen the nominees for election subject to the qualifications listed above. The list of official candidates shall be announced within cluster offices and posted on all UP Provident Fund online.

### **Section 5. Campaign Period**

After submission of the list of official candidates, the cluster UP Provident Fund office of each campus cluster shall perform the necessary posting of notices, information dissemination campaign, and ensure member access to the website before the election period. The promotional materials shall contain the nomination period, names of candidates for each salary grade level, and the list of eligible voters certified by the Fund Manager.

During the campaign period, the Election Committee shall set a trial online election process to ensure the successful implementation during the actual election.

### **Section 6. Election Day**

The voter must have the necessary guidelines and access to online voting. Concerns regarding online access shall be directed to and addressed by the Election Committee and assisted by the Provident Fund staff.

The Election Committee shall monitor the election process until the cut-off time. All concerns will be coursed through the channels from the Election Committee Chair to the Provident campus staff, who will transmit all information to the head office.

### **Section 7. Submission of Election Results and Protest Period**

The tallying and verification shall be finished and concluded during the last day of election. The Election Committee must uphold the confidentiality of online access and manual process for the entire election. The result will be posted online at the designated time as determined by the Election Committee.

In case of fortuitous events, the Election Committee may decide on extending or proposing an alternative date of the election. The members shall be adequately informed of such decisions.

All printed copies or files including tally sheets, and the certification of the results, together with the minutes of the election shall be countersigned by the Election Committee members. The election report will be submitted to the Chancellor who will certify the winning candidate.

The Chancellor shall certify and announce the winner on the day after the protest period, if no protest is filed. The UP President shall inform the Board of Regents of the names of the newly elected trustees.



## **Section 8. Budgets and Personnel**

The Election Committee shall be provided a budget by the Executive Director for the execution of the election. The Executive Director shall release the budget for the election to the Chair of the Election Committee in the form of cash advance, through the campus Co-Fund Manager.

The Chair of the Election Committee shall liquidate the advances made from the UPPFI office not later than the end of the election month. All expenses presented must have appropriate supporting documents.

The staff of the campus Provident Fund office will act as secretariat and will assist in the election process. The Provident Fund campus office shall receive nominations and shall notify the Election Committee. The secretariat will also serve as direct liaison to nominees and will receive the Acceptance of Nomination form, Personal Data Sheet with a 2x2 colored photo, and his/her platform.