



**SBMA EMPLOYEES WELFARE MULTI-PURPOSE COOPERATIVE**

**Subic Gym, Subic Bay Freeport Zone**

**Telephone No. (047) 252.4179**



## **ELECTION COMMITTEE**

**DATE OF ELECTION - March 30, 2026 (Monday)**

**VENUE - SUBIC GYM, SBFZ**

### **VACANCIES:**

**Board of Directors - TWO (2)**

**Audit Committee - THREE (3)**

**Election Committee - TWO (2)**

**ANNOUNCEMENT OF VACANCIES - (March 02, 2026) (Monday : Flag Raising Ceremony)**

### **Guidelines in the Filing of Certificate of Candidacy**

1. The Candidate must accomplish Candidacy Form (available at the SBMA EWMPC office located at Subic Gym) with certification of good standing signed by the Board Secretary of the Cooperative, and shall be filed on **March 2-6, 2026**, and to be submitted at the Cooperative's office. The same must also be duly certified by the Election Committee (ELECOM).
2. Candidate/s must possess all the qualifications and none of the disqualifications as provided for in Article 4 of the SBMA EWMPC Election Code.
3. A copy of the SBMA EWMPC Election Code will be posted at our Cooperative Office (Subic GYM) for guidance and reference.
4. The ELECOM shall notify qualified candidates within five (5) days after the last day of filing of candidacy (**March 13, 2026**). Once the



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candidate is declared as qualified by the ELECOM, the same shall be final.

5. The ELECOM shall email the Masterlist of Official Candidates for vacant positions to all SBMA Department and shall post the same in the Cooperative's bulletin board and in other conspicuous places at least one (1) week before the date of election (**March 23, 2026**).

**Official Posting of Qualified Candidates** – The ELECOM shall email via DMS all SBMA Departments the Masterlist of OFFICIAL CANDIDATES for vacant positions. The same shall also be posted at the Cooperative's Bulletin Board and in other conspicuous places at least One (1) week before the date of election. (**March 23, 2026**)

### ORIENTATION OF QUALIFIED CANDIDATES

1. A Pre-Election orientation shall be conducted by the ELECOM to all qualified candidates. Candidate must attend in one of the scheduled dates of Pre-Election orientation to discuss matters pertaining to the Election Rules and Guidelines. **March 18/19 , 2026 (Wednesday or Thursday )**.
2. Any Candidate who failed to attend the Pre-Election Orientation will be required to explain in writing within two (2) days the reason for his/her absence. Only upon complying with the said requirement shall a Candidate be allowed for re-scheduling of Pre-Election Orientation.
3. Failure on the part of the Candidate to attend the scheduled Pre-Election Orientation shall be a ground for disqualification to run in



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the Election for lack of interest and failure to comply with the Election Guidelines.

### **CAMPAIGN PERIOD:**

All Candidates are given the opportunity to campaign to various SBMA Departments from **March 23 – March 27, 2026.**

1. Candidates are given the opportunity to campaign for at least one (1) week prior to the Election Day.
2. Candidates are not allowed to place posters/banners and distribute flyers at the polling place. The allowed sizes of posters and banners shall be discussed during the Pre-Election orientation.
3. Campaigning shall only be conducted during 12:00 noon until 1:00 pm. and only during after office hours.
4. Candidates may use the social media in advocating his/her platform and such other intentions for the cooperative. However, posting in the social media shall only be allowed during the start of campaign period.



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### **ELECTION TIMELINE**

<b>ANNOUNCEMENT OF VACANCIES -</b>	<b><u>March 02, 2026</u></b>
<b>FILING OF CANDIDACY -</b>	<b><u>March 2-6, 2026</u></b>
<b>NOTIFICATION OF QUALIFIED CANDIDATES -</b>	<b><u>March 13, 2025</u></b>
<b>ANNOUNCEMENT OF QUALIFIED CANDIDATES (via DMS/Email) -</b>	<b><u>March 23, 2026</u></b>
<b>ORIENTATION OF CANDIDATES -</b>	<b><u>March 18 &amp; 19, 2026</u></b>
<b>CAMPAIGN PERIOD -</b>	<b><u>March 23-27, 2026</u></b>
<b>GA &amp; ELECTION DAY -</b>	<b><u>March 30, 2026</u></b>