BENGUET STATE UNIVERSITY AND COMMUNITY
MULTIPURPOSE COOPERATIVE (BSUCMPC)
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NOTICE

NOVEMBER 14, 2026

TO: **ALL MEMBERS OF BSUCMPC**

SUBJECT: **VACANT POSITIONS OF BSUCMPC BY MARCH 2027**

FROM: **BSUCMPC ELECOM**

1. Please be informed that the following elective positions at BSUCMPC will be vacant by March 2027:
    a. Four (4) Board of Directors
    b. One (1) position for Audit Committee
    c. One (1) position for Election Committee
2. Interested members may file their application for candidacy from **November 14 to December 29, 2026**
3. Certificate of Candidacy (COC) forms will be available at the BSUCMPC office from **November 14 to December 29, 2026**

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4. The qualifications are as follows:

a. Board of Directors

	REQUIREMENTS	MODES OF VERIFICATION
1	Must have been a member in good standing for at least six (6) months before December 31 of the year before the election.	Certificate of Membership in Good Standing indicating inclusive duration.
2	Must have a share capital of not less than PhP 100,000 as of December 31 of the year before the election.	Certificate of Share Capital or Statement of Account for Share Capital
3	Must have patronized the goods and services of the Cooperative in an amount of not less than PhP 50,000 within the last 12 months before the election.	Certificate of Patronage reflecting patronage transaction summary for inclusive dates
4	Must have accumulated loan and/or share capital transaction(s) totaling at least PhP 50,000 during the twelve (12) months ending December 31 of the year before the election.	Certificate of Accumulated Share Capital and/or Loan Standing reflecting inclusive dates and total transaction amount.
5	Must have no actual past-due account, unsettled Accounts Receivable, and/or Cash Advance with the Cooperative as of December 31 of the year immediately preceding the election.	Certificate of No Past-Due Account or Financial Obligation Clearance
6	Must be updated in paying obligations to the Cooperative.	Credit and Collection Clearance reflecting inclusive dates.
7	Must have finished at least seventy-two (72) units in college or its equivalent.	Transcript of Records (TOR) or Certificate of Units Earned or College Diploma

8	Must have served as an active member in any committee for at least two (2) years on the day of the election.	Certificate of Committee Membership indicating inclusive dates and committee served.
9	Must have attended at least two (2) consecutive General Assemblies.	Certification of GA Attendance
10	Must have completed or express willingness to complete within the prescribed period the required education and training, whichever is applicable.	Certificates of Training Completion; Seminar Certificates; Signed Letter of Commitment
11	Must meet the attendance requirements for activities required by the office.	Certification of Attendance at required cooperative activities
12	An incumbent committee member who holds their position by appointment and has previously served one (1) full term in any committee—whether elected or appointed—is required to file a formal leave of absence commencing on the date of filing of candidacy and lasting through the end of the election period.	Formal Leave of Absence acknowledged and received by the BOD Secretariat and Management
13	Must comply with other qualifications prescribed in the Implementing Rules and Regulations (IRR) of Republic Act No. 9520.	Duly accomplished Certificate of Candidacy (COC)

b. Member, Audit Committee

	REQUIREMENTS	MODES OF VERIFICATION
1	Must have been a member of the Cooperative for at least two (2) years.	Certificate of Membership indicating inclusive years.
2	Must have been a member in good standing for at least six (6) months before December 31.	Certificate of Membership in Good Standing indicating inclusive duration.

3	Must have a share capital contribution of at least PhP 40,000 as of December 31.	Certificate of Share Capital or Statement of Accounts for Share Capital indicating inclusive duration.
4	Must have patronized the goods and services of the Cooperative in an amount not less than PhP 40,000 within the last 12 months before the applicable qualification period.	Certificate of Patronage reflecting patronage transaction summary for inclusive dates.
5	Must have accumulated loan and/or share capital transactions totaling at least PhP 50,000 during the twelve (12) months ending December 31 of the year preceding the election.	Certificate of Accumulated Share Capital and Loan Standing reflecting inclusive dates and total transaction amount
6	Must have no actual past-due account, unsettled Accounts Receivable, and/or Cash Advance with the Cooperative as of December 31 of the year immediately preceding the election.	Certificate of No Past-Due Account or Financial Obligation Clearance
7	Must have no delinquent account with the Cooperative.	Certificate of No Past-Due Account or Financial Obligation Clearance
8	Must be a graduate of a business-related degree program, such as BS in Accountancy, Business Administration, Banking and Finance, Financial Management, Managerial Accounting, or BS Commerce.	Certified True Copy of Transcript of Records (TOR); College Diploma
9	Must have at least one (1) year of professional or operational exposure in auditing, cooperative operations, or accounting.	Certificate of Employment (COE) indicating job description or Certificate of Committee Membership indicating inclusive dates

10	Must have completed the Basic Cooperative Course and at least one (1) training related to cooperative auditing or must express willingness to complete the required education and training within the prescribed period.	Certificates of Training Completion / Seminar Certificates or Signed Letter of Commitment / Undertaking
11	Must meet the attendance requirements for activities required by the office.	Certification of Attendance at required cooperative activities
12	Must comply with other qualifications prescribed in the Implementing Rules and Regulations (IRR) of Republic Act No. 9520.	Duly accomplished Certificate of Candidacy

c. Member, Election Committee

	REQUIREMENTS	MODES OF VERIFICATION
1	Must have been a member of the Cooperative for at least two (2) years.	Certificate of Membership indicating inclusive years.
2	Must have been a member in good standing for at least six (6) months before December 31.	Certificate of Membership in Good Standing indicating inclusive duration.
3	Must have a share capital contribution of at least PhP 40,000 as of December 31.	Certificate of Share Capital or Statement of Accounts for Share Capital indicating inclusive duration.
4	Must have patronized the goods and services of the Cooperative in an amount not less than PhP 40,000 within the last 12 months before the applicable qualification period.	Certificate of Patronage reflecting patronage transaction summary for inclusive dates.
5	Must have accumulated loan and/or share capital transactions totaling at least PhP 50,000 during the twelve (12) months ending December 31 of the	Certificate of Accumulated Share Capital and Loan Standing reflecting inclusive dates and total transaction amount

	year preceding the election.	
6	Must have no actual past-due account, unsettled Accounts Receivable, and/or Cash Advance with the Cooperative as of December 31 of the year immediately preceding the election.	Certificate of No Past-Due Account or Financial Obligation Clearance
7	Must have no delinquent account with the Cooperative.	Certificate of No Past-Due Account / Financial Obligation Clearance
8	Must have finished at least seventy-two (72) units in college or its equivalent.	Transcript of Records (TOR) or Certificate of Units Earned or College Diploma
9	Must have completed the Basic Cooperative Course and at least one (1) training related to cooperative auditing or must express willingness to complete the required education and training within the prescribed period.	Certificates of Training Completion / Seminar Certificates or Signed Letter of Commitment / Undertaking
10	Must meet the attendance requirements for activities required by the office.	Certification of Attendance at Required Cooperative Activities
11	Must comply with other qualifications prescribed in the Implementing Rules and Regulations (IRR) of Republic Act No. 9520.	Duly accomplished Certificate of Candidacy
Note: An incumbent Election Committee (ELECOM) member must complete their current term of office and shall not seek election to any other elective position prior to the expiration of said term.		

5. Grounds for disqualification

Possessing all required qualifications does not automatically guarantee eligibility. A candidate shall be disqualified from seeking or holding any elective position in the Cooperative on any of the following grounds:

1 The candidate holds any elective position in the government, except that of a party-list representative.

2 The candidate serves as an employee, officer, or consultant of another open-type or community-based cooperative.

3 The candidate is an official or employee of the Cooperative Development Authority (CDA).

4 The candidate holds any position directly involved in the day-to-day operations and management of the Cooperative.

5 The candidate maintains a direct or indirect personal interest with the business of the Cooperative.

6 The candidate is engaged in a business in competition with the business of the Cooperative.

7 The candidate has been convicted by final judgment of a crime involving moral turpitude.

8 The candidate has been found guilty by the Cooperative of gross misconduct or a violation of its By-Laws.

9 The candidate has a pending criminal, civil, or administrative case involving financial or property accountability filed by another cooperative.

10 The candidate has been judicially declared insolvent, a spendthrift, insane, or incapacitated.

11 **BOD Re-election Attendance Threshold:** For an incumbent Board of Directors (BOD) member seeking re-election, the candidate has been absent for three (3) consecutive meetings or in more than fifty percent (50%) of all board meetings within the twelve (12) months preceding the election, without a valid excuse approved by the Board of Directors.

12 The candidate is related to an incumbent elective officer by blood or marriage within the third (3rd) civil degree, regardless of whether the position sought is different from that of the incumbent officer.

- ***Special Rule for Non-Incumbent Candidate-Relatives****:* If two non-incumbent candidates related within the third (3rd) civil degree run in the same election, the Election Committee (ELECOM) may allow both to run simultaneously. However, if both win, only one (1) candidate shall be permitted to assume office. The two winning candidates shall have ten (10) calendar days following the election to execute a written agreement designating who will assume the seat.

Note: ***Mandatory Mode of Verification (MOV):*** *To satisfy the audit and verification requirements for non-disqualification, all candidates must execute and submit a* ***Notarized Omnibus Sworn Affidavit of Non-Disqualification.***

5. Summary of required documentary requirements:

Documentary Evidence	Source
1. Certificate of Candidacy Form	BSUCMPC ELECOM
2. Curriculum Vitae	Candidate
3. Position Modes of Verification	Candidate
4. Notarized Omnibus Sworn Affidavit of Non-Disqualification	Candidate

6. Please be guided accordingly.

BSUCMPC ELECTION COMMITTEE