



# Divine Word College of Calapan

Infantado St. San Vicente West, Calapan City

## Student Electoral Board

General Student Elections 2009

### CERTIFICATE OF CANDIDACY

Name: \_\_\_\_\_ Position Aspired: \_\_\_\_\_  
 Department: \_\_\_\_\_

**Instructions:**

- a) Please print all entries, except those customary signatures.
- b) Accomplish this form in five (5) copies and file the four copies at the STUDENT ELECTORAL BOARD Office. The candidate may keep last copy for his/her file.
- c) This form, duly accomplished, must be filed at the DWCC SEB from June 08 to June 10, 2009.

THIS  
 VACANT  
 SPACE IS  
 RESERVED  
 FOR SEB  
 USE ONLY

I, whose name and other personal circumstances are herein stated, do hereby filed this Certificate of Candidacy to the STUDENT COUNCIL/DEPARTMENT OFFICE for the GENERAL STUDENT ELECTIONS of the school year 2009-2010. I do hereby declare my intention and desire to be \_\_\_\_\_ nominated \_\_\_\_\_ for \_\_\_\_\_ the \_\_\_\_\_ particular \_\_\_\_\_ position \_\_\_\_\_ of \_\_\_\_\_ and I further state that:

1. My complete mailing address is \_\_\_\_\_  
 \_\_\_\_\_ and I may be contacted by  
 cellular \_\_\_\_\_ phone \_\_\_\_\_ in \_\_\_\_\_ the \_\_\_\_\_ following \_\_\_\_\_ number/s  
 \_\_\_\_\_.

2. I am presently a student of the \_\_\_\_\_ Department, with good standing and I have been a student of this institution for \_\_\_\_\_ semesters commencing on my enrolment as a regular student on the \_\_\_\_\_ semester of SY 20\_\_\_\_ to 20\_\_\_\_;

3. I have been elected to the following positions arranged in chronological order:

Year	Elective Position Held	Year	Elective Position Held
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. I have been employed in the following establishments, arranged in chronological order :

Year	Company/Establishment	Year	Company/Establishment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. My present candidacy has been duly endorsed by my Department Head and Department Adviser/s. A copy of which endorsement is attached as Annex "A" and made an integral part hereof ;

8. I have fully and truthfully filled-up a questionnaire relative to my biographical data, concepts and beliefs; a copy of which is attached as Annex "B" and made an integral part hereof;
9. I possess all the qualifications and I have none of the disqualification's pertaining to the office or position for which I file this Certificate of Candidacy ;
10. I have prepared a Plan of Action or AGENDA (this is only for SC and Dept. Presidents), a copy of which is hereto attached as Annex "D" and made an integral part hereof;

IN WITNESS WHEREOF, I hereunto affix my signature on the left hand margins of page one and in the appropriate space on page two of this Certificate of Candidacy, this \_\_\_\_\_ day of \_\_\_\_\_, 2009

\_\_\_\_\_  
Printed Name of Candidate

\_\_\_\_\_  
Customary Signature

Enclosure:

- Annex "A" - Endorsement of Candidacy ( SEB Form No. 1-A )
- Annex "B" - Certificate of Evaluation ( SEB Form No. 1-B )
- Annex "C" - Comprehensive Data Sheet ( SEB Form No. 1-C )
- Annex "D" - Plan of Action ( SEB Form No. 1-D )

**ENDORSEMENT OF CANDIDACY**

We, the undersigned, do hereby certify that we have endorsed the candidacy of \_\_\_\_\_ who is a student of our department for a particular position or office of \_\_\_\_\_ in the DWCC GENERAL STUDENT ELECTIONS to be held this semester.

Whereas, the name stated above possess all the qualifications and none of the disqualifications pertaining to the office or position that he/she is filing for.

	Printed Names of	Customary Signatures
Dept. head	_____	_____
Dept. adviser	_____	_____
	_____	_____

**CERTIFICATE OF EVALUATION**

( Note: This Certification must be duly accomplished by the Registrar's Office and, at the initiative of the candidate concerned forthwith filed to DWCC SEB from June 08 to June 10, 2009 )

Name of Candidate	Department
<input type="text"/>	<input type="text"/>
Surname/Firstname/Middlename	

This is to certify that whose name and department are herein above indicated, stated, is duly registered and in attendance of \_\_\_\_ consecutive semesters, has a general average of \_\_\_\_ with no failing grade/s last semester and has a \_\_\_\_ remaining subjects as an assurance that he will not graduate this October.

Date of Evaluation: \_\_\_\_\_

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Signature Over Printed  
Name of Evaluator

## CANDIDATE'S COMPREHENSIVE DATA SHEET

(Note: This questionnaire should be accomplished and signed on the left-hand margin of page one and in the appropriate space on the page two of this data sheet.)

1. BIOGRAPHICAL SKETCH

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Marital Status \_\_\_\_\_

Age : \_\_\_\_\_ Department: \_\_\_\_\_

Birth date: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ No of Children: \_\_\_\_\_

Date / Place of Marriage (if applicable) \_\_\_\_\_

2. Are you fully aware of the general and specific qualifications for the office or position for which you filed your Certificate of Candidacy?  
\_\_\_\_\_

3. Have you studied and understood the duties and responsibilities relative to the office or position for which you filed your Certificate of Candidacy? \_\_\_\_\_

4. Are you aware of the letter and spirit of the officer's Oath of Office and will you be prepared to take the oath upon your election? \_\_\_\_\_

5. If elected to the office for which you filed your Certificate of Candidacy, will you be able to attend to this year's Leadership Training Seminar? If you must clarify your answer, please do so. \_\_\_\_\_

6. Can you proficiently speak and write English and Tagalog? \_\_\_\_\_

7. Are you fully aware that the Divine Word College of Calapan, operates by majority rule and, if elected thereto, can you loyally uphold its decisions even if you might be one of the voting minority? \_\_\_\_\_

8. If elected as an officer, will you be able to devote your time in the discharge of the duties of your office during your term? \_\_\_\_\_

9. Are there any specific problems that may be anticipated regarding your duties if elected as an officer? If so, please specify.  
\_\_\_\_\_

10. Are you confident that your health will enable you to fulfill your duties as an officer? If not, please specify.  
\_\_\_\_\_

11. Can you give an assurance at this time that your family can permit you to give sufficient time to the duties of the office to which you may be elected ?  
\_\_\_\_\_

12. State briefly your involvement in DWCC Community Extension Services.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. State briefly the performances / achievements in varying capacities of your department.

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Customary Signature of Candidate

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Annex "D"  
Certificate of Candidacy  
SEB Form No. 1-D

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## **PLAN OF ACTION**

(Note: This page is for Plan of Action of every candidate who is filing as a President of Student Council and Department President. It must be in eighty but not more than one hundred words.)