



School of Business, Management, & Accountancy

RODOLFO N. PELAEZ BLVD., KAUSWAGAN, CAGAYAN DE ORO CITY 9000

JUNIOR PEOPLE MANAGEMENT ASSOCIATION OF THE PHILIPPINES



JUNIOR PEOPLE MANAGEMENT ASSOCIATION OF THE PHILIPPINES (JPMAP)

RESOLUTION NO. 1 Series of 2026

A RESOLUTION ESTABLISHING A POLICY ON FINES FOR UNEXCUSED ABSENCES DURING OFFICIAL DEPARTMENTAL, AND SUB-ORGANIZATION EVENTS

WHEREAS, the organization recognizes the importance of active participation, commitment, and responsibility among its members in all official activities, programs, and events;

WHEREAS, attendance and involvement in organizational, departmental, and sub-organization events contribute to the achievement of the association's goals and objectives;

WHEREAS, recurring unexcused absences may negatively affect the success of activities and the overall performance of the organization;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved, that all members shall be required to attend official organizational, departmental, and sub-organization events unless they present a valid and approved excuse.

RESOLVED FURTHER, that a fine of **₱ 30 a day** shall be imposed on any member who fails to attend an official event without prior notice or valid justification approved by the concerned adviser, president, or authorized officer.

RESOLVED FURTHER, that valid excuses shall include illness, family emergencies, academic requirements, and other justifiable reasons supported by appropriate documentation whenever necessary.

RESOLVED FINALLY, that all collected fines shall be properly documented and utilized solely for organizational purposes, subject to the approval and monitoring of the organization's officers and adviser.

APPROVED this 8th day of June 2026 during the Officers Strategic Planning or the Junior People Management Association of the Philippines.

Certified Correct:

Amehan Jen Sihay
Executive President

Gerald Carin
Executive Vice President

Approved by:

Dr. Grace V. Santos, DBM
JPMAP Organization Adviser



JUNIOR PEOPLE MANAGEMENT ASSOCIATION OF THE PHILIPPINES (JPMAP)

RESOLUTION NO. 2 Series of 2026

A RESOLUTION ON THE ATTENDANCE, PUNCTUALITY, AND ACCOUNTABILITY OF JPMAP OFFICERS

WHEREAS, the Junior People Management Association of the Philippines (JPMAP) aims to uphold professionalism, discipline, commitment, and leadership among its officers;

WHEREAS, the active participation and punctual attendance of officers in meetings, programs, activities, and official events are essential to the effective implementation of the organization's plans and objectives;

WHEREAS, officers are expected to serve as role models and demonstrate responsibility in fulfilling their duties and obligations to the organization;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved, that all JPMAP officers shall be required to attend and actively participate in all official meetings, activities, trainings, seminars, and events organized by the association, the department, and affiliated sub-organizations.

RESOLVED FURTHER, that officers shall observe punctuality and arrive at least fifteen (15) minutes before the scheduled start of any official activity unless otherwise specified by the Executive Board.

RESOLVED FURTHER, that any officer who will be absent or late must inform the President, Executive Vice President, Secretary, or immediate superior at least twenty-four (24) hours before the activity, except in cases of emergency.

RESOLVED FURTHER, that officers who incur unexcused absences or tardiness shall be subject to the following sanctions:

- **First Offense:** Written reminder and counseling.
- **Second Offense:** Payment of a fine amounting to ₱100.00.
- **Third Offense:** Issuance of a written warning and payment of a fine amounting to ₱150.00.
- **Fourth Offense and Subsequent Offenses:** Subject to review by the Executive Board and possible suspension, removal from position, or other disciplinary actions deemed appropriate.

RESOLVED FURTHERMORE, that every accumulation of three (3) instances of tardiness shall constitute a Second Offense and shall carry a corresponding fine of ₱100.00. In addition, each subsequent instance of tardiness after 30 minutes of call time, shall incur an additional fine of ₱25.00 per late, ₱50.00 pesos in hours of late and until the next offense level is reached under this Resolution.

RESOLVED FURTHER, that all fines and penalties collected pursuant to this Resolution shall form part of the JPMAP Officer's Welfare and Development Fund and shall be used exclusively for official activities that directly benefit the officers, including team-building activities, leadership development programs, recognition activities, officer's gathering, and other initiatives approved by the Executive Board and the Organization Adviser

RESOLVED FURTHER, that all collections shall be properly documented by the Executive Secretary, audited and verified by the Assistant Vice President for Audit, and officially turned over to the Vice President for finance for safekeeping and recording. All disbursements from the fund shall be subject to the approval of the Executive Board and the Organization Adviser and shall be used solely for the purpose stated in this Resolution.

RESOLVED FURTHER, that valid reasons for absence shall include illness, family emergencies, academic requirements, official school representation, and other circumstances approved by the Executive Board, provided that supporting documents are submitted when necessary.

RESOLVED FINALLY, that all officers shall remain accountable for their assigned tasks and responsibilities regardless of attendance status and shall ensure proper turnover and coordination when unable to perform their duties.



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APPROVED this 8th day of June 2026.

Certified Correct:

Amehan Jen Sihay

Executive President

Gerald Carin

Executive Vice President

Approved by:

Dr. Grace V. Santos, DBM

JPMAP Organization Adviser



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JUNIOR PEOPLE MANAGEMENT ASSOCIATION OF THE PHILIPPINES (JPMAP)

RESOLUTION NO. 3 Series of 2026

A RESOLUTION ESTABLISHING A POLICY ON LATE PAYMENT PENALTIES FOR ORGANIZATIONAL COLLECTIONS APPLICABLE TO ALL REGISTERED MEMBERS AND OFFICERS OF THE JPMAP - LDCU.

WHEREAS, the Junior People Management Association of the Philippines (JPMAP) – Liceo de Cagayan University Chapter is committed to developing responsible, accountable, and disciplined future people managers through the promotion of professionalism and adherence to organizational policies;

WHEREAS, the timely collection of membership fees, organizational dues, and other approved financial obligations is essential to the efficient implementation of the organization's programs, projects, and activities;

WHEREAS, establishing a reasonable late payment penalty encourages members to develop the values of responsibility, punctuality, accountability, and financial discipline, which are essential qualities of future Human Resource and People Management professionals;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved by the officers of the Junior People Management Association of the Philippines (JPMAP) – Liceo de Cagayan University Chapter, that:

Section 1. Coverage.

This Resolution shall apply to all official JPMAP members who have financial obligations approved by the organization, including but not limited to membership dues, event fees, and other authorized collections.

Section 2. Late Payment Penalty.

Any member who fails to settle their required payment on or before the official deadline shall be charged a **late payment penalty of Two Pesos (₱2.00) per academic day**, beginning on the first day after the prescribed deadline until the payment is fully settled.

Section 3. Purpose of the Penalty.

The late payment penalty is intended to encourage discipline, accountability, and financial responsibility among members and shall not be imposed solely for punitive purposes. The policy aims to cultivate the professional values expected of future managers.

Section 4. Collection and Recording.

The Finance Department shall compute, collect, and properly record all late payment penalties. All collected penalties shall form part of the organization's funds and shall be utilized only for officially approved organizational purposes in accordance with existing financial policies.

Section 5. Exceptions.

Members who are unable to comply with the payment deadline due to valid and justifiable reasons may submit a written explanation to the Executive Board prior to or immediately after the deadline. The Executive Board shall have the authority to review and determine whether the late payment penalty may be waived based on the merits of the request.

Section 6. Effectivity.

This Resolution shall take effect immediately upon its approval by the Executive Board and shall remain in force unless amended or repealed by a subsequent resolution.

APPROVED this ____ day of _____ 2026 at Liceo de Cagayan University, Cagayan de Oro City, Philippines.



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JPMAP Organization Adviser