



PCGSLAI ELECTION COMMITTEE

PCGSLAI Bldg., Muelle de la Industria, Farola Compound, Binondo, Manila

ELECTION RULES AND REGULATIONS For the 2026 ELECTION OF THE BOARD OF TRUSTEES OF PCGSLAI

I. WHO MAY VOTE IN THE ELECTION OF TRUSTEES

A **regular member** of the PCGSLAI may vote in the election of trustees and cast votes equivalent to his or her voting rights, which is one vote for every P1, 000.00 capital contribution.

An **associate member** may vote and is entitled to cast votes equivalent to his or her voting rights, likewise one vote for every P1,000.00 capital contribution, but cannot be elected to the Board of Trustees.

An **honorary member** cannot vote and cannot be elected to the Board of Trustees but may attend the annual general membership meeting and election of trustees, and his or her attendance, computed in like manner as stated above, shall be counted only for purposes of determining the quorum.

II. QUALIFICATION OF CANDIDATES TO THE BOARD OF TRUSTEES

There will be eleven (11) members of the Board to be voted upon. Three (3) Independent Trustees and Eight (8) Regular Trustees who will be chosen separately.

A candidate for Regular Trustee must possess the following qualifications:

1. A member in good standing of the PCGSLAI. A member in good standing shall, for purposes of the election of the board of trustees, be a member who has no delinquent loans or accounts, and must maintain the minimum capital contribution;
2. Must not be a director, trustee, officer, adviser or consultant, of a lending institution, corporation, or cooperative engaged in lending operations similar to PCGSLAI;
3. Physical and mental fitness to perform the duties of a trustee or officer of the PCGSLAI;



4. Integrity, probity, and independence;
5. Financial literacy and competence; and have attended a special seminar on corporate governance for board of trustees.
6. Must have none of the disqualifications of a trustee or officer as stated Section in Section 26 of the Revised Corporation Code (RA No. 11232) and in Section 136-S of the Manual for Regulations for Non-Bank Financial Institutions.

In addition to the above qualifications, a candidate for Independent Trustee:

7. Must be free from any business or other relationship which could or could reasonably be perceived to interfere with the exercise of independent judgment in carrying out the responsibilities as trustee.
8. Must not be retained as adviser, consultant, or agent of PCGSLAI.
9. Does not have any business transaction with the PCGSLAI except as an exercise of his or her privileges as a member.

IV. FILING OF CERTIFICATE OF CANDIDACY

1. Any member who wishes to run for membership in the PCGSLAI Board of Trustees shall submit to the ELECOM a Certificate of Candidacy (COC) duly filled up and signed in the prescribed form, indicating whether he is running as independent or regular trustee.
2. The COC may be obtained in person or through a representative from the PCGSLAI Office located at Coast Guard Base Muelle de la Industria, Farola Compound, Binondo, Manila, or may be downloaded from the PCGSLAI starting **January 5, 2026**.
3. **Period for Filing COC.**—COCS may be submitted from January 13-30, 2026. No COCs shall be accepted beyond 3:00 p.m. on **January 30, 2026**.
4. The COC must be submitted together with a duly signed Authority to Conduct Verification from the BSP Watchlist Form, and a Certificate of Completion of Corporate Good Governance Seminar conducted by the BSP or any BSP accredited provider. If a candidate is an active Philippine Coast Guard Personnel, he must also submit a certification

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from the Commandant of the Philippine Coast Guard allowing him to run as candidate to the PCGSLAI Board of Trustees.

5. The COC must be **duly notarized** and shall be submitted in any of the following manner:

- a. In person or through an authorized representative at the PCGSLAI designated ELECOM Office, PCGSLAI Office, Farola Compound, Binondo, Manila.
- b. Through LBC, J&T, or any commercial courier with an online mechanism that enables tracking of parcels, sent to any of the following delivery addresses:

PCGSLAI ELECOM
c/o MS. EMMALYN B IBEA, Member, ELECOM
PCGSLAI Building, Muelle de la Industria
Farola Compound, Binondo, Manila

PCGSLAI ELECOM
c/o MS. ZARAH D PADAMA, Member, ELECOM
PCGSLAI BCP Building (formerly DM Building)
2004 FB Harrison St. corner San Juan Street
Bgy 23, Pasay City, 1300 Metro Manila

For COCs submitted in person or through an authorized representative, the date of submission shall be reckoned from the date of the STAMP RECEIVED indicated on the face of the COC by the ELECOM member or staff authorized to receive them.

For COCs submitted through LBC, J&T, or other commercial courier, the date of submission shall be reckoned from the date of transaction **provided that it is actually received by the ELECOM** and the transaction is validated by an online tracking receipt.

- c. Through email sent to **pcgslai.elecom@gmail.com** attached **either in JPEG (picture) or PDF.**

If in JPEG, the COC together its annexes should be scanned and compressed into one single file name, i.e., **NAME OF MEMBER_COC_2026_(4)pages**, and sent to **pcgslai.elecom@gmail.com** with the Subject: **CERTIFICATE OF CANDIDACY NAME OF MEMBER**



If in PDF, the COC together with its annexes should be scanned and saved as PDF in one single file name, i.e., **NAME OF MEMBER_COC_2026_(4)pages**, and sent to pcgslai.elecom@gmail.com with the Subject: CERTIFICATE OF CANDIDACY NAME OF MEMBER.

5. Within ten working (10) days from the deadline of filing of COC, the ELECOM shall evaluate the qualification of all aspirants to determine the official list of candidates, subject to the confirmation of the Good Governance Committee.
6. The ELECOM shall issue and publish the OFFICIAL LIST OF CANDIDATES in the PCGSLAI and PCG Bulletin Boards, PCGSLAI Website, PCGSLAI Facebook Page and Facebook Profile, and shall notify each candidate in writing by personal service, courier, email, or other means of electronic messaging indicated by the candidate in his or her COC.

IV. VOTING AND CANVASSING

1. The election of trustees shall be held on the first Saturday of March 2026 (**March 7, 2026**) during the Annual General Membership Meeting (AGMM) following "Reports of Officers" in the AGMM agenda, and upon turn over by the incumbent Chairman of the Board of Trustees of the proceedings to the ELECOM for the conduct of elections.
2. The Chairman of the ELECOM shall declare the elections OPEN, and thereafter, call for the election by secret ballot.
3. The election shall last for two (2) hours which shall start from the opening of the elections.
4. All members with voting rights may cast their votes in person or through proxy duly authenticated prior to the election.
5. The ELECOM shall distribute ballots to each member present and/ or to any member holding authenticated proxy or special power of attorney. Each ballot shall indicate the total voting rights based on the official members registry. Voting rights shall be computed based on the total capital contribution of the member as of **February 27, 2026**.
6. Ballot forms shall be filled up and submitted at the designated voting place.


Handwritten signature and initials are present above and below the redacted area.

7. Voting shall be declared CLOSED after the expiration of two (2) hours. However, all registered members in the queue shall be permitted to cast their votes.
8. Any question or protest regarding the conduct of the election of trustees shall be addressed in writing to the ELECOM within three (3) days after the adjournment of the AGMM and shall be resolved within five (5) days from receipt by the ELECOM. Oral arguments shall not be entertained during the elections.
9. After the last ballot is cast, the ELECOM shall canvass the votes and tabulate them. Canvassing shall be open to the public.
10. The *three (3) Independent Trustees and eight (8) Regular Trustees*, who shall have garnered the highest votes, shall be proclaimed as the duly elected members of the Board of Trustees, and shall be sworn into office at the next regular meeting of the incumbent Board of Trustees.
11. In case any candidate becomes incapacitated, or otherwise disqualified before the oath taking, the candidate who garnered the next highest number of votes, (4th highest for independent trustees or 9th for regular trustees) shall be declared as the replacement of the incapacitated or disqualified candidate.
12. Any question of disqualification subsequent to the oath taking of winning candidates shall be subject to disqualification or removal procedures set forth in the Revised Corporation Code and/or the Manual of Regulations for Non-Bank Financial Institutions, as applicable.

V. RULES ON THE USE OF PROXY

1. A proxy is a signed written authorization by a bona fide member to another bona fide member delegating his or her voting rights during the Annual General Membership Meeting on the following:
 - a. To approve the minutes of the last Annual General Membership Meeting;
 - b. To approve the financial accounts and reports for the period April 2025 to March 2026;
 - c. To ratify and approve all acts and proceedings of the Board of Trustees and Officers for the same period;



- d. To vote for and on his or her behalf for any candidate to the Board of Trustees;
 - e. To approve or ratify amendments, if any, to the Articles of Incorporation and By-laws
2. To be valid, the proxy must:
 - a. Be original;
 - b. Bear the name and signature of the member delegating his right to vote;
 - c. Submitted to the Corporate Secretary or ELECOM before the Annual General Membership Meeting.
 3. The proxy or delegation to vote on behalf of a member may be submitted in person, through courier, or electronic transmission prior to the opening of the elections in any of the following forms:
 - a. PROXY FORM, prepared by the ELECOM which shall be distributed to all members together with the notice of Annual General Membership Meeting;
 - b. Special Power of Attorney, **duly notarized**, where a member designates another member to represent him or her at the AGMM and to vote on his or her behalf; **any other document, duly notarized**, where a member designates another member to represent him or her to the AGMM and to vote on his or her behalf hereof shall be deemed a valid authorization, although not labeled or titled special power of attorney or proxy form;
 4. The Proxy Form, or Special Power of Attorney shall be deemed as the authority to be present at the AGMM on behalf of the grantor, to vote on all matters submitted for approval of the members, and to vote for any candidate or candidates in the election of trustees.
 5. Proxies or special powers of attorney submitted through electronic mail must be sent to the ELECOM in JPEG or PDF with the file name Proxy or Special Power of Attorney, as the case may be.
 6. Deadline for submission of proxies and special powers of attorney is any time before the opening of the AGMM to be included in the determination of the quorum.



7. Any member who, by himself, submits the proxy form or special power of attorney executed by another member, delegating him or her as his or her representative to the AGMM with authority to vote, warrants that the signature of the member delegating his authority to be present, and vote is genuine and authentic.
8. In case a member who submitted a proxy or a special power of attorney attends the AGMM **and registers** to vote, the proxy or special power of attorney shall be set aside, and the member shall be given a ballot.
9. In case of conflicting proxies or SPAs, the proxy or authorization first registered for the Annual General Membership meeting shall prevail (Board Resolution No. 2014-0116-01).
10. Upon receipt, the ELECOM shall affix a sequential number to the form and duly record the proxy.

VI. RESOLUTION OF ISSUES

All issues relating to the conduct of the election of the Board of Trustees shall be resolved by the ELECOM *en banc* in accordance with these Rules. Other election matters not otherwise stated or discussed herein shall likewise be resolved *en banc*.

VII. INCUMBENT CHAIR AND MEMBERS OF THE ELECOM

The incumbent members of the ELECTION COMMITTEE shall perform the functions until a new set of officers are designated.

Respectfully submitted to the Board of Trustees.

Pasay City, 23 October 2025.


MARY ANTONETTE P. YALAO
Chairman


EMMALYN B. IBEA
Member


ZARAH D PADAMA
Member