



Philippine Dental Association

COMMISSION ON ELECTION



## Guidelines for the PDA Election of Executive and HOD Officers for 2025

As per PDA-COMELEC Board Resolution 001-S2024 on the approved 2025 Guidelines of the PDA Election of Officers, the Commission hereby implements the following:

### I. GENERAL GUIDELINES:

1. The PDA Election of Officers both in the Executive Board and the House of Delegates for the administrative year 2025-2026, shall be **undertaken via Electronic Voting** (PDA COMELEC approved, as per Resolution No. 001 Series of 2024, dated Dec. 7, 2024).
2. **Election Period begins on March 13, 2025 and ends May 15, 2025.** See *DIAGRAM I. ELECTION CALENDAR*.
3. The **eligibility of the voter** and the **candidate** is provided for in the provisions of the amended PDA CBL of 2022. This shall be applied in any manner of election employed<sup>1</sup>. See *II. ELIGIBILITY TO VOTE AND BE VOTED UPON*.

**Only those members who have pre-registered on or before April 12, 2025 for the current Annual Convention are the only ones eligible to vote, PROVIDED, the member is of good standing, with membership dues paid for, and received and acknowledged by the PDA Membership Committee.**

4. **Filing of the Certificate of Candidacy** starts on **February 11, 2025, 8:00 AM** and will end on **March 10, 2025 at 5:00 PM.** See *III. GUIDELINES IN THE FILING OF CERTIFICATES OF CANDIDACY*

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<sup>1</sup> AMENDMENT on Article II, Section 4, Item b of the COMELEC CODE of 2021. The entire item shall be replaced with the provision as in Sec 3, Item a: **"All conventionists who have paid their membership dues for the current PDA administrative year are qualified to vote."**

GUIDELINES FOR THE  
PDA ELECTION OF EXECUTIVE and HOD OFFICERS 2025

5. **The Commission shall require all recognized Political Party to submit an updated list of its official members.**
6. *The **elective positions** are as follows, as per Article XIII Section 1:*
  - **Executive Board:**
    - a. President-elect
    - b. Executive Vice President
    - c. Vice President for Luzon North
    - d. Vice President for Luzon South
    - e. Vice President for Visayas
    - f. Vice President for Mindanao
    - g. Treasurer
    - h. Auditor
    - i. 8 Board of Trustees from Luzon
    - j. 2 Board of Trustees from Visayas
    - k. 2 Board of Trustees from Mindanao
  - **House of Delegate:**
    - a. Speaker
    - b. Speaker Pro tempore
    - c. Floor Leader
    - d. Peace Officer
7. The **Official Candidates** will be announced on **February 15, 2025** via the PDA and COMELEC official page.
8. **Oath Taking of the official candidates** shall be held on **March 15, 2025**. The Commission will hold a **Briefing** and **Oath Taking** on **March 15, 2025** at the PDA Headquarters. See *IV. OATH TAKING OF THE OFFICIAL CANDIDATES*
9. **Campaign Period** will start on **March 16, 2025** until **May 12, 2025**, for the See *III. GUIDELINES FOR THE CAMPAIGN PERIOD*.

GUIDELINES FOR THE  
PDA ELECTION OF EXECUTIVE and HOD OFFICERS 2025

10. **Official List of Registered Voters** shall come from the Committee on Membership, the official custodian of general membership's database. **The COMELEC shall acquire this information within thirty (30) days before the Election Period, depending on the manner of election employed<sup>2</sup>.** The information includes the member's name, Chapter Affiliation, PRC Number, email address and contact numbers.

On this 2025 Election of Officers, the Commission shall require the Membership Committee and the HOD Secretariat to submit the **Voter's List Database** and the **HOD Accredited Delegates** respectively on or before **April 30, 2025**.

11. The **E-voting will open at exactly 8:00 AM and close at exactly 3:00 PM on May 14, 2025 for the Election of officers. Election of the HOD officers** will be on **May 15, 2025** during the Annual Session. *See Article VI. GUIDELINES FOR E-VOTING*

12. **Canvassing of votes** shall begin immediately after the closing of the e-voting system or as soon as the e-voting provider transmit or generate all necessary data and reports needed to determine the result of the election. *See Article II. Section 4. Item g of the PDA COMELEC Code of 2021.*

13. **Official Representatives of the parties, watchers and accredited observers** shall be invited to observe the canvassing procedures. These representatives, watchers and accredited observers shall submit their accreditation before the campaign period begins. They shall fill-up necessary Accreditation Form, with all the necessary requirements for approval.

14. **Announcement of winning candidates** immediately after the counting of votes or not later than 6:00pm of the same day as provided for in the *Article II. Section 4. Item of the PDA COMELEC CODE of 2021.*

In the HOD, the winning candidates are declared immediately after the approval of the results of election.

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<sup>2</sup> AMENDMENT on Article I, Section 18 of the COMELEC CODE of 2021. The last sentence "The COMELEC shall acquire the information at least thirty (30) days before the Election Period." shall be replaced with "**The COMELEC shall acquire this information within thirty (30) days before the Election Period, depending on the manner of election employed.**"

15. **SANCTIONS:**

- a) The candidate is **WARNED**, if the violation is done by anyone, by any member of the party or by the party where he/she is affiliated, without his/her knowledge or direction and/or direct participation.
- b) Violation to the rules directly by the candidate is tantamount to **DISQUALIFICATION**.
- c) The Certificate of Candidacy shall be deemed **NULL and VOID**, if upon discovery, unintentional or intentional misrepresentation or fraud by the candidate and/or by the party is established.
- d) Further **DISQUALIFICATION** to run for any elective position or be appointed to any appointive position maybe recommended to the Board of Trustees if found guilty of intentional misrepresentation or fraud.

16. The schedules, mentioned above, shall be subject to change, as long as it does not violate the PDA CBL or any other implementing policies, or if and when the circumstances require.

II. **ELIGIBILITY TO VOTE AND BE VOTED UPON:**

A. **Eligibility to vote:**

1. **Executive Board Election:**

**“An Active member shall have the right to vote, provided they are registered as PDA member”**, as per Article XII Section 2 (Rights and Privileges) Sub-section A.1 of PDA CBL.

An active member is, as per Article XII Section 1A

- **a member duly licensed** to practice in the Philippines;
- **a member of the Philippine Dental Association in good standing**, and;
- **duly registered as such through a Constituent Chapter**, through their area of practice;
- **in accordance with the Code of Ethics of the Regulatory Code** of the three dental Professionals in the Philippines (1) Dentist, (2) Dental Hygienist and (3) Dental Technologist.

A member in good standing, as per Article XII Section 4 of PDA CBL:

- is one who is a **paid member in both Philippine Dental Association and his/her constituent chapter, in his/her Association of Dental Hygienist or Dental Technologists.**
- They should possess a valid PRC ID and a valid Association membership identification card.
- **He/she shall attend the Association's Annual Convention** and shall participate in at least two (2) activities of his/her chapter.

2. **HOD Election:**

As per Article XIV Section 2A of the PDA CBL, each Constituent Chapter is composed of two **(2) voting delegates, the Official Delegate and the Chapter Delegate.**

B. **Eligibility to be voted upon:**

1. As per Article XII Section 2 of the PDA CBL, **“An Active member shall be eligible for any elective and appointive position in the Association, provided, that it shall be in accordance with the provisions of Article XIII Section 2 of the By-laws”.**

Article XIII Section 2 provides; **Qualification of member of the Board of Trustees:**

- Must be of good moral character;
- Must have at least 5 years of active membership in the PDA
- Must be at least 35 years old;
- Must be a past or incumbent president of a chapter/affiliate;
- Must have a written certification from its respective chapter/affiliate president and secretary;
- **Must be bonafide member of the PDA and chapter/affiliate and in good standing for at least five consecutive years, and;**
- He or she must have submitted a report of activities during his/her incumbency as chapter/affiliate president.

2. As per Article XIV Section 3 Paragraph 2 of the PDA CBL, **“Only delegates representing the Constituent Chapter shall be elected into office in the house.”**

3. As per Article XVIII Section 2B of PDA CBL, "**Any active member of the Association connected as an employee, consultant or adviser in any business enterprise engaged in buying, selling or manufacturing of dental goods, equipment, materials or supplies is not qualified to run for any position in the Association.**"
4. As per Article I Section 9 of the COMELEC CODE, after due process, has been found guilty of a crime in any court of law or convicted<sup>3</sup> of any violation in the PDA Ethics Committee, and therefore expelled, impeached or suspended, as provided in Article XXVI<sup>4</sup>, shall be **disqualified to be voted upon** as candidate and to hold any office.

In the same manner, those members who are declared insane or incompetent by competent authority are deemed automatically **disqualified and removed from the list of candidates**.

### III. GUIDELINES IN THE FILING OF CERTIFICATES OF CANDIDACY:

1. As per Article I Section 8 of the COMELEC Code, "contents of the Certificate of Candidacy, provides: The contents of the Certificate of Candidacy shall state the office he/she is eligible for, that he/she has all the qualifications and none of the disqualification.

The requisites of a valid Certificate of Candidacy are as follows:

1. The certificates of candidacy must be duly signed and sworn to before any member of the COMELEC by the candidate;
2. It must be filed within the time fixed by the Commission;
3. Candidate for Regional Vice President must be a resident or practicing in the particular regional chapter, and;

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<sup>3</sup> The Commission subscribe to the principle of "Presumed innocent until proven otherwise".

<sup>4</sup> PDA CBL Art. XXIV EXPULSION AND IMPEACHMENT

GUIDELINES FOR THE  
PDA ELECTION OF EXECUTIVE and HOD OFFICERS 2025

4. The following requirement shall be attached to the COC: Copy of the Birth Certificate and PRC Identification Card, Certificate of *Bona fide* Membership from the Chapter or Affiliate Society and PDA Membership Committee, Certificate of Past Presidency from the chapter, and **Certificate of Good Moral Character from the PDA Ethics Committee, and;**
5. **For candidates running in the HOD, he/she must submit a Certification of HOD Secretariat, certifying his/her qualification as an Accredited Delegate representing a Constituent Chapter.<sup>5</sup>**

**The Commission shall practice discretion in dispensing or invalidation with the requirements that violates due process in its issuance or non-issuance.”**

2. The COMELEC shall make available to interested parties or members, the COC form and the list of requirements which can downloadable from the official page of the COMELEC or can be secured through the **PDA office in Makati City.**
3. **All accomplished COC Forms, which is under oath, and requirements may be submitted in person, via mail/ courier or by the party secretary, addresses to Dr. Danilo L. Magtanong, COMELEC Chair, at the PDA office<sup>6</sup> during office hours.**

**A soft copy must also be submitted through [pdacomelec1908@gmail.com](mailto:pdacomelec1908@gmail.com) until 5:00pm of the last day of filing. The *SENDING DATE* of the COCs sent via mail/courier will be considered the submission date.**

All the **supporting documents** must be in their original copy, except for the Birth Certificate and PRC ID. Re-electionist and/or returning candidates may not submit their Birth Certificate anymore, unless required again by the Commission. Renewed PRC Registration, without card, must submit evidence of recent renewal, like payment receipt or receiving stub/coupon from the PRC.

Only when the accomplished COC and all the requirements are completed, then is shall be considered filed and accepted.

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<sup>5</sup> AMENDMENT on Article I Section 8 of the COMELEC CODE of 2021.

<sup>6</sup> PDA ADDRESS: Philippine Dental Association, cor Ayala Ave. and Kamagong Street, Brgy. San Antonio, Makato City, Metro Manila

GUIDELINES FOR THE  
PDA ELECTION OF EXECUTIVE and HOD OFFICERS 2025

4. **Changing of Positions:** As per Article I Section 10 of the PDA COMELEC Code, changing of positions shall be allowed during the filing period.
5. **Withdrawal from candidacy:** As per Article I Section 11 of the PDA COMELEC Code, any candidate may withdraw his/her candidacy before election day by filing a statement of withdrawal with the office where the certificate of candidacy was filed. The withdrawal shall be announced immediately after its approval.
6. **Substitution of candidate:** Substitution of candidate in case death, disqualification or withdrawal of another by a candidate belonging to, and nominated by, the same political party concerned shall be executed **seven (7) days before the cutoff date of the submission of the final Voters' List.** 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.
7. **Guest Candidate:** As per Article V Section 4 of the PDA COMELEC Code, a party shall be allowed to invite guest or adopted candidates, during the campaign period, to fill-up their vacant position for candidacy.

IV. **OATH TAKING OF THE OFFICIAL CANDIDATES:**

Those who cannot join on both scheduled Briefing and Oath Taking due to causes of most urgency/priority beyond their control, natural or man-made, may hold their Oath in their respective area of residence or practice. PROVIDED, the Oath Taking shall be carried out by any of the following officials; 1-the area Vice President, 2-Chapter President or its designated official and be witnessed by any at least two (2) chapter members with proper documentation via video or stills. It shall be the obligation of the candidate to communicate the same (oath) to the PDA COMELEC via mail or any electronic platform.



**V. GUIDELINES IN CAMPAIGN PERIOD**

As per Article I Section 14, the campaign period will be governed by the following guidelines mentioned below and violation of this is ground for termination of candidacy:

- A. The Campaign Period shall not include the day before and the day of election.
- B. Solicitations/contributions coming from individuals, groups or organizations involved in the manufacturing, distribution or sale of dental products are strictly not allowed.
- C. Lectures and presentations by candidates are not allowed during the campaign period EXCEPT as a faculty member of a dental institution teaching undergraduates.
- D. **The candidate who is holding a committee chairmanship prior to his filling is deemed resigned from their position once the campaign period begins.**

As per Article XXI Section 2 Last paragraph of the PDA CBL, **“the Chairman of the sub-committees under the Standing Committee such as Committee on Continuing Education, Membership Committee and Awards Committee cannot run for any elective position in the Association within three years from the time they have ceased to be a chairman “.**

- E. 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.
- F. The PDA Comelec will provide a common space, physical and/or virtual, where all parties and individual candidates will be given equal exposure.

Candidates or political party is highly encouraged to campaign via all media platforms which contains their biography, accomplishments and platform of governance. Negative remarks and other unprofessional conduct, in all forms, during the campaign period is definitely not allowed.

**All traditional and non-traditional (electronic) campaigning by the candidate or by any members in the party where the candidate is affiliated, under his/her or party direction shall be ceased on May 12, 2025.**

## VI. GUIDELINES IN E-VOTING

- A. Every member after being verified eligible to vote shall be enlisted in the **Voter's List Database**. They shall have **access to e-voting system** during the election day through the following platform:
  - a. via **COMELEC/MCP Portal** by the clicking the E-ballot menu/button;
  - b. via **system generated e-mail/Survey Form** sent to the individual voters for both the Executive and HOD election, and;
  - c. via **COMELEC Voting Center** utilizing the membership RFID by tapping into the system.
- B. HOW TO VOTE:
  - a. Opening the e-ballot/e-voting system
    - i. **COMELEC/MCP Portal: Double-Click the E-ballot menu/button**
    - ii. Link (via e-mail): Double-Click the E-ballot
    - iii. Voting Center: Utilizing the membership RFID by tapping into the system.
    - iv. In the HOD, delegates are given access to the Electronic Survey Form or E-voting system
  - b. Data Privacy Clause - Read and Tick the box
  - c. How to vote:
    - i. Candidates will be presented accordingly by their position and Regional categories.
    - ii. Verification of the voter by typing the name, PRC No. and email address.
    - iii. **Select the candidate** by ticking the corresponding box.
    - iv. **Maximum number of votes per position:**
      - **Executive Board:**
        - a. President-elect: 1
        - b. Executive Vice President: 1
        - c. Vice President for Luzon North: 1
        - d. Vice President for Luzon South: 1

GUIDELINES FOR THE  
PDA ELECTION OF EXECUTIVE and HOD OFFICERS 2025

- e. Vice President for Visayas: 1
- f. Vice President for Mindanao: 1
- g. Treasurer: 1
- h. Auditor: 1
- i. 8 Board of Trustees from Luzon: 8
- j. 2 Board of Trustees from Visayas: 2
- k. 2 Board of Trustees from Mindanao: 2

- **House of Delegate:**

- a. Speaker: 1
- b. Speaker Pro tempore: 1
- c. Floor Leader: 1
- d. Peace Officer: 1

- v. Abstention is allowed.
- vi. Review/Return/Edit to the voting page.
- vii. Review/Submit the ballot.
- viii. Acceptance and Acknowledgement

- d. The e-ballot or the Electronic Survey/Form may only be used once.

**VII. PARTY LIST:**

- A. As per Article V Section 4 of the COMELEC Code, A party shall be allowed to invite guest or adopted candidates, during the campaign period, to fill-up their vacant position for candidacy.
- B. As per Article V (Political Party) Section 5 of the COMELEC Code, **A political party without a standard bearer and has not filled-up at least sixty (60) percent of the elective positions** shall not be allowed to take part in the election. All the candidates, applying under this party shall be declared as Independent Candidates.

GUIDELINES FOR THE  
PDA ELECTION OF EXECUTIVE and HOD OFFICERS 2025



**Dr. Danilo L. Magtanong**

*Officer-in-Charge*



**Dr. Edmund A. Ranada**

*2<sup>nd</sup> Member (Interim)*



**Dr. Maria Teresa J. Lababit**

*3<sup>rd</sup> Member (Interim)*

GUIDELINES FOR THE  
PDA ELECTION OF EXECUTIVE and HOD OFFICERS 2025

**Diagram: Election Calendar**

PRE - ELECTION PERIOD		ELECTION PERIOD <i>(Mar 13 - May 15, 2025)</i>					
February		March			April		May
	Feb 11 - Mar 10 (Filing of COCs)		Mar 12 (Announcement of Official Candidates)		Mar 15 (Briefing & Oath Taking of Candidates)		
					April 12 (Pre-registration cut-off for voting eligibility)		
			Mar 16 - May 12 (CAMPAIGN PERIOD)			May 14 (ELECTION OF PDA OFFICERS) Canvassing & Announcement of winning candidates	May 15 (ELECTION OF HOD OFFICERS) Canvassing & Announcement of winning candidates