



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG NAPOLCOM CENTER

EDSA corner Quezon Avenue, West Triangle, Quezon City



MEMORANDUM CIRCULAR

NO. 2016-87

June 23, 2016

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, ARMM REGIONAL GOVERNOR, DILG REGIONAL DIRECTORS AND OTHERS CONCERNED

SUBJECT : PROVINCIAL FEDERATION, CITY CHAPTER AND REGIONAL COUNCIL ELECTIONS OF THE PHILIPPINE COUNCILORS LEAGUE

Legal Basis

Article XV of the Constitution and By Laws of the Philippine Councilors League (CBL-PCL), provides for the conduct of their provincial federation, city chapter and regional council elections.

Schedule of Elections

1. Within ninety (90) days upon assumption to office of the regularly elected members of the Sangguniang Panlungsod of component cities and Sangguniang Bayan of municipalities, all Provincial Federation Presidents, whether incumbent or interim by virtue of succession, shall convene all sanggunian members within their respective provinces to elect from among themselves the **Provincial Federation Officers**.
2. Within ninety (90) days upon assumption to office of the regularly elected members of the Sangguniang Panlungsod of highly urbanized and independent component cities, all Chapter Presidents, whether incumbent or interim by virtue of succession, shall convene all sanggunian members within their respective cities to elect from among themselves the **City Chapter Officers**.
3. Within ninety (90) days after the Provincial Federation and City Chapter Elections, all Regional Chairmen, whether incumbent or interim by virtue of succession, shall convene all the Provincial Federations Officers and City Chapter Officers to elect from among themselves the **Regional Council Officers**.

Committees on Elections

Committees to be organized at the Provincial, City and Regional levels shall be composed of the following:

1. For the Provincial Federation Election, the DILG Provincial Director, or his duly authorized representative, as Chairman, and the Sanggunian Secretary of the Province, or his authorized representative, and one (1) interim officer of the federation who have no intention to run as Provincial Federation Officer, as Members. However, when no federation officer is qualified to sit as member, one (1) member shall be selected from among the general membership, by nomination or in any manner approved by the Federation;
2. For the City Chapter Elections, the DILG City Director, or his duly authorized representative, as Chairman, and the Sanggunian Secretary of the City, or his authorized representative, and one (1) interim officer of the chapter who has no intention to run as City Chapter Officer, as Members. However, when no city chapter officer is qualified to sit as member, one (1) member shall be selected from among the general membership, by nomination or in any manner approved by the Chapter; and
3. For the Regional Council Election, the DILG Regional Director, or his duly authorized representative, as Chairman, two (2) interim officers of the Regional Council who have no intention to run as Regional Council Officers, as Members. However, when no Regional Council Officers are qualified, two (2) shall be selected from the federation and chapter officers present, by nomination or in any manner approved by the Council.

Responsibilities of the DILG Provincial and City Directors

The DILG Provincial or City Director shall:

1. Set the date, time and venue of the Provincial Federation Election or City Chapter Election, unless set by the PCL National Board;
2. Issue Notice of Invitation at least 15 calendar days prior to the date of the election to all councilors of component cities and municipalities within the province, or all councilors of highly urbanized and independent component cities;
3. Meet with a representative from the PCL National Office for an election briefing, in the morning of the date of the election; and

4. As Chairman of the PCL COMELEC:
- Convene the PCL Committee on Elections or PCL COMELEC, to decide on the deadline of the filing of the Certificates of Candidacy;
 - Cause the distribution of the Certificates of Candidacy;
 - Designate two (2) technical officers from the DILG Provincial Office or the DILG City Office, if available, to provide staff support to the PCL COMELEC. Otherwise, request staff support from the DILG Regional Office or from the Local Government Relations Division – Bureau of Local Government Supervision;
 - Brief the participants on the Election Guidelines;
 - Supervise the filing of duly accomplished Certificates of Candidacy;
 - Announce the qualified candidate(s) for each elective position;
 - Set a COMELEC HOUR. During this period, allot a three (3) minute-campaign speech for each candidate. An unchallenged candidate may not be allowed to speak during the COMELEC HOUR but may be allowed to speak during the proclamation of winners;
 - Supervise and monitor the casting of votes;
 - Conduct the counting and canvassing of votes;
 - Attest the canvassed results of the election; and
 - Proclaim the winning candidates.

The conduct of the Regional Council Election is within the authority of the DILG Regional Directors. However, no Regional Council Election shall be held without first holding all the Provincial Federation Elections within the region.

Other Election Guidelines

1. In the election of the Regional Council Chairperson, the order of preference shall be the Provincial Federation Presidents or City Chapter Presidents, to be followed by the Provincial Federation Vice-Presidents or City Chapter Vice-Presidents. In the event that none of these officers is willing to run for the said position, any officer of the Provincial or City Chapter may be elected as Regional Council Chairperson. Provided that, during the council election, there is a quorum as prescribed in the PCL Constitution and By-Laws.
2. The presence of an authorized representative from the PCL National Office shall be a precondition in the conduct of the Provincial Federation, City Chapter and Regional Council Election.

3. The manner of voting shall be by secret balloting.
4. Any election protest shall be resolved by the PCL National Board.
5. Election-related forms shall be provided by the PCL National Secretariat and to be reproduced by the Provincial Federations, City Chapters and Regional Councils.
6. Any Provincial Federation, City Chapter and Regional Council Election held prior to this Memorandum Circular shall be considered null and void.

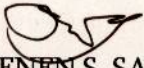
Attendance to the Provincial Federation, City Chapter and Regional Council Elections

1. All City Mayors and Municipal Mayors are enjoined to allow their sanggunian members to attend the said elections, on official business.
2. The payment of One Thousand Pesos (PhP 1,000.00) as Membership Fee and Five Thousand Two Hundred Pesos (PhP 5,200.00) as Term Dues, as provided for under Section 4 (a) and (b), Article VI of their CBL, as well as payment of Two Hundred Pesos (PhP 200.00) for the PCL Identification Card, travelling expenses and applicable registration fee, if any, per participant, may be authorized, chargeable against local funds, subject to the availability thereof, and to the usual accounting and auditing requirements, and to all pertinent laws, rules and regulations.

The PCL National Chairperson shall submit to, through the Director of the Bureau of Local Government Supervision, the Secretary of Interior and Local Government, a Post-Election Report within fifteen (15) days after the completion of the league elections at the provincial, city and regional levels.

The provisions of the PCL CBL adopted during the League's End Term Assembly on March 8, 2016 in Iloilo City, as well as Resolution No. 21 series of 2016 entitled, *New Election Guidelines and Policy of the PCL* approved during the National Board Meeting held on June 13, 2016 at Limketkai Luxe Hotel, Cagayan de Oro City, insofar as they refer to the league elections, shall be construed as integral parts of this Department issuance.

For the information and guidance of all concerned.


MEL SENEN S. SARMIENTO

Secretary 