



Philippine Hospital Association

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RULES FOR THE CONDUCT OF NOMINATION AND ELECTION OF THE BOARD OF DIRECTORS AND OFFICERS OF THE PHILIPPINE HOSPITAL ASSOCIATION

For the November 2026 Elections

ARTICLE I GENERAL PROVISIONS

Section 1. Title.

These rules shall be known as the “Rules for the Conduct of Nomination and Election of the Board of Directors and Officers of the Philippine Hospital Association”.

Section 2. Scope and Applicability.

These rules shall govern the conduct of nomination and elections of the Board of Directors and Officers of the Philippine Hospital Association (PHA).

Section 3. Composition of the Committee on Nominations and Elections (COMELEC).

The COMELEC shall be composed of at least FIVE (5) members appointed by the President and concurred by a majority vote of the Board of Directors. No member of the Board of Directors shall sit as a member of the COMELEC.

Section 4. Powers and Functions of the COMELEC.

The COMELEC shall be an autonomous body with full power and authority to supervise and control the conduct of nomination and election of PHA Board of Directors and Officers, including but not limited to:

- a. Assess and determine the eligibility of the nominees and candidates for the PHA Board of Directors and Officers of the PHA and to determine the eligibility and qualification of voters in the election of the Board of Directors of the PHA.
- b. Adopt and recommend to the PHA Board of Directors any amendment or amendments to these Rules at least four (4) months before the coming PHA National election or at least four (4) months before election date on November 25, 2026. Upon approval of the amendment/s by the PHA Board of Directors, the amended Rules shall be sent by the COMELEC to the PHA membership at least three (3) months before the election date of November 25, 2026, otherwise the original, unamended Rules shall automatically govern the nomination and election of candidates for the coming PHA national elections.
- c. Conduct referendum when directed by the Board of Directors through a Board Resolution.
- d. Hear and decide election protest/s.
- e. Adopt and digitalized or on-line system of voting when required by exigency
- f. Undertake such additional action/s deemed necessary to uphold the efficiency, honesty, integrity, efficiency and transparency electoral exercise of the PHA.

Section 5: Voting Rights.

Only regular members of the PHA in good standing, through one (1) qualified representative, are eligible to vote or be voted upon during the PHA National elections. Each regular member of the PHA in good standing shall be entitled to ONE (1) VOTE.

ARTICLE II
ELECTION OF BOARD OF DIRECTORS

Section 1. *Schedule of Elections.*

The election of the PHA Board of Directors shall be held during the Regular PHA General Membership Meeting during the coming Regular Annual Convention, or during a Special Membership Meeting called for this purpose as may be determined by a majority vote of the incumbent Board of Directors.

Section 2. *Composition of the Board.*

There shall be ELEVEN (11) MEMBERS of the Board of Directors to be elected annually by the members of the Philippine Hospital Association.

Section 3. *Regional Representation*

The regional representation of the Board of Directors of the Philippine Hospital Association shall be as follows:

		No. of Representations	
		Private	Government
	PHA Members from Health Regions:		
LUZON	I. Ilocos Region II. Cagayan Valley III. Central Luzon IV-B. CALABARZON (Cavite, Laguna, Batangas, Rizal & Quezon) IV-A. MIMAROPA (Mindoro, Marinduque, Romblon, Palawan) V. Bicol Region CAR Cordillera Administrative Region NCR National Capital Region	Four (4)	Three (3)
VISAYAS	VI. Western Visayas	One (1)	One (1)
	VII. Central Visayas		
	VIII. Eastern Visayas		
	XVIII. Negros Island Region		
MINDANAO	IX. Zamboanga Peninsula	One (1)	One (1)
	X. Northern Mindanao		
	XI. Davao Region		
	XII. SOCCSKSARGEN (South Cotabato, Cotabato (North), Sultan Kudarat, Sarangani, General Santos City		
	XIII. BARMM (Bangsamoro Autonomous Region in Muslim Mindanao)		
	CARAGA Caraga Administrative Region		

ARTICLE III
NOMINEES AND NOMINATIONS

Section1. *Eligibility of Nominees.*

A nominee shall be considered eligible for nomination if he/she is the duly appointed representative of a PHA regular member pursuant to Section 2(a), Chapter 1 of the amended by laws of PHA which defines regular membership as that which is “granted to Hospitals duly licensed by the Bureau of Health Facilities and services of the Department of Health, and whose application, upon favorable endorsement by their respective council or chapter, is approved by the Board. The Board may impose such further requirement/s as it may deem proper and necessary. They have the right to vote and be voted upon”. Regular membership is by institution which shall be represented by the following:

1. Private Hospitals
- a. Single Proprietorship: Owner, President, Medical Director, or Administrator

b. Partnership: Owner, Medical Director, or Administrator

c. Corporation or Cooperative: Chairman of the Board, President, Chief Executive Officer, Medical Director, or Administrator
2. Government Hospitals
- a. Medical Center Chief or Chief of Hospitals

Section 2. Manner of Nomination.

The qualified representative of another member hospital of good standing may nominate a candidate or candidates for Board of Directors of the PHA. Any self-nomination is not valid. There shall be imposed a deadline for nomination. Nomination Forms and copies of these Election Rules shall be made available to the members. Candidates for the Board of Directors shall be nominated in writing, utilizing PHA Form 01. The accomplished Form 1 (Nomination Form) shall be emailed to the Official email address of the COMELEC at sradel1289@yahoo.com on or before 5:00 PM on September 15, 2026. There shall be no extension of the deadline of submission of nominations.

Section 3. Evaluation and Notice of Nomination.

The COMELEC shall immediately meet and evaluate the nominations on September 16, 2026. The PHA COMELEC shall screen, evaluate, validate the qualifications of the nominees, and inform them of the results thereof through the email addresses placed in their respective Nomination Forms (Form No.1).

Section 4. Acceptance of Nomination.

In order to qualify as Official Candidate, each nominee must signify their acceptance of their nomination in writing (Acceptance of Nomination-Form No. 2) to the COMELEC through its official email address at sradel1289@yahoo.com not later than 5:00pm on October 16, 2026.

Section 5. Requirements from a Nominee:

Together with the acceptance of Nomination, a nominee shall also be required to submit to COMELEC the following:

- a) Curriculum vitae with recent colored picture 2 x 2 in size.
- b) Proof of Appointment as Qualified Representative of a member Hospital indicating there in his position/ function in the hospital in pursuance to Section 2a, Chapter 1 of the Amended By laws of PHA. Appropriate certification shall be issued by the following:
 - i. Government Hospitals: Appropriate appointing authority from the local Government or Legislative board or the Regional Director (immediate superior), as the case may be, or any legal authority with direct supervision and control over the position held by the nominee.
 - ii. Corporations: Corporate secretary's certificate indicating therein the particulars of the minutes and the Board Resolution. Also acceptable as proof of Appointment from Chairman of the Board, President or CEO.
 - iii. Private Hospitals: Letter of affirmation as the Hospital Owner and representative or certificate from the hospital owner.
- c) Certificate of Good Standing issued by the PHA secretariat.
- d) Duties and responsibilities as issued by their respective HR Department / HRMO.
- e) Disclosure of Plans and Program for PHA is required which will be for publication of Voters Information materials.

Section 6. Official Candidates List.

After evaluation of the qualifications of the nominees, the COMELEC shall prepare the official list of candidates to be voted upon during the National elections on November 25, 2026. The official list of candidates shall be made available to the general membership at which time campaign period starts from October 21, 2026 until November 25, 2026.

Section 7. Withdrawal of candidate.

Any candidate may withdraw his/her candidacy at any time before the election. The withdrawal shall be in writing and duly notarized. Should it be impossible to delete the name from the official list due to time constraint, all votes for the said candidate shall be declared null and void without affecting the votes cast for the other candidates.

Section 8. Special Situations for Nomination during unusual events.

In the event that there is no nominee for candidate to represent a region, a majority vote of the newly elected Board of Directors as the case may be, may fill up the vacancy.

**ARTICLE IV
DISQUALIFICATION OF A CANDIDATE**

Section 1. Transfer of Region

A candidate representing a particular region shall be automatically disqualified if, before the elections, he/she transfers or is transferred to another region, or loses qualification to be an authorized representative as defined under section 2 (a) and section 7 of Chapter 1 of the Amended PHA By laws, or otherwise for some reason/s he/she can no longer represent an institution or could no longer perform the function of his/her representation of the institution where he/she she was nominated as defined in section 2 (a) and section 7 of Chapter 1 of the Amended PHA By laws.

Section 2. Insanity and Incompetence

Insanity and incompetence shall be a disqualification to be nominated as a Board of Director or Officer of the PHA as may be determined by the COMELEC upon consultation with experts.

Section 3. Expiration of the term of office of the Board of Director.

Pursuant to Section 6, Chapter III of the amended by laws of PHA, “The term of office of the officers and the Board of Directors is one (1) year or until their successors have been elected, proclaimed and qualified PROVIDED THAT no officer shall serve in the same position for more than two (2) consecutive years. He is, however, again eligible for the same position after the lapse of the year immediately following his or her last term. PROVIDED FINALLY THAT, any Board or Officer who has already served for the highest position for a cumulative number of six (6) years shall no longer be available to be elected to the Board”

Section 4. Termination, Separation or Retirement from Member Institution.

Any nominee for election as Board Director or Officer who is permanently terminated or separated from his/her represented institution; retired from his/her represented institution; whose position is permanently severed from the institution which he/she represents; or eligible for retirement and, by reason thereof, will be unable to complete the prescribed term of office shall be automatically disqualified from nomination.

Section 5. Censure, Removal and Expulsion as Officer and member of the Board of Director.

Any Board of Director or Officer who is removed, censured or expelled from his or her position, as provided for in Chapter III Section 8 of the amended by-laws of PHA, may be disqualified as a nominee or candidate for re- election dependent upon the penalty imposed by the Board, in the same manner that the same disqualification may be imposed upon a member of the Association as may be determined by the Board of Directors.

**ARTICLE V
REGISTRATION OF VOTERS**

Section 1. Registration

All qualified voters of regular members under Section 2 (a) Chapter 1 of amended PHA By-Laws shall register at designated registration tables. Upon registration, the qualified voter shall be issued a unique PIN code.

Section 2. Change of Duly Qualified Voter.

A change of the duly qualified voter shall be made one (1) month before November 25, 2026 or on October 25, 2026 accompanied by a corresponding written authority or Board Resolution to be submitted via email to the official COMELEC email address at sradel1289@yahoo.com.

**ARTICLE VI
VOTING**

Section 1. Election date and time.

Subject to Article I, Section 4 of these Rules, election shall be held preferably during the PHA General Membership meeting on the second day of the PHA Annual National Convention, or in a Special General Membership Meeting on such date that the Board of Directors may determine. The voting shall start at 8:00 o'clock in the morning and ends at exactly 4:00 o'clock on November 25, 2026.

Section 2. Authorized Voter

Only regular members in good standing through their respective representatives qualified to vote, are allowed to vote during the Annual National PHA ELECTIONS. Each regular member in good standing shall be entitled to one (1) vote. Proxy vote is not allowed. Deadline for submitting of Authorized Voter, 1 month prior to election (October 25, 2026). Official list of qualified and official authorized representatives shall be posted on the PHA official website and the PHA viber community group chat.

Section 3. Manner of voting.

Voting shall be conducted through a Computer-Assisted Voting System, utilizing secure digital platforms or devices designated by the COMELEC). To ensure the secrecy and integrity of the ballot, each voter shall cast their vote in a designated, reasonably private area that is supervised by deputized and duly trained COMELEC personnel, who shall ensure that voters are able to cast their ballots independently and confidentially, the voting process is conducted in accordance with established protocols and ethical standards and technical assistance is provided only upon request and in a manner that does not compromise ballot secrecy.

Section 4. Counting of Votes.

The counting of votes shall be conducted through a Computer-Automated System, designed to ensure accuracy, transparency, and efficiency in the electoral process. The automation software shall be developed by a reputable technology provider recommended by the COMELEC, formally authorized by the PHA Board, and supplied by UNILAB, INC. This arrangement shall be documented and governed by appropriate agreements to safeguard data integrity and institutional accountability. UNILAB, INC. shall also provide technical assistance to the COMELEC throughout the election period, including pre-election system testing and validation, on-site or remote support during vote counting and post-election audit facilitation, if required. All technical activities shall be conducted under the supervision of COMELEC, in coordination with the organization's designated IT and legal officers, to ensure compliance with applicable data protection and governance standards.

Section 5. Contingency Protocol for Voting Method- Fallback to Manual Election.

In the unforeseen event that the Computer - Assisted Voting System becomes inoperable or otherwise impossible to implement, the COMELEC shall immediately initiate a Manual Election Process to ensure the timely and legitimate selection of officers. This manual process shall be conducted in accordance with the organization's established electoral rules and procedures, and shall include preparation and distribution of physical ballots, designation of secure voting areas, supervision by deputized and trained COMELEC personnel and manual counting and tabulation of votes, with appropriate documentation and witness verification. COMELEC shall ensure that the transition to manual voting is communicated clearly to all stakeholders, and that the integrity, confidentiality, and fairness of the election are upheld throughout the process.

Section 6. Contingency Protocol for Voting Method- Fallback to Manual Election.

The following shall be observed in appreciating the ballots: The following shall be observed in appreciating the ballots:

- a. In the event the name of the candidate is written on the space other than the space provided for which a candidate is nominated (i.e., it is placed in the Luzon instead of Visayas or Mindanao and vice- versa), this misplaced vote shall not be counted, however, the correctly placed names of candidates shall be counted.
- b. Where TWO (2) or more candidates running for the same position have the same surname, and only the surname is written on the ballot, the vote shall be counted in favor of the incumbent. If neither or none of the candidates are incumbent, the vote shall not be counted in favor of either.
- c. A ballot containing the candidate's names of LESS than ELEVEN (11) candidates shall be NULL and VOID.
- d. A ballot containing candidate's name of MORE than ELEVEN (11) candidates shall be NULL and VOID.
- e. All ballot containing a candidate's name written more than once shall be counted only as ONE (1) VOTE.
- f. A ballot which includes the name of a person who is not a candidate to the election or disqualified for the election shall not render the entire ballot as INVALID, however, that particular vote for the non-candidate or disqualified candidate shall not be counted and the votes for the qualified candidates are counted.
- g. The vote for a candidate's name is misplaced in the ballot (i.e. a government hospital candidate is placed in a private hospital column or vice versa) shall not be counted, however, the votes for the candidates that are correctly placed in the ballot shall be counted.

Section 7. Review of Invalidated Ballots in a Computer Assisted Voting.

Before the official proclamation of the winners of the election, if the number of invalidated ballots could alter the results of the voting, the COMELEC, on its own, shall conduct a thorough manual review of the invalidated ballots and the votes in the invalidated ballots shall be counted manually and accordingly as provided for in Sec. 6 of these Rules (Appreciation of Ballots).

**ARTICLE VII
CANVASS AND PROCLAMATION**

Section 1. Canvassing.

Immediately after 4:00 P.M. of the election the casting of votes shall be deemed concluded and the ballots shall be immediately canvassed by computer automated process. The COMELEC, who shall also serve as the Board of Canvassers, shall determine the validity and correctness of results. If valid, the COMELEC shall certify the candidates elected, indicating therein the number of votes garnered by the candidates arranged from the highest to the lowest. The tally sheet shall be authenticated by the COMELEC with their signatures. The candidates who garnered the highest number of votes in accordance with the regional representation as provided in Section 3 of Article II shall be declared elected and proclaimed by the COMELEC. A printout shall be authenticated and certified by the members of COMELEC by affixing their signatures. A certified copy is posted in a conspicuous and accessible place by all delegates to the convention.

Section 2. Breaking of Ties

Ties shall be decided by three (3) rounds of drawing of lots.

ARTICLE VIII ELECTION OF OFFICERS

Section 1. Officers of PHA.

Immediately following the election, the newly elected Board of Directors shall elect from among themselves the following officers for the following PHA Fiscal Year:

- a. President
- b. Vice President for Government Hospital Affairs
- c. Vice President for Private Hospital Affairs
- d. Secretary
- e. Treasurer
- f. Press Relations Officer (PRO)
- g. Auditor

Section 2. Manner of election of officers.

With the supervision of the COMELEC, nomination is conducted **viva voce**, however voting for the nominated candidates as Officers shall be done by secret voting.

Section 3. Proclamation of officers.

The Comelec shall immediately proclaim the elected officers. Result of the election of Officers shall likewise be posted in a conspicuous place where all the delegates may see.

Section 4. The Oath of office.

The Oath of office of the newly elected officers and members of the PHA Board of Directors shall be administered before the adjournment of the regular Annual Convention.

ARTICLE IX ELECTION CONTEST

Section 1. Rules and Procedures of Election Contest.

In the event of election contest, the following rules of procedure shall govern:

- a. The COMELEC shall receive complaints regarding the conduct of elections within 24 hours of a regular working day. Only notarized complaints or charges submitted under oath shall be accepted and investigated by the COMELEC.
- b. After its investigation, the COMELEC shall render decision within a reasonable period of time.
- c. The COMELEC may admonish or reprimand a candidate, cancel one's candidacy or annul the results of the election for any candidate after the investigations and verification of any violations of COMELEC rules and regulations.

Section 2. Decision

The decision of the COMELEC is final, executory and unappealable.

ARTICLE X CAMPAIGN PRACTICES

Section 1. Prohibited Electioneering Practices.

The following Election & Campaign Practices are STRICTLY prohibited:

- a. Campaigning outside the campaign period. The campaign period starts as soon as the official list of candidates shall have been circulated by the PHA COMELEC.

- b. Defamatory or derogatory statements against any candidate made orally or thru any mode of communication.
- c. Offering to pay or actually paying transportation, food and hotel expenses of a voter before and during the election.
- d. Conducting campaign activities outside the COMELEC Designated Areas during the Convention Days and the Election Day. The Designated Areas shall be provided for, by the COMELEC, and only within the Designated Areas, must campaign activities be conducted.
- e. Any act or practice that causes undue noise, disruption, or discomfort within the Convention premises, particularly those that interfere with the orderly conduct of proceedings or compromise the welfare of delegates. All candidates, campaign teams, and participants are enjoined to uphold decorum and respect the Convention's solemnity.

Section 2. Allowed Campaign Practices.

- a. Send letters of solicitation of votes.
- b. Call voters by phone.
- c. Send text or e-mails messages
- d. Produce and distribute flyers and other campaign materials.
- e. Use designated areas in the convention site to approach voters and distribute flyers. A candidate and supporters may use a name tag on a distinctive apparel to identify himself, the position he is seeking, his group and sectoral representation and party affiliation if any.
- f. Such other practices as may be permitted by COMELEC after a formal request has been made and granted.

**ARTICLE XI
SANCTIONS**

Section 1. Sanctions

The COMELEC can impose such necessary sanction for violation of any of these rules including the penalty of disqualification of candidates.


SR. ADELINA B. JAVELLANA, SPC
Chairman, PHA COMELEC


RUBEN C. FLORES, MD, MHA
Member


HUBERTO F. LAPUZ, MD, MHA
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