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PHILIPPINE COAST GUARD  
HEADQUARTERS PHILIPPINE COAST GUARD  
139 25<sup>TH</sup> Street, Port Area, Manila  
Tel # (02) 527-8481 to 80 Local 6363

15 May 2012

HPCG/CG-7

MEMORANDUM CIRCULAR  
NUMBER .....02-12

**CALL FOR ELECTIONS FOR ALL DIRECTORS AUXILIARY DISTRICT (DAD) AND  
DIRECTORS AUXILIARY SQUADRON (DAS) AND GUIDELINES ON THE 2012 SPECIAL  
DISTRICT AND SQUADRON ELECTIONS**

**1. GENERAL:**

This Memorandum Circular formalizes the call for a synchronized and simultaneous elections for the positions of Director Auxiliary District and Director Auxiliary Squadron in all PCGA Auxiliary Districts and Squadrons as agreed and announced during the last 28<sup>th</sup> National Convention in Dumaguete City, Negros Oriental.

**2. SCOPE:**

This Memorandum Circular prescribes the guidelines and procedures for the conduct of the special PCGA Directors Auxiliary District and Squadron elections in May 2012 only, and on a no precedent basis, in as much as the 2012 PCGA Manual will take effect only in 01 June 2012.

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**3. AUTHORITY:**

Republic Act Number 9993 also known as the Philippine Coast Guard Law of 2009 and its implementing Rules and Regulations (IRR).

**4. DEFINITION OF TERMS:**

For the purpose of this Memorandum Circular, the following terms are hereby defined as follows:

4.a Election – an organized event at which an Auxiliarist is chosen by vote for the positions of Director Auxiliary District (DAD) and Director Auxiliary Squadron (DAS).

4.b. Guidelines – an official recommendation indicating how the DAD and DAS elections should be done or what sort of action should be taken in a particular circumstances.

4.c. Director Auxiliary District (DAD) – refers to the person leading a PCGA Auxiliary District and Director Auxiliary Squadron (DAS) refers to the person leading a PCGA Auxiliary Squadron.

4.d. Past and Incumbent – somebody who has held the position of either DAD or DAS for at least one (1) year in an elected or appointed (acting or OIC) capacity in the past and / or currently held.

4.e. Active Member – an Auxiliarist that participates in at least sixty (60%) percent of the authorized PCGA activities and programs, attends in at least sixty (60%) percent of the District or Squadron meetings and conferences, and has no arrears in the Annual member dues.

4.f DELCOM – refers to the PCGA District and its Squadron's Election Committee.

4.G Nomination or Filing of Candidacy – A suggestion or indication of any PCGA member for candidacy in any of the positions of DAD or DAS.

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**5. GUIDELINES AND PROCEDURES:**

5.a. The Director Auxiliary District (DAD) shall be elected from among the past Squadron Directors, and including those who held the said position/s in an acting capacity, whether elected or appointed, provided that he/she must have served for a minimum period of one (1) year in the position, physically fit and of good moral character, an active member of PCGA for at least six (6) years and in active status for the last three (3) years, and a Filipino Citizen.

5.b. The following are eligible to vote for the position of DAD:

5.b.1. Incumbent District Director;

5.b.2. Immediate Past District Director;

5.b.3. Deputy District Director for Operations;

5.b.4. Deputy District Director for Administration;

5.c.5. All Incumbent Squadron Directors.

5.c. The Director Auxiliary Squadron (DAS) shall be elected from among the Officers of the Squadron with the rank of Lt. Commander and higher. He/she must be physically fit and of good moral character, an active member of PCGA for at least four (4) years and in active status for the last two (2) years.

5.d. The following are eligible to vote for the position of DAS:

5.c.1. Incumbent Squadron Director;

5.c.2. Immediate Past Squadron Director;

5.c.3. Deputy Squadron Director for Operations;

5.c.4. Deputy Squadron Director for Administration;

5.c.5 All Incumbent Division Chiefs.

5.e. There shall be a District Election Committee (DELCOM) to oversee the conduct of the synchronized and simultaneous District and Squadron Elections in each

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Auxiliary District. The DELCOM is composed of the Deputy Commander of Coast Guard District as Chair, Adjutant of Coast Guard District, and Auxiliary District Staff for Administration and Personnel as members.

5.f. Candidacy for the positions of DAD and DAS shall be by filing of Certificate of Candidacy, or by Nomination (Annex 1). The filing of either certificate of Candidacy or Nomination shall be until 23 May 2012 only. The DELCOM shall assess and pre-qualify the candidates both nominated and those who filed their candidacy. The final qualified list of candidates for DAD and DAS shall be published by electronic and/or other written circulars to the District and Squadron Officers and Members.

5.g. The actual time and date of election shall be scheduled by consensus among the Auxiliary District Board Members and DAD, on any date from 25-29 May 2012, at a time and place to be specifically and formally announced by electronic messaging and in writing to all District and Squadron Candidates and voters.

5.h A qualified voter absent during the election may be authorized to cast his/her vote by way of proxy (assigned to any qualified voter in good standing), provided that the prescribed proxy form shall be used (Annex 2) and must be presented to the DELCOM on or before the commencement of the election proceeding on the day of the election. The proxy form is valid for the May 2012 elections only.

5.i The following conduct of election procedure shall be strictly observed:

5.i.1. On the scheduled and announced date and exact time of election, the DELCOM Chair shall commence and preside the Simultaneous District and Squadron elections proceedings.

5.i.2. Only the qualified candidates and voters are allowed to attend and witness the election proceedings. Once the DELCOM Chair has officially announced the start of elections, no other individual will be allowed to neither enter the election area nor be allowed to cast any vote.

5.i.3. The DELCOM shall provide one (1) Ballot Box for the Director Auxiliary District position, and several ballot boxes corresponding to the number of Director Auxiliary Squadron positions vying for election. All the

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Ballot Boxes should be properly and legibly marked with District or Squadron number/s.

5.i.4. The DELCOM shall first call all the qualified voters and/or their proxy for each contested position to proceed to a polling place/table and one-by-one cast their vote and drop their Official Ballot in the designated and marked ballot box. The voting will first begin with the District election and to be followed by the Squadron elections (in the order of Squadron numbers).

5.1.5. After the casting of votes, the DELCOM shall announce the close of election and the start of canvassing. A brown manila paper shall be used as tally sheet.

5.j. Voting must be done by secret balloting. To be elected as DAD or DAS, even if there is only one qualified candidate, a candidate should be able to garner a majority number of votes (minimum of 50% plus (+) 1 vote) based on the total number of qualified votes cast. Where there are three or more candidates and the minimum of 50% + 1 vote is not achieved, a second round of election shall be conducted with the two (2) candidates who got the highest number of votes in the first balloting. If the minimum 50% + 1 vote is still not achieved, there shall be a failure of election, and the Vice Commandant for Operations shall appoint the DAD and/or DAS upon the recommendation of the PCGA National Auxiliary Board through the Coast Guard District Commander from the list of qualified candidates.

5.k The DELCOM shall count and declare the winning candidate immediately after the voting. Thereafter, the DELCOM shall prepare a Report of Election Results (Annex 3), addressed to the Commandant through the Coast Guard District Commander, the National and District Auxiliary Board and the DCS for CRS, CG-7.

5.l The proclaimed DAD and DAS shall assume their positions effective 01 June 2012. A formal turn-over of leadership and management shall be conducted.

5.m The DAD and DAS shall serve a term of two (2) years in accordance with the 2012 PCGA Manual.

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**6. RECISSION:**

All existing circulars and policies in effect and in conflict with this Circular are hereby rescinded.

**7. EFFECTIVITY:**

This Memorandum Circular is effective for a period upon publication until the completion of the turn-over of the PCGA DAD and DAS 2012.

**BY COMMAND OF VICE ADMIRAL TAN:**

OFFICIAL:

**AARON T RECONQUISTA  
COMMO                      PCG**

  
**JEFFERSON L RICO  
LT                      PCG  
Coast Guard Adjutant**

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Department of Transportation and Communication  
PUNUNGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(Headquarters, Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area, Manila 1018

Philippine Coast Guard Auxiliary  
PCGA Director Auxiliary Squadron (DAS) Election

**OFFICIAL BALLOT**

I hereby cast my vote for:

Write Rank and Name (One Name Only and No erasures)

**VALIDATED BY DISTRICT ELECTION COMMITTEE**

Chair, DELCOM	Member, DELCOM	Member, DELCOM
Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date

Department of Transportation and Communication  
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Philippine Coast Guard Auxiliary  
PCGA Director Auxiliary Squadron (DAS) Election

**OFFICIAL BALLOT**

I hereby cast my vote for:

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Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date

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139 25<sup>th</sup> Street, Port Area, Manila 1018

Philippine Coast Guard Auxiliary  
PCGA Director Auxiliary District (DAD) Election

**OFFICIAL BALLOT**

I hereby cast my vote for:

Write Rank and Name (One Name Only and No erasures)

**VALIDATED BY DISTRICT ELECTION COMMITTEE**

Chair, DELCOM	Member, DELCOM	Member, DELCOM
Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date

Department of Transportation and Communication  
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(Headquarters, Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area, Manila 1018

Philippine Coast Guard Auxiliary  
PCGA Director Auxiliary District (DAD) Election

**OFFICIAL BALLOT**

I hereby cast my vote for:

Write Rank and Name (One Name Only and No erasures)

**VALIDATED BY DISTRICT ELECTION COMMITTEE**

Chair, DELCOM	Member, DELCOM	Member, DELCOM
Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date



Department of Transportation and Communication  
PUNUNGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(Headquarters, Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area, Manila 1018

**Philippine Coast Guard Auxiliary  
PCGA District and Squadron Election**

**PROXY FORM**

**KNOW ALL MEN BY THESE PRESENTS:**

I, \_\_\_\_\_, the undersigned, an Officer of the PCGA in active status, and a qualified voter for the election of the PCGA Director Auxiliary Director or Director Auxiliary Squadron do hereby name, constitute, and appoint \_\_\_\_\_, as my proxy to represent, act and cast my vote for me at the election of the DAD or DAS to be held at the specified time and place, and effective for the May 2012 elections only.

This proxy shall continue until such time as the election process for DAD or DAS is concluded, or I withdraw the same in writing, but shall not apply in instances wherein I personally attend the election process.

\_\_\_\_\_  
**DATE**

**Rank and Full Name of Officer**  
(Please sign over printed name)

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

**Department of Transportation and Communication**  
**PUNUNGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
**(Headquarters, Philippine Coast Guard)**  
139 25th Street, Port Area, Manila 1018

**Philippine Coast Guard Auxiliary (PCGA)**  
**Director Auxiliary District(DAD) and Director Auxiliary Squadron (DAS) Elections**

## **OFFICIAL NOMINATION / CANDIDACY FORM**

**I HEREBY FILE FOR CANDIDACY OR NOMINATE FOR THE POSITION OF:**

Name and Rank of Candidate/Nominee:	for the position of:
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Nominated by: (optional)
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I hereby accept the Nomination and/or file for Candidacy for the above position.  
I hereby declare that I am qualified and possess the qualifications of the position sought  
for as mandated by the Memorandum Circular guiding the DAD and DAS elections.

Signature over Printed Rank and Name  
Squadron Affiliation, Time and Date

**Department of Transportation and Communication  
PUNUNGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(Headquarters, Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area, Manila 1018**

**Philippine Coast Guard Auxiliary  
PCGA Director Auxiliary Squadron (DAS) Election  
\_\_\_\_ Aux Squadron, CGAD \_\_\_\_\_**

**REPORT OF ELECTION RESULTS**

**Herein District Election Committee hereby submit its report on the result of election for the position of Director Auxiliary Squadron(DAS) Election:**

1. The following were nominated/filed their candidacy and were qualified as candidate for the position of DAS:
  - 1.1
  - 1.2
  - 1.3

2. On \_\_\_\_\_, the synchronized elections were held, with \_\_\_\_\_ qualified voters for the position of DAS:

3. The following votes were cast:

	<b>Rank and Name of Candidate</b>	<b>No of Votes Received</b>
3.1		
3.2		
3.3		
3.4	Total Votes Absent	
3.5	Total Number of qualified votes	

4. As a result of which candidate (state Rank and Name ) is declared the winner with a majority / overwhelming majority vote of \_\_\_\_\_.
5. No untoward incident transpired during the conduct of the election.
6. Requesting appropriate Orders for the designation to the position of DAS.

<b>The DISTRICT ELECTION COMMITTEE</b>		
Chair, DELCOM	Member, DELCOM	Member, DELCOM
Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date

**Philippine Coast Guard Auxiliary  
 PCGA Director Auxiliary District (DAD) Election  
 CGAD \_\_\_\_\_**

**REPORT OF ELECTION RESULT**

**Herein District Election Committee hereby submit its report on the result of election for the position of Director Auxiliary District (DAD) Election:**

1. The following were nominated/filed their candidacy and were qualified as candidate for the position of DAD:

- 1.1
- 1.2
- 1.3

2. On \_\_\_\_\_, the synchronized elections were held, with \_\_\_\_\_ qualified voters for the position of DAD:

3. The following votes were cast:

	<b>Rank and Name of Candidate</b>	<b>No of Votes Received</b>
3.1		
3.2		
3.3		
3.4	Total Votes Absent	
3.5	Total Number of qualified votes	

4. As a result of which candidate (state Rank and Name ) is declared the winner with a majority / overwhelming majority vote of \_\_\_\_\_.

5. No untoward incident transpired during the conduct of the election.

6. Requesting appropriate Orders for the designation to the position of DAD.

<b>The DISTRICT ELECTION COMMITTEE</b>		
Chair, DELCOM	Member, DELCOM	Member, DELCOM
Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date	Signature over Printed Rank and Name Time and Date