




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

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MEMORANDUM NO. OVCAA-MTTP 20-061

TO : ALL DEANS AND DIRECTORS

FROM :  MA. THEREA T. PAYONCAYONG, PhD
Vice Chancellor for Academic Affairs

SUBJECT : List of Qualified Voters for the Selection of the New Faculty Regent

DATE : 3 November 2020

Please see the attached list of qualified voters from your college with their corresponding email addresses for the selection of the next Faculty Regent for the term 2021-2022 as provided in Memorandum No. PDLC 20-16 dated 16 October 2020.

Per PDLC Memo, “all regular faculty (full-time, part-time, permanent, temporary of substitute) in active service (excluding lecturers, professorial lecturers, visiting professors/lecturers, clinical professors without compensation) or on official leave are qualified to participate in the Selection Process. In the case of Professors Emeriti, they may participate in the Selection Process but they cannot be nominated.” In the same memo, the following procedures for voting shall be followed:



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5.3 Election Round

During the Election Round, the qualified voters of each CU shall choose **ONLY ONE** from among the top five (5) nominees.

5.3.1 The schedule for this round shall be set by the UP President. Within this schedule, each CU shall determine the specific date(s) for voting and inform the OVPAA of the schedule.

5.3.2 Voters vote electronically.

5.3.2.1 Electronic Voting System and Procedure

In light of the COVID-19 pandemic, electronic voting is rendered safer and thus, preferred.

5.3.2.2.1 There shall be a single, secure, transparent and open-source **Faculty Regent Election Voting System (FREVS)** to be used. This shall be provided by the UP Information Technology Development Center (UP ITDC) under the general supervision of the VPAA. CUs shall not devise their own system.

5.3.2.2.2 Electronic voting shall be open on a 24-hour basis during the voting period specified by the CU, ending at the same time as manual voting.

***Example A.** If manual voting is scheduled for only one day, e.g., Monday from 8:00AM to 4:00PM, electronic voting will start at 4:01PM of the immediately preceding Sunday and will continue until 4:00PM of Monday.*

***Example B.** If manual voting is scheduled for several days, e.g., Monday to Wednesday from 8:00AM to 4:00PM each day, electronic voting will start at 4:01PM of the immediately preceding Sunday and will continue until 4:00PM of Wednesday.*

5.3.2.2.3 The system shall require authentication to ensure eligibility to vote. This shall be in the form of a username and password to be issued by the UPITDC through the OVPAA under close coordination with the Office of the Faculty Regent.

5.4.2.2.3 The System shall allow the qualified voter to vote only once.

5.3.2.2 Manual Voting Procedure

In the event faculty members are unable to vote electronically, the CUs shall provide for manual voting.

5.3.2.2.1 Each CU shall use secret balloting to vote manually at places designated by the units. The form of the ballot for manual voting in the Election Round is given in Annex 1.1.

5.3.2.2.2 The voters shall be required to present their University ID or any competent proof of identity to verify their identity from the official list of qualified voters.

5.3.2.2.3 Voting hours shall be between 8 a.m. and 4 p.m. within the dates specified by the CU.



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We are sending you the list of qualified voters while waiting for other details from the OVPAA 1) to encourage our faculty to cast their vote; 2) to check the list; and 3) to provide us with the UP email address in case no email address is indicated in the list.

We will issue another memo with details on the following:

- a. usernames and passwords of qualified voters for the electronic voting;
- b. list of nominees;
- c. CVs and plans of nominees; and
- d. date of election round (between 16-19 November 2020).

For inquiries, please email ovcaa.upd@up.edu.ph and cc: elsa@ovcaa.upd.edu.ph.