

# Microfinance Council of the Philippines, Inc.

## Guide to the Nomination of MF NGO Representatives to the Microfinance NGO Regulatory Council



### A. Background

Republic Act No. 10693, An Act Strengthening Nongovernment Organizations Engaged in Microfinance, provides that the **Microfinance NGO Regulatory Council (MNRC)** shall be composed of four (4) permanent members from the government sector and three (3) members from the Microfinance NGO sector:

The **permanent members** of the Council shall be composed of the following:

- i. The Chairman of the SEC or designated representative as the Chairman of the Council;
- ii. The Secretary of the Department of Trade and Industry (DTI) or designated representative;
- iii. The Secretary of the Department of Finance (DOF) or designated representative; and
- iv. The Secretary of the Department of Social Welfare and Development (DSWD) or designated representative;

The **three (3) representatives from the Microfinance NGO Sector** shall be chosen by at least a majority of the permanent members of the Council from among the nominees of organizations, associations, and alliances of Microfinance NGOs duly registered with the SEC.

Incumbent representatives are: **Fr. Jose Victor Lobrigo – Luzon; Mr. Angel de Leon Jr. – Visayas; and Atty. Ibarra Malonzo – Mindanao.** Their terms shall expire on **27 January 2020**, but they can be reappointed.

As a network composed primarily of microfinance NGOs, the Microfinance Council of the Philippines, Inc. (MCPI) is entitled to submit a list of nominees for the allotted positions. The Implementing Rules and Regulations (IRR) of R.A. No. 10693 specified that each organization, association or alliance shall have a Nominations and Elections Committee (Nomelec), which shall be responsible for the nominations.

The following set of rules and guidelines shall govern the conduct of the nomination and selection of the prospective members of the MNRC.

### B. Designating the MCPI Secretariat as the Nominations and Elections Committee (Nomelec)

The MCPI Secretariat is hereby designated as the Nominations and Elections Committee (Nomelec), as authorized by the MCPI Board of Trustees. The Committee is responsible for, amongst other things,

the facilitation of the nomination and recommendation of MCPI-endorsed candidates for appointment to the MNRC. It shall oversee the process governing the election of the nominees to the Council, canvass the poll results, prepare the report, and ensure transparency and accountability in these processes. The Nomelec shall submit to the MNRC the list of qualified nominees.

### C. Nomination Procedures

#### 1. Who Can Nominate?

All NGO members of MCPI shall have the right to nominate or be qualified to nominate the three representatives from the MF NGO Sector to the MNRC in a process of open nomination as described herein.

#### 2. Who Can be nominated?

Per the IRR of R.A. No. 10693, the nominees must come from a Microfinance NGO, which may or may not belong to the nominating organization, association, or alliance. The said representatives shall serve for a term of three years (2020-2023) and may be reappointed.

Incumbent representatives – Fr. Jose Victor Lobrigo, Mr. Angel de Leon Jr., and Atty. Ibarra Malonzo – can be nominated again.

### D. Qualification of the Nominees

The representatives to be chosen shall have the following minimum qualifications:

- a. Citizen and resident of the Philippines for at least two (2) years immediately prior to their nomination;
- b. With at least **five (5) years experience as a Trustee, President or Officer of a Microfinance NGO**; and a **recognized and well-respected leader and/or practitioner** in the Philippine microfinance sector;
- c. No record of final conviction for an offense involving theft, fraud, falsification, forgery, perjury or any administrative offense or crime involving moral turpitude; and
- d. A person of known probity, integrity and good moral character.

The nominee to be appointed as MF NGO Sector Representative is expected to have the following skills and proficiencies:

- Must possess knowledge, experience, and understanding of regulatory systems, inter-agency decision-making processes and procedures
- In-depth understanding of and personal commitment to social performance principles and standards,
- In-depth knowledge of microfinance, financial inclusion, and poverty-related issues
- Strong leadership and management skills
- Diplomatic with policy and strategic skills; ability to act as an ambassador/advocate and to represent the microfinance NGO sector in policy circles

- Must possess the organizational capacities (i.e. time and resources) to perform the required tasks and responsibilities associated with the position even without monetary compensation from the MNRC.
- Must have the full-backing and support of its own organisation and an explicit written guarantee from this organisation that he/she will be allowed to prioritize work as the MF NGO Sector Representative during his/her functioning period as such.

#### **E. Call for Nominations / Gathering Names of Prospective Candidates**

1. The Nomelec shall solicit the names of prospective candidates from the eligible members of MCPI via electronic mail and/or other convenient channels starting **October 7, 2019**. Each organization (MFI NGO) should limit its submission to **one name only**.
2. The prospective candidate shall complete a biographical data in a standard format provided by the Nomelec (see Annex 1) to include current position, education, previous positions, other professional participation, and specific field of interests (e.g., résumé or curriculum vitae) and other supporting documents, if and when necessary. If need be, the Nomelec shall conduct background checks and/or interviews to verify the submitted information.
3. The nominating organization shall obtain the written acceptance of each nominee (See Annex 1) prior to the preparation and submission of the initial list of candidates to the Nomelec for votation.
4. Nominations and acceptances (see Annex 1 for standard format) must be received **on or before October 18, 2019**. Strict enforcement of this deadline will provide the Nomelec time to review the requirements and qualifications of each nominee and prepare the list of candidates.
5. The Nomelec will call for another round of nominations (or re-adjust the deadline) if less than four (4) nominations are received by the deadline.

#### **F. Withdrawal Process**

1. A nominee/candidate may withdraw from an election by submitting written notification of his/her intent to withdraw to the Nomelec.
2. Notification of a candidate's intent to withdraw for an election will be effective upon written receipt of the candidate's written notification by the Nomelec.
3. If notification is received prior to submitting any information for publication, whether electronic or paper, the Nomelec will make every effort to ensure all candidate information is excluded from all election materials.
4. If notification is received after submitting any information for publications, whether electronic or paper, the Nomelec cannot exclude any candidate information from any election materials.

5. Unless otherwise stipulated within a participating organization's bylaws or these policies and procedures, replacement candidates will only be permitted with the written authorization of the Nomelec. Replacement candidates will be required to comply with the approved timeline and will not be permitted any extensions to those deadlines.

#### **G. Election Process**

1. The Nomelec shall prepare the slate of qualified nominees, including election materials and ballots.
2. The Nomelec will announce the start of the election period on **October 25, 2019**.
3. Each NGO member of MCPI shall be entitled to vote a **maximum of four nominees/candidates** from the list of qualified nominees. Deadline for submission of votes is on **November 8, 2019**.
4. Ballots and other election-related materials may be collected by the Nomelec electronically or through other convenient means.
5. The four (4) candidates/nominees who receive the largest number of votes shall be deemed elected as official nominees of MCPI to the MNRC. In the event of a tie, both names shall be included in the final and official list of nominees to be submitted to the MNRC.
6. The Nomelec shall announce the election results on **November 11, 2019** after all verifications and checks have been made.
7. Those who desire to contest the results of the election shall, within two days after the announcement of the results of the elections, file with the Nomelec, a written protest setting forth the ground therefore. The Nomelec shall consult the MCPI Board to decide on the merits of the election protest.
8. The Nomelec may call for a special meeting to resolve issues related to the nomination and election of the prospective candidates.
9. The procedure for nominations, elections, and appointment of a representative from the private sector shall be the same in cases of vacancy. The appointment shall only be for the unexpired term of the predecessor but the appointed representative may be eligible for reappointment.

#### **H. Submission of the Official List of MCPI-Endorsed Nominees to the MNRC**

The Nomelec shall prepare the official list of MCPI-endorsed nominees as potential representatives to the MNRC, as per the result of the election, and submit it to the MNRC on **November 15, 2019** for consideration. The MCPI chairperson shall certify under oath that the names submitted, together with their respective Curriculum Vitae (CV), are true and correct and that they were nominated in accordance with MCPI's Nomelec rules and procedures.

## I. Dates to Remember

Activity	Date
Announcement of nomination period	October 7, 2019
Nomination period	October 7 – 18, 2019
Nomination deadline	October 18, 2019
Review of nominees' requirements and qualifications; Preparation of the list of candidates and election materials by the Nomelec	October 21 – 24, 2019
Announcement of election period	October 25, 2019
Election period	October 28 – November 8, 2019
Election deadline	November 8, 2019
Announcement of election results by the Nomelec	November 11, 2019
Submission of official list of MCPI-endorsed nominees to the Microfinance NGO Regulatory Council	November 15, 2019