

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

June 17, 1985

MECS MEMORANDUM
No. 93, s. 1985

MECS PARTICIPATION IN KABATAANG BARAMGAY
GENERAL ELECTIONS

To: Deputy Ministers
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents

1. In compliance with Section 3 of Presidential Proclamation No. 2421 declaring the Kabataang Baramgay General Elections on July 13-14, 1985, this Ministry shall assist the KB in the planning and actual conduct of the general elections and the inclosed guidelines regarding the Ministry's participation are being issued for the guidance and reference of all concerned.

2. Regional directors, school superintendents and heads of schools are hereby enjoined to extend maximum support in the election by:

- a. extending support in the publicity campaign by conducting or allowing the conduct of conference and/or meetings on the guidelines and procedures to be followed in the conduct of the elections as shown in the inclosure;
- b. designating the non-formal coordinator to serve as advisers to the KB Board of Election Supervisors specifically in the barangay level;
- c. designating, in close coordination with the KWES, schools which shall be utilized as voting centers.

3. Cognizant of the vital role played by the KB in affording the youth greater participation in the decision-making and policy-making processes of youth in national government efforts, this Office enjoins all concerned to extend maximum support in the effective conduct of this endeavor. A consolidated report on the conduct of the KB Election at various levels from the Division schools superintendents submitted to this Office, (Attn: Deputy Minister for Student Affairs) shall be highly appreciated.

(SGD.) JAINE C. LAYA
Minister

Incl.: As stated

Reference: Department Memorandums:
(No. 218 and 239, s. 1977)

Allotment: 1-2-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index under the following subjects:

ELECTIONS
OFFICIALS

SCHOOLS

KABATAANG BARANGAY GENERAL ELECTIONS
ELECTION GUIDELINES

1.0 QUALIFIED VOTERS

- 1.1 All Filipino citizens who are at least fifteen (15) years of age but not more than twenty-one (21) on the date of the election, are duly registered KB Assembly members of the Barangay where they intend to vote, and who are actual residents therein for at least six (6) months prior to the election.
- 1.2 Any member who reaches his twenty-second (22nd) birthday on the date of the elections can no longer qualify to vote.
- 1.3 When for any valid cause registration has not been conducted in any barangay, the latest registration and membership list shall be made as basis in ascertaining who are qualified to vote.

2.0 QUALIFIED CANDIDATES

- 2.1 All those who are qualified to vote, able to read and write, of good moral character, and shall have accomplished the necessary requirements in the filing of candidacy. No member of the Barangay Board of Election Supervisors shall be qualified as a candidate for any elective position (Sec. 5, Art. X, KB Constitution).
- 2.2 Any member who reaches his twenty-second (22nd) birthday on the date of the elections automatically loses his membership in the organization and, therefore, can no longer qualify to run for elective position.

3.0 ELECTIVE POSITIONS

There shall be in every barangay a KB Council to be composed of a Chairman and six (6) councilors, to be elected by the registered members of the KB Assembly.

4.0 FILING OF CANDIDACY

- 4.1 All qualified candidates shall accomplish their Certificate of Candidacy in triplicate. One (1) copy will be retained by the KBSES, one (1) copy for the candidate, and one (1) copy will be forwarded by the KBSES to the Municipal or City KBSES as the case may be.
- 4.2 The Certificate of Candidacy shall be submitted to the KBSES together with a copy of the candidate's birth certificate or other document or certification as proof of the candidate's age qualification.
- 4.3 A prospective candidate shall be considered as official candidate upon receipt of his copy of the certificate of candidacy duly approved by the KBSES Chairman and attested by the two (2) other members.
- 4.4 The KBSES shall post the names of all official candidates in the voting centers and in at least two (2) public places in the barangay at the end of the period for the filing of candidacy.

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5.0 ELECTION OF KB BOARD OF ELECTION SUPERVISORS

- 5.1 The incumbent KB Chairman or Officer-In-Charge (OIC) shall call a meeting of the KB Assembly to announce the KB General Elections and to elect the members of the KBES composed of a chairman and two (2) members.
- 5.2 The KBES shall be elected by the KB Assembly from among its members, fifteen (15) days immediately prior to the regular election.

6.0 VOTING CENTERS

- 6.1 Voting centers shall be designated in each barangay by the KB Board of Election Supervisors.
- 6.2 Where the designation of individual barangay voting centers is not feasible, the Regional Board of Election Supervisors (RBES) in consultation with the Provincial, City and Municipal Board of Election Supervisors shall undertake the designation of voting centers.
- 6.3 Location of voting centers shall not be changed unless authorized by the KBES.
- 6.4 Voting centers shall be open on Election day from 8:00 AM until 4:00 PM.

7.0 CAMPAIGN

- 7.1 No candidate shall be allowed to solicit and raise campaign funds without the approval and sanction of the KBES.
- 7.2 Each candidate shall spend not more than Three Hundred Pesos (P300.00) for any barangay position nor more than One Thousand Pesos (P1,000.00) for any federation position.
- 7.3 Campaign materials shall be limited only to hand made posters, handouts, leaflets, body tags and other inexpensive paraphernalia.
- 7.4 Members of the KBES are absolutely prohibited from campaigning for or against any candidate.
- 7.5 Only KB Assembly members are allowed to campaign for or against any candidate.
- 7.6 Campaigning should be done beyond the twenty-five (25) meter radius from the polling place.
- 7.7 No campaigning will be allowed within the perimeter of the polling area.
- 7.8 Violations of the campaign rules stated herein shall be sufficient grounds for disqualification of the candidate concerned.

8.0 POLL WATCHERS

- 8.1 Every candidate has the right to appoint one (1) poll watcher for the canvassing and counting of votes in each canvassing area.
- 8.2 Poll watchers shall stay only at the places designated by the KBES.

- 9.3 The poll watcher shall witness and inform himself of the proceedings of the KEBES, and take notes of what he may see or hear, file a protest against any irregularity and to obtain a certificate as to the filing of such protest and/or resolution thereof.

9.0 PREPARATORY ACTS BEFORE VOTING

- 9.1 The KEBES shall inspect the voting center and shall see to it that no propaganda materials or paraphernalia of any candidate are posted inside the voting center or within a radius of twenty-five (25) meters thereof.
- 9.2 Names of official candidates shall be posted prominently at the voting center.
- 9.3 The KEBES shall open the ballot box, empty its compartments and exhibit the same to all present to show that the box is empty.
- 9.4 The KEBES chairman shall show to the public and watchers present that the ballots are intact and that there are no writings or markings therein.
- 9.5 The KEBES chairman shall then announce the opening of the voting which shall start promptly at 8:00 in the morning and shall end at 4:00 in the afternoon.

10.0 RULES TO BE OBSERVED DURING VOTING

- 10.1 Voters are required to present their birth certificates or any document attesting to their age being within the 15-21 range.
- 10.2 A registered KB member who is illiterate or physically disabled and cannot prepare the ballot by himself shall be assisted by a person of his confidence preferably a relative or by any member of the KEBES who shall not reveal to others the contents of the ballot prepared by him.
- 10.3 Members of the KEBES shall vote in the same voting center.

11.0 FORBIDDEN ACTS DURING VOTING

- 11.1 No voter shall be allowed to prepare his ballot outside the voting booth or to exhibit its contents to any other person.
- 11.2 Watchers shall not be allowed to enter places reserved for voters and the KEBES or to mingle and talk with voters.
- 11.3 No person carrying any firearm or any other deadly weapon shall be allowed to enter the voting center or stay within a 200 meter radius thereof.
- 11.4 Candidates are prohibited to enter or stay in the voting center except to vote or challenge a voter casting his vote.

12.0 PROCEDURE OF CASTING VOTES

- 12.1 Voter shall give his/her name and show his birth certificate or any document attesting to his/her age being in the 15-21 range.
- 12.2 The KEBES chairman shall announce distinctly the voter's name

- 12.3 If not challenged, or if having been challenged, the question was decided in his favor, the voter shall print his name and shall affix his signature in the proper space in the Master List of Voters.
- 12.4 The voter shall be reminded to fill the ballot secretly inside an unoccupied booth, not to use any other ballot and return the same correctly folded.
- 12.5 A voter must be warned not to show the contents of his ballot to anybody, not to put any mark thereon, not to erase, deface or tear the same.
- 12.6 The voter upon receiving the ballot shall enter an unoccupied booth and fill the ballot secretly. After filling up the ballot, the voter shall then return it to the KOBES chairman folded in the same manner as when he received it.
- 12.7 After finding everything in order, the chairman shall then deposit the folded ballot in the compartment for valid ballots.

13.0 CLOSING OF THE VOTING

- 13.1 Voting shall close at exactly 4:00 in the afternoon.
- 13.2 However, if there are still voters present within 30 meters in front of the voting center who have not yet cast their votes, the voting shall continue but not for as long as to allow voters to cast their votes.
- 13.3 Poll clerk shall list down the voter's name and require them to affix their respective signatures opposite their names.
- 13.4 The names of the voters shall be called in the order in which they are listed. Voters who are not present when their names are called shall not be allowed to vote.

14.0 PREPARATORY ACTS BEFORE COUNTING OF VOTES

- 14.1 The KOBES shall attach a tally board on a wall or on a blackboard in the voting center which shall be placed in such a way that it shall be in plain view of the watchers and the public.
- 14.2 The election returns shall also be placed on the wall or blackboard or if it will ensure, a clearer and more accurate recording of votes thereon; said returns may be accomplished on the table, but it should be within the plain view of watchers.
- 14.3 The KOBES shall unlock and open the ballot box, take out the ballots, proceed to examine the ballot without unfolding them and count the ballots and compare the number thereof with the number of voters who have voted.
- 14.4 The KOBES shall unfold the ballots from separate piles of 100 ballots each.
- 14.5 The KOBES Chairman shall then proceed to the counting of votes starting with the first pile assuming such a position as to enable all or at least a majority of the watchers to read the names written in the ballots.

15.0 COUNTING OF VOTES

- 15.1 Immediately after the closing of voting, the KKBES chairman shall tear in half all unused ballots across the middle portion thereof.
- 15.2 The KKBES shall then proceed to count the votes cast by the voters publicly and shall not be adjourned, postponed or delayed until fully completed.
- 15.3 As the chairman reads the votes, a Board member shall record each vote in the election returns Tally Sheet Form, and the other member shall do likewise on the tally board.
- 15.4 The recording of votes, the posting of totals, the affixing of the initials of the KKBES members after the last vote is recorded shall be made in the same manner in the election returns.

16.0 FINAL PROCEEDINGS

- 16.1 Upon completion and certification of the election returns, the KKBES Chairman shall orally and publicly announce the total number of votes received in the voting center by each and every one of the candidates.
- 16.2 The KKBES shall accomplish five (5) copies of the Summary Election Form. One (1) copy will be retained by the KKBES, and the rest will be sent to the Municipal/City, Provincial, Regional and National KB Board of Election Supervisors.
- 16.3 The KKBES shall issue a certificate of votes obtained by the candidates to duly appointed watchers who may request for it.

17.0 ELECTION PROTESTS

- 17.1 All election protests shall be made in writing and submitted to the KB Board of Election Supervisors within twenty-four hours after election day.
- 17.2 Should there be no protests filed within this period, the KKBES shall proclaim the winners.
- 17.3 In the event that an election protest is filed, the KKBES shall convene immediately to decide the controversy.
- 17.4 The decision of the KKBES may be appealed to the Municipal Board of Election Supervisors whose decision shall be final.
- 17.5 The decision on a protest filed in relation to the conduct of federation elections may be appealed to the Board of Election Supervisors of the next higher level of federation whose decision shall be final.

18.0 ELECTION BOARDS

- 18.1 Election boards shall be composed of a Chairman and two (2) members.
- 18.2 Membership in the election boards at all levels shall be by election, except in the City/Provincial/Regional and National level where one (1) member shall be appointed.

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18.3 No member of the election boards in any level shall be qualified as a candidate for any position either in the KB Councils or in the Federation.

19.0 GENERAL POWERS & FUNCTIONS OF ELECTION BOARDS

- 19.1 Supervise and coordinate all activities relative to the conduct of the election.
- 19.2 Decide election protests.
- 19.3 Accomplish, process and transmit required election forms.
- 19.4 Distribute and retrieve required election forms.
- 19.5 To stop any illegal election activity, or confiscate, tear down and stop any unlawful, libelous, misleading or false election propaganda.

20.0 KB BOARD OF ELECTION SUPERVISORS (BARANGAY-LEVEL KBES)

- 20.1 Members of the barangay-level KBES shall be elected from among the registered members of the KB Assembly.
- 20.2 Exercise those powers and functions provided for under Section 19 in its level.
- 20.3 Submit the list of its chairman, councilmen and members and other pertinent data to the Provincial/City KB Coordinating Offices.

21.0 KB MUNICIPAL BOARD OF ELECTION SUPERVISORS (KMES)

- 21.1 Members of the KMES shall be elected from the assembly of KB Chairman.
- 21.2 Exercise those powers and functions provided for under Section 19 in its level.

22.0 KB CITY BOARD OF ELECTION SUPERVISORS (KCES)

- 22.1 Two members of the KCES, one of which is the Board Chairman, shall be elected from the assembly of KB Chairman. The KI City Coordinator or his duly authorized representative shall act as the third member.
- 22.2 Exercise those powers and functions provided for under Section 19 in its level.

23.0 KB PROVINCIAL BOARD OF ELECTION SUPERVISORS (KPES)

- 23.1 Two members of the KPES, one of which is the Board Chairman shall be elected from among the assembly of Municipal Federation Presidents. The KB Provincial Coordinator or his duly authorized representative shall act as the third member.
- 23.2 Exercise those powers and functions provided for under Section 19 in its level.

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24.0 KB REGIONAL BOARD OF ELECTION SUPERVISORS (KRBES)

- 24.1 Two (2) members of the KRBES, one of which is the Board Chairman, shall be elected from the assembly of Provincial and City Federation Presidents. The KB Regional Manager shall act as the third member.
- 24.2 Exercise those powers and functions provided for under Section 19 in its level.

25.0 KB NATIONAL BOARD OF ELECTION SUPERVISORS (KBNBES)

- 25.1 Two (2) members of the KBNBES shall be elected from the assembly of Regional Federation Presidents.
- 25.2 The Chairman of the Kabataang Barangay Foundation, Inc., or her duly authorized representative shall act as the Board Chairman.
- 25.3 Exercise those powers and functions provided for under Section 19 in its level.

26.0 FEDERATION ELECTIONS

- 26.1 Elective positions are as follows:

- 26.1.1. Federation President
26.1.2. Federation Vice-President
26.1.3. Federation Secretary
26.1.4. Treasurer
26.1.5. Auditor
26.1.6. Other positions as may be deemed necessary.

- 26.2 The Executive Committee of the Municipality/City/Provincial Federations shall be composed of not less than five (5) but not more than eleven (11) members which shall at all times be odd-numbered.
- 26.3 In a Federation of less than 11 members, all shall automatically compose the Executive Committee.
- 26.4 If there are less than five (5) members or there is an even number of members in the Executive Committee, the President with the approval of the Committee shall appoint additional members which in no case shall exceed the minimum eleven (11) provided that the members so appointed shall come from among the ranks of the next lower level of federation.
- 26.5 Appointive Positions - Chairmanship of the Committee on Finance, Education, Organization and Planning, Information and Special Projects.
- 26.6 Elections shall be conducted by Secret Balloting.
- 26.7 A quorum of two-thirds (2/3) of the total number of members is required before the Assembly may transact business.

27.0 PROVISO

"A KB Officer who while in office, shall have lost his membership under Section 2 of this Article shall be allowed to continue to exercise his powers and duties and enjoy the rights and privileges appurtenant thereto but which shall automatically cease upon the expiration of his term of office". (Section 3, Article III, amended KB Constitution)



KABATAANG BARANGAY GENERAL ELECTIONS
TIMETABLE OF ACTIVITIES

<u>DATE</u>	<u>ACTIVITY</u>
June 3 - 7, 1985	Coordination with support agencies
June 10- 14, 1985	Coordination with local government units
June 15- 23, 1985	Barangay assemblies; information dissemination
June 29, 1985	Election of KB Board of Election Supervisors
July 1 - 5, 1985	Period for filing of candidacy
July 6 - 11, 1985	Campaign period
July 13- 14, 1985	Barangay level elections
July 15- 26, 1985	Retrieval and collation of barangay level results
July 27- 28, 1985	Municipal/City Federation elections
July 29- August 2, 1985	Retrieval and collation of Municipal/ City Federation election results
August 3 - 4, 1985	Provincial Federation election results
August 5 - 9, 1985	Retrieval and collation of Provincial Federation election results
August 11, 1985	Regional Federation elections

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