



# PHILIPPINE DENTAL ASSOCIATION INC.

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## MEMORANDUM NO. 2020-0025

**TO :** All PDA Members  
**FROM :** PDA Secretariat  
**DATE :** March 12, 2021  
**SUBJECT :** PDA Election 2021 General Rules and Guidelines

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Greetings to all! I hope this letter finds you well.

The Philippine Dental Association aims to promote the development of a strong corporate governance in the midst of the health crisis we are experiencing worldwide. We firmly believe that it is our responsibility to uphold the right of suffrage of every paid member of the association, hence, the Executive Board, with the direction provided by the Securities and Exchange Commission Memo Circular no. 6 ( Guidelines on the attendance and participation of Directors, Trustees, Stockholders, members, and other persons of Corporations in Regular and Special Meetings through Teleconferencing, Video Conferencing and other remote or electronic means of communication).

## PDA ELECTIONS 2021 GENERAL RULES AND GUIDELINES

### GENERAL GUIDELINES

1. The PDA Election of Officers for administrative year 2021-2022 will utilize the Electronic Voting system to be held on May 13, 2021
2. All updated members who have paid their membership dues for the current PDA administrative year until **APRIL 13, 2021** are qualified to vote.
3. Campaign period will be for a period of 60 days.

### FILING OF CERTIFICATES OF CANDIDACY

1. The filing of COCs will be for a period of 30days. Starting from February 1, 2021 to March 2, 2021
2. The filing of COCs shall be announce with in the first 2 weeks of January through the official PDA website and social media platforms.
3. The Comelec shall make available to interested parties or candidates, the certificate of candidacy form (COC form) as well as the list of requirements to be submitted together with the COC (Checklist of Requirements for Filing of COC) which will be available at the PDA Office or can be requested by email to [pdacomelec2021@gmail.com](mailto:pdacomelec2021@gmail.com).
4. The accomplished COC form together with the other requirements shall be submitted to the PDA Office (c/o the PDA personnel in-charge) not later than 5 PM on the last day of filing.
5. Aside from the hard copies of the COCs and other requirements that are submitted to the PDA Office, all parties/ candidates must also submit a scanned copy of the same via email to the official PDA COMELEC email: [pdacomelec2021@gmail.com](mailto:pdacomelec2021@gmail.com)
6. Changing of positions is allowed during the filing period.
7. Any candidate may withdraw his candidacy before election day by filing a statement of withdrawal with the office where the 1 certificate of candidacy was filed. The withdrawal shall be announced immediately after its approval.
8. Substitution of candidate in case of death, disqualification or withdrawal of another by a candidate belonging to, and nominated by, the same political party concerned shall be executed until the last day of the filling of the certificate of candidacy. No substitution shall be allowed after the last day of the filling of the certificate of

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candidacy. No substitution shall be allowed for an independent candidate. The substitute candidate nominated by the political party concerned is given five (5) days to file his/her certificate of candidacy.

## CAMPAIGN PERIOD RULES AND GUIDELINES


1. The campaign period shall be for a period 60 days. Starting from March 14, 2021 to May 12, 2021.
2. Solicitations/Contributions coming from individuals, groups or organizations involved in the manufacturing, distribution or sale of dental products are strictly not allowed.
3. Lectures and presentations by candidates are not allowed during the campaign period EXCEPT as a faculty member of a dental institution teaching undergraduates.
4. Upon filing of Certificate of Candidacy, the candidate must inhibit himself/herself from holding any position of any committees of the PDA and shall be deemed resigned to his present elective or appointive position, except as member of the PDA Executive Board. (Any incumbent officer of the PDA who have filed a certificate of candidacy for an elective position shall be deemed as resigned from any of his or her present appointive position)
5. Any form of campaign materials such as visors, fans, buttons, ball pens, flyers and sample ballots maybe distributed within the prescribed campaign period only. No distribution or posting will be allowed during the entire PDA Convention week.
6. Wearing of printed T-shirts with party identification is allowed only during election day.
7. The PDA Comelec will provide a common space, physical and/ or virtual, where all parties and individual candidates will be given equal exposure.

## E-VOTING GUIDELINES

1. All updated members who have paid their membership dues for the current PDA administrative year up to **APRIL 13, 2021** are qualified to vote.
2. Once their membership status is verified, qualified voters will be given their unique passcodes via email or text.
3. During election day, qualified voters can visit the designated website on their laptop, mobile phone or tablet. They can login by entering their username and unique passcode. They will then be given instructions on how to use the e-voting platform to cast their vote.
4. Voting will start at 8AM and end at 3PM.
5. Canvassing of the votes will start as soon as the Software provider will have transmitted the necessary data needed to determine the results of the election.
6. The software provider will provide the PDA Comelec will the following data:
  - Voter turnout- actual number of voters as well as percentage based on number of qualified voters. If possible, identified by areas
  - Actual number of votes garnered by each candidate.
7. Proclamation of the winners will be announced immediately after the counting of votes or not later than 6 PM of the same day.

  
DR. ALMIRA A. OLARTE  
Executive Secretary

Noted by:

  
DR. ALVIN M. LAXAMANA  
President 2020-2021



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