



COMMISSION ON STUDENT ELECTIONS

CAVITE STATE UNIVERSITY - BACOR CITY CAMPUS

IN THE SERVICE FOR THE KABATAANG BACOOREÑONG KABSUHENYOS

MEMBERSHIP PRIMER

Updated: First Semester Academic Year 2026 - 2027

MEMBERSHIP PROGRAM OF COMMISSION ON STUDENT ELECTIONS OF CAVITE STATE UNIVERSITY – BACOR CITY CAMPUS

An primer submitted to the Commission on Student Elections, Cavite State University – Bacor City Campus, City of Bacor, Cavite, Philippines, in formulation of membership guidelines for the membership application. Prepared under the guidance of **AMELYN D. ESPIRITU**, Vice Chairperson, and duly released on **10th of August 2026**.

ABOUT THE COMMISSION

The Commission on Student Elections, hereinafter referred to as COMSELEC or the Commission, is a duly recognized non-academic and electoral organization of Cavite State University – Bacor City Campus, located at Soldiers Hills IV, Molino VI, City of Bacor, Cavite, Philippines, with its main quarters at the CvSU B, Ground Floor of the Old Building, Publication Office

The Commission formally commenced its operations on the 17th day of April 2022, Sunday, establishing itself as the autonomous authority for student elections within the campus. Prior to this, it supervised the electoral proceedings of the Central Student Government – Bacor (CSG) of CvSU Bacor Campus, until it was granted expanded jurisdiction over all recognized student organizations, including the eight (8) academic societies, through the implementation of the COMSELEC Election Program, which ensures transparent, fair, and orderly elections across the campus.

Moreover, the Commission develops programs that raise awareness on proper voting, promote democratic participation, and teach responsible leadership, such as



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COMSELEC Academy Program, which offers brief sessions, seminars, webinars, and other related event to educate individuals on electoral proceedings, responsible voting, and ethical leadership, ensuring every election is fair, orderly, and reflects the true will of the students.

Ika-nga, “*Bumoto nang Tama, Bumoto ng Tama.*” In this spirit, the Commission reminds all students or mga Kabataan that voting is both a right and a responsibility. Choose leaders based on integrity, competence, and platform, not popularity or pressure. Vote wisely, vote conscientiously, and let your ballot reflect your principles.

In the service for **Kabataang Bacoorenong Kabsuhenyos**.

Arangkada, Komisyon!

Mission

The Commission shall pursue free, fair, and transparent student elections at CvSU B, empowering student youths to actively shape their future through democratic participation.

Vision

The Commission envisions a generation of youth leaders who uphold the University values of Truth, Integrity, Excellence, and Service, driving positive purpose for the student community thereafter.

Core Values

1. Integrity;
2. Transparency; and
3. Service.



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PROGRAM OVERVIEW	
Name	COMSELEC MEMBERSHIP PROGRAM
Leg	One (1)
Academic Year	First Semester; 2026 - 2027
Event Schedule	October 8, 2026 to October 31, 2026
Office Hours	Monday - Friday; 9:00 AM - 3:00 PM
Venue / Platform	(1) CvSU B, Old Building, Ground Floor, Publication Office; (2) Facebook Page; and (3) Google Mail
Dress Code	Mon - Fri (CvSU Uniform); except for Wed and Sat (Civilian)
Target Participants	interested CvSU B students (all levels and programs)

PURPOSE OF THE PROGRAM

Generally, this program aims to recruit, screen, and onboard qualified, competent, and dedicated students who are willing to contribute to the operations, initiatives, and goals of the Commission.

Specifically, it aims to:

1. provide an opportunity for interested CvSU Bacoor students to become active members of the Commission;
2. identify and select applicants whose skills, competencies, and values align with the mission and objectives of the Commission;
3. establish a structured and transparent membership selection process;
4. strengthen organizational manpower and leadership development through active student participation; and
5. promote volunteerism, service, and collaborative engagement among members of the student body.



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The **MEMBERSHIP APPLICATION PROCESS** shall be conducted in the following phases:

Phase I

All interested applicants are required to review the official Membership Information, qualifications, duties, and application guidelines as published on the Commission's official Facebook Page.

This phase ensures that applicants are fully informed of:

- (a) the mandate and functions of the Commission;
- (b) membership qualifications and standards;
- (c) roles, responsibilities, and expectations; and
- (d) application procedures and timelines.

Failure to comply with published instructions shall be grounds for non-processing of the application.

Phase II

Applicants shall formally submit their membership requirements via Google Mail to:
cvsbacoor.comselec@gmail.com

required documents are

(a) Curricula Vitae (b) Certificate of Registration / Enrollment (c) Portfolio (optional)

address to

Co. Amelyn D. Espiritu
Vice Chairperson

subject to

Surname_MembershipApplication_COMSELEC

Applications submitted beyond the prescribed deadline, incomplete in documentation, or non-compliant with requirements may be disqualified from further evaluation.

Phase III

All submitted applications shall undergo official verification and preliminary evaluation by Rep. Christen Joy D. Gado.

This phase shall determine:

- (a) completeness and authenticity of submitted documents
- (b) compliance with qualification standards
- (c) eligibility for screening

Applicants shall receive official confirmation through email regarding the status of their application. Only qualified applicants shall be endorsed to proceed to the Screening Phase.

Phase IV

Qualified applicants shall undergo formal on-site screening conducted by the Duty Officer. Applicants nor Duty Officers are expected to observe professionalism, punctuality, and proper decorum during this phase.

Phase V

Following the screening, the Board of En Banc shall deliberate based on merit, competence, integrity, and alignment with the core principles.

Successful applicants shall receive:

- (a) official Notice of Acceptance
- (b) orientation Schedule
- (c) Membership Appointment and Oath-Taking Details

(The decision of the Commission shall be final and executory.)

Phase VI

All accepted members shall undergo mandatory orientation and formal induction prior to assumption of duties.



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THE COMPOSITION OF THE COMMISSION

SECTION 7. Composition. The Board of En Banc serves as the highest policy-making, adjudicatory authority of the Commission. The Commission shall be headed by a/n Board of En Banc which will be composed of:

7.1. Chairperson (*Director*). The Chairperson or Director serves as the highest authority of the Commission. Specifically, the powers and responsibilities refer to:

- (a) represent the Commission in official transactions with stakeholders (e.g., administration, organizations, institutions, students);
- (b) call and preside over official meeting (i.e. internal and external) of the Commission (e.g. special, general, townhall);
- (c) sign official documents issued by the Commission and/or its stakeholders;
- (d) direct, control, and supervise to the programs, projects, and activities proposed by the Commission and/or its stakeholder
- (e) direct, control, and supervise to the compliance with policies, rules, and regulations in the execution of duties and responsibilities of the Commission;
- (f) propose and/or recommend electoral policies, rules, and regulations for the Commission's consideration, subject to approval of the Commission and/or appropriate stakeholders; and
- (g) perform such other duties and responsibilities as may be prescribed by the authority or the governing policies, rules, and regulations.



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8.2. Vice Chairperson (*Associate Director*). The Vice Chairperson or Associate Director serves as the second-highest authority of the Commission. Specifically, the powers and responsibilities include:

- (a) represent the Commission in official transactions with stakeholders (e.g., administration, organizations, institutions, students) in the absence of the Chairperson;
- (b) call and preside over official meetings of the Commission in the absence of the Chairperson;
- (c) sign documents on behalf of the Chairperson or the Commission, as authorized;
- (d) direct, control, and supervise to the programs, projects, and activities proposed by the Commission and/or its stakeholder in the absence of the Chairperson;
- (e) direct, control, and supervise to the compliance with policies, rules, and regulations in the execution of duties and responsibilities of the Commission in the absence of the Chairperson;
- (f) propose and/or recommend electoral policies, rules, and regulations for the consideration, subject to approval of the Commission and/or appropriate stakeholders; and
- (g) perform such other duties and responsibilities as may be prescribed by the authority or the governing policies, rules, and regulations.

8.3. Commissioner (*Coordinator*). The Commissioner or Coordinator serves as the head within their respective Committees of the Commission. Specifically, the powers and responsibilities include:



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- (a) represent the assigned Committee of the Commission in the official transactions with stakeholders;
- (b) call, preside over, and represent the Commission in official meetings concerning assigned Committee matters;
- (c) sign official documents issued by the Commission and/or its stakeholders in concerning assigned Committee matters;
- (d) facilitate communication and coordination to the programs, projects, and activities proposed by the assigned Committee, the Commission and/or its stakeholder;
- (e) facilitate communication and coordination to the compliance with policies, rules, and regulations in the execution of duties and responsibilities of the Commission;
- (f) propose and/or recommend electoral policies, rules, and regulations for the Commission's consideration, subject to approval of the Commission and/or appropriate stakeholders; and
- (g) perform such other duties and responsibilities as may be prescribed by the authority or the governing policies, rules, and regulations.

8.4. Representative (Staff). The Representatives or Staff serves under the supervision and direction of the Commission and/or assigned Committee. Specifically, the powers and responsibilities include:

- (a) represent the assigned Committee position of the Commission in the official transactions with stakeholders;
- (b) call, preside over, and represent the Commission in official meetings concerning assigned Committee matters when authorized;



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- (c) sign official documents issued by the Commission and/or its stakeholders in concerning assigned Committee matters when authorized;
- (d) support in communication and coordination to the programs, projects, and activities proposed by the assigned Committee, the Commission and/or its stakeholder;
- (e) support in communication and coordination to the compliance with policies, rules, and regulations in the execution of duties and responsibilities of the Commission;
- (f) proposing and/or recommending electoral policies, rules, and regulations for the Commission's consideration, subject to approval of the Commission and/or appropriate stakeholders; and
- (g) perform such other duties and responsibilities as may be prescribed by the authority or the governing policies, rules, and regulations.

SECTION 9. Standing Committees. A Standing Committee shall be a main functional unit of the Commission, mandated to implement internal and external delegations. It shall be composed of duly designated representatives from each category and shall be headed by a Coordinator.

The Commission shall be composed of the following Committees and designated positions, which shall perform such functions and responsibilities as may be prescribed herein:

9.1. Committee on Internal Affairs (In). This committee is responsible for supporting the internal structure of the Commission. Specifically, it shall support the following:



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- (a) **Secretary (In).** This position is responsible for internal administrative support of the Commission. The duties and responsibilities are as follows:
- This shall maintain and archive all internal resolutions, minutes, memoranda, and official records of the Commission.
 - This shall record and certify minutes of all meetings and ensure that decisions and assignments are accurately documented.
 - This shall issue timely notices of meetings, internal communications, and reminders to officers regarding schedules and deadlines.
 - This shall maintain an updated registry of members, positions, and committee assignments.
 - This shall provide documentation support to other internal offices for policy codification and reference.
 - This shall coordinate with the Compliance (In) during internal reviews and audits.
 - This shall submit periodic administrative reports summarizing activities and operations to the leadership of the Commission.
- (b) **Reforms (In).** This position is responsible for the review, development, and strengthening of the internal rules and regulations of the Commission. The duties and responsibilities are as follows:
- This shall conduct periodic reviews of the Constitution, By-Laws, and internal rules of the Commission.
 - This shall draft proposed amendments and policy improvements to strengthen governance and operational efficiency.



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- This shall recommend structural reforms to improve coordination and accountability among internal officers.
 - This shall coordinate with the Secretary (In) to ensure proper documentation of all proposals and revisions.
 - This shall work with Compliance (In) to ensure that approved reforms are implemented.
 - This shall conduct internal consultations with officers before major policy changes.
 - This shall submit reform assessment reports highlighting recommendations and potential impact.
- (c) **Rights and Welfare (In).** This position is responsible for the promotion of the rights, welfare, and well-being of the members. The duties and responsibilities are as follows:
- This shall monitor adherence to ethical standards and codes of conduct among members.
 - This shall address concerns affecting member welfare, including workload, support, and interpersonal issues.
 - This shall recommend policies promoting fairness, inclusivity, and protection for all members.
 - This shall coordinate with Compliance (In) in cases involving violations of internal rules.
 - This shall conduct welfare assessments and recommend programs to support members' well-being.



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- This shall ensure that due process is observed in all internal disciplinary proceedings.

(d) **Compliance (In)**. This position is responsible for the adherence of the internal rules and regulations of the Commission. The duties and responsibilities are as follows:

- This shall monitor the implementation of internal rules, resolutions, and directives across all organizational operations.
- This shall conduct compliance checks to ensure officers perform duties according to established procedures.
- This shall issue compliance advisories and recommendations when operational gaps are identified.
- This shall coordinate with the Secretary (In) to verify records and documentation.
- This shall work with Reforms (In) to address policy gaps identified through compliance reviews.
- This shall submit comprehensive compliance evaluation reports to the leadership of the Commission.

9.2. Committee on External Affairs (Ex). This committee is responsible for supporting the external structure of the Commission. Specifically, it shall support the following:

(a) **Secretary (Ex)**. This position is responsible for external administrative support of the Commission. The duties and responsibilities are as follows:

- This shall prepare and transmit official correspondence to external stakeholders and partner organizations.



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- This shall maintain a registry of external communications, agreements, and event-related notices.
 - This shall document meetings with stakeholders and external collaborators, including agreements and commitments.
 - This shall coordinate with Partnership (R) on formal agreements and collaborative initiatives.
 - This shall ensure proper filing and archiving of external resolutions, memoranda, and communications.
 - This shall submit detailed external communication reports to the leadership of the Commission.
- (b) **Reforms (Ex).** This position is responsible for the review, development, and strengthening of the external rules and regulations of the Commission. The duties and responsibilities are as follows:
- This shall review external rules, guidelines, and policies affecting the organization's operations.
 - This shall draft amendments to policies governing external engagement, partnerships, and program activities.
 - This shall coordinate with Compliance (Ex) to assess adherence to external rules.
 - This shall conduct consultations with stakeholders regarding proposed reforms.
 - This shall ensure alignment of external regulations with organizational mandates.



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- This shall submit policy reform recommendations highlighting practical improvements and compliance considerations.
- (c) **Rights and Welfare (Ex).** This position is responsible for the promotion of the rights, welfare, and well-being of the stakeholders. The duties and responsibilities are as follows:
- This shall monitor the protection of stakeholders' rights during programs and activities.
 - This shall address complaints regarding fairness, equity, or treatment of members and participants.
 - This shall coordinate with Compliance (Ex) to ensure due process in handling external concerns.
 - This shall recommend measures to ensure inclusive and equitable engagement in all organizational activities.
 - This shall assist in stakeholder programs, orientations, and awareness campaigns.
 - This shall submit reports on stakeholder welfare and interventions.
- (d) **Compliance (Ex).** This position is responsible for the adherence of the external rules and regulations of the Commission. The duties and responsibilities are as follows:
- This shall monitor external partners' and participants' adherence to organizational rules and agreements.
 - This shall investigate reported violations or irregularities.
 - This shall issue formal notices of violations and recommend corrective actions.



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- This shall coordinate with Rights and Welfare to ensure fairness and due process.
- This shall prepare compliance findings and recommendations.
- This shall submit comprehensive compliance reports to the leadership of the Commission.

9.3. Committee on Resource Management (R). This committee is responsible for supporting the resource structure of the Commission. Specifically, it shall support the following:

(a) **Projects (R).** This position serves for planning, coordinating, and implementing programs, activities, and special initiatives of the Commission. The duties and responsibilities are as follows:

- This shall develop annual operational plans and program proposals in line with organizational objectives.
- This shall coordinate implementation of programs, activities, and special initiatives.
- This shall work closely with Logistics (R) to fulfill operational requirements for events and programs.
- This shall coordinate with the Media (M) for program promotion and communication.
- This shall submit post-activity evaluation reports including achievements, issues, and recommendations.
- This shall ensure that all activities adhere to organizational rules and mandates.



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- (b) **Accounts (R).** The Accounts (R) shall be responsible for the financial management, custody, auditing, and accountability of all funds and financial transactions of the Commission. It shall be composed of the Treasurer and the Auditor, who shall exercise distinct but complementary functions.

The duties and responsibilities of Treasurer are as follows:

- This shall safeguard all organizational funds, prepare budgets, maintain accurate ledgers, and monitor fund disbursement.
- This shall coordinate with Projects and Logistics regarding financial needs for programs and events.
- This shall prepare financial statements, reports, and ensure transparency and accountability.

The duties and responsibilities of Auditor are as follows:

- This shall conduct independent reviews and internal audits of funds and financial transactions.
- This shall certify accuracy, compliance, and integrity of organizational financial operations.
- This shall recommend improvements to financial management procedures.
- This shall submit detailed audit reports to the leadership.

- (c) **Partnership (R).** This position serves for the coordination and maintenance of the communications and collaborations of the Commission. The duties and responsibilities are as follows:



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- This shall establish and maintain partnerships with external organizations to support programs and initiatives.
 - This shall coordinate sponsorships, donations, and external support.
 - This shall work with the Secretary (e.g. In and Ex) on formal agreements and collaborative initiatives.
 - This shall maintain an updated database of partners and external contacts.
 - This shall submit accomplishment reports detailing partnership outcomes and follow-ups.
- (d) **Logistics (R).** This position serves for the coordination and provision of materials, venues, and operational requirements of the Commission. The duties and responsibilities are as follows:
- This shall identify and secure venues, materials, and operational facilities for organizational activities.
 - This shall manage procurement, inventory, and distribution of required materials.
 - This shall coordinate with Projects (R) to ensure all program requirements are met.
 - This shall work with Technical (M) for equipment setup and operational readiness.
 - This shall maintain inventory and records in coordination with Accounts (R).
 - This shall submit logistics and resource utilization reports to the leadership.



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9.4. Committee on Multimedia Management (M). This committee is responsible for supporting the multimedia structure of the Commission. Specifically, it shall support the following:

(a) **Media (M).** This position serves for planning, coordinating, and implementing programs, activities, and special initiatives of the Commission. The duties and responsibilities are as follows:

The duties and responsibilities of Traditional Media are as follows:

- This office shall prepare press releases, official statements, and coverage of organizational activities.
- This shall support Publications in official communication tasks.
- This shall submit reports documenting coverage and communication outcomes.

The duties and responsibilities of Social Media are as follows:

- This shall manage official digital platforms and online communications.
- This shall disseminate announcements and educational materials to members and stakeholders.
- This shall monitor engagement and respond to inquiries promptly.
- This shall submit reports on online analytics and engagement metrics.

(b) **Technical (M).** This position serves for the management and operation of the technical systems and equipment of the Commission. The duties and responsibilities are as follows:

- This shall operate and maintain all technical systems and equipment.



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- This shall provide technical support during organizational programs and events.
 - This shall ensure the functionality of digital platforms for communication and operations.
 - This shall coordinate with Logistics for equipment requirements.
 - This shall maintain technical inventory and submit operation reports.
- (c) **Publications (M).** This position serves for the preparation, design, and dissemination of official publications and informational materials of the Commission. The duties and responsibilities are as follows:
- This shall draft, design, and prepare official publications and informational materials.
 - This shall ensure the accuracy and clarity of all materials prior to release.
 - This shall coordinate with the Media (M) and Secretary (e.g. In and Ex) for dissemination strategies.
 - This shall archive all published materials for recordkeeping.
 - This shall submit reports documenting publications and communication campaigns.

----- nothing follows -----



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THE MEMBERSHIP

Requirements

Updated requirements of

1. Curricula Vitae [.pdf]
2. Certificate of Grades [.pdf] [Previous Term/Sem]
3. Certificate of Registration or Enrollment [.pdf] [First Sem. A.Y 26-27]; and
4. Portfolio [.pdf or link to CV].

Qualifications

Applicant who are able to meet the following qualifications shall be eligible to be member of any position within the Commission:

- a. The applicant shall be official bonafide student of any year (i.e First to Fourth) or program of Cavite State University – Bacoor City Campus;
- b. The applicant shall not be subjected to disciplinary action within the University or Commission;
- c. No applicant shall serve as an officer or member of any nine (9) organizations related to elections of the Commission.

Other qualifications:

- d. The Commission is open to applicants with or without prior leadership or organizational experience;
- e. The applicant must demonstrate willingness to learn, adapt, and undergo trainings conducted by the Commission;
- f. The applicant must possess good moral character and uphold integrity, professionalism, and accountability in the performance of duties;
- g. The applicant must be able to work collaboratively in a team-oriented environment and maintain harmonious working relationships;
- h. The applicant must show commitment, responsibility, and availability to perform assigned tasks, attend meetings, and participate in Commission activities;
- i. The applicant must be able to observe neutrality, impartiality, and confidentiality in all matters related to electoral processes;
- j. The applicant must possess basic communication and organizational skills necessary for Commission operations; and
- k. The applicant shall understand the duties and responsibilities of any position of the Commission.



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AVAILABLE SLOT
(as of August 11, 2026)

Position	Slot
Committee on Internal Affairs	
	7
Secretariat [In]	2
Rights and Welfare [In]	1
Electoral Reforms [In]	2
Compliance [In]	2
Committee on External Affairs	
	8
Secretariat [Ex]	2
Rights and Welfare [Ex]	2
Electoral Reforms [Ex]	2
Compliance [Ex]	2
Committee on Resource Management	
	7
Projects (R)	2
Accounts (R)	1
Partnership (R)	2
Logistics (R)	2
Committee on Multimedia Management	
	7
Media (R)	2
Technical (R)	2
Publications (R)	3

----- nothing follows -----



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CONTACT US

For membership concerns or submission of application? address to the following person-in-charge:

Chairperson

Co. JOVIAH ANGELLA GALANG

cvsbacoor.comselec@gmail.com

subject to [Surname_MembershipConcern_COMSELEC](#)

Coordinator of Internal Affairs

Co.. PRINCESS G. MANGILIMAN

cvsbacoor.comselec@gmail.com

subject to [Surname_MembershipApplication_COMSELEC](#)

LIKE AND FOLLOW US ON



Commission on Student Elections of Cavite State University - Bacoor City Campus



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APPENDICES

(sample only)



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Appendix A. Curricula Vitae

FULL NAME

(e.g. Bacoor) City, Region (e.g Cavite), Philippines
+63 999 999 9999 | name.surname@gmail.com
[Portfolio link]



PROFESSIONAL SUMMARY

[insert your professional summary]

EDUCATIONAL BACKGROUND

BACHELOR OF SCIENCE IN [DEGREE NAME]

Cavite State University - Bacoor City Campus
Year - Present

SKILLS

1. Skill 1 (e.g. Leadership, Microsoft Office, or Social Media Management)
2. Skill 2
3. Skill 3

LEADERSHIP/WORK EXPERIENCE

Designation, Organization, Month Year – Month Year

- [short description]

Designation, Company, Month Year – Month Year

- [short description]

ACHIEVEMENTS

- **Achievement 1**, Organization, Date (Month Day, Year)
- **Achievement 2**, Organization, Date (Month Day, Year)

SEMINAR ATTENDED

- **Title of Seminar 1**, Organization, Date (Month Day, Year)
- **Title of Seminar 2**, Organization, Date (Month Day, Year)



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WEBINAR ATTENDED

- Title of Webinar 1, Organization, Date (Month Day, Year)
 - Title of Webinar 2, Organization, Date (Month Day, Year)
-

WORKSHOP ATTENDED

- Title of Workshop 1, Organization, Date (Month Day, Year)
 - Title of Workshop 2, Organization, Date (Month Day, Year)
-

COMPETITION ATTENDED

- Title of Competition 1, Organization, Date (Month Day, Year)
 - Title of Competition 2, Organization, Date (Month Day, Year)
-

PERSONAL INFORMATION (comment: required to fill out)

Name: FN MN SN

Year and Program: (e.g. First - BSBM MM)

Student Number: 2*****0*0

Birth Date: MM DD YY

Age: 00

Gender:

Marital Status: (e.g. Single)

Religion: (e.g. Roman Catholic)

Guardian's Name: FN MN SN

Guardian's No.: (+63) 999 999 9999

CHARACTER REFERENCE (optional)

Name: FN MN SN

Designation: (e.g. Instructor)

Email or Contact No.: name.surname@abc.com | (+63) 999 999 9999

Note: The applicant can add and/or change the sample CV based on their knowledge.

Format:

- Font name: Arial
- Font size: 11
- Align: Justify
- Spacing: Single
- Paper: A4



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Appendix B. Email Format

To	cvsubacoor.comselec@gmail.com
Cc	amelyn.espiritu@cvsu.edu.ph
Bcc	Person
Subject	Surname_MembershipApplication_COMSELEC

Dear **Co. Mangiliman**,

Warm greetings.

I am writing to formally express my intent to apply as a member of the Commission on Elections (COMSELEC). I am eager to contribute my knowledge, skills, and dedication in supporting the responsibility of the Commission of ensuring fair, transparent, and credible elections within the University.

I am **Name**, a **[Year Level – e.g. First Year]** **[Program - e.g. BSBA MM]** with **Student Number [Student Number – e.g. 2****0*6]**. I am interested in serving under the following committees and positions: (**comment: require 3 options**)

1. **[Committee Name] – [Position];**
2. **[Committee Name] – [Position]; and**
3. **[Committee Name] – [Position].** (e.g. Committee on Internal Affairs – [In] Secretary)

My preferred schedule for screening are the following: (**comment: must range 15 minutes and require 3 options with different dates, not one (1) day**)

1. **[Preferred Date and Time];**
2. **[Preferred Date and Time]; and**
3. **[Preferred Date and Time].** (e.g. February 26, 2026 - 10:00 AM to 10:15 AM)

Attached herein the required documents for membership application. Thank you for your time and consideration. I am hoping for the opportunity to serve and contribute to the Commission on Student Elections.

Respectfully yours,

APPLICANT NAME

Address

name.surname@gmail.com

FILE 1 - CV (with Portfolio Link)

FILE 2 - COR

FILE 3 - Portfolio (if PDF)



COMMISSION ON STUDENT ELECTIONS

CAVITE STATE UNIVERSITY - BACOR CITY CAMPUS

IN THE SERVICE FOR THE KABATAANG BACOOREÑONG KABSUHENYOS

MEMBERSHIP PRIMER

Frequently Ask Questions

1. **Who may apply for membership?**
Any bona fide student of the University who meets the qualifications set by the Commission may apply for membership.
2. **Is there a minimum academic requirement before applying?**
Yes. Applicants must have completed at least one (1) academic semester prior to application, unless otherwise provided by the Commission.
3. **Does the Commission provide sample application formats?**
No. Applicants are required to follow the prescribed submission guidelines and prepare their documents accordingly.
4. **What are the required documents for application?**
Applicants must submit the required documents indicated in the official Membership Announcement (e.g., Application Letter, Curriculum Vitae, Certificate of Registration, and other specified requirements).
5. **How long is the membership term?**
Membership shall run for one (1) academic year, subject to renewal and performance evaluation in accordance with Commission policies.
6. **Is there a screening process?**
Yes. All applicants shall undergo a screening process, which may include document evaluation and an interview.
7. **Can an application be disqualified?**
Yes. Applications may be disqualified due to incomplete requirements, false information, failure to attend screening, or non-compliance with qualifications.
8. **Are members allowed to hold other organizational positions?**
This shall be subject to the policies of the Commission.
9. **Is membership voluntary?**
Yes. Membership is voluntary but entails commitment, responsibility, and adherence to the Commission's rules and standards.
10. **How will applicants know if they are accepted?**
Successful applicants will receive an official notice of acceptance through the designated communication channel.

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