

GENERAL GUIDELINES

1. GA MEETING ATTENDANCE REGISTRATION

1.1 Date and Time of Registration

- a. Registration for participation to the general assembly meeting on April 9, 2024 shall be as follows:

Classification	Registration Time	Remarks
Members Entitled to Vote (METV)	8:00 AM- 10:00 AM	Only METV's shall be allowed in the morning session for the Business Meeting; METV's may also join the afternoon session
Non-METV	12:00 PM-2:00 PM	Participate in the afternoon session only

- b. Registration shall close at 11:00 AM for the morning session and resumes at 12:00 PM. Any METV's registering after the morning cut-off of 11:00 AM shall be considered to have waived his/her AM snack and lunch allowance as indicated under item 1.2a.
- c. Non-METV's are encouraged to take an early lunch prior to registration and joining the afternoon session. As indicated above, registration for Non-METV's starts at 12:00 noon until 2:00 in the afternoon.

1.2 Attendance Incentive and Other Provisions

- a. Physical presence of members is required to avail of the attendance incentive, meal provisions and raffle tickets for door prizes. Absence shall mean forfeiture of these privileges. The following items together with the dividends and patronage refunds, if any, shall be given upon registration.

Particulars	METV	NON-METV
Attendance Cash Incentive	P1,000.00	P1,000.00
AM Snack	Yes	-
Lunch Allowance	P500.00	-
PM Snack	Yes	Yes
Raffle Tickets for Door Prizes	Yes	Yes
Dividends and Patronage Refund*	Yes	Yes
Members Incentives*	Yes	Yes

*Subject to existing policy on delinquent accounts and other loan provisions.

- b. Deadline to submit written justification and supporting documents, if any, for not attending the GA 2024 is on March 27, 2024, 1:00 p.m. (Address your Letter to Capgem Board of Directors and submit to CAPGEM Office c/o Hannah Montemayor). Justified reason as may be approved by the Board, shall mean one's presence only during the GA for METV qualification purpose, and shall not in any way qualify one for the attendance incentive.
- c. Releasing of dividends, patronage refunds and cash incentives shall only be until 2:00 PM of April 9, 2024, and henceforth the Audit Committee takes over for cash reconciliation purposes and account closing. Any unclaimed remunerations at this instance may only be claimed starting the following work-day at CAPGEM office.
- d. Closing of the GA attendance registration at 2:00 PM shall also mean termination of claims for attendance incentives.

1.3 Requirements for Physical Entry to the GA Venue (SMX)

- a. Only those in official GA 2024 t-shirts shall be allowed entry to the GA venue:

	CAPGEM Shirt Color
Members	Green
Working Committees	Violet
Working Committee – Security and Order	Black

- b. Personally signed in the attendance registration for METV's and NON-METV's.
- c. The official GA 2024 t-shirt shall be distributed by departments and offices starting March 11, 2024, or may be picked up by members at CAPGEM office during office hours.
- d. Bringing of children to the GA venue shall not be allowed.
- e. Members whose CBU is below P10,000 shall be allowed entry, however t-shirt provision shall be subject to the availability of stocks.

2. ELECTION AND VOTING INCENTIVES

2.1. Schedule and Mode of Election

Date	Time	Mode	Venue
April 1-5, 2024	9 AM – 4 PM	Online	-
		Actual	3F CAPGEM Center
April 9, 2024	9 AM – 11AM	Online	
		Actual	SMX

- 2.2. To join the online election process, METV'S are required to first register online via <https://capgemmpc2024.com>, where subsequent validation shall be made and access code be issued to each METV. Registration on this site shall commence March 25, 2024. Using the access code provided, METV's may cast their votes anytime as scheduled under Item 2.1.

- 2.3. METV's may also cast their votes physically at the given venue indicated above; CAPGEM staff shall be available to those METV's who may need assistance.
- 2.4. The voting record generated by the Election Committee shall be the basis for the voting incentive of P1,000 each and can be redeemed directly at the voting venue indicated above.

3. RAFFLE FOR DOOR PRIZES

- 3.1. Raffle tickets for door prizes shall be distributed to the members on April 9, 2024 or upon registering at the GA meeting venue. Only one (1) ticket shall be issued to each participating member.
- 3.2. Two (2) units of tambiolos shall be provided at the venue where members can directly drop their fully-filled out tickets.

	Identifying Color	For Use of
Tambiollo 1	Purple Banner	METV's
Tambiollo 2	Green Banner	Non-METV's

- 3.3. Deadline for the dropping of ticket entries is 2 PM of April 9, 2024. This deadline however will not hinder the drawing of tickets anytime during the period from 10 AM until the said deadline.

- 3.4. Prizes are classified into minor and major prizes and awarding subject to the following conditions.
 - a. Minor Prizes. All entries shall be qualified for release to members whether one is present or not in the venue.
 - b. Major Prizes. Only those physically present during the drawing of tickets shall be eligible for the major prizes. Anyone drawn is required to respond personally within a reasonable time-frame to the actual call made by the emcee, otherwise the prize be forfeited in favor of the next draw and call.

- 3.5. Minor prizes may be raffled off continuously at the side and broadcasted in sets.
- 3.6. Members present at the GA may directly claim their prizes. Others may claim their winnings during office hours on April 10-12, 2024 at CAPGEM Center.

4. RAFFLE BONANZA2024

- 4.1. RaffleBonanza 2024 shall follow the mechanics stipulated on the raffle tickets.
- 4.2. A dedicated tambiollo (with red banner) shall be provided for this purpose.
- 4.3. Only paid tickets shall be accepted to join in the raffle.

- 4.4. Deadline for the dropping of ticket entries is 2:00 PM of April 9, 2024. An official announcement shall be made to start off the raffling activity, alternating with the raffle for door prizes.

