



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II EDSA cor. Mapagmahal St.
Diliman, Quezon City

*By
2/14/05*

February 14, 2005

MEMORANDUM CIRCULAR
NO. 2005-10

TO : ALL CITY MAYORS, MUNICIPAL MAYORS, DILG
REGIONAL DIRECTORS AND OTHERS CONCERNED

SUBJECT : POLICIES AND GUIDELINES GOVERNING THE
ELECTION OF THE VMLP NATIONAL OFFICERS

The Vice-Mayors' League of the Philippines (VMLP) will hold their 15th National Convention on March 15-17, 2005 at the Century Park Hotel, Malate, Manila. The highlight of the said convention is the election of their new set of National Officers for CYs 2005-2007.



ELECTION POLICY AND GUIDELINES
OF THE
VICE MAYORS' LEAGUE OF THE PHILIPPINES

**As amended by the National Executive Board
during its 1st Quarter Meeting on
April 28, 2003
Bohol Plaza Resort, Bohol**

Republic of the Philippines
Department of the Interior and Local Government
VICE MAYORS' LEAGUE OF THE PHILIPPINES
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ELECTION POLICY AND GUIDELINES
OF THE
VICE MAYORS' LEAGUE OF THE PHILIPPINES

SECTION 1. – **DEFINITION OF TERMS:** For purposes of this policy the following shall mean:

- a.) Members in good standing – those who have paid their membership fee of P1, 000.00 and annual dues of P2, 000.00 or term payment of P5, 000.00. (Art V, Sec 4 of VMLP CBL).
- b.) Financial liability – means any unremitted or unliquidated amount of money to the VMLP provincial chapter, VMLP regional assembly, or VMLP National.

SECTION 2. – **THE SCHEDULE OF VMLP** election shall be as follows, to wit:

- a.) Provincial Chapter Election – within 60 days from date of assumption of office as vice mayor (June 30, 12:00 noon);
- b.) Regional Assembly Election – within 60 days after the 60 days Provincial Chapter election period;
- c.) National Election – 60 days after the Regional Assembly election period.
- d.) Should the election period of a certain provincial chapter and or regional assembly expire without the said province or region conducting its election, the National Secretariat shall decide the date and place of the election of the said place.
- e.) No Regional Assembly Election shall be held without first holding all Provincial Chapter Elections within said Region.

SECTION 3. – **QUALIFICATIONS** – the following shall be qualified to Vote and be Voted upon in any VMLP elective positions, to wit:

- a.) Must be a duly elected / appointed Vice Mayor;
- b.) To vote and voted upon, one Must be a member in good standing;
- c.) All candidates:
 - i. for Provincial President, Provincial Treasurer and Provincial Secretary General; Regional Chairman, Regional Treasurer, Regional Secretary General must already have paid in full the term payment and membership fee, at the latest, on the day of the election.
 - ii. for any National positions, must already have paid in full the Term Payment and the membership fee on the day of the election.

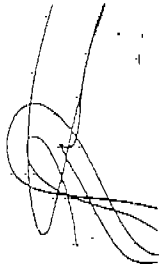
SECTION 4. - VMLP COMELEC. COMPOSITIONS - the following shall sit as members of the VMLP COMELEC during the Provincial Chapter or Regional Assembly Elections, to wit:

a) **PROVINCIAL CHAPTER ELECTION**

- i. DILG Provincial Director as chairman;
- ii. Two (2) officers of the Chapter duly approved by the membership who have no intention to run as Provincial Chapter Officers, as members.

b) **REGIONAL COUNCIL ELECTION**

- i. The Regional Director of the DILG or his representative as Chairman;
- ii. Two (2) officers of the Region duly approved by the membership who have no intention to run as Regional Assembly Officers, as members.



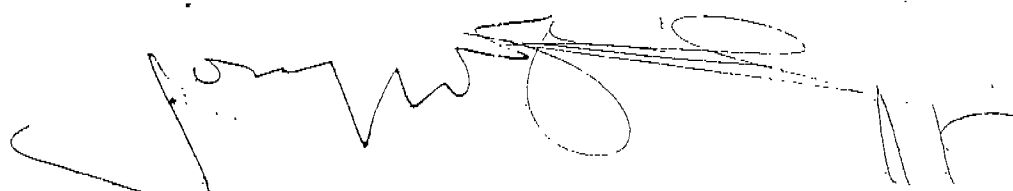
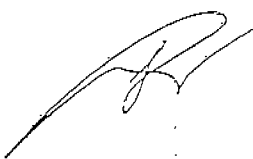
SECTION 5. - **Representative from the National Office**

- a). There shall be no Regional Assembly Election without any representative from the VMLP National Office to supervise the election.
- b). No person is allowed to represent the VMLP NATIONAL if he/she is not equipped with an authority duly signed by the VMLP National President.
- c). Said authority shall state the name of the authorized representative and the duties and functions during the conduct of the Regional Assembly Election.
- d). Provincial Chapter elections may be held without the representative from the national office; provided that the National President or his/her alternate shall inform the DILG Provincial Director and request the same to conduct and supervise the election. Provided further, that in the letter-request from the VMLP National President to the DILG Provincial Director specific instructions as to the collection and remittance of the membership fees and annual dues or term payments be provided therein.



SECTION 6. - QUORUM - To determine a quorum, the following shall be the basis, to wit:

- a.) Provincial Chapter Election - Fifty (50%) percent of the total Provincial Chapter membership, who themselves must be members in good standing, constitute a quorum;
- b.) Regional Council Election - Fifty (50%) of those who have registered and are in good standing constitute a quorum, and;
- c.) National Election - Thirty (30%) of those who have registered and are in good standing constitute a quorum.
- d.) The Secretariat - shall certify the quorum. For the Provincial Chapter Elections, the secretariat formed by the DILG Provincial Director; For the Regional Assembly Elections, the VMLP Secretariat; for the National VMLP Election, the VMLP Secretariat.



- e.) No provision in this section shall be altered, changed or dispensed from being implemented unless through a resolution from the National Executive Board and only on their regular quarterly meeting shall said resolution emanate therefrom. Provided, that said resolution explicitly identifies the province or region and the reasons thereat.

SECTION 7. - **MANNER OF VOTING** - VMLP Election shall be by secret balloting, the result of which shall be verified by the DILG representative, attested to by the VMLP National Office Representative.

- a. Should a candidate or more is unopposed for the position aspired to, one (1) ballot for one vote shall be enough to declare him/her elected for the said position.
- i. Provided, that at least 50% of the registered participants are certified members in good standing.
 - ii. Provided further that the Board of Directors shall draw lots in order for them to establish their seniority.

SECTION 8. - **SETTING OF DATE AND VENUE OF THE ELECTION**

- a.) The VMLP National Secretariat shall notify the incumbent Provincial Chapter President or the next in line officer in case of incapacity of the former, as to the specific date, time of the Provincial Election who shall in turn communicate to their respective DILG Provincial Directors, for the issuance of an invitation to all Municipal and City Vice Mayors.
- b.) The venue of the Provincial Chapter Election is left to the discretion of the Chapter, and who in turn shall inform the National Secretariat for coordination.

SECTION 9. - **INCAPACITY OF BOTH PROVINCIAL CHAPTER PRESIDENT AND PROVINCIAL CHAPTER VICE PRESIDENT** - Should both the Provincial Chapter President and the Vice Provincial Chapter President be separated from the League, the National President shall choose from the following order, to wit:

- a. From among the remaining Provincial Chapter Officers;
- b. From among the remaining Regional or National Officers who belong to subject province, or;
- c. From among interested VMLP members within the Province who have been a member in good standing in the last year of the latest term.

SECTION 10 - **NOTICE AND INVITATION** - The notice and invitation of all Vice Mayors to attend the Provincial Chapter Election and/or Regional Assembly Election shall emanate from the DILG Provincial Director/Regional Director of the DILG, stating therein the following, to wit:

- a.) The specific venue of the election and registration fee;
- b.) The specific date and time of election;

- c.) The membership fee (P1, 000.00) and annual dues (P2, 000.00) or term payment (5000.00) and the specific amount of the registration fee for the food, snack, and other election expenses during the election;
- d.) The election guidelines of the VMLP duly approved by the ~~NEC~~;
- e.) The Memorandum Circular authorizing the Vice mayors travel.
- f.) All notice shall be sent by the DILG Provincial Director or by the Regional Director at least 10 days before scheduled date of election.

SECTION 11 - REGISTRATION -

- a.) Before any Provincial Chapter Election and/or Regional Assembly be held, the members shall be afforded time to register and pay their membership fee, annual dues, term payment and registration fee.
- b.) The National secretariat shall provide the Official Receipt of the VMLP. During the registration period, the delegates must show proof, ID or license that he is really the same person elected as Vice Mayor in their respective Municipality/City.

SECTION 12 - THE PROVINCIAL CHAPTER OFFICERS - To be elected shall be the following, to wit:

- a.) Provincial Chapter President
- b.) Provincial Chapter Vice-President
- c.) Provincial Chapter Secretary General
- d.) Provincial Chapter Treasurer
- e.) Provincial Chapter Auditor
- f.) Provincial Chapter PRO
- g.) Provincial Chapter Board of Directors (5 members or 1 per district)

SECTION 13- THE REGIONAL ASSEMBLY OFFICERS - to be elected shall be the following, to wit:

- a.) Regional Chairman
- b.) Regional Vice-Chairman
- c.) Regional Secretary General
- d.) Regional Treasurer
- e.) Regional Auditor
- f.) Regional PRO
- g.) Regional Board of Directors (5 members or 1 per province)

SECTION 14 - PROCEDURE OF THE ELECTION - Any VMLP member qualified to run for any position in the Provincial Chapter or Regional Assembly shall:

- a.) File a certificate of candidacy to the VMLP COMELEC on or before the agreed time by the VMLP COMELEC;

(The sample forms shall be provided by the VMLP National Secretariat for reproduction at the Provincial or Regional Level)

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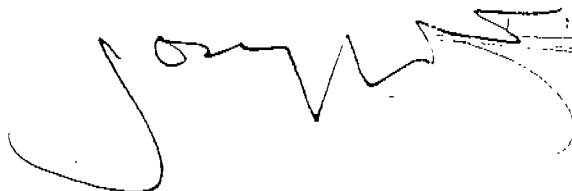
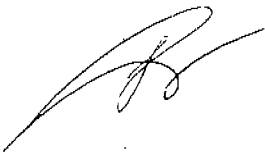
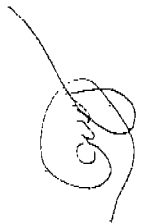
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- b.) The candidates for its position shall be announced and their names be written in black or white board or any paper for tallying purposes;
- c.) The candidates shall be given a maximum of 3 minutes to deliver his campaign speech to the voting VMLP members. The campaign speeches must be highly professional and with no personal attacks;
- d.) The VMLP COMELEC shall call the voting delegates by municipality. Only those who are members in good standing as reflected at the VMLP National Secretariat's record at the registration may vote at the designated place in front and cast their ballots in the ballot box to be provided for by the VMLP COMELEC
- e.) Immediately after the casting of votes, the VMLP COMELEC shall canvass the ballots with the presence of the candidates' duly authorized representatives and thereafter, winners shall be proclaimed.
- f.) No pre-proclamation protest shall be entertained, protest after the proclamation can be entertained if filed within 24 hours after proclamation;
- g.) Ties shall be resolved by drawing of lots or tossing of a coin at the discretion of the candidates involved;
- h.) The VMLP COMELEC shall issue a certification stating the following:
 - i. That there was a quorum due to the presence of how many Vice Mayors' who are members in good standing.
 - ii. That the membership fees and the annual dues or term payment of the members in good standing was already remitted to whom, who acted as VMLP National Representative in case of Regional Assembly election or remitted to the DILG Provincial Director in case of Provincial Chapter election, who will in turn forward said fund to the National Secretariat.
 - iii. That the following Vice Mayors were elected to the position opposite their respective names with their respective votes.
 - iv. That the winners were already proclaimed on the specified time and date; and
 - v. That the winners immediately took their oath as Provincial Chapter Officers of the said Province or as Regional Officers of the Region.
- i.) The VMLP COMELEC shall turnover to the VMLP National Representative, or in his/her absence send to VMLP National Secretariat Office the following, to wit:
 - i. Copy of the Certification prescribed herein by paragraph H;
 - ii. CANVASS Result duly certified by the VMLP COMELEC;
 - iii. List of Elected Officers;
 - iv. Post Proclamation Protest, if any;
 - v. List of members in good standing;



SECTION 15. - **FOR NATIONAL ELECTION COMELEC, ITS COMPOSITION** The National VMPLP COMELEC shall be composed of two (2) DILG representatives preferably the DILG Secretary as Chairman or his duly authorized representative and three (3) members in good standing from the poll of Provincial Chapter Presidents who are not running for any national office coming from Luzon, Visayas, and Mindanao who shall be chosen by drawing of lots, as members.

SECTION 16. - **NATIONAL ELECTIVE POSITIONS**

- a) The National Elective Positions which shall be elected at large shall be as follows, to wit:
1. National President
 2. National Executive Vice-President
 3. National Secretary-General
 4. National Vice-Presidents for Administration
 5. Operation
 6. and Finance
 7. National Vice-Presidents for Luzon
 8. Visayas
 9. and Mindanao
 10. National Treasurer
 11. National Auditor
 12. National Deputy Secretary General for Luzon
 13. Visayas
 14. and Mindanao
 15. National Public Relations Officer for Luzon
 16. Visayas
 17. and Mindanao

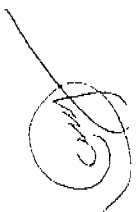
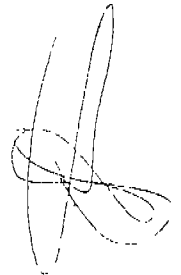
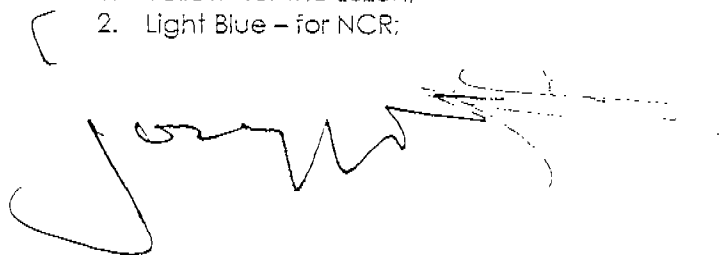
SECTION 17 - **QUALIFICATION** - Any VMPLP member may run for any Elective National Position provided he/she has the following qualification to wit:

- a) Must be a member in good standing and have fulfilled The provisions in Section 3, paragraph c, ii;
- b) Must have filed his certificate of candidacy on time;
- c) Must have no financial liability with the VMPLP;
- d) Must be physically present;

SECTION 18. - **FORMS** - All forms and ballot to be used in the National Elections shall be prepared by the VMPLP National Secretariat

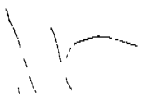
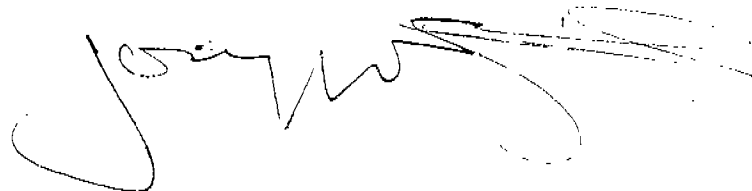
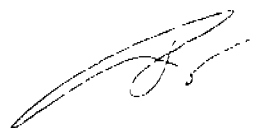
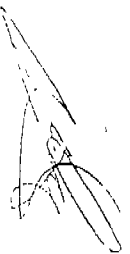
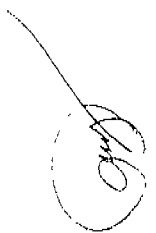
SECTION 19. - **MANNER AND PROCEDURE IN VOTING** - The manner and procedure of voting shall be as follows to wit:

- a) The voting shall be done by secret ballot;
- b) The ballot for the different island shall be different in color;
- c) The color of the ballots shall be as follows, to wit:
 1. Yellow- for the Luzon;
 2. Light Blue - for NCR;



3. Light Cream – for the Visayas, and
4. Orange – for the Mindanao.

- d) There shall be seventeen (17) Regional Voting Centers and shall be manned by their respective Regional Chairman, Vice-Chairman, Secretary, Treasurer or Auditor of the Regional Assembly. In case of absence of any of the five abovementioned, the National Comelec may choose any member in good standing coming from said region.
- e) In case, any of the abovementioned Regional Officers is a candidate for a national position, he or she shall be replaced as watcher by any member in good standing from said region.
- f) Only the candidates for National President are entitled to one (1) watcher in every Regional Voting Centers.
- g) All Voting Centers must bare the list of candidates for each position.
- h) All Regional Voting Centers must have a ballot box of their own, to be provided by the VMLP COMELEC.
- i) All Regional Voting Centers must be with in the view of the VMLP National COMELEC.
- j) All voting shall be done in front of their respective ballot box, where a long table shall be provided to accommodate at least ten (10) voting delegates at the same time.
- k) All voting delegates shall be called by province in alphabetical order, the ballot shall be handed to the delegate after presentation of any of his ID duly laminated with his picture or proof approved by VMLP National COMELEC, and after due verification of the list of members in good standing of their province which shall be done by the Regional Secretary and Treasurer.
- l) After the casting of votes, the Regional COMELEC shall canvass the votes and present the canvass results duly attested to by the VMLP Regional COMELEC to the VMLP National COMELEC for overall tallying in an overall tally board by Regional, and add the grand total of the votes cast for each and every candidate and thereafter proclaim the winners.
- m) Delegates who have already cast their votes must submit themselves back to the regional voting center in charge for indelible ink marking at the right forefinger.



- n) The VMLP National COMELEC shall, after recording at the general tally board and adding above votes garnered from the different regional voting centers, proclaim the winners and immediately facilitate the oath taking of the winners.

SECTION 20 – **CAMPAIGN SPEECH** - All candidates for the National Elective Positions shall be given a maximum of three (3) minutes to introduce himself and deliver his campaign speech.

- a). The speech must maintain utmost degree of professionalism and must not contain any attack.

SECTION 21 – **PROCLAMATION PROTEST** - No pre-proclamation protest is allowed.

- a). Post proclamation protest shall be entertained if the same is filed within twenty-four hours from the time of the proclamation.

SECTION 22 – **GENERAL PROVISIONS** - The general provisions shall apply at all times in the enforcement of this policy;

- a.) There shall be no election *in absentia*;
b.) Voting by mail is not allowed;
c.) No political party name shall be allowed;
d.) No intermission numbers shall be allowed, if the purpose or intention is to campaign or favor a certain candidate.
e.) The election rules and guidelines of the Republic of the Philippines shall be the supplementary policy of this guidelines during any VMLP election;
f.) Only Vice Mayor delegates are allowed to enter and campaign inside the convention area;
g.) No campaign paraphernalia shall be placed inside the kit bag;
h.) The VMLP COMELEC shall designate a common poster area outside the convention area;
i.) No black propaganda nor any sort of poison letter shall be allowed.

SECTION 23. – **PENAL CLAUSE** – Any person found guilty of violating any provision of this policy shall be disqualified.

SECTION 24. – **AMENDMENT** – Any provision in this VMLP Election Policy and Guidelines may be amended only through a resolution from the National Executive Board and only on their regular quarterly meeting shall said resolution emanate therefrom. The said resolution must immediately be transmitted to the E LG for approval and implementation.

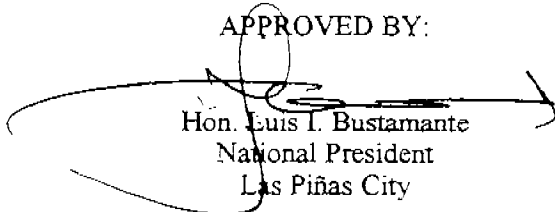
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VMLP Election Guidelines
as Amended and approved by the
National Executive Board
During its 1st Quarter Meeting on
April 28, 2003
Bohol Plaza Resort, Bohol



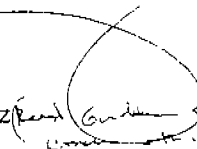
APPROVED BY:


Hon. Luis I. Bustamante
National President
Las Piñas City


Hon. Jesus C. Cruz
National Executive Vice President
Mandaluyong City

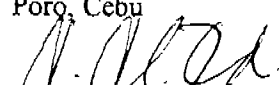
Hon. Jose Francisco Ruben Yatco
National Secretary General
Biñan, Laguna

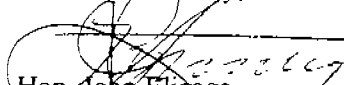
Hon. Lutgardo V. Cruz
National VP for Administration
Navotas, MM

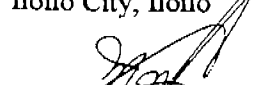
Hon. Alipio D. Fernandez ) 7/15/2003
National VP for Finance
Dagupan City, Pangasinan

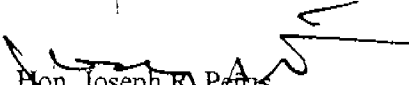
Hon. Ronaldo P. Carcellar
National VP for Operations
Poro, Cebu


Hon. Bernardo L. Valero
National VP for Luzon
San Fernando City, La Union


Hon. Victor V. Facultad
National VP for Visayas
Iloilo City, Iloilo

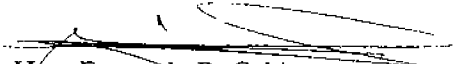

Hon. John Elizaga
National VP for Visayas
Cagayan de Oro City, Misamis Or.

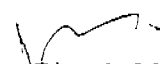

Hon. Mark Allan Jay G. Yambao
National Treasurer
Malabon City, MM

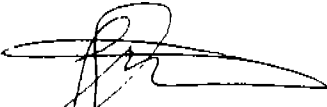

Hon. Joseph R. Pernis
National Auditor
Digos City, Davao del Sur


Hon. Eduardo G. Datu
Deputy Sec. General for Luzon
Bacolor, Pampanga

Hon. Rony L. Molina
Deputy Sec General for Visayas
San Jose, Antique



Hon. Fernando R. Cabigon, SR.
Deputy Sec General for Mindanao
Polanco, Zamboanga del Norte

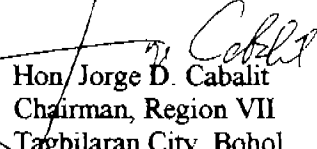

Hon. Ricardo M. Zalamea
National PRO for Luzon
Angeles City, Pampanga


Hon. Florante M. Cayunda, Jr.
National PRO for Visayas
Baybay, Leyte

Hon. Ruben M. Jose
Chairman, Region I
Sta. Barbara, Pangasinan

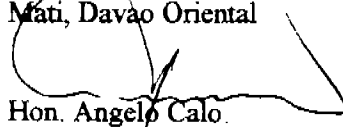
Hon. Warlito C. Trinidad
Chairman, Region III
Balagtas, Bulacan


Hon. Carlos V. Baylon
Chairman, Region V
Daraga, Albay



Hon. Jorge D. Cabalit
Chairman, Region VII
Tagbilaran City, Bohol

Hon. Erico Basilio A. Fabian
Chairman, Region IX
Zamboanga City

Hon. Florinda Isabel Rabat
Chairman, Region XI
Mati, Davao Oriental



Hon. Angelo Calo
Chairman, CARAGA Region
Butuan City, Agusan del Norte

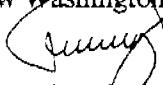
Hon. Mila A. Valera
Chairman, CAR
Bangued, Abra


Hon. Lawrence L. Cruz
National PRO for Mindanao
Iligan City, Lanao del Norte

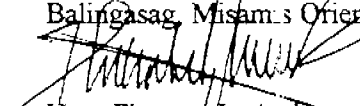
Hon. Rowena M. Tolentino
Chairman, Region II
Aparri, Cagayan

Hon. Gladys N. Nartes
Chairman, Region IV
Sampaloc, Quezon

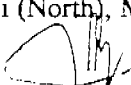

Hon. Dodge A. Pastrana
Chairman, Region VI
New Washington, Aklan


Hon. Efren D. Redona
Chairman, Region VIII
Tabontabon, Leyte

Hon. Alexis S. Quinia
Chairman, Region X
Balingasag, Misamis Oriental


Hon. Florante L. Agduma
Chairman, Region XII
Lambayong, Sultan Kudarat

Hon. Abdullah Salis, Jr.
Chairman, ARMM
Upi (North), Maguindanao


Hon. Jesus C. Cruz
Chairman, NCR
Mandaluyong City, MM



ATTY. ULRIC Q. BADIOLA
NOTARY PUBLIC
UNTIL DECEMBER 31, 2009
IBP No. 04235 - LIFETIME
PTR No. 49275030-15104 Q.C.

to before me this 11th day of March,

*SUBSCRIBED AND SIGNED
2007 at Davao City.*

Doc. No. 652
Pg. No. 19
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