



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

IN THE MATTER OF AMENDING PART VI (VOTER'S CERTIFICATION AS TEMPORARY VOTER'S ID CARD) OF RESOLUTION NO. 9964, ENTITLED, "REVISED GUIDELINES ON THE PRINTING, REPRINTING, RELEASE AND DISTRIBUTION OF THE VOTER'S IDENTIFICATION CARDS AND THE SUBMISSION OF REPORTS THEREON"

Chairman **BAUTISTA, J. Andres D.**
Commissioner **LIM, Christian Robert S.**
Commissioner **PARREÑO, Al A.**
Commissioner **GUIA, Luie Tito F.**
Commissioner **LIM, Arthur D.**
Commissioner **GUANZON, Ma. Rowena Amelia V.**
Commissioner **ABAS, Sheriff M.**

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Promulgated on November 27, 2015

RESOLUTION NO. 10016

WHEREAS, the Commission En Banc has approved on April 30, 2015, Resolution No. 9964, entitled, **"REVISED GUIDELINES ON THE PRINTING, REPRINTING, RELEASE AND DISTRIBUTION OF THE VOTER'S IDENTIFICATION CARDS AND THE SUBMISSION OF REPORTS THEREON"**;

WHEREAS, Part VI, entitled, Voter's Certification as Temporary Voter's ID Card of said Resolution stated that, to wit:

"The EO shall issue voter's certifications which shall serve as temporary voter's ID cards upon the request of registrants whose applications for registration have been approved by the ERB and payment of the amount of One Hundred Pesos (P100.00). The EO shall issue an OR for every amount received.

The temporary voter's ID cards shall be valid for a period of one (1) year from the date of its issuance and shall be subject to the results of the AFIS and/or relevant proceedings assailing the registration of a voter.

The EO shall maintain an accurate inventory of all temporary Voter's ID cards issued in their respective offices and shall ensure proper turn-over of inventory in the event of employee re-shuffling. The temporary Voter's ID card shall be surrendered prior to the release of the permanent Voter's ID card. If the voter cannot present the temporary Voter's ID card, a Sworn Statement of Loss (Annex "C") shall be submitted instead.

A proposed template of the temporary Voter's ID card is hereto attached as Annex "E". The ITD shall coordinate with EBAD for purposes of fixing the details necessary to be stated in the temporary Voter's ID card. Thereafter, the ITD shall create a program/software/patch for the use of the OEO in printing the temporary Voter's ID card."

WHEREAS, several issues/concerns have been raised regarding the manner of issuance, use and/or validity of the voter's certification as temporary voter's ID card as well as the format of the Quarterly Status Report on Voter's ID Cards, attached as Annex "F" in Resolution No. 9964.

NOW, THEREFORE, the Commission, by virtue of the powers vested in it by the 1987 Philippine Constitution, Batas Pambansa Bilang 881, otherwise known as the Omnibus Election Code (OEC) and other election laws, **RESOLVED**, as it hereby **RESOLVES**, to approve the following amendments to Part VI, entitled, "Voter's Certification as Temporary Voter's ID Card, to wit:

VI. Voter's Certification as a Valid Identification of a Voter

A. Content and format of a Voter's Certification

The Election Officer (EO) shall issue, upon request, a voter's certification in a regular ID card size format, FREE of CHARGE, in accordance with Resolution No. 9964, which shall contain the following information:

1. Place of issuance (Province, District/City/Municipality)
2. Voter's Identification number (VIN)
3. Full Name (Surname, First Name, Middle Name)
4. Date of Birth
5. Gender
6. Civil Status
7. Citizenship
8. Address
9. Precinct Number
10. Photograph
11. One fingerprint image
12. Digitized Signature of the Voter
13. Digitized Signature of the EO, as Chairman of the ERB
14. Digitized signature of the Honorable Chairman of the Commission

The following shall legibly appear at the back of the voter's certification, to wit:

1. This card shall serve as a valid identification of the voter.
2. This card shall be valid for only one (1) year from the date of its printing which shall appear on its face.
3. This card is subject to renewal, FREE of CHARGE, upon the expiration of one (1) year as stated in the preceding number.
4. This card shall be valid, for all legal intents and purposes, in all government agencies or private offices requiring the presentation of a voter's ID card.
5. The validity of this card is only TEMPORARY as it is still subject to the result of the Automated Fingerprint Identification System (AFIS).
6. Request for reprinting of this card, in case of loss/destruction of the same, shall be subject to the payment of One Hundred Pesos (P100.00). The reprinted card shall bear the date of issuance appearing on the face of the original card for purposes of the one (1) year validity.
7. This card shall be surrendered to the EO upon receipt of the permanent voter's ID card. In case of loss/destruction thereof, a Sworn Statement of Loss of Voter's Certification/Voter's ID Card, shall be accomplished and submitted to the EO.

Attached hereto as **Annex "A"**, is a document entitled, "Sworn Statement of Loss of Voter's Certification/Voter's ID Card."

The software/program for the generation of voter's certification shall be disseminated by ITD to the OEOs.

B. Who may avail of a Voter's Certification

The voter's certification shall serve as a valid identification of the following voters to whom it may be issued:

1. New registered voters (including those who applied for transfer of registration records to another district/city/municipality) as soon as the list of approved applications has been finalized by the Election and Registration Board (ERB);
2. Old voters who have not yet been issued voter's ID cards but only after the EO has verified that their names are not included in any of the following list:
 - a. AFIS hit list
 - b. List of IDs on-hand
 - c. List of IDs released
 - d. List of records which cannot be printed due to data errors
 - e. List of deactivated registration records
3. Old voters who have updated their records, after approval of the ERB and prior to the printing and issuance of their new voter's ID cards; and
4. Old voters whose voter's ID cards have been lost/damaged/defaced, with or without any request for the reprinting thereof, subject to the payment of one hundred pesos (P100.00).

In case of No. 2 above, if the name of the voter is found in any of the foregoing list, the following procedures shall be observed:

A. AFIS hit list

A voter's certification shall not be issued, instead, the voter shall be directed to the OEO of his/her original registration where he/she may secure a voter's certification or voter's ID card, if already available.

B. List of IDs on-hand

The voter's ID card shall be issued instead of a voter's certification in accordance with Part II, A.3. Nos. 2 and 3 of Resolution No. 9964¹ promulgated on April 30, 2015.

C. List of IDs released

The voter shall be informed that based on the records of the OEO, a voter's ID card has already been issued to him/her.

¹ Revised Guidelines on the Printing, Reprinting, Release and Distribution of the Voter's Identification Cards and the Submission of Reports thereon

- i. If the voter or his/her duly authorized representative claimed the voter's ID card, he/she shall be advised to request for the reprinting thereof by accomplishing a Request for Printing/Reprinting/Renewal of Voter's Certification/New Voter's ID Card, hereto attached as **Annex "B"** and pay one hundred pesos (P100.00). The voter shall also be required to fill-up Annex "A".
- ii. If an unauthorized person claimed the voter's ID card, the voter shall be required to execute a written statement to that effect which shall be attached to the log book. The EO shall then instruct the voter to accomplish Annex "A". If the voter so request, he/she may be issued a Voter's Certification, FREE OF CHARGE.

D. List of records which cannot be printed due to data errors

The EO shall inform the voter of the status of his/her biometrics data and require him/her to submit for validation. Thereafter, he/she shall be notified that his/her registration record shall undergo AFIS processing to determine if it is a unique record or not. If it is a unique record it will be lined-up for printing of voter's ID card. A list of voters whose voter's ID cards are already available for release shall be posted on the bulletin board in the OEO.

Prior to the printing and issuance of the voter's ID card, the voter may request for the issuance of a voter's certification FREE OF CHARGE.

E. List of deactivated registration records

The EO shall inform the voter of the deactivation of his/her registration record for which reason his/her voter's ID card, if already at the OEO, cannot be released pursuant to Part II, A.3.,iv of Resolution No. 9964. And that, if the voter still wants to claim his/her voter's ID card, he/she shall be advised to file an application for reactivation during the period of registration and wait for the approval thereof.

Upon approval of the application for reactivation, the voter may request for the issuance of a voter's certification FREE OF CHARGE.

C. Who and how may a voter's certification be requested and claimed

The procedures provided in Part II, A. 3. Numbers 2 and 3 of Resolution No. 9964, shall be observed in requesting and/or claiming the voter's certification subject hereof.

If the person requesting for the issuance of a voter's certification is only a representative, he/she shall be required to fill-up a Sworn Statement of Undertaking, hereto attached as **Annex "C"**.

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D. Effect of approval on application for transfer of registration record to another district/city/municipality and AFIS hit list on the issued Voter's Certification

In case of application for transfer of registration record to another district/city/municipality, the approval of such application shall constitute a constructive knowledge on the part of the voter of the nullity of the voter's certification issued to him/her by the OEO of his/her original registration.

If, subsequent to the release of the voter's certification, the voter shall have been found to have double/multiple registration records based on AFIS, the EO shall inform the affected voter in writing, stating therein that the voter's certification issued to him/her has been rendered null and void by reason thereof. Said nullity shall be reflected in the VRS where the tagging of released voter's certification has been made.

In addition, a list of voters to whom voter's certifications have been released but subsequently voided through AFIS, shall be posted on the bulletin board in the OEO and in the city/municipal hall, to inform the public of the status of said voter's certifications. The list shall likewise be published at least once in a newspaper of general circulation and at the COMELEC website, with a notice that the affected voters may secure, from the place of their original registration, new voter's certifications.

E. Record-keeping

For documentation and reporting purposes, the EO shall ensure that all issuances of voter's certifications (original, reprinted and those issued as renewal thereof) under this Resolution, shall be regularly and properly tagged in the Voter's Registration System (VRS) as released. Relative thereto, the ITD shall provide a column in the VRS where the tagging of released voter's certification shall be made.

In addition to tagging, all issuances of voter's certifications shall be recorded in the OEO's log book [provided for the purpose], which shall serve as another level of ensuring the safe-keeping and inventory thereof.

The log book shall contain the following information, to wit:

1. The name of the person requesting the voter's certification, renewal or reprinting thereof;
2. The date and time when the request was made;
3. The address of the requesting party;
4. The fact that an authorization letter is presented, in case the requesting party is only a representative;
5. Any valid ID card presented by the requesting party or that of the voter-owner thereof, in case of a representative;
6. The type of the request, whether for the printing of the original voter's certification, reprinting or renewal thereof;
7. The amount paid in case of reprinting of voter's certification and the number of the official receipt (OR) issued; and
8. The signature of the requesting party.



In case of discrepancy/conflict between the entries appearing in the VRS and the log book, the entries in the latter shall prevail.

F. Quarterly reporting on the issuances and releases of voter's ID cards and voter's certifications

The distribution of voter's ID cards and the printing and issuances of voter's certifications shall be reported to the Precincts and Voting Centers Division (PVCD) of EBAD through the hereto attached **Annex "D"** entitled, Quarterly Status Report (QSR) on Voter's ID Cards and Voter's Certifications.

Only a soft copy of Annex "D" shall be submitted to the PVCD at precincts@comelec.gov.ph and/or ebad@comelec.gov.ph on a quarterly basis simultaneously with the Quarterly Progress Report (QPR), unless otherwise instructed.

Copies of Annex "D" shall be furnished the Education and Information Department (EID), the Offices of Provincial Election Supervisors (OPEs) and Offices of Regional Election Directors (OREDs).

G. Summary of amended Annexes

The following annexes attached to Resolution No. 9964 have been amended accordingly:

Annexes under Resolution No. 9964	New markings of Annexes under this Resolution
Annex "C" - Sworn Statement of Loss of Voter's ID Card	Annex "A" - Sworn Statement of Loss of Voter's Certification/Voter's ID Card
Annex "B" - Request for Printing of New Voter's ID	Annex "B" - Request for Printing/Reprinting/Renewal of Voter's Certification (in a regular ID card size format)/New Voter's ID Card
Annex "A" - Sworn Statement with Undertaking	Annex "C" - Sworn Statement with Undertaking
Annex "F" - Quarterly Status Report on the Distribution of Voter's IDs Releases	Annex "D" - Quarterly Status Report on Voter's ID Cards and Voter's Certifications

H. Prohibited Acts and Penalties

Any person who shall claim a voter's certification and/or voter's ID card of another without authority to do so, shall be charged with a criminal offense under the Revised Penal Code (RPC) or any other applicable special penal laws. The printing, reprinting, renewal and distribution of fake or spurious voter's certification by any person or entity shall likewise be meted out with the same penalty.

The use of a voter's certification after the voter has been notified of its nullity or after acquiring knowledge of the approval of his/her application for transfer to another district/city/municipality shall likewise constitute a violation of this Resolution, hence, shall be dealt with accordingly.

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I. Final Provision

The foregoing provisions are without prejudice to the existing voter's certification presently being issued by the OEOs and the Election Records and Statistics Department (ERSD), in case the voter opted to request for the same, instead of the voter's certification subject hereof.

This Resolution shall take effect on **December 14, 2015**. The Education and Information Department (EID) shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines within five (5) days from its promulgation. The EID shall likewise ensure the widest dissemination thereof to all other government agencies.

The Finance Services Department (FSD) and the Administrative Services Department (ASD) shall be responsible for the procurement and delivery of materials, supplies and other paraphernalia essential for the implementation of the provisions of this Resolution and that of Resolution No. 9964.

Let the EBAD and ITD implement this Resolution.

SO ORDERED.



J. ANDRÉS D. BAUTISTA
Chairman



CHRISTIAN ROBERT S. LIM
Commissioner



AL A. PARRENO
Commissioner



LUÉ TITO F. GUIA
Commissioner



ARTHUR D. LIM
Commissioner



MA. ROWENA AMELIA V. QUANZON
Commissioner



SHERIFF M. ABAS
Commissioner

