

Ateneo Commission on Elections

Room 221, Manuel V. Pangilinan Center for Student Leadership
Ateneo de Manila University

To whom it may concern:

Greetings!

I am YSABEL EUGENE G. ARREGADO, representing the undergraduate scholars of the Loyola Schools. We are a diverse group of students who are granted a scholarship (financial aid, merit, director's list, academic, athletic, etc.) to study in the Ateneo. We are also officially recognized as scholars by the Ateneo Office of Admission and Aid (OAA).

I am writing this letter to formally express our intention to become recognized as a sector and apply for sectoral representation to the Sanggunian. The petitioners (*see list attached*) shall comply to all protocols relating to the application process for sectors.

The petitioners, together with the scholars, hope for your most favorable considerations on this matter. Thank you very much!

In service,

YSABEL EUGENE G. AGREGADO
4 BS Management Engineering
Ateneo Gabay President A.Y. 2018-2019
Financial Aid Scholar

List of Petitioners

Full Name	ID No.	Yr & Course	Mobile No.	OBF Email Address
*AGREGADO, Ysabel Eugene G.	150084	4 BS ME	09178562885	ysabel.agregado@obf.ateneo.edu
ARAÑA, Christine Loui V.	150296	4 BS LfSci	09178874027	christine.arana@obf.ateneo.edu
CABELIZA, Lea Mae A.	154762	4 BS ME	09054680001	lea.cabeliza@obf.ateneo.edu
DAILISAN, Anna Christine N.	151251	4 BS ME	09178961224	anna.dailisan@obf.ateneo.edu
GREPALDEO, Rae Gabrielle S.	154882	4 BS ME	09177197980	rae.grepaldeo@obf.ateneo.edu
DIMALANTA, Louise Janelle L.	170759	2 AB HI	09175784370	louise.dimalanta@obf.ateneo.edu
IGNACIO, Miguel Maria Luis E.	152160	4 AB IS	09983341285	maria.ignacio@obf.ateneo.edu
TESION, Darwin F.	154264	4 BS BIO	09270631559	darwin.tesion@obf.ateneo.edu
GATPOLINTAN, Danielle Ann V.	151894	4 BSM AMF	09506606248	danie.gatpolintan@obf.ateneo.edu
DELA PAZ, Mark Joshua P.	160667	3 BS ME	09068759611	mark.delapaz@obf.ateneo.edu

* Lead petitioner

This is to certify that the undersigned petitioners are aware and informed of the petition and have given consent thereto.

YSABEL EUGENE G. AGREGADO
Ateneo Gabay President

LOUISE JANELLE L. DIMALANTA
Ateneo Gabay Academics Committee Head

CHRISTINE LOUI V. ARAÑA
Ateneo Gabay Internals Vice President

MIGUEL MARIA LUIS E. IGNACIO
Ateneo Gabay Member Formation
Committee Head

LEA MAE A. CABELIZA
Ateneo Gabay Externals Vice President

DARWIN F. TESION
Ateneo Gabay Education Operations
Committee Head

ANNA CHRISTINE N. DAILISAN
Ateneo Gabay Deputy for COMELEC
Affairs

DANIELLE ANN V. GATPOLINTAN
Ateneo Gabay Education Operations
Committee Head

RAE GABRIELLE S. GREPALDEO
Ateneo Gabay Finance Officer

MARK JOSHUA P. DELA PAZ
Ateneo Gabay Scholars' Adjustment
Committee Head

This is to certify that the undersigned lead petitioner shall commit to comply with the laws, rules, and regulations relating to the elections. This is also to certify that the undersigned lead petitioner has understood and acknowledged that all the contents of the petition is true and correct.

YSABEL EUGENE G. AGREGADO
Lead Petitioner – Scholars

2019 Scholars' Sector Constitution

I. Identity

The sector shall be officially known as the Scholars' Sector of the Ateneo de Manila University, and it will be referred to as the *Scholars' Sector* for the succeeding parts of this Constitution.

II. Vision

The Scholars' Sector aims to create a **well-represented** and **well-recognized** community of undergraduate student scholars of the Loyola Schools that collectively works towards achieving the sector's advocacies.

III. Mission & Goals

1. To create a body through which the scholars of the Ateneo may relay their opinions, requests, and concerns to the Sanggunian
2. To assess the needs of the scholars and the impact of the sector's projects and efforts through profiling and data gathering
3. To provide avenues for assistance with the different needs of the scholars through different means including, but not limited to, financial support and information dissemination
4. To collaborate with relevant Loyola Schools offices and other organizations that would be able to provide
5. To provide representation to the whole Ateneo community especially in relevant student affairs issues concerning the Scholars' Sector

IV. Affiliations

The Scholars' Sector shall be collaboratively working with but shall not be directly answerable to the **Office of Admission & Aid (OAA)** unless there are administrative concerns concerning both parties that need to be resolved.

Furthermore, the Scholars' Sector shall also be collaboratively working with but shall not be directly answerable to **Ateneo Gabay**, an organization advocating for quality education and scholarship under the Sector-Based Cluster of the Council of Organizations of the Ateneo.

V. Members/Constituency

All current undergraduate scholar students, recognized by the Office of Admission and Aid (OAA), of the Loyola Schools are members of the Scholars' Sector Body.

VI. Structure

A. Scholars' Sectoral Representative

The Scholars' Sectoral Representative will be coming from the Scholars' Sector Body and shall act as the official representative of the sector they belong in and shall oversee the status of the sector.

B. Sectoral Committees

The Scholars' Sector will consist of two (2) primary committees: the **Research & Development Committee** and the **Scholars' Assistance Committee**. The committees shall have one (1) committee head and one to two (1-2) committee deputies each.

The structural composition of the positions under the sector's committee heads and deputies (i.e. project core teams) is under the discretion of the Scholars' Sectoral Board.

C. Scholars' Sectoral Board

The Scholars' Sectoral Board shall be composed of the Sectoral Representative, Committee Heads, Committee Deputies, and an Ateneo Gabay representative.

An Ateneo Gabay representative, decided by the Executive Committee of Ateneo Gabay, will be automatically given a seat in the Scholars' Sectoral Board.

VII. Powers and Responsibilities

A. Scholars' Sectoral Representative

The Scholar's Sectoral Representative has the following powers and responsibilities:

1. As per the Ateneo COMELEC Constitution, Article XVI, Section 1, *the sectoral representative shall act as the official representative of the sector they belong in and shall oversee the status of the sector.*
2. The representative works together with the Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Ateneo de Manila regarding matters including, but not limited to, financial procedures and administrative concerns.
3. The representative serves as the Spokesperson of the Scholars' Sector in all the meetings of the Sanggunian.
4. The representative relays concerns and other discussion points coming from the Scholars' Sector to offices and groups affiliated with the scholars and vice versa (e.g. The Office of Admission and Aid (OAA), Ateneo Alumni Scholars Association).
5. The representative works with his/her Committees on projects and efforts for the Scholars' Sector, whether the projects and efforts are made, commissioned, or other modes.
6. The representative must work with an appointed/assigned Ateneo Gabay member in terms of consulting projects and efforts that will be executed or implemented.
7. The Sectoral Representative will not hold more power than the Sectoral Board, but merely represent them and the Sector.

B. Scholars' Sectoral Committee Heads

Each committee head of the Scholars' Sector has the following powers and responsibilities:

1. Research & Development Committee Head
 - a) The committee head assesses the needs of the sector's constituents and the impact of projects and efforts implemented by the sector
 - b) The committee head creates avenues and opportunities (i.e. projects, efforts) for the benefit of the sector
 - c) The committee head is in charge of gathering, handling, and processing of data related to the sector
 - d) The committee head can create core teams for the committee's efforts and projects when deemed necessary

2. Scholars' Assistance Committee Head

- a) The committee head is in charge of working with the finance arm of the Sanggunian and the Sectoral Representative in handling financial-related matters (e.g. subsidies, loans, etc.)
- b) The committee head collaborates with other Loyola Schools offices and student organizations to provide further assistance to the sector's constituents
- c) The committee head creates avenues and opportunities (i.e. projects, efforts) for the benefit of the sector
- d) The committee head can create core teams for the committee's efforts and projects when deemed necessary

C. Scholars' Sectoral Committee Deputies

Each committee deputy of the Scholars' Sector has the following powers and responsibilities:

1. Research & Development Committee Deputies

- a) The committee deputies serve as the right-hand of the committee head in executing their responsibilities
- b) The committee deputies work together with the committee head in assessing the needs of the sector's constituents and the impact of projects and efforts implemented by the sector
- c) The committee deputies work together with the committee head in creating avenues and opportunities (i.e. projects, efforts) for the benefit of the sector
- d) The committee deputies work together with the committee head in the gathering, handling, and processing of data related to the sector
- e) The committee deputies work together with the committee head in creating core teams for the committee's efforts and projects when deemed necessary
- f) The committee deputies will temporarily serve as the committee head when the current committee head becomes unavailable to fulfill his/her duties

2. Scholars' Assistance Committee Deputies

- a) The committee deputies serve as the right-hand of the committee head in executing their responsibilities
- b) The committee deputies help collaborate with other Loyola Schools offices and student organizations to provide further assistance to the sector's constituents
- c) The committee deputies work together with the committee head in creating avenues and opportunities (i.e. projects, efforts) for the benefit of the sector
- d) The committee deputies work together with the committee head in the gathering, handling, and processing of data related to the sector
- e) The committee deputies work together with the committee head in creating core teams for the committee's efforts and projects when deemed necessary
- f) The committee deputies will temporarily serve as the committee head when the current committee head becomes unavailable to fulfill his/her duties

D. Ateneo Gabay Representative

The Ateneo Gabay representative of the Scholars' Sector has the following powers and responsibilities:

1. The Gabay representative shall serve as the liaison between the Scholars' Sectoral Board of the Sanggunian and the Executive Committee of Ateneo Gabay
2. The representative shall act as a counsel to the Scholars' Sectoral Board in creating projects and efforts for the sector
3. The representative can create initiatives wherein Ateneo Gabay and the Sanggunian may collaborate for an effort or project for the sector's constituents

E. Scholars' Sectoral Board

The Sectoral Board of the Scholars' Sector has the following powers and responsibilities:

1. They serve as the official representatives of the scholars' sector.
2. They are in charge of planning and implementing the projects and efforts for the sector's benefit.
3. They formulate, review, approve, or reject policies, programs, budget proposals, and projects when suggested by any member of the sector.
4. They exercise general oversight on initiatives of the Scholars' Sector
5. They work together with the Office of Admission and Aid (OAA) and the data arm of the Sanggunian in keeping track of its constituents
6. They formulate and implement the application processes for its project core team members.
7. They shall attend and support all Scholars' Sector initiatives to the best of their abilities.
8. They are in-charge of accomplishing the sector's renewal process as stated in the Ateneo COMELEC Constitution.
9. The board shall meet at least once a month or as often as necessary to discharge its functions.

VIII. Elections

A. For Sectoral Representative

As per Article XVI of the Ateneo COMELEC Constitution, the following are the guidelines in electing the Sectoral Representative:

1. Upon formation, a sector is to select one (1) sectoral representative from within its members.
2. A student is only allowed to be a sectoral representative in one (1) sector.
3. The election method for the sectoral representative shall be designed by Ateneo COMELEC. Votes are to be cast using ballots which are subsequently dropped into designated ballot boxes. The option to abstain shall be respected in such election.
4. A sectoral representative is chosen once a candidate garners the plurality vote. Only bona fide members of the sector shall be able to participate in the election.

B. For Committee Heads and Committee Deputies

1. Qualifications

- a) Anyone applying to be a Committee Head or Committee Deputy must be an undergraduate scholar of the Loyola Schools, certified by the Office of Admission and Aid (OAA)
- b) For application periods towards the end of the second semester until the start of the first semester of the next academic year, all applicants must be able to serve at least one (1) school year after his/her appointment

2. Process

- a) For a transitory period of two (2) years or two (2) election periods starting from when the sector is formed, the election of the Sectoral Representative can be during the start of the school year he/she will serve in. After this period, election must happen towards the end of the second semester of the previous school year.
- b) Committee heads will apply for the position and will be appointed by the Sectoral Representative.
- c) Deputies will apply for the position and will be appointed by their respective committee heads.
- d) Core team members will apply for the position and will only be accepted upon the discretion of the committee heads they are applying for.

C. Vacancies

In the case of a vacancy in position due to resignations, leave of absences (LOA), or impeachment, the following guidelines are to be followed:

1. Vacancy for the Sectoral Representative
 - a) The Ateneo COMELEC will design another election to ensure the continual representation of the sector.
 - b) The mechanics to be followed is defined in Article XVI, Section 2 of the Electoral Code of the Commission.
 - c) The elected Sectoral Representative will take over the duties and responsibilities of the previous Sectoral Representative and will finish the term of resignee.
2. Vacancy for Committee Heads and Deputies
 - a) If the reason for vacancy is resignation, the incumbent committee head or deputy shall look for a replacement before filing for resignation
 - b) If the incumbent officer is unable to find such replacement, the remaining officers of the Sectoral Board shall decide if a replacement is necessary or not
 - c) If the reason for vacancy is impeachment, the final decision to appoint a new officer to fill in the position should be decided upon by the Scholars' Sectoral Board

IX. Impeachment

A. Grounds

1. Any willful violation of the Constitution or its by-laws;
2. Gross neglect of duty;
3. Abuse of power, usurpation of authority, or insubordination;
4. Misuse of funds, unconscionable expenditures, or fraud committed in the course of official duties;
5. Mismanagement, inefficiency, or incompetence;
6. Graft and corruption

7. Gross moral misconduct in the course of official duties

B. Process

1. Any bona-fide member of the Scholars' Sector can file a case of impeachment for any member of the Scholars' Sectoral Board provided that the grounds for impeachment were committed within the functions of their sectoral positions.
2. The case of impeachment will include, but not limited to:
 - a. Name of officer
 - b. Position of officer
 - c. Allegation
 - d. Evidence
 - e. Any additional documents to support allegation
3. Impeachment cases will be facilitated by the Scholars' Sectoral Board, except for the plaintiff of the impeachment case.
4. The case will be reviewed by the Scholars' Sectoral Board not later than three (3) working days after receiving the complaint.
5. The Scholars' Sectoral Board will release an initial decision not more than fourteen (14) working days after initial hearing.
6. The plaintiff has the choice to appeal the Sectoral Board's decision not more than three (3) working days after the initial decision.
7. While investigation is taking place, the accused will temporarily vacate his/her position until allegations are cleared.

X. Amendments and Effectivity

A. Amending Body

1. Any member of the Scholars' Sectoral Board can propose to amend and revise the Constitution.
2. The Scholars' Sectoral Board shall publicly announce and inform its efforts to amend and revise the Constitution to all its constituents to the best of their abilities.

B. Voting

1. The Scholars' Sectoral Board shall open at least three (3) constitutional hearings open to all its constituents.
2. However, the final voting body for the amendments and revisions will be the Scholars' Sectoral Board.
3. In order for the amendment or revision to be passed, it has to garner a majority vote.
4. The amendment or revision will be in effect fourteen (14) days after it is passed by the Boards.

C. Protest

1. Any bona-fide member of the sector can protest the amendment, and this will be coursed through the Sectoral Representative.
2. The complainant has fourteen (14) days to gather signatures from 10% of all the members of the Scholars' Sector
3. The official letter of protest and other information related to the protest shall be on all possible public platforms and channels
4. The Scholars' Sectoral Board is compelled to hold a session with the agenda to review the amendment/revision with the lead complainant present.

XI. Separability Clause

If any provision of this Constitution is held invalid or unconstitutional, other provisions not affected thereby shall remain in effect.

XII. Repealability Clause

Any other laws, resolutions, rules and regulations which are inconsistent with the Mission and Vision of this Constitution are hereby repealed, amended, or modified accordingly.

So ordered, all contents stated herein are hereby sanctioned by the Petitioners of the Scholars' Sector, signed on 04 March 2019.

YSABEL EUGENE G. AGREGADO

Lead Petitioner

1 March 2019