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TO: **ALL REGULAR (TOURISM OFFICERS WHO ARE THE HEADS OF THEIR RESPECTIVE TOURISM OFFICES) AND AFFILIATE (TOURISM OFFICER DESIGNATES) MEMBERS**

FROM: **THE ELECTION COMMITTEE**

RE: **CONDUCT OF ELECTIONS FOR THE NEW SET OF ATOP OFFICERS DURING THE 20TH ATOP NATIONAL CONVENTION IN ILOCOS NORTE for 2020 - 2022**

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Everyone is hereby advised of the following guidelines on the conduct of the ATOP National Officers Elections for 2020 – 2022, to wit;

1. On the first day of the 20th ATOP National Convention, October 2, 2019, a **NOTICE OF ELECTIONS** will be posted at the Registration Area where copies of the **Certificate of Candidacy (COC)** will be released to those who are interested to seek an elective office. The COC must be accomplished and filed with the Election Committee Secretariat until **9:00 pm of the same day**.
2. To qualify for the position he/she seeks, the candidate must attach to his certificate of candidacy the following documentary requirements, namely:
  - a. Copy of **APPOINTMENT** to the position of Tourism Officer (for regular members) or copy of a **MEMORANDUM** designating him/her as Provincial/City/Municipal Tourism Officer (for affiliate members);
  - b. Letter endorsing his/her application to run for the position he/she seeks to be elected to from the concerned **Local Chief Executive (for national positions)** or **Department of Tourism (DOT) Regional Director/President of the regional association of Tourism Officers (for regional representatives)**; and,
  - c. Official LGU-issued Identification Card as proof of his/her current employment.
3. All who are interested to run for any position must be a **regular-permanent employee** of the LGU he/she represents, and shall not be retiring from office within the next three (3) years covering the period of the term, in this case, January 2020 to December 2022. This is to ensure continuity of service in the association.
4. The **list of all qualified candidates** shall be posted at the **entrance of the convention venue** at the opening of the activities of the second day (October 3, 2019), for the information and guidance of all member-voters.
5. The election will be conducted on the third day (October 4, 2019) by **secret ballot method**, except for the position of regional representative who will be nominated/ elected by regular and affiliate members from the same region.
6. **Only regular and affiliate members, duly registered for the 20<sup>th</sup> ATOP National Convention, are allowed to participate/vote in the elections.**
7. The election for **President** shall be on a **rotating basis**, with Luzon, Visayas and Mindanao areas as reference. For purposes of the 2019 elections, the candidates for President must come from Luzon, for 2022 elections, from Visayas, for 2025 elections, from Mindanao, and so on and so forth. Furthermore, no candidate shall be allowed to run for President unless he/she has **attended at least three (3) consecutive national conventions** of the association prior to the elections.

For everyone's information and guidance.

  
**ATTY. JEFFREY C. SACLOT**  
*Election Committee Chairperson*