

PHILIPPINE SCHOOL DOHA  
P.O. Box : 19664 - Doha, State of Qatar  
Tel. : (+974) 4440 9888 - Fax : 4421 7718



المدرسة الفلبينية  
ص.ب: ١٩٦٦٤ - دوحة - دولة قطر  
تليفون: ٤٤٤٠٩٨٨٨ - فاكس: ٤٤٣١٧٧١٨

20 August 2025

# **NOTICE**

Notice is hereby given to all members and potential members of the PSDI of the following **DEADLINES of SUBMISSION:**

**Membership Application:**      **02 September 2025 (Tues); 3:00 p.m.**

**Nomination Form:**              **07 September 2025 (Sun); 3:00 p.m.**

Deadlines are set in order to allow time to summarize and post the list of qualified voters and nominees before the Annual PSDI General Meeting and Election which will be held **ONLINE** on **Friday, 12th of September 2025, 3:00 p.m.** Kindly refer to the PSDI Leaflet No. 1/22 and PSDI Leaflet 2/22 posted in the PSD website ([www.psd.sch.qa](http://www.psd.sch.qa)) for more details.

Further, the following positions are declared vacant and open for election by bona fide members of the School Corporation in accordance with Article II, Section 3 of the Amended By-Laws:

- a. **Three (3) Parent-Member Trustees to serve for a two-year term**
- b. **One (1) Parent-Member to serve for a one-year term**
- c. **One (1) Non-Parent Member Trustee to serve for a two-year term**
- d. **One (1) Non-Parent Member to serve for a one-year term**
- e. **One (1) Teacher Representative to serve for a one-year term**

On behalf of the Board of Trustees, we thank you very much for your support and we look forward to meeting you all **virtually** in the forthcoming Annual PSDI General Meeting and Election.

**Atty. Genevieve G. Dela Cruz, MBA, JD**  
*BOT Secretary*





## NOTICE

### ANNUAL MEETING OF PSDI MEMBERS

Ref. No. : PSD-BOT-ELEC- SY-25-26/001

Date : 20 August 2025

Mr./Mrs./Ms. : \_\_\_\_\_

P.O. Box : \_\_\_\_\_

Tel./Fax No. : \_\_\_\_\_

Pursuant to the provision of Article 1, Section 1 of the SEC approved and amended By-laws of the Philippine School in Doha, Inc., notice is hereby served to inform you members and potential members that the Annual General Meeting and Election of the School Corporation will be held **ONLINE on Friday, 12th of September 2025, 3:00 pm.**

The orders of business at the annual meeting are as follows:

- Proof of notice of the meeting except when such notice is waived by the members of the constituting quorum;
- Proof of the presence of a quorum;
- Principal's Report;
- Chairman's Report;
- Other related matters;
- Election and voting of Trustees for the ensuing year.

The orders of business may be changed by a vote of a majority of the members present; otherwise, the following schedule will be followed:

3:00 pm to 3:15 pm	Invocation, Opening Address of the Secretary of the Corporation to include items a and b
3:15 pm to 3:25 pm	Principal's Report
3:25 pm to 4:00 pm	Report of the Chairman on the operations of the school corporation to include presentation of the Approved Annual Budget Program for <b>FY 2025-2026</b> and the Audited Financial Report for <b>FY 2024-2025</b>
4:00 pm to 4:45 pm	Introduction of Nominees/Speech per Nominee
4:45 pm to 5:00 pm	Other related matters
5:00 pm to 6:00 pm	Election of Trustees for the ensuing Fiscal Year
6:00 pm onwards	Counting of Votes and subsequent proclamation of Winners

This is also to advise that the matter and conduct of election of Trustees for the ensuing year shall be in accordance with the "Requirements of Trustees Qualification" as per **PSDI Leaflet No. 2/22, Revision 12 dated 20th of August 2025**. In this connection, should you wish to be nominated or to nominate candidate/s for the election of Trustees, you are required to comply with the requirements and procedures prescribed by the School Board. Enclosed is a copy of "**Nomination Form No. PSDIf06R1**". Submit the completed form to the Secretary of the Board through the **Office of the Principal not later than 3:00 pm on Sunday, 7th of September 2025**.

Please note that only members of the School Corporation are qualified for nomination. In this regard, kindly **renew** or **apply for new membership** by completing and submitting the "**Application for Membership**" (PSDI Form CM-0001A, Revision 1) not later than **3:00 pm on Tuesday, 2nd of September 2025**.

Should you wish to secure additional copies of "*Membership Requirement and Procedures*" (**PSDI Leaflet No. 1/22, Revision 13**), "*Requirements of Trustees Qualification*" (**PSDI Leaflet No. 2/22, Revision 12**) and/or additional copies of "*Application for Membership*" (PSDI Form CM-0001A, Revision 1) and "*Nomination Form No. PSDIf06R1*", please collect it from the Office of the School Principal or download it from PSD's website ([www.psd.sch.qa](http://www.psd.sch.qa)).

The Board of Trustees per **Board Resolution No. 162/24-25 dated 14th of August 2025** have declared vacant and open for election to bona fide members of the School Corporation in accordance with Article II, Section 3 of the Amended By-Laws the following positions:

- a. Three (3) Parent Member Trustee to serve for a two-year term
- b. One (1) Parent Member Trustee to serve for a one-year term
- c. One (1) Non Parent Member Trustee to serve for a two-year term
- d. One (1) Non-Parent Member to serve for a one-year term
- e. One (1) Teacher Representative to serve for a one-year term

On behalf of the Board of Trustees, we thank you very much for your support and look forward to meeting you all in the forthcoming Annual General Meeting.

Sincerely yours,



**ATTY. GENEVIEVE G. DELA CRUZ, CCBM, MBA, JD**  
BOT Secretary





# PHILIPPINE SCHOOL DOHA

P.O. Box 19664 Doha, Qatar

## APPLICATION FOR MEMBERSHIP

Please attach:

- 1 pc Passport size photo/
- 1 pc ID Size photo

APPROVED

Membership Registration No. \_\_\_\_\_

DISAPPROVED

1st 2nd

NEW

RENEWAL

1. Family Name	2. Given Name	3. Middle Name	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
5. Date of Birth	6. Place of Birth	7. Address in the Philippines	
8. Address in Doha (House/Flat/Bldg No., St. Name, Area)		9. Home Tel / Mobile / Fax Nos. Residence - Mobile - Fax -	10. No of years stay in Qatar 11. e-mail Address
12. Name of Sponsor	13. P.O. Box	14. Position Held	15. Office Tel / Fax Nos.
16. Names of children who are currently enrolled at PSD:			
Name		Sex	Age
Grade/Year			
17. Your relationship to the pupils/students in Item 16 <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Registered Guardian		18. Indicate if you are a: <input type="checkbox"/> Teaching Staff <input type="checkbox"/> Non-Teaching Staff <input type="checkbox"/> Member of the Filipino Community in Qatar	
19. Certification Declaration:  I hereby certify that the information provided in this application are true and correct to the best of my knowledge and ability. I further certify that I am fully aware of the rights, duties and responsibilities of being a member and shall adhere to its limitations and conditions.  To attest my certification, I hereby affix my signature herein and declare that I subscribe to the purpose, objectives and ethics of the school corporation and shall continue to do so to the best of my knowledge and ability  Signature : _____  Date : _____		20. Invitation/Recommendation for applicant-member of Filipino Community in Qatar:  We, the undersigned parent/guardian members of the corporation have invited the applicant whose genuine signature appears in Item 19 of this application, to become a member of the corporation, after having known him/her as a member of the Filipino Community in Qatar, of good standing and moral character. We hereby affix our signatures to attest our recommendation for the applicant's membership.  Signature : _____ MRN: _____  Signature : _____ MRN: _____  Signature : _____ MRN: _____	

### TO BE FILLED OUT BY THE MAC

Date Received: \_\_\_\_\_

Recommended for:  APPROVAL

DISAPPROVAL

Examined/Assessed, found:  SATISFACTORY

UNSATISFACTORY

Head of MAC: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

<b>Part One</b>	<b>Requirements [To be completed by Membership Assessment Committee (MAC)]</b>	
For Old Member (Renewal)	<input type="checkbox"/> Membership Fee (OR No. _____ ) <input type="checkbox"/> Passport or Res. Permit ID Copy	<input type="checkbox"/> Photographs
For New Applicant	<input type="checkbox"/> Photographs <input type="checkbox"/> Passport Copy <input type="checkbox"/> Membership Fee	<input type="checkbox"/> Res. Permit ID Copy <input type="checkbox"/> Tuition Fee Updated
Verified By:	Remarks:	

<b>Part Two</b>		<b>Membership Records [To be maintained by the Secretary of the Board]</b>	
Date of ID/CM Issued:	Expiry Date:	Number:	Remarks:

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**NOMINATION FORM No. PSDIFO6R1**

**To:** The Secretary of the Board  
P.O. Box 19664  
Doha, State of Qatar

In connection with the Notice No. PSD-BOT-ELEC-SY-25-26/001 dated **20th of August 2025** as regards to the scheduled annual meeting of members of the School Corporation; I hereby nominate the following member/s as candidate/s to the election of Trustees for the ensuing respective terms of office:

Three (3) Parent Member/s for a 2-year term:

Name	MRN	Signature of Nominee

One (1) Parent Member for a 1-year term:

Name	MRN	Signature of Nominee

One (1) Non-Parent Member for a 2-year term:

Name	MRN	Signature of Nominee

One (1) Non-Parent Member for a 1-year term:

Name	MRN	Signature of Nominee

One (1) Teacher Representative for a 1-year term:

Name	MRN	Signature of Nominee

It is advised that I have discussed the nomination with my nominee/s and accordingly accepted his/her nomination as attested and confirming his/her intention to be elected by affixing his/her signature in the table above.

<b>Nominated By:</b> (Pls. print name and sign)	MRN	Date

This form must be completed and submitted to the Secretary of the Board through the Office of the Principal not later than 3:00 pm on **Sunday, 7th of September 2025**, prior to the scheduled Annual General Meeting of Members on **Friday, 12th of September 2025** otherwise, the above-mentioned nominee/s shall not be considered as candidate/s in the election of Trustee/s.

**Received by the Secretary of the Board:**

\_\_\_\_\_ 2025



## **PSDI Leaflet No. 1/22 Membership Requirements and Procedures**

### **I. INTRODUCTION**

The Philippine School in Doha Inc. is a duly recognized non-stock, nonprofit educational corporation by the Securities and Exchange Commission of the Philippines. In accordance with its amended corporate by-laws, membership to the corporation is allowed to Filipino parents or recognized guardians of pupils and/or students currently enrolled at the Philippine School Doha; currently serving personnel of the school; and other members of the Filipino Community in Qatar who are normally invited to file their membership in the corporation. Membership of the corporation is governed by specific provision in the amended by-laws and ensuing requirements and procedure as may be determined by the school corporation.

### **II. MEMBERSHIP CERTIFICATE AND IDENTIFICATION CARD**

A membership of the corporation is granted after being assessed and has satisfactorily fulfilled the requirements and procedures of the membership and upon being registered in the corporation membership Register:

- a) A Certificate of Membership that would entitle the holder to exercise the rights and privileges of a member of the corporation as provided in the amended By-laws and the applicable provisions of the Corporation Code of the Philippines.
- b) A Membership Identification Card certifying the holder as a bona fide member of the corporation.

### **III. RIGHTS OF MEMBER**

A member has the following rights:

- a) To exercise the right to vote in all matters relating to the affairs of the School Corporation;
- b) To be eligible in any elective or appointive post of the School Corporation;
- c) To participate in all deliberations/meetings of the School Corporation and;
- d) To examine all the records or books of the School Corporation during business hours.

#### **IV. DUTIES AND RESPONSIBILITIES OF MEMBERS**

A member has the following duties and responsibilities:

- a) To obey and comply with the By-laws, policies, rules and regulations that may be promulgated by the School Corporation from time to time;
- b) To attend all meetings that may be duly called for from time to time;
- c) To pay membership dues/assessments as may be duly imposed by the School Corporation.

Notwithstanding the above duties and responsibilities, a member is expected to know, understand and observe the non-profit characteristics of the corporation as follows:

The corporation is exclusively educational, charitable, scientific and literary. It shall be non-profit with no part of its earnings to benefit any private shareholders, no part of its activities shall be carrying on propaganda, or otherwise attempting to influence legislation; nor shall participate in, or interfere in (including publication or distribution of statements) any political campaign on behalf of any candidate for public office. It shall, through education, disseminate learning and further cultural and international understanding, and it shall have no political or religious aims.

#### **V. MEMBERSHIP QUALIFICATIONS/REQUIREMENTS**

- a) For Parent or Guardian:
  1. Must be a Filipino citizen, of legal age, and a holder of a valid passport and residence permit (RP) of Qatar as of the time of filing of his/her membership.
  2. Must be a parent or registered guardian of a pupil/s or student/s currently enrolled in any educational level of the school and whose tuition/school fees are updated to the current school calendar month at the time the application was filed.
  3. Should declare and subscribe to the purpose, objectives and ethics of the School Corporation, and shall continue to abide by it to the best of his/her knowledge and ability.
  4. Must have no involvement in any similar nature or activities that might create conflict of interest to the School Corporation.
  5. Must be fully aware of this rights, duties and responsibilities of being a member of the School Corporation and shall adhere to its limitations and conditions.
  6. Voluntarily applying at his/her own will or volition and without any force, coercion or influence by any person or third party.

7. Must have paid the Five Qatar Riyals (QR 5.00) fee for the Certificate of Membership and Membership Identification Card. His/her membership is valid for one (1) year from the date of approval of membership.

b) For employees of Philippine School Doha:

1. All employees of the school shall automatically become members of the School Corporation upon employment and whose names shall be entered in the membership register, subject to the limitations and conditions as provided for in the amended By-laws.
2. All temporary hired/casual/substitute shall automatically become members of the School Corporation. Their membership shall automatically cease upon expiration of their contracts.
3. An employee who is also a parent or registered guardian of pupil/s or student/s is required to comply with the requirements for the membership prescribed normally for parent or guardian.

c) For other members of the Filipino Community in Qatar:

1. Must be a Filipino citizen, of legal age, and a holder of a valid passport and residence permit (RP) of Qatar as of the time of filing for membership;
2. Must be of good standing and moral character;
3. Should declare and subscribe to the purpose, objectives and ethics of the School Corporation, and shall continue to abide by it to the best of his/her knowledge and ability;
4. Must have no involvement in any similar nature or activities that might create conflict of interest to the School Corporation;
5. Must be fully aware of the rights, duties, and responsibilities of being a member of the School Corporation and shall adhere to its limitations and conditions.
6. Voluntarily applying at his/her own will or volition and without any force, coercion or influence of any person or third party;
7. Must be recommended or invited to membership by at least three (3) qualified members of the School Corporation, who are parents or registered guardian members.
8. Any parent/guardian member of the School Corporation shall be allowed to recommend a maximum of five (5) community members only.
9. Must have paid the Ten Qatar Riyal (QR 10.00) fee for the Certificate of membership and Membership Identification Card. His/her membership is valid for two years from the date of approval of membership.

10. The number of invited Filipino Community members of the School Corporation (non-parents) should not exceed  $\frac{1}{2}$  or 50% of the total number of recognized registered parent/guardian members of pupils/students. Membership of invited Filipino Community members shall be on a 'first come, first served basis' as per the Official Receipt (OR) issued for the membership fee. Should the number of invited Filipino Community members exceed 50% of the total registered parent/guardian members, the membership applications of the invited Filipino Community members shall be cancelled and their membership fee paid shall be refunded to them.

## VI. PROCEDURES

a) Initial Application – An Applicant who wishes to become a member of the School Corporation shall comply with the procedures as follow:

1. Download and print the application form from the PSD e-desk or PSD website ([www.psd.sch.qa](http://www.psd.sch.qa)).
2. Fill-out the application form and submit to the Registrar's office for initial assessment by a member of the MAC **not later than 3:00 pm of 02 September 2025**.
3. Once approved, proceed to the School Cashier and pay the membership fee.
4. The Secretary of the Board through the Principal's Office, shall send the pre-registration link for the Annual General Assembly scheduled on **12 September 2025** through your registered email address.

Note: Another username and password shall be issued for the Election proper.

b) Assessment and Approval of Application – Any application submitted through the office of the School Cashier shall be forwarded to the Membership Assessment Committee (MAC) established by the Board of Trustees. The MAC is empowered under Board Resolution **No. 164/24-25**, to review, examine, assess the application against the published regulations and procedures for membership; and to recommend approval or disapproval of the membership application to the Secretary of the Board, based on its findings and recommendations together with the examined form and supporting documents.

The Secretary of the Board, who shall either:

1. Approve the application with the Chairman of the Board and enter into the Membership Register the name, address, telephone/fax number and other personal details of the newly accepted member of the Corporation, and issue the relevant Certificate of Membership and Membership Identification;
2. Disapprove the application and notify the applicant about the reason/s for disapproval.

- c) Appeal to consider Disapproved Application – Any disapproved applicant could make an appeal to the Secretary of the Board within 30 days upon receipt of the disapproval notice. The appeal shall be made in writing to reconsider his/her intention to become a member of the Corporation. Any applicant whose application has been disapproved twice will be disqualified outright to become a member of the School Corporation.

Upon receipt of the appeal, the MAC shall respond within the reasonable time to decide on whether or not the appeal is meritorious.

- d) Issue of Certificate of Membership and Membership Identification Card – a successful applicant who becomes a member of the Corporation shall be recorded in the Membership Register Book and shall be issued a Certificate of Membership and Membership Identification Card.
- e) Validity of Membership – Unless otherwise suspended, revoked or cancelled the Certificate of Membership and membership Identification Card issued to:
1. Parent/Guardian members - shall be valid for one (1) year from the approval of membership;
  2. All PSD Staff - shall be co-terminus to his/her employment contract with the Corporation;
  3. Other members of the Filipino Community – membership shall be valid for two (2) years from the approval of membership
- f) Renewal of Membership – Unless otherwise suspended, revoked or cancelled, the Certificate of membership and Membership Identification card may be renewed under the terms and conditions set forth in Section V of this leaflet.

## **VII. APPROVAL AND IMPLEMENTATION**

This leaflet has been approved by the Board of Trustees of the Philippine School in Doha, Inc., for observance and strict compliance by all concerned, and hereby ordered to implement effective SY 2025-2026 onwards unless repealed or suspended by a board resolution.



**ATTY. GENEVIEVE G. DELA CRUZ, CCBM, MBA, JD**  
**Secretary**





## **PSDI Leaflet No. 2/22: Requirement & Qualifications for Trustees and Election Procedures**

### **I. INTRODUCTION**

The amended By-laws of the Philippine School in Doha, Inc. provides, as per Board Resolution No. 02-06 signed and approved by the Board of Trustees on 15<sup>th</sup> of July 2003, that the annual meeting of members of the corporation shall be held on the Third Friday of the calendar month of July. It further states that during the annual meeting of membership, the election of Trustees for the ensuing year shall be conducted. The qualifications of a Trustee candidate are specifically defined in the provisions of the amended By-laws. However, as per **Board Resolution No. 161/24-25**, the election for **School Year 2025-2026** is set on **September 12, 2025** due to the opening of classes last **July 27, 2025**.

The leaflet is therefore published to provide details of relevant qualifications required for a member to become a Trustee and the procedures in conducting the election of Trustees for the ensuing year. This is for strict compliance of all concerned.

### **II. COMPOSITION OF THE BOARD OF TRUSTEES**

As provided in the amended By-laws, the Board of Trustees shall consist of ten (10) members as follows:

- a) Five (5) Parent Members;
- b) Two (2) Non-parent Members from the Filipino Community in Qatar;
- c) One (1) Teacher Member;
- d) The School Principal; and,
- e) The Chief of Mission of the Philippine Embassy in Qatar or his/her duly authorized representative.

### **III. POWER AND DUTIES OF THE BOARD OF TRUSTEES**

- a) Exercises corporate powers under the provision of the Corporation Code of the Philippines;
- b) Applies exclusive overall supervision and control of the acquisition, conservation, management and disposition of funds and properties of the School Corporation in accordance with pertinent provisions of Philippine laws;
- c) Conducts or supervises the business of the School Corporation and ensures educational objectives are effectively achieved;
- d) Recommends policies and regulations, and establishes practices consistent with law for the governance and direction of the school operated by the School Corporation;

- e) Appoints the School Principal, as well as the other school officials as may be determined needed in the interest of the school community, subject to applicable standards of the Department of Education of the Philippines;
- f) Reviews and approves the organizational structure of the school operated by the School Corporation;
- g) Approves the annual budget of the school operated by the School Corporation;
- h) Approves the recruitment and appointment of the teaching staff, subject to applicable standards of the Department of Education of the Philippines and other school employees;
- i) Reviews and approves agreements entered into, between the School Corporation and other persons or entities;
- j) Creates committees to undertake measures as may be deemed necessary or appropriate in the pursuit of the School Corporation's objectives;
- k) Consults with the members of the School community as appropriate on matters of importance to them, and promotes a harmonious relationship with the general public.

#### **IV. TRUSTEES' QUALIFICATIONS/REQUIREMENTS**

Nominees in the election for Trustees for the ensuing years shall comply with the following qualifications at the time of his/her nomination:

- a) Bona fide member of the School Corporation;
- b) Filipino citizen;
- c) Possesses at least a Bachelor's Degree from a duly recognized learning institution in the Philippines or its equivalent;
- d) Holds a valid residence permit or equivalent, issued by the relevant authority in the State of Qatar at the time of his/her nomination;
- e) No involvement to any similar in nature corporation or activities of a school that might create a conflict of interest to the School Corporation;
- f) Not convicted by final judgment of an offense punishable by imprisonment for a period exceeding six (6) years, or violation of the Corporation Code of the Philippines committed within five (5) years prior to the date of his/her election or appointment.

#### **V. ELECTION PROCEDURES**

##### **A. General Procedures**

Trustees will be elected by the members of the School Corporation in a manner prescribed under specific provisions of the amended By-laws as detailed in the following procedures, except for the Principal whose membership in the Board shall be in an ex-officio capacity, and whose term of office as Trustee shall be co-terminus with his/her appointment as Principal, and the Chief of the Philippine Embassy in Qatar or his/her authorized representative who shall sit in the Board in an ex-officio advisory capacity:

1. The five (5) Parent Trustees, the two (2) Non-parent Trustees, and one (1) Teacher Trustee in the Board of Trustees shall be voted for by the members of the School Corporation;
2. Notice of nominations of any existing Trustee vacancies shall be announced at least 10 days before the scheduled annual general meeting, by the Secretary of the Board of the School Corporation;

3. Nominations for Parent and Non-parent Trustees shall only be nominated by a parent member or non-parent member of the School Corporation;
4. Nominations for Teacher Trustee shall only be nominated by a member of the teaching staff of the School Corporation;
5. The completed and signed Nomination Form No. PSDIf06R1 shall be submitted to the Secretary of the Board through the office of the School Principal not later than **3:00 pm on Sunday, 7<sup>th</sup> of Sept. 2025.**
6. A majority of the registered members who are qualified to vote must be present during the scheduled annual general meeting in order to declare a quorum and to commence election;
7. A Trustee candidate may be voted only for one position; and,
8. Voting shall be done online, and candidates receiving the highest number of votes for each vacancy mentioned in Section V, sub-section D of this leaflet shall be declared elected.

#### **B. Filing of Nomination**

A member who wishes to nominate a candidate or candidates in the election for Trustees shall comply with the following procedures:

1. Obtain the relevant Notice of Annual Meeting of members together with **PSDI Leaflet No. 2/22, Revision 12** and Nomination Form No. PSDIf06R1 from the Confidential Secretary at the School Principal's Office (Nomination form is also included in the downloadable leaflet);
2. Complete and submit the Nomination Form to the Secretary of the Board through the Office of the Principal not later than **3:00 pm on Sunday, 7<sup>th</sup> of September 2025;**
3. Ensure all required documents are attached with the Nomination Form, i.e. nominee's Bachelor's Degree Diploma, valid residence permit or equivalent, etc... **Non submission of any of these requirements shall mean disapproval of the nomination.**

#### **C. Assessment and Approval of Nominees**

A Nomination Form submitted to the Secretary of the Board shall be examined, assessed against the published regulations and procedures for Trustees qualification for the Board of Trustees. Should the Nominee pass the assessment, he/she shall be advised officially thereof by telephone or in writing thereafter; the nominee shall sign the confirmation form.

1. All qualified Nominees shall have their names appear in the online official ballot as one of the candidates in the respective post he/she has been nominated for;
2. Withdrawal of candidacy is permitted within twenty-four (24) hours from receipt of the Official Advice. Silence will mean that the Nominee has fully accepted his/her candidacy.

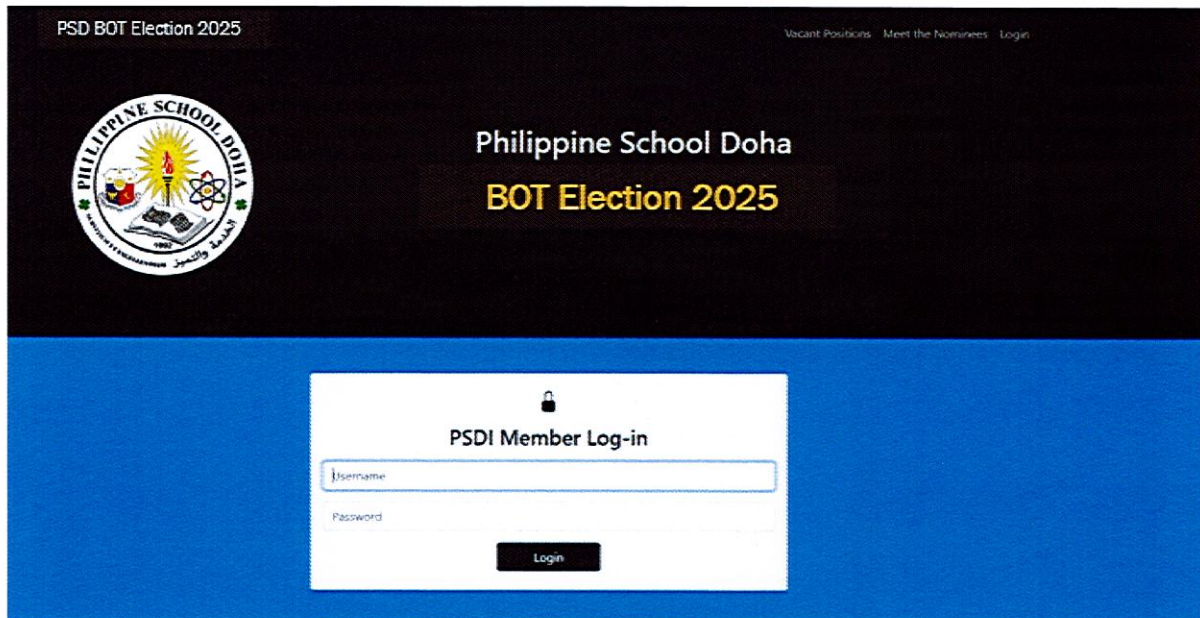
#### **D. Terms of Office**

The election will be held to choose the Trustees as declared vacant per **Board Resolution No. 162/24-25 dated 14<sup>th</sup> of August 2025 as follows:**

- a. Three (3) Parent-Member Trustees to serve for a two-year term
- b. One (1) Parent-Member to serve for a one-year term
- c. One (1) Non-Parent Member Trustee to serve for a two-year term
- d. One (1) Non-Parent Member to serve for a one-year term
- e. One (1) Teacher Representative to serve for a one-year term

## E. Voting

1. Login to the official website of PSD BOT Election 2025 which will be announced during the General Assembly on the election day together with username and password.



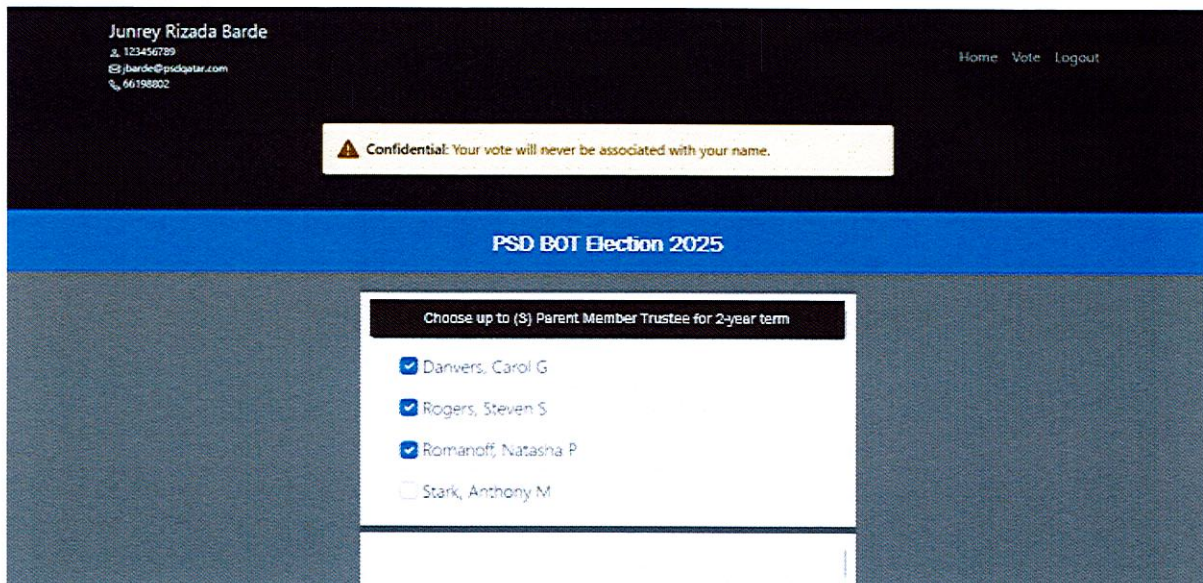
The screenshot shows the top section of the website. At the top left, it says "PSD BOT Election 2025". At the top right, there are links for "Vacant Positions", "Meet the Nominees", and "Login". In the center, there is the Philippine School Doha logo on the left and the text "Philippine School Doha BOT Election 2025" on the right. Below this is a white login box with a lock icon and the title "PSDI Member Log-in". Inside the box, there are two input fields: "Username" and "Password", followed by a "Login" button.

2. Click the Vote link.

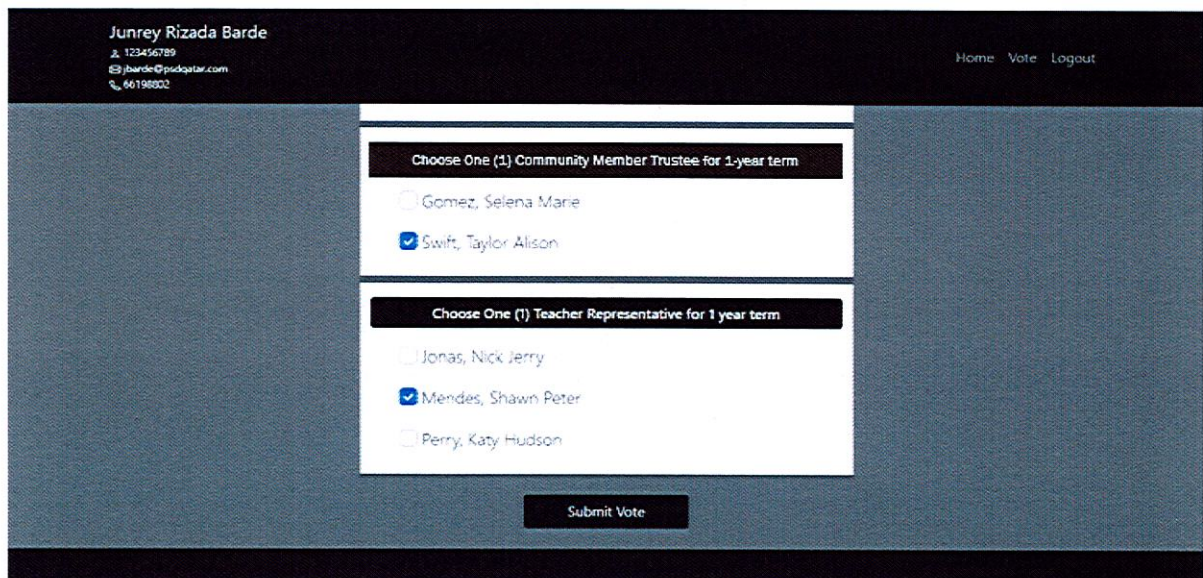


The screenshot shows the bottom section of the website. On the left, there is contact information for Junrey Rizada Barde: phone number 123456789, email jbarde@psdqatar.com, and phone number 66198802. On the right, there are links for "Home", "Vote", and "Logout". The "Vote" link is circled in red. Below this is a section titled "Vacant Posts" with a list of positions: Three (3) Parent-Members for a 2-year term, One (1) Parent-Member for a 1-year term, One (1) Community Member for a 2-year term, One (1) Community Member for a 1-year term, and One (1) Teacher Representative for a 1-year term. At the bottom, there is a blue box titled "The Nominees" with the text: "Please note that the list of nominees is not final. Nominations are still open until September 7, 2025. To nominate please contact +974 44409801 for details."

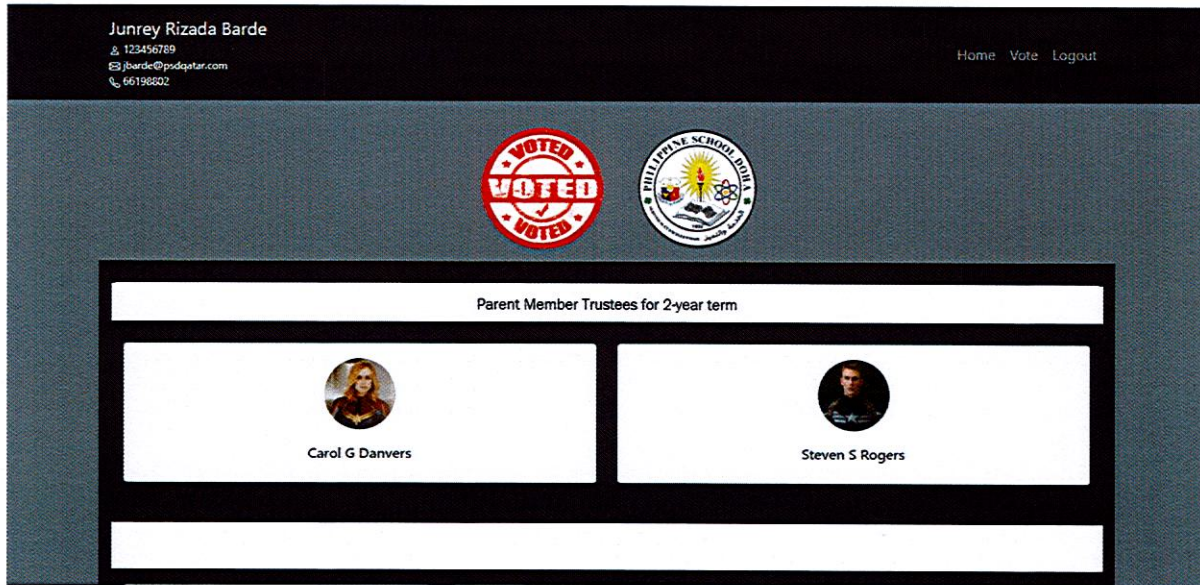
3. Cast your vote by clicking the checkbox beside the candidate's name. Leaving the position unchecked means ABSTAIN.



4. Click the Submit Vote button.



5. You will receive the confirmation page containing the candidates that you have voted.



6. Click Logout.

#### **F. Voting by Proxy (Not applicable for online voting this SY 2025-2026)**

Any qualified member who might not be able to attend the scheduled Annual General Meeting may delegate his/her right to vote by means of his/her proxy under the following conditions:

1. He/She has notified the Secretary of the Board in writing by filling out the Proxy Authorization Form;
2. He/She properly completes the Proxy Authorization Form and submit this to the Board Secretary through the Office of the Principal.
3. **The authorized proxy can vote on behalf of one authorizing member only. Should the proxy submit more than one proxy form, the first proxy form received shall be considered valid and the remaining form shall be cancelled.**
4. The authorized proxy identifies himself/herself to the Board of Canvassers Representative;
  - a. Once verified satisfactorily, the proxy is required to sign the Voters Registry on behalf of the member he/she is representing;
  - b. The proxy will be given an Official Ballot to vote for his/her candidate and fill out the form in a designated election booth;
  - c. After filling out the ballot, the proxy shall drop this in the transparent ballot box intended for this purpose.

#### **G. Canvassing and Counting of Votes**

The Board of Canvassers (BOC) is empowered to carry out and supervise the conduct of election proper during the scheduled Annual General Meeting on the **12th of September 2025 as per Board Resolution No. 161/24-25 dated 27th of May 2025:**

1. The voting process will last for one (1) hour which will be announced during the Annual General Assembly by the Secretary of the Board.
2. After the one-hour voting period, the system will be automatically disabled. Thus, please strictly observe the allotted time for voting.
3. Official closing of the voting process shall be announced by the Secretary of the Board.
4. The Head of the BOC shall announce to the public the start of tallying the votes.
5. Upon the order of the Head of the BOC, the ITRT shall generate the summary of all the votes cast. The generation process will be fully automated.
6. The generated report shall be checked by the BOC for authenticity and accuracy of all the votes cast.
7. The summary of the individual result of each nominee shall be generated by the ITRT in pdf format and shall be verified by the BOC for accuracy and authenticity of the votes cast.
8. The verified generated report in paragraph 7 above shall be the basis in proclaiming the winners which shall be reflected in the Proclamation of Winners official form, signed, and shall be proclaimed live via Zoom by the Head of the Board of Canvassers.
9. After completing the required formalities, the Head of the Board of Canvassers shall turn-over all the records and documents to the Confidential Secretary of the Board of Trustees.

#### **H. Petition Against the Result of Election**

1. Any candidate may file a petition to the Secretary of the Board to nullify or revoke the result of the election, provided that:
  - a. The petitioner is a member and a candidate in the election;
  - b. The petition is filed within twenty-four (24) hours after the official closing of the election;
  - c. The petitioner has specific and well-defined basis to contest the results;
  - d. The petition is made for the purpose of clarifying, and would benefit the general interest of the corporation.
2. Upon receipt of the petition and within the grace period involved, the Board of Trustees shall establish an independent investigating committee, comprising of but not to exceed five (5) bona fide members of the corporation, who shall carry an impartial and independent investigation of the cause/s of the petition;
3. The Investigation Committee shall submit its findings and recommendations in writing to the Board of Trustees within the maximum 30-day period from its creation;
4. Such report by the Investigating Committee shall be the basis of the Board of Trustees in making the appropriate actions and shall be made public within the prescribed period of fifteen (15) days from receipt of final report.

**I. Proclamation of Winners**

The Secretary of the Board of Trustees shall proclaim the winners of the election in writing after twenty-four (24) hours from the completion of the election. The same shall also be posted within the aforesated period. This proclamation will be postponed in case a petition to nullify or revoke the result of the election is filed by a candidate/s and received by the Secretary of the Board within the prescribed time period.

**J. Regular Elections**

All subsequent regular elections will be held to elect Trustees for a two-year term, except for the Teacher-Trustee whose term is fixed for one year and shall be elected every year. And in case of a change in status of a Trustee from that of a parent to non-parent or vice-versa during his/her tenure, he/she shall continue to serve in his/her elected capacity until the end of his/her regular term.

**K. Securities and Exchange Commission (SEC) Compliance**

Within thirty (30) days after the election of the Trustees and Officers of the School Corporation, the Secretary shall submit to the Securities and Exchange Commission, the names, and addresses of elected Trustees and Officers.

**L. Election Proceedings Accuracy and Assurance**

Trust that the School is doing its best to ensure that this online election proceedings shall be delivered with utmost honesty, authenticity, and accuracy. In case of unavoidable circumstances, the School may resort to a special election as may be warranted under the circumstances.

**VI. APPROVAL AND IMPLEMENTATION**

This leaflet has been approved by the Board of Trustees of the Philippine School in Doha, Inc., for observance and strict compliance by all concerned, and hereby ordered implemented for **SY 2025-2026** onwards unless repealed or suspended by a Board Resolution.



**ATTY. GENEVIEVE G. DELA CRUZ, CCBM, MBA, JD**  
**Secretary**

