

Memorandum No. LRS-2022-007

TO : DEANS AND HEADS OF UNITS
COLLEGE SECRETARIES
COLLEGE STUDENT ELECTORAL BOARD CHAIRPERSONS
STUDENTS
UP Diliman

FROM : 
LOUISE LASHIN R. SONIDO
Vice Chancellor for Student Affairs
2022 University Student Electoral Board Chair

SUBJECT : 2022 Remote Student Elections

DATE : 15 March 2022

On behalf of the University Student Electoral Board (USEB), I hereby issue the call for the 2022 Student Elections of the members of the University Student Council (USC) and the College Student Councils (CSC) who will serve for Academic Year 2022-2023. The conduct of the 2022 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 2022 Remote Student Elections:

Date	Activity
21 March – 30 March, 5PM	Filing of Certificate of Candidacy
5 April	Release of the first official list of candidates Start of filing of protest on candidates
11 April, 12NN	Deadline of filing of protests on candidates
11 April	Release of final official list of candidates
11 – 18 April	Sending out of email to eligible voters
12 April	USEB Meeting with Party Representatives and Independent Candidates Test run of Halalan software
18 – 29 April	Registration on Manual Voting
22 April	Last day for requests to receive printed campaign materials
18 April – 1 May	Official Campaign Period College convocations-Online Campaigning in lieu of RTR Campaigning Start of Halalan Publicity Campaigns

Date	Activity
29 - 30 April	Miting de Avance
1 May, 11:59 PM	End of Campaign Period Last day of posting of online campaign materials
2 May, 8AM - 6 May, 6PM	University-wide Student Council Elections and College Council Elections
2 - 4 May	Manual Voting
8 May, 6PM onwards	Canvassing of votes Proclamation of Winners
10 May	Official announcement/transmittal of election results and proclamation of winners to Chancellor
10 May to 18 May, 12NN	Filing of post-election protests

A detailed calendar of activities is attached for reference. Kindly take note of the dates of alignment meetings and trainings with the UP Computer Center.

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.

For widest dissemination, please.

Thank you.

cc: **Dr. Fidel R. Nemenzo**, Chancellor
Prof. Crizel Sicat-de Laza, OSPA Coordinator
2022 University Student Electoral Board (USEB)
2022 University Student Electoral Tribunal (USET)

2022 USC Online Elections' Calendar of Activities

DATE/TIME	VENUE	ACTIVITY
<i>Planning / Pre-Election</i>		
January	N/A	<ul style="list-style-type: none"> • USC to nominate prospective members of the USEB and USET • To approve HalalanUPD 2022 calendar of activities • To approve HalalanUPD 2022 budget
Feb 14 (Mon)	Online/Email	USC to submit list of USEB and USET nominees
March 8 (Tue)	N/A	VCSA to constitute the 2021 USEB and USET upon the recommendation of the USC
March 10 (Thur), 3pm	Zoom	<ul style="list-style-type: none"> • USEB to meet and plan election activities; Approve proposed election calendar • Call for Elections • Political parties begin mobilization to put up slates
March 15 (Tue), 2pm	Zoom	OSPA and VC meet with the UCC to plan and discuss technical concerns of the online elections
March 15 (Tue), 3:30pm	Zoom	USEB meeting with members of the CSEB: <ul style="list-style-type: none"> • discuss proposed election calendar • HalalanUPD2021 assessment • coordinate and finalize election plans with USEB
<i>Election Period</i>		

DATE/TIME	VENUE	ACTIVITY
March 21 (Mon)	Online/OSPA email	Start of filing of certificates of candidacy
March 30 (Wed), 5pm	Online/OSPA email	Deadline for filing of certificates of candidacy
March 31 (Thu) to April 4 (Mon)	Email	OSPA to process CoCs; to request College Secretaries, Office of Student Ethics for Academic and Conduct Eligibility of prospective candidates, OASH for the Certificate of no pending case
April 5 (Tue)	Zoom Online/Social Media Online/OSPA email Zoom	<ul style="list-style-type: none"> • USEB deliberation on certificates of candidacy; • Release of first official list of candidates; • Start of filing of protest on candidates;
April 11 (Mon), no later than 12nn	Online/OSPA email	Deadline for filing of protests on candidates; USEB meeting to act on protests, if any; Release of final official list of candidates; and USEB meeting to approve official ballot.
April 12 (Tue)	Zoom	USEB Meeting with Party Representatives and Independent Candidates; and Test run of Halalan software
April 19 (Tue) to April 22 (Fri), 2pm - onwards	Via Zoom	Halalan Technical Training and encoding of electors and candidates by CSEB's Halalan technical staff
April 11 (Mon) to 18 (Mon)	UP Mail account	Sending out of email to eligible voters
April 18 to April 29 (Fri)	UP Mail account/FB account/text messaging	Registration on manual voting

DATE/TIME	VENUE	ACTIVITY
April 18 (Mon) to May 1 (Sun)	Online campaigning Zoom Social Media	<ul style="list-style-type: none"> • Official Campaign Period; • College convocations- Online Campaigning in lieu of RTR Campaigning • Start of Halalan Publicity Campaigns
April 22 (Fri)	Last day for requests to receive printed campaign materials	
April 29 (Fri) and April 30 (Sat), 10 am to 12 nn; 4 pm to 6 pm	Zoom	Miting de Avance*
May 1 (Sun), 11:59 pm	End of Campaign Period Last day of posting of online campaign materials	
May 2 (Mon), 8am to May 8 (Sun), 6pm	University-wide Student Council Elections and College Council Elections	
May 2 (Mon) to May 4 (Wed)	Manual Voting	
May 8 (Sun), 6pm onwards	Zoom and FB live	Canvassing of votes/ Proclamation of winners
May 10 (Tue)	Official announcement/transmittal of election results and proclamation of winners to Chancellor	
<i>Post Election</i>		
May 10 (Tue) to May 18 (Wed), no later than 12nn	Online/OSPA email	Filing of post-election protests, if any
May 10 (Tue) to May 18 (Wed)	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	

GUIDELINES ON THE UPD REMOTE STUDENT ELECTIONS MANUAL VOTING SYSTEM AND REQUEST FOR PRINTED CAMPAIGN MATERIALS

Manual Voting is an alternative voting process provided by the Guidelines on Remote Student Elections. This is to accommodate students who do not have internet access and/or who will not be able to process their UP Mail account for the elections. Manual voters who have limited to no internet access may also opt to receive printed campaign materials by registering through this system.

The coverage of manual voting shall include the university-wide and college-level elections.

1. Registration

- a. Registration for manual voting starts on **April 18, 2022** and ends on **April 29, 2022**. The last day for requests to receive campaign materials is **April 22, 2022**.
- b. Students shall register at <https://tinyurl.com/manualvotingupdhalalan2022> to opt for manual voting.
- c. This registration form will be sent to all UP students' registered email address, and will be posted on the following official FB pages: [Halalan UP Diliman](#), [UPD Office of the Vice-Chancellor for Student Affairs](#), [UPD Office of Student Projects and Activities](#).
- d. The registered manual voter shall provide his/her mailing address if he/she wants to receive printed campaign materials.

2. Manual Voting Process

- a. Halalan staff shall print an unmarked ballot to be allotted for each manual student voter.
- b. The student's registered mobile number will be used by the Halalan staff to make a voice call to the student at the time indicated in the registration form.
- c. During the voice call, the voter will first be informed that the entire conversation will be audio recorded. Upon acknowledgment, voters will be asked security questions for identity verification.
- d. After successful verification, the staff shall record the student's casted votes using the printed blank ballot, to be reread to the student and verified before final submission.
- e. All votes and recordings will be treated as confidential data. The Halalan staff will be responsible for the storage of the ballots in a secure drop box during the elections, as well as their disposition after the elections.

3. Dates of Voting and Vote Counting

- a. Manual voting will be conducted from **May 2 - 4, 2022**. This schedule ends earlier than the online automated voting, which lasts until May 8, 2022 at 6:00pm, to give the Halalan UPD Team ample time to count the votes manually and cross-reference with online votes to make sure there are no redundancies.
- b. The data collected through manual ballots will be forwarded to the University Computer Center for the integration of the online automated and manual voting results.