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Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

COMMISSION ON ELECTIONS
ITD - ADMIN

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**IN THE MATTER OF THE
GUIDELINES FOR THE
ACCREDITATION OF
VERIFIER-CERTIFIER CIVIL
SOCIETY ORGANIZATIONS
(VC-CSOs) FOR THE 2025
NATIONAL AND LOCAL
ELECTIONS (2025 NLE) AND
SUCCEEDING ELECTIONS**

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GARCIA , George Erwin M.	Chairman
INTING , Socorro B.	Commissioner
CASQUEJO , Marlon S.	Commissioner
FEROLINO , Aimee P.	Commissioner
BULAY , Rey E.	Commissioner
MACEDA, JR. , Ernesto Ferdinand P.	Commissioner
CELIS , Nelson J.	Commissioner

Promulgated: August 16, 2024

RESOLUTION NO. 11042

WHEREAS, Section 36 of Republic Act No. 8189¹, otherwise known as "The Voter's Registration Act of 1996", as amended, provides that, in the interest of transparency, all necessary and practicable measures shall be adopted to allow representation of accredited citizens' arms and nongovernment organizations to assist, and intervene in appropriate cases, in all stages of the electoral exercise and to prevent any and all forms of fraud and coercion;

WHEREAS, the Commission on Elections (Commission for brevity), in the enforcement and administration of all laws and regulations relative to the conduct of election, plebiscite, initiative, referendum and recall, is mandated to prepare and post the certified lists of voters, ninety (90) days before a regular election and sixty (60) days before a special election pursuant to Section 30 of the same Republic Act No. 8189;

WHEREAS, the Commission promulgated Resolution No. 10903², mandating that "The ERBs shall convene and conduct verification and certification of the

¹ AN ACT PROVIDING FOR A GENERAL REGISTRATION OF VOTERS, ADOPTING A SYSTEM OF CONTINUING REGISTRATION, PRESCRIBING THE PROCEDURES THEREOF AND AUTHORIZING THE APPROPRIATION OF FUNDS THEREFOR.

² GUIDELINES FOR THE CONDUCT OF [1] VERIFICATION OF THE NAMES OF VOTERS; CERTIFICATION, SEALING AND POSTING OF ELECTION DAY COMPUTERIZED VOTERS LISTS (EDCVLs) AND POSTED COMPUTERIZED VOTERS LISTS (PCVLs) AND [2] MANUAL CROSS-OUT AND INCLUSION OF NAMES IN THE EDCVLs AND PCVLs IN CONNECTION WITH THE CONDUCT OF OCTOBER 30, 2023 SYNCHRONIZED BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS, promulgated March 22, 2023.

EDCVLs and PCVLs with the participation of accredited Citizens' Arms, Civic Organization and Non-governmental organizations”;

WHEREAS, the Commission promulgated Resolution No. 10924³, which requires the participation of the Commission's accredited citizens' arms in the verification and certification of list of voters and the signing of the Election Day Computerized Voters Lists (EDCVLs) and Posted Computerized Voters Lists (PCVLs);

WHEREAS, on December 2023, the 6th Philippine Open Government Partnership (PH-OGP) National Action Plan (NAP) was approved and adopted;

WHEREAS, one of the approved Commitments in said PH-OGP is the Commission's Commitment titled, ***“Institutionalizing the Participation of Accredited Citizens' Arms in the Verification and Certification of List of Voters”***;

WHEREAS, the Commitment entails the institutionalization of the role and participation of citizens' arms and civil society organizations in the verification and certification of list of voters prior to every election, through a formal accreditation process, establishing thereby a clean, complete, permanent and updated voter's list;

NOW, THEREFORE, by virtue of the powers vested upon it by the 1987 Philippine Constitution, Batas Pambansa Bilang 881 (Omnibus Election Code of the Philippines), Republic Act Nos. 8189, 6646⁴, 8436⁵, and other election laws, the Commission **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following simplified guidelines in the accreditation of Verifier-Certifier Civil Society Organizations (VC-CSOs) for purposes of participation in the verification and certification of list of voters:

ARTICLE I GENERAL PROVISIONS

SEC. 1. Scope of the Accreditation – The accreditation of the Verifier-Certifier Civil Society Organizations (VC-CSOs) as provided in these Guidelines, shall only be with respect to their participation in the verification and certification of list of voters to be conducted by the Election Registration Boards (ERBs)

SEC. 2. Nature of Accreditation – To promote efficiency and to encourage greater participation, in line with the PH-OGP's principles, the accreditation of VC-CSOs shall be summary in nature.

³ GENERAL GUIDELINES AND OTHER RELATED RULES AND REGULATIONS FOR THE OCTOBER 30, 2023 BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS (BSKE) AND ALL SUCCEEDING BSKEs THEREAFTER, promulgated June 7, 2023.

⁴ AN ACT INTRODUCING ADDITIONAL REFORMS IN THE ELECTORAL SYSTEM AND FOR OTHER PURPOSES.

⁵ AN ACT AUTHORIZING THE COMMISSION ON ELECTIONS TO USE AN AUTOMATED ELECTION SYSTEM IN THE MAY 11, 1998 NATIONAL OR LOCAL ELECTIONS AND IN SUBSEQUENT NATIONAL AND LOCAL ELECTORAL EXERCISES, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES.

ARTICLE II DEFINITION OF TERMS

For purposes of these Guidelines, the following terms are defined:

Accredited Citizens' Arm – refers to a bona fide non-partisan group, association or organization from the civic, youth, professional, educational, business or labor sectors with identifiable leadership, membership and structure, and with demonstrated capacity to promote the public interest and assist the Commission in the performance of its functions and activities as mandated by the Constitution and the election laws. The scope of the role of an accredited citizens' arm depends on the nature and extent of the political exercise/s for which it was granted its accreditation.

Civil Society Organizations (CSOs) – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organizations, people's organizations, civic organizations, social movements, professional, youth or business groups and people's councils.

Election Day Computerized Voters List (EDCVL) – refers to the final list containing the photographs, signatures, and thumb prints of voters assigned to a particular precinct.

Election Registration Board (ERB) – refers to the board composed of the Election Officer (EO) as Chairperson, and as Members, the public school official most senior in rank and the local civil registrar, or in his/her absence, the city or municipal treasurer. The ERB is tasked to discharge various duties in relation to the approval or disapproval of registration, including the verification and certification of list of voters thereafter.

List of Voters - shall collectively refer to both the EDCVL and PCVL.

Philippine Open Government (PH-OGP) National Action Plan (NAP) – refers to the document officially released by the Philippine Government, containing its commitments, which are co-created through a multi-stakeholder process. Currently, the 6th National Action Plan is in place, covering the years 2023-2027.

Posted Computerized Voters' List (PCVL) - refers to the computerized list of voters posted outside each polling place.

Verification and Certification of List of Voters – refers to the act of the ERB, with the participation of the VC-CSO, in ensuring that the list of voters is clean, complete and accurate.

Verifier-Certifier Civil Society Organization (VC-CSO) – refers to a CSO which has been duly accredited by the Commission and which participation is limited only to the verification and certification of list of voters. This is to differentiate from, and to prevent confusion with, an "accredited citizens' arm" which may have a broader role or participation in the electoral process as may be granted them by the Commission in their respective accreditation.

ARTICLE III
ACCREDITATION OF VERIFIER-CERTIFIER CIVIL SOCIETY ORGANIZATION (VC-CSO)

SEC. 1. Who may be Accredited as VC-CSO – Any bona fide CSO, as defined in these Guidelines, with identifiable leadership, membership and structure, and with demonstrated capacity to promote the public interest and assist the Commission in ensuring that the voter's list is clean, complete and accurate, by participating in the verification and certification of list of voters to be conducted by the ERB.

SEC. 2. Application for Accreditation as VC-CSO – The group, association or organization mentioned in Section 1 hereof may file an Application for Accreditation duly verified by its President, Chairman of the Board or any of its duly authorized officers, following the contents, format and supporting documents prescribed herein.

SEC. 3. Contents of the Application – To be considered complete, the Application shall contain the following:

1. A formal Letter of Application for Accreditation, addressed to the Honorable Commission *En Banc*, stating the following:
 - i. The earnest intention and commitment of the applicant to participate in the verification and certification of list of voters for the 2025 NLE and in the next succeeding elections;
 - ii. The constituency (nationwide or regional/local) to which the applicant seeks accreditation;
 - iii. That it is not supporting any candidate, political party, organization or coalition of political parties, in the constituency where it seeks accreditation;
 - iv. That it is not funded by any candidate, political party, organization or coalition of political parties; foreign government or any of its agencies or instrumentalities; terrorist, subversive or radical groups or entities;
 - v. That it shall strictly remain non-partisan and impartial during the conduct of verification and certification of list of voters; and
 - vi. That it undertakes to uphold to the highest standards the privacy of information as outlined in the Data Privacy Act of 2012, its implementing rules and regulations, and the pertinent issuances on the matter, as well as the Data Privacy Policy of the Commission.
2. A duly accomplished Application Form (**See Annex "A" hereof**);

3. A copy of its Articles of Incorporation and/or By-Laws/Organizational Rules and Regulations, Certificate of Registration/License/Accreditation/Recognition, and/or such other formal document/s evidencing their legitimacy as a CSO, as well as indicating their organizational purposes and mandates;
4. A copy of the organization's data or information policy, or in the absence thereof, a Plan, duly signed by the board or authorized officer, specific to the handling, protection and disposal of data relevant to the verification and certification of list of voters;
5. Photocopies of valid Government-issued IDs of the Head of CSO, Members of the Board, Data Privacy/Protection Officer, and Senior Officers/Management; and
6. In case the President or Chairman of the Board of Directors/Trustees is not the one signing and filing the application, but rather an authorized officer or representative of the CSO, a Board Resolution, Secretary's Certificate, Special Power of Attorney, or any equivalent document evidencing that the concerned officer/representative is authorized to file the same, must also be attached.

SEC. 4. When and where to file applications for accreditation. – Applications may be filed at any time up to 60 days prior to the date scheduled by the Commission for the conduct of verification and certification of list of voters.

The Application and its contents shall be filed with the Election and Barangay Affairs Department (EBAD), as the designated Technical Focal Person of the Commitment in the PH-OGP NAP, which shall check and verify the completeness of the submitted application. Should there be lacking requirements or incomplete details, the EBAD shall advise the applicant of the same. The applicant must complete all lacking requirements and details within the prescribed period as indicated in paragraph 1 hereof.

SEC. 5. Publication of applications for accreditation. – Once a complete application is received, the EBAD shall request the publication of the Application in the COMELEC website, with instructions that any interested party may file an opposition thereto, with EBAD, within three (3) days after said publication.

SEC. 6. Recommendation of the Commitment's Senior Accountable Official
- Thereafter, an application which is complete and has met all the requirements prescribed in this Guidelines, together with opposition/s received, if any, shall be forwarded by EBAD within five (5) days after the last day of filing of opposition, to the Deputy Executive Director for Operations (DEDO), in his capacity as the designated Senior Accountable Official in the PH-OGP NAP, for his recommendatory action.

The DEDO shall forward the Application, supporting documents, and opposition/s, if any, together with his recommendation, to the *En Banc*, through the Office of the Commission Secretary, for their disposition.

SEC. 7. Approval of Application and Issuance of Certificate of Accreditation as VC-CSO – The *En Banc* shall summarily decide to approve or disapprove the application based on the documents submitted. At any time, it may also require the submission of other documents from the applicant. It may likewise provide/impose additional conditions to be strictly complied with by the applicant.

The above provision is without prejudice to a clarificatory hearing that may be set for any opposition filed, should the *En Banc* so require.

If the application is approved, a Certificate of Accreditation shall be issued to the VC-CSO.

SEC 8. Memorandum of Agreement (MOA) and Non-Disclosure Agreement (NDA) – Immediately upon the approval of the application, the VC-CSO and the Commission shall execute a MOA clearly specifying the extent of the role and participation of the former in the verification and certification of list of voters. Likewise, the VC-CSO shall also execute an NDA to guarantee that the data to be shared by the Commission shall be protected, safeguarded, handled and properly disposed of by the VC-CSO.

SEC 9. Eligibility of Accredited Citizens' Arms to participate in the Verification and Certification of List of Voters – Notwithstanding these Guidelines, a citizens' arm, which is duly granted accreditation by the Commission, may participate in the verification and certification of list of voters without the need to apply further as VC-CSO, provided that the role of verification and certification is included or granted in the scope of their accreditation.

SEC 10. Renewal of Accreditation of VC-CSO – The authority of the VC-CSO to participate in the verification and certification of list of voters is generally understood to be for a particular election only, unless the Commission otherwise provides in their accreditation. Should the VC-CSO wish to renew their application for the next succeeding election, a letter requesting for the renewal of their accreditation, as well as an updated Form must be submitted. Other supporting documents need not be submitted unless there are supervening events or changes in the organization's mandates, operations or leadership.

SEC 11. VC-CSOs during Special Election, Plebiscite, Initiative, Referendum and Recall – The VC-CSOs which were duly accredited during the Regular Elections immediately preceding a Special Election, Plebiscite, Initiative, Referendum or Recall, shall likewise be authorized to participate in the verification and certification of list of voters for the latter electoral activities.

ARTICLE IV

PARTICIPATION OF THE VC-CSO IN THE VERIFICATION AND CERTIFICATION OF LIST OF VOTERS

SEC 1. Schedule of Verification, Certification, Sealing and Posting - The ERBs shall convene and conduct verification and certification of the EDCVLs and PCVLs with the participation of VC-CSOs, accredited Citizens' Arms, or in the absence of the first two, other Civic Organizations and Non-governmental organizations.

The meeting/s of the ERBs shall be held in accordance with the following schedule:

Number of Pages (Combined EDCVL and PCVL)	Number of Day/s
5,000 or less	1
5,001 to 10,000	2
10,001 to 15,000	3
15,001 and above	4

Verification of the names of voters and certification and sealing of the EDCVLs and PCVLs shall be conducted during the period specified in the Calendar of Activities for the 2025 NLE or for a succeeding election.

Posting of the verified and certified PCVLs shall also be done within the period provided in the Calendar of Activities.

SEC 2. Tasking in the conduct of verification and certification -

1. The Information Technology Department (ITD) shall:

- a. Prepare and generate the soft copy (*pdf format*) of the nationwide PCVLs by precinct stored in compact disc or USB;
- b. Provide, **FREE OF CHARGE**, copy of the PCVLs to VC-CSOs and existing accredited citizens' arms granted the authority to conduct verification and certification of list of voters; and
- c. Generate and print one copy of EDCVL and one copy of PCVL for the May 12, 2025 NLE and succeeding elections.

2. VC-CSO's and Accredited Citizens' Arms shall:

- a. Reproduce and cascade the PCVLs to their respective chapters or affiliates existing in the cities/municipalities and districts; and
- b. Use exclusively the PCVL copy generated by ITD for comparison with the PCVL to be generated in the Office of the Election Officer (OEO) during the conduct of verification and certification.

3. The OEO shall:

- a. Generate and print the PCVL to be used for comparison with the soft copy of the PCVL provided by ITD to the VC-CSO, for the May 12, 2025 NLE and succeeding elections. Please take note that, except printing, PCVL reports can be generated only ONCE in the VRS;
- b. Send Notices of the schedule of the ERB meeting to the local chapter of the VC-CSOs or authorized accredited citizens' arms; and
- c. Post in the bulletin boards of the city/municipal/district hall and in the OEO the notice of ERB meeting and printed copy of the PCVL.

SEC. 3 - Procedures in the verification and certification of EDCVLs and PCVLs; and posting of PCVLs -

1. Verification of EDCVLs and PCVLs:

- a. The names of voters listed in the EDCVL and PCVL shall be verified, using as reference, the PCVL printed by the OEO and the soft copy in the custody of local representative/s or chapter of the VC-CSO or authorized accredited citizens' arm;
- b. In the event any discrepancy is noted, the matter shall be reflected in the ERB Minutes and written report shall be submitted to the ODEDO through the EBAD; and
- c. EBAD and ODEDO shall prepare recommendation/s to the Commission *En Banc* through the Project Management Office (PMO).

2. Certification of the EDCVL and PCVL:

- a. After the conduct of verification, the ERB members and representative/s of the VC-CSO or authorized accredited citizens' arms shall affix their initials at the bottom of every page, and signatures in the last page, of the EDCVL and PCVL per established precinct; and
- b. In the absence of representative/s from VC-CSO or authorized accredited citizens' arms, Civic Organizations and other Non-governmental organizations may certify the EDCVLs and PCVLs.

3. Posting of copy of PCVLs:

- a. The ERB Chairperson shall cause the posting of the certified PCVLs in the bulletin boards of the city/municipal/district halls and OEOs not later than the date specified in the promulgated Calendar of Activities.

ARTICLE V

REPORTORIAL REQUIREMENTS, MONITORING AND ESTABLISHING BASELINES AS REQUIRED BY THE OGP-PH NAP

SEC 1. Establishment of Baselines as Part of the Commitment's Milestone under the PH-OGP NAP - To gauge the success and effectiveness of the implementation of the Commitment, baselines are to be established as part of the Commitment Milestones, with the following targets:

ELECTION	TARGET
2025 NLE	The Baseline shall be established (<i>i.e.</i> , Determine what percentage of PCVLs and EDCVLs nationwide have been verified and certified with VC-CSO participation)
2025 BSKE	Increase of at least 25% VC-CSO participation nationwide (<i>computed from the NLE 2025 Baseline</i>)
2028 NLE	Increase of at least 50% VC-CSO participation nationwide (<i>computed from the NLE 2025 Baseline</i>)

SEC 2. Submission of Data on the Percentage of Verified and Certified List of Voters with VC-CSO Participation - To this effect, the EO shall prepare a report on the percentage of verified and certified list of voters with VC-CSO or accredited citizens' arm participation, in their municipality/city/district. The report shall be submitted to the concerned Office of the Provincial Election Supervisor (OPES), and shall be collated at the level of the concerned Office of the Regional Election Director (ORED). Said collated data shall be submitted to EBAD within ten (10) calendar days after the last day of posting of the PCVLs. EBAD shall then submit a consolidated nationwide report on the matter to the *En Banc*.

ARTICLE VI MISCELLANEOUS PROVISIONS

Sec. 1. Applicability of the Omnibus Election Code and other relevant elections laws and resolutions of the Commission - The provisions of the Omnibus Election Code, R.A. 9189, other relevant election laws and resolutions of the Commission, shall, as far as practicable or whenever appropriate, be applicable to the conduct of verification and certification of list of voters.

Sec. 2. Effectivity - This Resolution shall take effect on the seventh (7th) calendar day following its publication in two (2) newspapers of general circulation of the Philippines.

Sec. 3. Dissemination – The ITD shall cause the posting of this Resolution in the official website of the Commission, while the The Education and Information Department (EID) of the Commission shall cause its publication and dissemination to the media.

The EBAD shall furnish copies to all concerned field offices of the Commission. The designated Technical Focal Person shall also furnish copies to civil society organizations through the assistance of the PH-OGP Secretariat.

SO ORDERED.



GEORGE ERWIN M. GARCIA
Chairman



SOCORRO B. INTING
Commissioner



MARLON S. CASQUEJO
Commissioner



AIMEE P. FEROLINO
Commissioner



REY E. BULAY
Commissioner



ERNESTO FERDINAND P. MACEDA, JR.
Commissioner



NELSON J. CELIS
Commissioner

CERTIFICATION

APPROVED for publication, August 16, 2024.



CONSUELO B. DIOLA
Director IV
Office of the Commission Secretary

This Resolution can be verified at this number (02)85272987; email address comsec@comelec.gov.ph