



ELECTION GUIDELINES

I. ELECTION MODALITY

The Board of Directors (BOD) and Officers of the MSU-IIT National Multi-Purpose Cooperative (MSU-IIT NMPC) for the term 2027–2028 shall be elected through the Automated Election System (AES), to be conducted simultaneously in all branches of the Cooperative.

The election period shall run from February 22 to March 16, 2027, inclusive of Saturdays, to provide sufficient time for the conduct of the election and, when necessary, the verification, canvassing, and counting of ballots if manual voting is required.

II. QUALIFICATIONS AND ENGAGEMENT OF ELECTION TELLERS

Each branch shall engage one (1) Election Teller (ET), except the Palao and Tibanga Branches, which, having the largest number of Members in Good Standing (MIGS), shall each engage two (2) Election Tellers.

The Election Committee (ELECOM), in coordination with the Management Information Systems Department (MISD), shall conduct an orientation for all Election Tellers through a blended format consisting of online and face-to-face sessions.

Each branch shall ensure that its Election Teller meets the following qualifications:

1. Must be a non-member and must not be an employee of the Cooperative;
2. Must be of legal age and at least a Senior High School graduate or have completed college-level education;
3. Must not be related to any candidate or Cooperative employee within the fourth degree of consanguinity or affinity;
4. Must be computer literate; and
5. Must be honest, trustworthy, and capable of performing election-related duties impartially.

Each Branch Manager shall be responsible for ensuring that the Election Teller engaged by the branch meets the prescribed qualifications and that no conflict of interest or other circumstance exists that may compromise the integrity of the election.

Any issue or concern arising from the engagement or performance of an Election Teller shall be immediately coordinated with the Branch Manager and, when necessary, referred to ELECOM for appropriate action.

III. VOTING SYSTEM

The election shall primarily be conducted through electronic voting using the Automated Election System (AES).

Manual voting shall be resorted to only in the event of technical or operational problems that prevent or materially impair electronic voting, including, but not limited to, the absence or weakness of internet connectivity, power outages, system failure, or other service interruptions.

To ensure the integrity, transparency, and accuracy of the election, all electronic votes shall be securely backed up. Appropriate security measures shall be implemented to prevent unauthorized access, alteration, loss, or manipulation of election data and to address any discrepancy that may arise.

ELECOM shall provide and control the official ballots and other election materials. Each branch shall prepare ballot boxes and other necessary materials in anticipation of the need for manual voting.



ELECOM, in coordination with the Branch Managers, shall oversee the integrity and proper implementation of both the electronic and manual voting processes.

The winners for each elective position shall be determined based on plurality of votes, unless otherwise provided by the Cooperative's By-Laws or duly approved election rules.

IV. INCENTIVES FOR PARTICIPATION

To encourage maximum member engagement, Members in Good Standing (MIGS) are eligible to receive participation incentives of up to Four Hundred Pesos (Php400.00), broken down as follows:

1. Voting Incentive (Php100.00): Released during the election period upon confirmation that the member has cast his or her vote; and
2. General Assembly Attendance Allowance (Php300.00): Released during the General Assembly, subject to verified attendance and compliance with applicable requirements.

The distribution of incentives and allowances shall be subject to the approved budget and existing financial and accounting policies of the Cooperative.

V. FILING OF CANDIDACY

The filing of Certificates of Candidacy (COC) shall begin on September 21, 2026 and shall close on October 24, 2026. No extension shall be granted beyond the prescribed deadline unless otherwise authorized by the appropriate governing body.

In December 2026, ELECOM shall present its report on the candidates during the first regular meeting of the Board of Directors for the term. Upon receipt and acknowledgment of the report by the BOD, ELECOM shall officially release and notify the candidates of the Final List of Qualified Candidates.

All candidates shall be required to attend the Election Orientation and at least one (1) of the mandatory training sessions prescribed by ELECOM.

For purposes of uniformity and consistency in official election materials, all candidates shall have their official photographs and videos taken at the Head Office in Pala-o, Iligan City.

A candidate who elects to provide his or her own photograph or video shall ensure that the submitted material is of high definition or studio quality, shows the candidate in formal attire, and uses a white background, subject to ELECOM's approval.

ELECOM shall prepare the official campaign materials, including videos, flyers, posters, and other authorized materials, which shall be displayed or made available in all branches.

Official campaign materials shall contain, at a minimum:

1. The candidate's name;
2. A brief biographical profile or bio-note;
3. The candidate's platform or statement of qualifications; and
4. A recent photograph of the candidate.

VI. CAMPAIGN AND ELECTION MATERIALS

The order or arrangement of candidates' names on official posters and ballots shall be determined through a drawing of lots conducted by ELECOM.

The drawing of lots shall be witnessed by two (2) witnesses, consisting of one (1) representative from the Audit Committee and one (1) representative from the Ethics Committee.



Each candidate shall be given a maximum of three (3) minutes for a video presentation introducing himself or herself to the membership.

The official candidate videos and other approved campaign materials shall be displayed or made available in all branches and may also be uploaded to the official website and official social media accounts of MSU-IIT NMPC.

No candidate shall independently produce, distribute, post, or disseminate campaign or election propaganda outside the official election materials authorized and released by ELECOM.

Any form of electioneering by candidates, MSU-IIT NMPC officers, or employees is strictly prohibited. This includes, but is not limited to:

1. Personally posting or sharing campaign propaganda through social media;
2. Campaigning through radio or similar media;
3. Personally soliciting votes through organized gatherings or large crowds;
4. Using Cooperative facilities, resources, personnel, time, or communication channels for unauthorized campaigning; and
5. Engaging in any other activity intended to improperly influence the election.

Any alleged electioneering incident shall be documented and referred to the appropriate committee, including the Mediation and Conciliation Committee (MCC), for proper action in accordance with applicable rules and procedures.

VII. DURING THE ELECTION

All officers and employees of MSU-IIT NMPC shall maintain neutrality and shall not interfere with, influence, or otherwise compromise the conduct of the election.

All election-related concerns, complaints, or incidents shall be formally referred to ELECOM for appropriate action in accordance with these Guidelines and applicable Cooperative rules.

Candidates shall not be elected in absentia. Proxy voting shall likewise be strictly prohibited.

If two (2) or more candidates have the same last name, the voter's ballot must clearly indicate the candidate's first name. A ballot that fails to sufficiently identify the intended candidate shall be treated in accordance with the applicable rules on invalid or void ballots.

In the event of manual voting, ELECOM members, together with the designated Technical Team, shall supervise the canvassing, verification, and counting of ballots.

Only ELECOM shall have the authority to officially announce election results and proclaim the winners. The official proclamation shall be made on the last day of the General Assembly, subject to these Guidelines and applicable Cooperative rules.

Premature disclosure, publication, dissemination, or announcement of partial or unofficial election results is strictly prohibited.

Any person found to have prematurely disclosed or disseminated election results shall be referred to the Ethics Committee for appropriate action.

VIII. PROCLAMATION OF WINNERS

The winners for the various elective positions shall be announced during the last day of the General Assembly. The formal proclamation shall take place during the designated oath-taking or induction ceremony.



The election of the BOD Chairperson and Vice Chairperson shall be conducted within ten (10) days after the General Assembly, in accordance with the Cooperative's By-Laws and applicable rules.

The process shall begin with ELECOM informing the BOD Secretary, who shall issue the appropriate notice of meeting to the members of the Board of Directors.

The BOD Chairperson and Vice Chairperson shall be elected by the members of the Board of Directors through secret balloting.

ELECOM shall supervise the conduct of the balloting and shall officially announce the results immediately after the completion of the voting and determination of the winners.

In the event of a tie, ELECOM shall facilitate a best-of-five (5) coin toss to determine the winner. The candidate who obtains three (3) heads out of a maximum of five (5) tosses shall be declared the winner.

The induction of the elected BOD members and Officers shall be scheduled immediately after the results of the election of the BOD Chairperson and Vice Chairperson have been officially announced.

The induction or assumption of office of any proclaimed winner may be withheld when there is a valid post-voting or post-election protest that, under applicable rules, may affect the validity of the election or the eligibility of the proclaimed winner.

IX. ELECTION PROTESTS

Post-voting protests shall be submitted in writing within three (3) days from the last voting day by any candidate or bonafide member of MSU-IIT NMPC who is entitled to vote.

Post-election protests shall be filed in writing within three (3) days after the last Cluster Assembly and shall be resolved by ELECOM within ten (10) days from receipt of the complete protest and supporting evidence.

All protests shall:

1. Be in writing;
2. Be duly signed by the protestant;
3. Be made under oath, when required;
4. Clearly state the facts and grounds of the protest; and
5. Be accompanied by relevant evidence supporting the allegations.

ELECOM may dismiss a protest that is not supported by sufficient evidence or does not comply with the prescribed filing requirements.

Anonymous and purely verbal protests, whether made before, during, or after the election, shall not be entertained as formal election protests.

Nothing herein shall prevent ELECOM from taking cognizance of credible information concerning an election irregularity when necessary to protect the integrity of the election.

X. GENERAL REQUIREMENTS FOR CANDIDATES FOR THE BOD AND CONSTITUTIONAL COMMITTEES

Candidates for the Board of Directors and Constitutional Committees shall have completed the applicable mandatory courses prescribed by the Cooperative Development Authority (CDA), including the following:



1. Fundamentals of Cooperatives – 16 hours;
2. Governance and Management of Cooperatives – 16 hours;
3. Financial Management – 8 hours;
4. Risk Management – 4 hours; and
5. Credit Management – 4 hours.

Proof of completion of the required courses shall be submitted to ELECOM together with, or within the period prescribed for, the filing of the Certificate of Candidacy.

XI. MINIMUM REQUIREMENTS FOR ASPIRING CANDIDATES TO THE BOARD OF DIRECTORS

Only members who have served for at least two (2) years in a Constitutional Committee, such as the Audit Committee or Election Committee, or in an appointive committee, such as the Credit Committee, Mediation and Conciliation Committee, or Ethics Committee, shall be eligible to run as first-time candidates for the Board of Directors.

Members of committees who will complete the required two-year service period by the end of their term in March 2027 shall likewise be eligible to run, except incumbent ELECOM members.

XII. SPECIFIC QUALIFICATIONS FOR THE BOARD OF DIRECTORS

A candidate for the Board of Directors must meet the following qualifications:

1. Must have a share capital of at least Fifty Thousand Pesos (Php 50,000.00) as of December 31 of the preceding year and must have availed of at least one (1) Cooperative product;
2. Must have been a Member in Good Standing (MIGS) for at least three (3) years;
3. Must be of good moral character;
4. If a first-time candidate, must have served MSU-IIT NMPC for at least two (2) years as a member of a Constitutional Committee, such as the Audit Committee or Election Committee, or of an appointive committee, such as the Credit Committee, Mediation and Conciliation Committee, or Ethics Committee;
5. Must be a college graduate, or must have been a business owner for at least five (5) years with a valid business permit;
6. Must be of legal age at the time of the election; and
7. Must be willing and able to devote no less than four (4) hours to BOD meetings and related official duties, as required.

XIII. SPECIFIC QUALIFICATIONS FOR THE AUDIT COMMITTEE

A candidate for the Audit Committee must:

1. Be at least a college graduate with a degree in Business Administration, preferably with a major in Accounting, or hold another business-related degree; alternatively, the candidate must have completed relevant accounting or business courses or have been engaged in business for at least two (2) years;
2. Be of legal age at the time of the election;
3. Be of good moral character;
4. Have been a member of the Cooperative for at least three (3) years; and
5. Have been a Member in Good Standing (MIGS) for the last two (2) years.

XIV. SPECIFIC QUALIFICATIONS FOR THE ELECTION COMMITTEE

A candidate for the Election Committee must:

1. Be a college graduate;
2. Be of legal age at the time of the election;



3. Be of good moral character;
4. Have been a member of the Cooperative for at least three (3) years; and
5. Have been a Member in Good Standing (MIGS) for the last two (2) years.

XV. GENERAL DISQUALIFICATIONS OF CONSTITUTIONAL COMMITTEE CANDIDATES

A candidate for a Constitutional Committee shall be disqualified if he or she:

1. Holds any elective position in the government;
2. Has a conflict of interest with the business or affairs of the Cooperative;
3. As a member of the Board of Directors, has incurred a leave of absence, whether prolonged, continuous, intermittent, excused, or unexcused, exceeding six (6) regular Board meetings in a year;
4. Has been convicted of a crime involving moral turpitude or gross misconduct in the performance of official duties, or has been found culpable in an administrative case involving such offenses;
5. Is a regular paid employee of the Cooperative;
6. Is related to a regular paid employee within the third degree of consanguinity or affinity;
7. Is an incumbent or outgoing member of the Election Committee (ELECOM);
8. Is an officer of any MSU-IIT NMPC subsidiary cooperative or another primary cooperative;
9. Has served as a member of the Board of Directors for two (2) consecutive terms or as a Constitutional Officer for two (2) years in the same committee;
10. Has been found guilty of violating election rules;
11. Is related by consanguinity or affinity within the third (3rd) civil degree to any appointed member of a Constitutional Committee or Board-created committee; or
12. Is engaged in a business similar to that of the Cooperative or otherwise has a conflict of interest with MSU-IIT NMPC.

XVI. SPECIFIC DISQUALIFICATIONS FOR MEMBERS OF THE BOARD OF DIRECTORS

1. Any BOD member who resigned, was deemed to have resigned, or was dismissed due to dishonesty, falsification of documents, or involvement in any act detrimental to the interest of the Cooperative shall not be allowed to run for any elective position or be appointed to any committee.
2. Any BOD member who resigned, was deemed to have resigned, or was dismissed due to absenteeism shall not be allowed to run for any elective position or be appointed to any committee until four (4) years have passed.

This provision reflects the practice applied in the March 2021 election and shall be subject to confirmation of its consistency with the Cooperative's By-Laws and applicable regulations.

XVII. SPECIFIC DISQUALIFICATIONS FOR CONSTITUTIONAL COMMITTEES

1. Any officer or member of a Constitutional Committee who resigned, was deemed to have resigned, or was dismissed due to dishonesty, falsification of documents, or involvement in any act detrimental to the interest of the Cooperative shall not be allowed to run for any elective position or be appointed to any committee.
2. Any officer or member of a Constitutional Committee who resigned, was deemed to have resigned, or was dismissed due to absenteeism shall not be allowed to run for any elective position or be appointed to any committee until four (4) years have passed.

XVIII. VOTERS' QUALIFICATIONS

A member shall be entitled to vote if classified as a Member in Good Standing (MIGS).

Article II, Section 6 of the By-Laws of MSU-IIT NMPC defines a regular MIGS as a member who meets the applicable membership, financial, and participation requirements, including the following:



1. Has paid the required membership fee of One Hundred Pesos (Php 100.00);
2. Has subscribed to the required capital share of Two Thousand Five Hundred Pesos (Php 2,500.00);
3. Has maintained a savings deposit of at least Five Hundred Pesos (Php 500.00);
4. Has maintained the required average daily balance;
5. Has participated in the required minimum monthly capital build-up as prescribed by the Board of Directors;
6. Has fully paid the initial Mutual Death Assistance Fund contribution and is up-to-date with subsequent contributions;
7. Is not delinquent in the payment of loans or other obligations to the Cooperative;
8. Has not violated any provision of the By-Laws, rules and regulations, circulars, memoranda, or other issuances of the Cooperative Development Authority (CDA), membership subscription agreements, or other instruments required under the By-Laws or prescribed by the Board of Directors;
9. Has patronized the businesses of MSU-IIT NMPC; and
10. Has not engaged, within the past year, in practices contrary to cooperative principles and practices.

Only members who satisfy the applicable MIGS requirements as of the prescribed eligibility date shall be included in the Certified List of Voters.

XIX. AUTHORITY AND RESPONSIBILITIES OF BRANCH MANAGERS

1. Branch Managers shall have the authority to determine the MIGS status of candidates and voters based on the Cooperative's official membership and financial records and applicable By-Laws and policies.
2. The determination of MIGS status shall be made during the first month of the calendar year, or January, unless another eligibility date is expressly prescribed by the By-Laws or approved election rules.
3. Each Branch Manager shall submit to the Head Office the certified list of members determined to be qualified MIGS within the period prescribed by ELECOM.
4. The consolidated MIGS list shall serve as the basis for voter eligibility and, where applicable, the allocation of funds for election participation incentives and other authorized expenditures related to the General Assembly.
5. Branch Managers shall ensure the accuracy, completeness, confidentiality, and proper handling of the MIGS records submitted to the Head Office and shall immediately report any discrepancy or concern affecting voter eligibility to ELECOM.

XX. EFFECTIVITY

These Election Guidelines shall take effect immediately upon approval by the Election Committee and shall remain in force for the 2027–2028 election cycle, unless earlier amended, superseded, or repealed in accordance with the Cooperative's By-Laws and other applicable rules and regulations.

Any amendment, suspension, or repeal of these Guidelines shall not affect the validity of election proceedings that have been conducted or completed prior to such amendment, suspension, or repeal.