ATENEO COMELEC

# ATENEO COMMISSION ON ELECTIONS

Room 010 | Room 221 Manuel V. Pangilinan Center for Student Leadership,
Ateneo de Manila University, Katipunan Ave., Loyola Heights, Quezon City 1108

comelec.college.org@student.ateneo.edu

## Complaint Form

**Instructions:** Make a copy and fill up the form to file a formal complaint to the Ateneo COMELEC. Send the accomplished form to **comelec.college.org@student.ateneo.edu** with the subject **[Election Type and Year] Formal Complaint** *(i.e. [General Elections 2025] Formal Complaint against Name of Candidate)*.

Please delete the instructions before submitting.

**Respondent:**

**Date of Filing:**

**Nature of Complaint:**

| **Minor Offense/s:** | **Major Offense/s:** |
|---|---|
| ☐ Unauthorized Election Paraphernalia and Activities<br>☐ Failure to Comply with Campaign Requirements<br>☐ Premature Campaigning<br>☐ Unlawful Electioneering | ☐ Unauthorized Group Campaigning<br>☐ Vote Buying or Selling<br>☐ Issuance or Circulation of False or Malicious Statements<br>☐ Material Misrepresentation of Election Paraphernalia<br>☐ Grave Threat<br>☐ Grave Coercion<br>☐ Electoral Sabotage<br>☐ Contempt of Commission<br>☐ Major offenses indicated in the student handbook of the Ateneo Higher Education Cluster |

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| **Other Offense/s:**[1] |
|---|

| **Election** | | | | |
|---|---|---|---|---|
| ☐ Freshmen | ☐ General | ☐ Special | ☐ Sectoral | ☐ Referendum |

**Formal Letter of Complaint:**

**Annex:**

| **Will this be an anonymous submission?**[2] | |
|---|---|
| ☐ Yes | ☐ No |

| | |
|---|---|
| **Name of Complainant:** | |
| **Year and Course:** | |
| **Student ID Number:** | |
| **Signature Over Printed Name of Filer:** | |

[1] Write here the offenses that your complaint rests upon which is not duly defined within the Code. Pursuant to Article IX, Section 4 of the 2026 Revised Electoral Code, for offenses not defined by this Code, it shall be left upon the discretion of the Ateneo COMELEC Board of Commissioners to determine the offense's classification, its type, and sanction/s to be imposed, as per the list of sanctions provided, upon the candidate(s) and/or their party or coalition who committed such offense. This shall be made in consultation with Ateneo SJC.

[2] **Regarding Anonymous Submissions:** Pursuant to Article IX, Section 5.4.2.1 of the 2026 Revised Electoral Code, anonymous submissions shall undergo a preliminary evaluation by the Legal Affairs Sub-Department. Should probable cause be established, the Sub-Department shall initiate the case *motu proprio* and acquire exclusive jurisdiction over the matter, effectively becoming the formal complainant. Consequently, the original anonymous submitter shall have no legal standing to participate in the proceedings or appeal the final outcome.

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