



Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Intramuros, Manila

**IN THE MATTER OF THE GUIDELINES FOR THE SUBMISSION OF REQUESTS FOR TRANSFER OF VOTING CENTERS AND CHANGE/CORRECTION OF NAMES/ADDRESSES OF VOTING CENTERS IN CONNECTION WITH THE MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS AND BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO PARLIAMENTARY ELECTIONS (BARMM) (2025 NLE and BARMM PE) AND THE SUCCEEDING ELECTIONS.**

**GARCIA**, George Erwin M. *Chairman*  
**INTING**, Socorro B. *Commissioner*  
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**MACEDA, JR.**, Ernesto Ferdinand P. *Commissioner*  
**CELIS**, Nelson J. *Commissioner*

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Promulgated: September 16, 2024

**RESOLUTION NO. 11063**

**WHEREAS**, Article IX (C), Section 2 (3) of the 1987 Philippine Constitution states that the Commission on Elections (Commission for brevity) has the power and function to decide, except those involving the right to vote, all questions affecting elections, including the determination of the number and location of polling places, appointment of election officials and inspectors and registration of voters;

**WHEREAS**, Section 3 (1) and (m) of Rep. Act No. 8189<sup>1</sup> define polling place as the place where the Board of Election Inspectors (now Electoral Boards under Republic Act No. 10756<sup>2</sup>) conducts its proceeding and where the voters cast their votes and **voting center** as the building or place where the polling place is located, respectively;

**WHEREAS**, primary among the constitutional functions of the Commission is to prevent the disenfranchisement of voters and one way of doing this is to ensure that **the Project of Precincts (POPs) will provide the correct names and addresses of voting centers** where voters can freely, conveniently and safely exercise their rights to vote on election day;

**WHEREAS**, Section 154 of *Batas Pambansa Bilang 881* (otherwise known as the Omnibus Election Code (OEC)), provides in the last sentence of its first paragraph that, "No designation of polling places shall be changed except upon written petition of the majority of the voters of the precinct or agreement of all the political parties or by resolution of the Commission upon prior notice and hearing."

<sup>1</sup> 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

<sup>2</sup> AN ACT RENDERING ELECTION SERVICE NON-COMPULSORY FOR PUBLIC SCHOOL TEACHERS, AUTHORIZING THE APPOINTMENT OF OTHER QUALIFIED CITIZENS, PROVIDING FOR COMPENSATION AND OTHER BENEFITS.

**WHEREAS**, the final POPs shall be prepared and submitted by the Office of the Election Officer (OEO) of each district/city/municipality after the last Election Registration Board (ERB) hearing set by the Commission for the 2025 NLE and the succeeding elections. The POP shall contain the total number of barangays, established precincts, and clustered precincts, voting centers and voters, to be known collectively under this Resolution as “**electoral data**”, which shall be necessary for the allocation of Automated Counting Machines (ACMs), printing and/or allocation of official ballots, election returns, other election forms, supplies, and paraphernalia and ballot boxes. It shall also be the basis in determining the number of Members of Electoral Boards (EBs), Department of Education Supervisor Officials (DESOs), their respective Support Staff, and Members of Barangay/City/Municipal/Provincial/Regional Board of Canvassers (BOCs) to be constituted and appointed;

**WHEREAS**, Section 29<sup>3</sup> of Republic Act No. 6646<sup>4</sup>, as reiterated in Section 28<sup>5</sup> of Republic Act No. 8436<sup>6</sup> authorizes the Commission to fix other dates for pre-election activities, which include, among others, the deadline for the submission of requests for transfer of voting centers and change/correction of names/addresses of voting centers; and

**WHEREAS**, circumstances such as the inadequacy or non-availability of public schools or buildings, which can be used as voting centers, and unstable peace and order situation in critical areas identified by the Philippine National Police/Armed Forces of the Philippines (PNP/AFP), in addition to the lack of qualified individuals who may serve as members of the EBs, are reasonable grounds, which warrant the clustering of all established precincts nationwide to ensure the successful, credible, peaceful, cost-efficient, accessible and safe conduct of the 2025 NLE and succeeding elections.

**NOW, THEREFORE**, by virtue of the powers vested upon it by the 1987 Philippine Constitution, OEC, Republic Act Nos. 8189, 6646, 8436, and other election laws, the Commission *En Banc* **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following guidelines in the submission of requests for transfer of voting centers and change/correction of names/addresses of voting centers for purposes of the 2025 NLE and succeeding elections:

## ARTICLE I

### PRELIMINARIES

**SECTION 1. DEFINITION OF TERMS.** – As used in this Resolution:

- a. **Administrative transfer of voters** – refers to the process of correcting the precinct assignment of a voter in the local database of the OEO;
- b. **APP** – refers to Accessible Polling Place, which is the venue where the Board of Election Inspectors (BEIs)<sup>7</sup> conducts election-related proceedings and where the voters cast their votes. It shall be located at the ground floor, preferably near the entrance of the building, and

<sup>3</sup> Section 29. Designation of Other Dates for certain Pre-election Acts. - If it should no longer be reasonably possible to observe the periods and dates prescribed by law for certain pre-election acts, the Commission shall fix other periods and dates in order to ensure accomplishment of the activities so voters shall not be deprived of their right of suffrage.

<sup>4</sup> AN ACT INTRODUCING ADDITIONAL REFORMS IN THE ELECTORAL SYSTEM AND FOR OTHER PURPOSES

<sup>5</sup> Section 28. Designation of other dates for certain pre-election acts. - If it shall no longer be reasonably possible to observe the periods and dates prescribed by law for certain pre-election acts, the Commission shall fix other periods and dates in order to ensure accomplishment of the activities so voters shall not be deprived of their suffrage.

<sup>6</sup> 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.

<sup>7</sup> Now known as Electoral Board under Sec. 2 (c), Rep. Act No. 10756.

is free of any physical barriers and provided with necessary services, including assistive devices<sup>8</sup>;

- c. **AVC** – refers to an Accessible Voting Center which is created for the IP/ICC voters to address the issue on inaccessibility of the present voting center of said voters pursuant to Resolution No. 10424<sup>9</sup> dated September 21, 2018;
- d. **BSKE** – refers to the Barangay and Sangguniang Kabataan Elections;
- e. **CIC** – refers to Commissioner In – Charge, which specifically refers to the CIC of the Nationwide Mall Voting Program for the 2025 NLE;
- f. **Congested voting center** – refers to a voting center which can no longer comfortably and safely accommodate the voters presently assigned thereat vis-à-vis its available spaces, rooms, facilities and other amenities;
- g. **CP** – refers to a clustered precinct which is composed of a number of established precincts belonging to the same barangay and voting center, merged/grouped together;
- h. **Commission** – refers to the Commission on Elections<sup>10</sup>;
- i. **Day** – refers to calendar day;
- j. **DEDO** – refers to the Deputy Executive Director for Operations of the Commission;
- k. **DepEd** – refers to the Department of Education;
- l. **Disability** – refers to:1) a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual; 2) a record of such an impairment; or 3) being regarded as having such an impairment<sup>11</sup>;
- m. **Disabled Person** – refers to those who are suffering from restriction of different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being<sup>12</sup>;
- n. **EB** – refers to the Electoral Board which is the collective term for the Board of Election Inspectors (BEI), Special Board of Election Inspectors (SBEI), Board of Election Tellers (BET) and Special Board of Election Tellers (SBET);
- o. **EBAD** – refers to the Election and Barangay Affairs Department of the Commission;
- p. **ED** – refers to the Executive Director of the Commission;

<sup>8</sup> Sec. 2 (j), Rep. Act No. 10366 (AN ACT AUTHORIZING THE COMMISSION ON ELECTIONS TO ESTABLISH PRECINCTS ASSIGNED TO ACCESSIBLE POLLING PLACES EXCLUSIVELY FOR PERSONS WITH DISABILITIES AND SENIOR CITIZENS)

<sup>9</sup> IN THE MATTER OF ESTABLISHING GUIDELINES FOR THE CREATION OF INDIGENOUS PEOPLES (IP) ESTABLISHED PRECINCTS FOR SEPARATE POLLING PLACES (SPPs) AND ACCESSIBLE VOTING CENTERS (AVCs)

<sup>10</sup> Sec. 3 (f), Rep. Act No. 8189 (The Voter's Registration Act of 1996)

<sup>11</sup> Sec. 4 (c), Rep. Act No. 7277 (AN ACT PROVIDING FOR THE REHABILITATION, SELF-DEVELOPMENT AND SELF-RELIANCE OF DISABLED PERSON AND THEIR INTEGRATION INTO THE MAINSTREAM OF SOCIETY AND FOR OTHER PURPOSES)

<sup>12</sup> Sec. 4 (a), Rep. Act No. 7277

- q. **EID** – refers to the Education and Information Department of the Commission;
- r. **EO** - refers to the Election Officer who is the highest official or authorized representative of the Commission in a district/city/municipality<sup>13</sup>;
- s. **ERB** – refers to the Election Registration Board which is the body constituted to act on all applications for registration<sup>14</sup>;
- t. **ERSD** – refers to the Election Records and Statistics Department of the Commission;
- u. **FSD** – refers to the Finance Services Department of the Commission;
- v. **Handicap** - refers to a disadvantage for a given individual resulting from an impairment or a disability, that limits or prevents the functions or activity, that is considered normal given the age and sex of the individual<sup>15</sup>;
- w. **ICCs/IPs** – refer to the Indigenous Cultural Communities/Indigenous Peoples who comprise a group of people or homogenous societies identified by self-ascription and ascription by other, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed customs, tradition and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and culture, became historically differentiated from the majority of Filipinos. ICCs/IPs shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains<sup>16</sup>;
- x. **Illiterate** – refers to a person who cannot read or write<sup>17</sup>;
- y. **Impairment** – refers to any loss, diminution or aberration of psychological, physiological, or anatomical structure of function<sup>18</sup>;
- z. **MBHTE** - refers to the Ministry of Basic, Higher, and Technical Education of the Bangsamoro Autonomous Region of Muslim Mindanao.
- aa. **MR** – refers to the Motion for Reconsideration of an approved/denied request for transfer of voting center;
- bb. **NLE** – refers to the National and Local Elections;
- cc. **ODEDO** – refers to the Office of the Deputy Executive Director for Operations of the Commission;

<sup>13</sup> Sec. 3 (n) Rep. Act No. 8189

<sup>14</sup> Sec. 3 (g) Rep. Act No. 8189

<sup>15</sup> Sec. 4 (d), Rep. Act No. 7277

<sup>16</sup> Sec. 3 (h), Rep. Act No. 8371

<sup>17</sup> Sec. 3 (e), Rep. Act No. 8189

<sup>18</sup> Sec. 4 (b), Rep. Act No. 7277

- dd. **OED** – refers to the Office of the Executive Director of the Commission;
- ee. **OEC** – refers to the Omnibus Election Code;
- ff. **OEO** – refers to the Office of the Election Officer of the Commission;
- gg. **ORED** – refers to the Office of the Regional Election Director of the Commission;
- hh. **OPES** – refers to the Office of the Provincial Election Supervisor of the Commission;
- ii. **PCVL** – refers to the Posted Computerized Voter’s List;
- jj. **PDL-SPP** - refers to the Special Polling Place which are created for PDL voters pursuant to Resolution No.10768<sup>19</sup> dated March 9, 2022;
- kk. **PES** – refers to the highest official or authorized representative of the Commission in a province;
- ll. **PMD** – refers to the Procurement Management Department of the Commission;
- mm. **Political Party** - refers to a local, regional or national political party existing and duly registered and accredited by the Commission<sup>20</sup>;
- nn. **Polling place** – refers to the place where the EB conducts its proceedings and where the voters cast their votes<sup>21</sup>;
- oo. **POP RIC** – refers to the Project of Precincts Regional In-Charge of the PVCD, EBAD;
- pp. **PPP** – refers to Priority Polling Place, shall refer to rooms or makeshift/temporary polling place established at the ground of a voting center, specifically for the following: a.) Persons with Disability and/or Senior Citizens who did not avail of APPs; b.) Persons with Disability who failed to update their registration records; c.) Persons who became disabled/incapacitated temporarily/permanently after the continuing registration of voters ended; and d.) Pregnant voters who are six(6) months on the family way;
- qq. **Precinct** - refers to the basic unit of territory established by the Commission for the purpose of voting. It is sometimes referred to as established precinct;
- rr. **Precinct Map** - refers to a sketch or drawing of a geographical area stated in terms of streets or street blocks or sitios the residents of which would belong to a particular precinct<sup>22</sup>;
- ss. **PVCD** – refers to the Precincts and Voting Centers Division of the EBAD;
- tt. **PWD** – refers to Persons with Disability who are suffering from any disability, impairment or handicap as herein defined;
- uu. **REA** – refers to the Regional Election Attorney;

<sup>19</sup> **GENERAL INSTRUCTIONS ON VOTING OF PERSONS DEPRIVED OF LIBERTY (PDL) IN CONNECTION WITH THE MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS (2022 NLE)**

<sup>20</sup> **Sec. 3 (i), Rep. Act No. 8189**

<sup>21</sup> **Sec. 3 (l), Rep. Act No. 8189**

<sup>22</sup> **Sec. 3 (k), Rep. Act No. 8189**

- vv. **RED** – refers to the Regional Election Director who is the highest official or authorized representative of the Commission in a region;
- ww. **Registration** - refers to the act of accomplishing and filing of a sworn application for registration by a qualified voter before the EO of the district/city/municipality wherein he resides and including the same in the book of registered voters upon approval by the Election Registration Board<sup>23</sup>;
- xx. **Residence** – refers to the individual’s permanent home or the place to which, whenever absent for business or pleasure, one intends to return, and depends on the attendant facts and circumstances in confirming the individual’s intent and actions to carry out this intent;
- yy. **SC** – refers to a Senior Citizen or an elderly resident citizen/voter of the Philippines who are at least sixty (60) years old<sup>24</sup>;
- zz. **SPP** – refers to a Separate Polling Place which is created for the IP/ICC voters to address the issue on discrimination in the present voting center of said voters pursuant to Resolution No. 10424<sup>25</sup> dated September 21, 2018;
- aaa. **Typographical error** – refers to a mistake (such as a spelling or transposition error) made in the typing of printed or electronic material;
- bbb. **VID** – refers to the Voter’s Identification Division of the ERSD;
- ccc. **Voting Center** – refers to the building or place where the polling place is located<sup>26</sup>; and
- ddd. **VSO** – refers to the Vulnerable Sectors Office of the Commission.

**SECTION 2. MANDATORY OCULAR INSPECTION OF VOTING CENTERS.** – All OEOs are mandated under Section 163<sup>27</sup>, Article XIII of the OEC, to conduct ocular inspection of all voting centers within their respective areas of jurisdiction within a reasonable period of time prior to registration of voters and/or elections to determine:

- a. Whether or not they are structurally suitable and/or compliant with the legal requirements;
- b. If there are any defects/damages in their structures; or
- c. If they have erroneous names/addresses.

If the present voting center is located in any of the prohibited building provided under Section 155<sup>28</sup>, Article XIII of the Omnibus Election Code (OEC) and there are no

<sup>23</sup> Sec. 3 (a), Rep. Act No. 8189

<sup>24</sup> Sec. 3 (a), Rep. Act No. 9994 (AN ACT GRANTING ADDITIONAL BENEFITS AND PRIVILEGES TO SENIOR CITIZENS, FURTHER AMENDING REPUBLIC ACT NO. 7432, AS AMENDED, OTHERWISE KNOWN AS "AN ACT TO MAXIMIZE THE CONTRIBUTION OF SENIOR CITIZENS TO NATION BUILDING, GRANT BENEFITS AND SPECIAL PRIVILEGES AND FOR OTHER PURPOSES)

<sup>25</sup> IN THE MATTER OF ESTABLISHING GUIDELINES FOR THE CREATION OF INDIGENOUS PEOPLES (IP) ESTABLISHED PRECINCTS FOR SEPARATE POLLING PLACES (SPPs) AND ACCESSIBLE VOTING CENTERS (AVCs)

<sup>26</sup> Sec. 3 (m), Rep. Act No. 8189

<sup>27</sup> Sec. 163. Inspection of polling places. - Before the day of the election, referendum or plebiscite, the Chairman of the Commission shall, through its authorized representatives, see to it that all polling places are inspected and such omissions and defects as may be found corrected. The Commission shall keep the reports on these inspections.

<sup>28</sup> Section 155. Building that shall not be used as polling places. - No polling place shall be located in a public or private building owned, leased, or occupied by any candidate or of any person who is related to any candidate within the fourth civil degree of consanguinity or affinity, or any officer of the government or leader of any political party, group or faction, nor in any building or surrounding premises under the actual control of a private entity, political party or religious organization. In places where no suitable public building is

other public or private building in the affected area where such voting center can be transferred, **the EO shall issue a Certification for that purpose.**

Expenses for the conduct of ocular inspection herein mentioned shall be included in the mobilization funds to be issued to all EOs, subject to availability of funds.

**SECTION 3. CONDUCT OF QUARTERLY OCULAR INSPECTION OF VOTING CENTERS.** – For purposes of the 2025 NLE, all EOs are hereby mandated to conduct quarterly<sup>29</sup> ocular inspection of voting centers within their respective areas of jurisdiction.

The last ocular inspection shall be conducted on **April 26, 2025.**

The periods for the conduct of ocular inspection for subsequent elections and submission of reports thereon shall be provided in resolutions to be promulgated for said elections.

**SECTION 4. SUBMISSION OF OCULAR INSPECTION REPORTS.** – A report on the result of ocular inspection shall be submitted to the EBAD on a quarterly basis or every after three (3) months. The last day for the submission of such report is on **April 30, 2025.** For the purpose, the EO shall accomplish the template attached in the February 20, 2024 Memorandum of the EBAD.

The EO must be guided by the result of the quarterly ocular inspection and act accordingly on the basis thereof by submitting a request for transfer of voting center and/or change/correction of name/address of voting center pursuant to this Resolution.

## ARTICLE II

### GENERAL CONCEPTS

**SECTION 1. REQUEST THAT CAN BE SUBMITTED UNDER THIS RESOLUTION.** – The following requests can be submitted under this Resolution:

1. Request for transfer of voting center;
2. Request for change of name/address of voting center; and
3. Request for correction of name/address of voting center.

**SECTION 2. PROPER SOURCE OF THE REQUEST.** - All requests submitted under this Resolution shall come from the OEOs.

Any request submitted by the public (voter/s/any organization or group or persons)/any field official of the Commission, **other than the EO**, directly to the EBAD/any of its PVCD POP RICs, shall be immediately endorsed to the concerned OEO for initial evaluation, verification and completion of requirements in compliance with other pertinent provisions of this Resolution.

**SECTION 3. PERIOD OF SUBMISSION OF THE REQUEST.** – Any request falling within the ambit of this Resolution must be submitted not later than **September 30, 2024** during the following office hours:

- A. From 8:00 A.M. to 5:00 P.M. - Monday to Friday, if overtime is not allowed;

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*available, private school buildings may be used as polling places. No polling place shall be located within the perimeter of or inside a military or police camp or reservation or within a prison compound.*

<sup>29</sup> *1<sup>st</sup> Quarter is January to March; 2<sup>nd</sup> Quarter is April to June; so on and so forth*

- B. From 8:00 A.M. until 8:00 P.M. – Monday to Friday, for purposes of the 2025 NLE; and
- C. From 8:00 A.M. to 5:00 P.M. - Saturday and Holiday, if overtime is allowed.

**Submission of lacking/additional requirement/s shall also follow the same deadline mentioned above.** Any request/lacking/additional requirement/s submitted beyond the period enumerated above shall be considered as submitted on the next working day.

Deadline for submission of any request under this Resolution for subsequent elections shall be provided in a Resolution/Calendar of Activities to be promulgated by the Commission for said elections.

**SECTION 4. WHEN IS A REQUEST CONSIDERED SUBMITTED WITHIN THE DEADLINE?** - The term "**submitted**" shall be understood to mean as follows:

1. If through a courier, ordinary/registered, the date of the submission shall be the **date of the mailing**. For this purpose, the EO shall attach a copy of proof of mailing (registry receipt, official receipt, etc.) to the request; or
2. If through email, the date of the submission shall be the **date when the email was sent** in the official email address of the EBAD ([ebad@comelec.gov.ph](mailto:ebad@comelec.gov.ph))/personal/official email address of the POP RIC, PVCD, EBAD. The list of the personal/official email addresses of the POP RICs, PVCD, EBAD is appended hereto as Annex "B"

**SECTION 5. WHERE TO SUBMIT THE REQUEST.** - Any of the request mentioned in Section 1 hereof shall be submitted to the EBAD, personally or through a courier (ordinary/registered)/official email of EBAD/personal or official email addresses of the POP RICs of the PVCD, EBAD.

**SECTION 6. EVALUATION OF THE REQUEST AND ITS SUPPORTING DOCUMENTS.** - The POP RICs, PVCD, EBAD shall have the duty and responsibility of evaluating/assessing the completeness of all requests submitted under this Resolution, including all its supporting documents.

### ARTICLE III

#### **REQUEST FOR TRANSFER OF VOTING CENTER FOR THE 2025 NLE AND SUCCEEDING ELECTIONS**

**SECTION 1. MODES AND REQUIREMENTS FOR TRANSFER OF VOTING CENTER.** - A request for transfer of voting center shall comply with the requirements of any of the following modes:

##### **A. Through the Petition of Voters:**

1. A petition for transfer of voting center must be accompanied by a PCVL used during the immediately preceding elections, whether NLE/BSKE, whether postponed or not, where the signatures of, at least, the majority of the affected voters by precinct is affixed. The petition must state the reason/s for the request, as well as the present and proposed voting centers;
2. A certification of the EO, stating the authenticity/genuineness of the signatures affixed in the PCVL. A matrix containing the total number of: a) voters per established precinct; b) voters with signatures; c) voters whose signatures are found authentic or genuine; and d) voters constituting the required majority under Section 154, OEC, must be appended to the certification;



3. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the present and proposed voting centers and found the former no longer feasible to be used as a voting center, stating the reason therefor while the latter is accessible, has sufficient space to accommodate the affected voters and is equipped with necessary facilities for the conduct of electoral activities. The certification must also provide the estimated distances between the present and proposed voting centers and between the residences of the affected voters and the proposed voting center. Photos of ocular inspection, including one which shows the name of the proposed voting center, must also be attached to the certification; and
4. A certification of the principal/other responsible officer of the DepEd/MBHTE (in case of a public school building), manager/administrator (in case of other public building)/the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent to the use of the proposed building/structure as a voting center.

**In case of failure/refusal of the Principal/Head/Teacher In-Charge of the public school, which is proposed to be used as a voting center, to issue the above-mentioned certification, and there is no other available and accessible public/private building in the area where the voting center can be transferred, the EO shall obtain such certification from the DepEd/MBHTE official next higher in rank in the locality. The same procedure shall be observed in case of the failure/refusal again of the latter DepEd official, and so on and so forth.**

**B. Through the Agreement of Political Parties:**

1. A Memorandum of Agreement (MOA) of all registered political parties in the locality, entered into by and between their duly authorized representatives, stating the request for the transfer of voting center, the present and proposed voting centers and the reason/s for the transfer. A sample template for the MOA is appended hereto as **Annex C**;
2. A certification of the EO, stating that the political parties represented in the MOA are the only political parties in his/her area of jurisdiction during the immediately preceding NLE. This mode cannot be used, if the immediately preceding NLE is uncontested, since one (1) political party alone cannot enter into a MOA.

If there are several registered political parties in the locality during the immediately preceding NLE but the EO, after exerting all efforts and with due diligence, cannot locate the whereabouts/locations of representatives of some parties or the parties' new offices/headquarters due to lack of notice to the OEO, the MOA may still be entered into by all the remaining ACTIVE political parties in the area provided that the EO shall issue a certification for the purpose;

3. A certification of the respective heads (city/provincial/regional/national) of political parties participating in the MOA, stating that their signatories have been duly authorized to enter in the MOA in behalf of the parties. A signatory's Certificate of Nomination and Acceptance (CONA), if any, in the custody of the OEO shall suffice for this purpose;
4. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the present and proposed voting centers and found the former no longer feasible to be used as voting center, stating the reason therefor while the latter is accessible, has sufficient space to accommodate the affected voters and is equipped with necessary facilities

for the conduct of electoral activities. The certification must also provide the estimated distances between the present and proposed voting centers and between the residences of the affected voters and the proposed voting center. Photos of ocular inspection, including one which shows the name of the proposed voting center, must also be attached to the certification; and

5. A certification of the principal/other responsible officer of the DepEd/MBHTE (in case of a public-school building), manager/administrator (in case of other public building) or the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent to the use of the proposed building/structure as voting center.

**In case of failure/refusal of the Principal/Head/Teacher In-Charge of the public school, which is proposed to be used as voting center, to issue the above-mentioned certification, and there is no other available and accessible public/private building in the area where the voting center can be transferred, the EO shall obtain such certification from the DepEd/MBHTE official next higher in rank in the locality. The same procedure shall be observed in case of the failure/refusal again of the latter DepEd official, and so on and so forth.**

**C. Resolution of the Commission upon prior notice and hearing.**

**SECTION 2. REQUIREMENTS FOR THE PROPOSED VOTING CENTER.** – The proposed voting center must be:

- a. A public building, with more or less permanent structure. A private building may be used as a voting center if no public building is available within the affected sitio/purok/barangay. As much as possible, the designation of the private building shall impose no cost to the Commission;
- b. Located preferably within the sitio/purok/barangay where the affected voters are residing;
- c. Spacious enough to safely and conveniently accommodate all the affected voters;
- d. With accessible rooms located at the ground floor where the PWD, SC and pregnant voters may be assigned on election day;
- e. Situated along a public road, for easy access thereto; and
- f. With sufficient facilities like comfort rooms and waiting area, among others.

**SECTION 3. OEO's ASSISTANCE.** – If the initiative to transfer the voting center comes from any voter/group of voters/organization, the EO shall provide them with a copy of the PCVL, upon request thereof, for purposes of gathering the required signatures of the affected voters, if such is the mode to be pursued. The PCVL shall be issued subject to the guidelines set forth under Resolution No. 10685<sup>1</sup> dated December 16, 2020, a copy of which is attached hereto as **Annex D**.

All the other duties/responsibilities of the EO under this Resolution shall be performed by him/her even if the request is not initiated by his/her office.

**SECTION 4. TECHNICAL EXAMINATION OF SIGNATURES.** – The Executive Director or the Head of Office, EBAD, may, in his/her discretion, instruct the VID, ERSD, to conduct technical examination of the signatures attached to the request to determine if indeed the majority required under Section 1 (A), Article III hereof has been

complied with. In case the result of the technical examination is contrary to the Certification of Genuineness/Authenticity issued by the EO, the former shall prevail.

**SECTION 5. REQUEST FOR TRANSFER OF VOTING CENTER WITH OPPOSITION.** – All requests for transfer of voting centers which are compliant with either Section 1 or 7, Article III hereof **with oppositions** in such a manner that a final recommendation on the request cannot be made based on the merits of the request and its supporting documents alone, shall be subjected to a public hearing by the EBAD.

The public hearing shall be attended to by all interested parties, both in favor or against the request.

The public hearing shall be summary in nature and must be conducted online or face-to-face, depending on the circumstances as may be determined by the EBAD. It must be brief and terminated in one (1) day as much as possible.

**The opposition herein mentioned shall only be considered if filed within the period of posting of the request provided in Section 4, Article VI hereof.**

**SECTION 6. COMMENTS OF THE EO, PES AND RED.** – All oppositions submitted against the request within the posting period shall be immediately endorsed by the EO to the PES and RED for their comment/s and/or recommendation/s. Such comments/recommendations shall be forwarded by the EO, with his/her own comments/recommendations, together with proofs of compliance with the posting requirements mentioned in Section 4, Article VI of this Resolution to the EBAD.

The opposition/s and the comments/recommendations of the EO, PES and RED shall be considered by the EBAD in coming up with its final recommendation which shall be submitted directly to the Commission *En Banc* for its consideration, copy furnished the OED and ODED.

**SECTION 7. REQUEST FOR TRANSFER OF VOTING CENTER SUBMITTED BY THE PNP/AFP.** – All requests submitted by the PNP/AFP, due to security reasons must also comply with either of the modes provided in Section 1, Article III hereof. If oppositions/objections are submitted against the request, the provision of Sections 5 and 6, Article III hereof shall apply.

**SECTION 8. EXCEPTIONAL CASES.** – Requests for transfer of voting centers under exceptional circumstances are:

**A. Those exempted from compliance with Section 3, Article II and either of the modes provided in Section 1, Article III of this Resolution:**

1. **RECENT** destruction/dilapidation of the present voting center in such a manner that it can no longer be used, provided that the request shall be submitted within a reasonable time from the destruction/dilapidation and the following are attached to the request:
  - a. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the present and proposed voting centers, and found the former already destroyed/dilapidated, while the latter is accessible, has sufficient space to accommodate the affected voters and is equipped with necessary facilities for the conduct of electoral activities. The certification must also provide the estimated distances between the present and proposed voting centers and between the residences of the affected voters and the proposed voting center. Photos of ocular inspection, including one showing the name of the proposed voting center, must also be attached to the certification; and
  - b. A certification of the principal/other responsible officer of the DepEd/MBHTE (in case of a public school building),

manager/administrator (in case of other public building)/the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent to the use of the proposed building/structure as a voting center.

**B. Those exempted from compliance with Section 1, Article III but not with Section 3, Article II of this Resolution:**

1. **Proximity Rule** - in case the proposed voting center is located in the same building/compound where the present voting center is located or in a place as close as possible to the present voting center.

The phrase "as close as possible" shall be interpreted in such a manner that the distance between the present and proposed voting centers is not more than two hundred (200) meters.

A request based on proximity under this number shall only be accepted if the same is supported by a certification of the City/Municipal Engineer attesting to the estimated distance between the present and proposed voting centers. In addition, photos showing both the present and proposed voting centers, including their name/s, shall also be submitted together with the request.

2. **Prohibited Building** - voting center located in a prohibited building as stated in Section 155, Article XIII, OEC, provided that the following are attached to the request:

- a. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the present and proposed voting centers, and found the latter accessible, has sufficient space to accommodate the affected voters and is equipped with necessary facilities for the conduct of electoral activities. The certification must also provide the estimated distances between the present and proposed voting centers and between the residences of the affected voters and the proposed voting center. Photos of ocular inspection, including one showing the name of the proposed voting center, must also be attached to the certification; and

- b. A certification of the principal/other responsible officer of the DepEd/MBHTE (in case of a public school building), manager/administrator (in case of other public building)/the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent to the use of the proposed building/structure as a voting center.

3. **Voting Center with Rental Payments** - voting center located in a private building with rental payment, which is proposed to be transferred to a public building provided that the same requirements stated in the immediately preceding number shall be attached to the request. The transfer may, however, be done to another private building, in the absence of a public building, provided that in such a case, the EO shall, in addition to the above requirements, attach a certification that no rental payment or the rental payment required by the owner/manager of the proposed voting center is less than that collected by the owners/managers of the present voting center.

**SECTION 9. CASE NOT CONSIDERED AS EXCEPTIONAL IN CHARACTER.** - A request for transfer of voting center which has been dilapidated, damaged or destroyed for at least one (1) year, for which reason it had been abandoned or not been actually used for a considerable period of time, shall not be considered as an exceptional case under Letter A of the immediately preceding Section. Thus, such request must comply with the period provided in Section 3, Article II and either of the modes for transfer of voting center in Section 1, Article III of this Resolution.

**SECTION 10. CONGESTED VOTING CENTERS.** – If the ground for the transfer of voting center is congestion as defined in Section 1 (f), Article I hereof, the request need not comply with either of the modes for transfer of voting center provided in Section 1, Article III hereof. The EO shall, however, submit the following to support the request:

- a. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the present and proposed voting centers, and found the former to be congested, while the latter is accessible, has sufficient space to accommodate the affected voters and is equipped with necessary facilities for the conduct of electoral activities. The certification must also provide the estimated distances between the present and proposed voting centers and between the residences of the affected voters and the proposed voting center. Photos of ocular inspection, including one showing the name of the proposed voting center, must also be attached to the certification;
- b. A certification of the principal/other responsible officer of the DepEd/MBHTE (in case of a public school building), manager/administrator (in case of other public building)/the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building), stating that the present voting center is congested and can no longer safely and conveniently accommodate all the voters presently assigned thereat; and
- c. A certification of the principal/other responsible officer of the DepEd/MBHTE (in case of a public school building), manager/administrator (in case of other public building)/the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent to the use of the proposed building as a voting center.

**The request under this Section must comply with the deadline provided in Section 3, Article II of this Resolution.**

**SECTION 11. VOTING CENTERS TRANSFERRED TEMPORARILY.** – For those voting centers that have been temporarily transferred for the 2023 BSKE/2025 NLE, the EO shall determine if the same shall be made permanent or not. If the intent is towards the permanency of the temporary voting center, the EO shall submit a request for the purpose with the following attachments:

1. A certification of the principal/other responsible officer of the DepEd/MBHTE (in case of a public school building), manager/administrator (in case of other public building)/the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent to the use of the temporary voting center as permanent voting center;
2. A certification of ocular inspection of the EO stating that he/she conducted ocular inspection of the temporary voting center, and found the same accessible, has sufficient space to accommodate the affected voters and is equipped with necessary facilities for the conduct of electoral activities. The certification must also provide the estimated distance between the temporary voting center and the residences of the affected voters. Photos of ocular inspection, including one showing the name of the proposed voting center, must also be attached to the certification; and
3. A justification of the EO as to why the transfer should be made permanent.

If the intention is to revert to the original voting center, the request must have the following attachments:

1. A certification of the principal/other responsible officer of the DepEd/MBHTE (in case of a public school building), manager/administrator (in case of other public building) or the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building), signifying his/her consent for the

reversion of the voting center to their building, which is its original location prior to its transfer to the temporary voting center; and

2. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the original voting center, and found the same accessible, has sufficient space to accommodate the affected voters, is equipped with necessary facilities, hence now ready to be used as such again for electoral activities. Photos of ocular inspection, including one showing the name of the proposed voting center, must be attached to the certification.

**The deadline for submission of request under this Section is the same as that provided for in Section 3, Article II of this Resolution.**

**SECTION 12. REQUEST FOR TRANSFER OF VOTING CENTER WITH ADMINISTRATIVE TRANSFER OF VOTERS.** – If a request for transfer of voting center involves administrative transfer of voters, the request shall not proceed unless after the process of administrative transfer of voters has been effected. For the purpose, the guidelines provided for in the EBAD Memorandum dated November 21, 2019 (**Annex E**) shall be observed.

The EBAD shall be tasked to come up with an improved guidelines relative to administrative transfer of voters after the promulgation of this Resolution.

**SECTION 13. REQUEST FOR TRANSFER OF VOTING CENTERS WHICH HAD BEEN TRANSFERRED IN THE IMMEDIATELY PRECEDING ELECTIONS.** – A request for transfer of voting center, which had been transferred in the immediately preceding elections, shall comply with Section 1, Article III hereof. And, in addition, it must be accompanied by a **certified voter's turn-out** for that elections by the EO. The request shall not be acted upon if such certification is not submitted together with the request. If the request falls under Section 8 (A), Article III of this Resolution such certification need not be submitted but only the requirements provided in that Section.

**SECTION 14. MOTION FOR RECONSIDERATION (MR).** – Pursuant to Rule 13, Section 1 of the COMELEC Rules of Procedure, MR of an approved or denied request for transfer of voting center decided by the Commission *En Banc* shall **NOT** be allowed. On the other hand, MR of an approved or denied request decided by the Executive Director shall be allowed. The MR shall be filed with EBAD, which shall issue appropriate recommendation to the Commission *En Banc* for resolution. However, allowance of the MR shall not automatically mean the approval thereof and the reversal of the approved request.

#### ARTICLE IV

#### **REQUEST FOR CHANGE/CORRECTION OF NAME/ADDRESS OF VOTING CENTER FOR THE 2025 NLE AND SUCCEEDING ELECTIONS**

**SECTION 1. REQUEST FOR CHANGE OF NAME OF VOTING CENTER.** – A request for change of name of a voting center shall cover instances when the name of a voting center appearing in the POP is actually and in fact existing in the official records of the DepEd/MBHTE/other sources but was changed either a long time ago/just recently.

**SECTION 2. REQUEST FOR CORRECTION OF NAME OF VOTING CENTER.** – A request for correction of name of a voting center shall cover instances when the present name of a voting center in the POP is not existing from the very beginning.

**SECTION 3. REQUEST FOR CHANGE OF ADDRESS OF A VOTING CENTER.** – A request for change of address of a voting center is proper only if it can be proven by proper and sufficient documentary evidence that the present voting center had been transferred to another/new location, within the same/different barangay, within the same/different district/city/municipality.

If the new address is located in another district/city/municipality, the EO shall scout/look for a new location within the affected barangay/another barangay, if the first is not feasible, within the same district/city/municipality. If no other building/structure within the same barangay/other barangay within the same district/city/municipality then the voting center shall remain the same under its new address/location.

**SECTION 4. REQUEST FOR CORRECTION OF ADDRESS OF A VOTING CENTER.** – A request for correction of address of a voting center is proper only in cases when the address of a voting center in the POP is erroneous/not existing from the very beginning. In such case, the EO must prove that the building located in the correct address is actually the voting center being used by the affected voters ever since or the transfer of which had been approved by the Executive Director/Commission *En Banc*, as the case may be.

**SECTION 5. TYPOGRAPHICAL ERROR IN THE NAME/ADDRESS OF VOTING CENTER.** – A request for correction of name/address of a voting center shall cover instances when there is a typographical error in the name/address of a voting center since in such a case the present voting center is considered as not existing. Thus, a request under this Section must comply with the requirements of Section 7 hereof.

**SECTION 6. REQUIREMENTS OF A REQUEST FOR CHANGE OF NAME/ADDRESS OF A VOTING CENTER.** – A request for change of name/address of a voting center warrants appropriate action if it is accompanied by:

1. Basis of the change of name/address of voting center from the DepEd/MBHTE, in case of a public school building; School Board, in case of a private school building; Barangay Chairman, in case of public building under its management/administration; or owner/manager/administrator, in case of a private building;
2. A certification stating the complete date (day, month and year) when the change of name/address occurred, which shall be issued by either of those mentioned in the immediately preceding number. If such certification cannot be provided, a brief background/history of the change of name/address from the persons/officials enumerated in no. 1 hereof shall be submitted;
3. A certification from the EO that the request is only for change of name/address of voting center and not for transfer thereof;
4. A certification of ocular inspection of the EO with attached photo/s showing the signage of the voting center in case of change of name of voting center. If the signage is not yet available, a photo of any template/emblem found on the school that bears the new name of the voting center will suffice; and
5. A written explanation of the EO in case the change of name has already occurred for more than six (6) months from his/her assumption to office, when applicable.

**SECTION 7. REQUIREMENTS OF A REQUEST FOR CORRECTION OF NAME/ADDRESS OF A VOTING CENTER.** – A request for correction of name/address of a voting center is deemed complete if it is accompanied by:

1. A certification of the EO stating: a) the correct name/address of the voting center; and b) that the request does not involve a transfer but a mere correction of name/address of a voting center only;
2. A certification from either of the following, certifying: a) the correct name/address of voting center; b) that the correct building/structure has always been the voting center of the affected voters/its location/address has always been the same and has not been transferred; and c) in case of correction of name, the present voting center appearing in the POP is not existing from the very beginning in the affected barangay/sitio/purok:

- a. DepEd/MBHTE, in case of a public-school building;
  - b. Barangay Chairman of the barangay which voters had been using the present voting center in the past election/s;
  - c. The owner/manager/administrator, in case of a private building.
3. Other official documents/records showing the correct name/address of the voting center;
  4. A certification of ocular inspection of the EO with photo/s showing the signage of the voting center, in case of a request for correction of name of a voting center. If the signage is not yet available, a photo of any template/emblem found on the school that bears the correct name of the voting center will suffice; and
  5. A written explanation of the EO as to why the erroneous name/address of the voting center has just been discovered.

## **ARTICLE V**

### **REQUEST FOR TRANSFER OF VOTING CENTERS TO MALLS**

**SECTION 1. TRANSFER OF VOTING CENTERS TO MALLS.** – A request for transfer of a voting center to a mall or other commercial establishment shall be governed by the provisions of this Resolution.

**SECTION 2. RESPONSIBILITIES OF EOs REGARDING TRANSFER OF VOTING CENTERS TO MALLS.** – The EOs shall have the following responsibilities with regard to transfer of voting centers to malls:

1. Coordinate with the owners/executives/managers of malls located within their respective jurisdictions, which have the capacity to host elections and accommodate the voters to be transferred therein.

The EBAD, through its Memorandum dated January 24, 2024 noted by Honorable Commissioner Nelson J. Celis, CIC for the Nationwide Mall Voting Program for the 2025 NLE (**Annex F**), already requested all OEOs in cities and capital towns to look for malls located within their respective areas of responsibility that may possibly participate in the Mall Voting for the 2025 NLE, either by issuing invitations to them for an initial meet-up or through personal visits to malls;

2. Come up with the possible set of voters to be transferred to the proposed malls using the clustering scheme of unlimited established precincts with not more than one thousand (1,000) voters for the 2025 NLE, in accordance with Annex F above;
3. Conduct consultative meeting with the concerned voters to get their consensus/position with regard to the proposed transfer of their voting center to the mall;
4. Comply with either of the modes for transfer of voting center provided in Section 1, Article III of this Resolution;
5. Submit the request for transfer of voting center with all its requirements to the EBAD within the period provided in Section 3, Article II hereof;
6. Implement the approved transfer of voting center to the mall;



7. Comply with all the posting requirements and submission of reports relative to conditions subsequent with respect to approved transfer of voting centers to malls;
8. Conduct the widest dissemination/information campaign relative to mall voting in his/her area of jurisdiction;
9. Coordinate with citizens' arms, if there are any, in the area, civic organizations and other interested groups for any assistance, if necessary; and
10. Comply with any other applicable provisions of this Resolution/any Resolution/Minute Resolution to be promulgated by the Commission *En Banc* specifically pertaining to the Nationwide Mall Voting Program for the 2025 NLE, if any.

**SECTION 3. MEMORANDUM OF AGREEMENT (MOA) WITH MALLS AND MALL VOTING MOCK ELECTIONS.** – The EOs, in behalf of the Commission, shall enter into a MOA with the owners/executives/managers of the malls after the list of malls, which shall be used as voting centers for the 2025 NLE and the succeeding elections has been finalized. A pro-forma MOA template shall be provided in the approved Concept and Operational Plan for the Nationwide Mall Voting Program for the 2025 NLE.

## **ARTICLE VI**

### **COMMON AND OTHER PROVISIONS**

**SECTION 1. AUTOMATIC DENIAL, EXCEPTION.** – The following shall automatically be recommended for denial by the EBAD to the ED thru the DEDO:

1. All requests with complete requirements submitted **AFTER** the deadline mentioned in Section 3, Article II hereof;
2. All requests with incomplete/lacking requirements submitted **ON** the deadline mentioned in Section 3, Article II hereof;
3. All requests with incomplete/lacking requirements submitted **AFTER** the deadline mentioned in Section 3, Article II hereof; and
4. All requests with lacking/additional requirement/s submitted **AFTER** the deadline mentioned in Section 3, Article II hereof.

Requests falling under Section 8 (A), Article III of this Resolution shall not be covered by this provision.

**SECTION 2. DISCREPANCY BETWEEN THE SIGNAGE AND THE RECORDED NAME OF THE VOTING CENTER.** – In case of a discrepancy between the signage of the voting center and its name in the official record of the DepEd/MBHTE/other official sources, the request shall be held in abeyance in view of the confusion that may arise from the approval of the request.

**SECTION 3. REVIVAL OR RESUBMISSION OF REQUEST.** – All requests which have been denied, held in abeyance, withdrawn/otherwise rendered moot and academic in view of the conclusion of the elections for which they had been submitted, may be revived/resubmitted for purposes of the next/subsequent elections, provided that all the requirements/supporting documents outlined in the applicable and pertinent provisions of this Resolution shall be attached to the requests. However, requirements/documents (i.e., MOA, certifications, letters of consent, etc.), which had already been submitted to the EBAD, at least six (6) months prior to the revival of the

request need not be resubmitted together with the request, provided that the signatories in said documents are still the same. With regard to the signatures of voters in the PCVL, the provision of Section 1 (A), Article III hereof shall apply.

The deadline for submission of a request under Section 3, Article II of this Resolution shall be observed in the revival/resubmission of the request herein provided.

**SECTION 4. POSTING REQUIREMENTS BEFORE APPROVAL OF THE REQUEST.** – All requests shall be posted by the EO for a period of at least five (5) days<sup>30</sup> upon receipt of a written instruction from the EBAD.

For the purpose, the EO shall follow the posting guidelines provided in the EBAD Memorandum dated September 9, 2020 (**Annex G**). In addition, the request shall be posted in the present and proposed voting centers.

Proofs of posting of the request and its attachments shall be submitted to the EBAD within five (5) days after the completion of the required posting period.

The purpose of posting under this Section is to inform the public regarding the existence/pendency of the request and thus give them the opportunity to support/oppose the same.

**SECTION 5. PROCEDURE AFTER COMPLIANCE WITH POSTING REQUIREMENTS IN CASE THERE IS NO OPPOSITION.** – Upon receipt of proofs of posting compliance from the OEO in accordance with the preceding Section, the POP RIC, PVCD, EBAD shall draft the appropriate recommendation relative to the request for the consideration of the ED pursuant to Minute Resolution No. 8403<sup>31</sup> dated January 16, 2008 through the DEDO.

**SECTION 6. IMPLEMENTATION OF THE APPROVED/DENIED REQUEST.** – All approved/denied requests submitted and processed under this Resolution shall be returned to the EBAD for immediate implementation thereof by the POP RICs, PVCD, EBAD to the field offices.

**SECTION 7. POSTING OF NOTICE OF APPROVED/DENIED REQUEST.** – All approved/denied requests shall be posted by the OEO for a period of at least five (5) days on the bulletin/transparency boards in the OEO, city/municipal, barangay hall/s of the affected barangay/s, if any, and in the old and new voting centers. The EO shall issue a certification, stating that the request and its attachments had been posted from \_\_\_\_ to \_\_\_\_ (dates of posting which must be 5 calendar days) as required.

Proofs of compliance with other conditions subsequent outlined in the memorandum containing the approved/denied request/implementing memorandum in case of Minute Resolution/Resolution shall also be submitted to the EBAD together with the above certification in accordance with the period provided in said memorandum.

**SECTION 8. POSTING OF REQUEST IN THE COMELEC WEBSITE.** – In addition to the posting requirements mentioned in Sections 4 and 7, Article VI hereof, all requests filed pursuant to this Resolution, together with all their attachments/supporting documents, including oppositions thereto, if there are any, shall be posted by the ITD on the COMELEC website before and after its approval. Such posting shall constitute a constructive notice to the public that requests for transfer of voting center/change/correction of names/addresses of voting centers were filed and approved/denied by the Commission, as the case maybe.

**SECTION 9. SUBMISSION OF UPDATED BARANGAY PRECINCT MAP (BPM).** – In case of approved request for transfer of voting center/change/correction of

<sup>30</sup> Effectively amending the five (5) working days in the September 9, 2020 Memorandum of the EBAD

<sup>31</sup> IN THE MATTER OF AUTHORIZING THE EXECUTIVE DIRECTOR TO ACT ON CERTAIN ADMINISTRATIVE MATTERS PERTAINING TO THE DIFFERENT DEPARTMENTS/OFFICES OF THE COMMISSION AT THE CENTRAL AND FIELD OFFICES.

name/address of voting center, the EO shall also be required to submit to the EBAD an updated BPM as defined in Section 1 (ii), Article I of this Resolution.

In updating the BPM, the guidelines provided in the EBAD Memorandum dated February 4, 2021 (**Annex H**) shall be followed.

**SECTION 10. REQUEST FOR ESTABLISHMENT OF A REGULAR MAKESHIFT.** – A request for the creation of regular makeshift (to differentiate from PPP<sup>32</sup> makeshift) shall be submitted to the EBAD. The request must state the reason/justification therefor and must be accompanied by reports of ocular inspection of the present voting center with photos thereof. It shall likewise state who/what agency or organization will shoulder the expenses for the establishment of the makeshift. If such expenses will be shouldered by the Commission, a breakdown of the amount must be appended to the request.

The PMD and FSD shall come up with specific guidelines, which shall include among others the cap limit for the procurement of materials and supplies relative to regular makeshifts provided for under this Section.

## ARTICLE VII

### **ACCESIBLE POLLING PLACES (APPs), SEPARATE POLLING PLACES (SPPs), ACCESSIBLE VOTING CENTERS (AVCs) AND MAKESHIFTS FOR PRIORITY POLLING PLACES (PPPs)**

**SECTION 1. REQUEST FOR TRANSFER OF VOTING CENTER/CHANGE/  
CORRECTION OF NAME/ADDRESS OF VOTING CENTER OF VOTERS ASSIGNED IN  
APP.** – A request for transfer of voting center/change/correction of name/address of voting center of voters assigned in PP must:

- a. Comply with the pertinent provisions of this Resolution; and
- b. Be filed directly with the VSO.

**SECTION 2. REQUEST FOR CREATION OF SPP/AVC FOR ICC/IP VOTERS.** – A request for creation of an SPP/AVC exclusively for IP/ICC voters pursuant to Resolution No. 10424 or any amendments thereto, if there are any, shall fall within the authority of the VSO.

**SECTION 3. REQUEST FOR TRANSFER OF SPP/AVC OF IP VOTERS.** – A request for the transfer of an SPP/AVC of ICC/IP voters must:

- a. Comply with the requirements provided in Resolution No. 10424 and the pertinent provisions of this Resolution; and
- b. Be filed directly with the VSO.

**SECTION 4. ADDITIONAL RESPONSIBILITY OF THE VSO.** – All approved requests under Sections 1, 2 and 3 hereof, shall immediately be coordinated by the VSO to the EBAD for purposes of POP updating.

**SECTION 5. REQUEST FOR CREATION OF PDL-SPP FOR PDL VOTERS.** – All new requests for the creation of PDL-SPP for PDL voters pursuant to Resolution No. 10768 or any amendments thereto, shall fall within the authority of the VSO.

**SECTION 6. REQUEST FOR CHANGE/CORRECTION OF NAME/ADDRESS OF A  
JAIL OR DETENTION FACILITY WHERE PDL-SPP HAD BEEN CREATED.** – A request for change/correction of name/address of a jail/detention facility where PDL-SPP had been previously created must:

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<sup>32</sup> Priority Polling Place

- a. Comply with the pertinent provisions of this Resolution, in so far as they are applicable; and
- b. Be filed directly with the VSO.

**SECTION 7. REQUEST FOR ESTABLISHMENT OF A MAKESHIFT FOR PPP.** – A request for the establishment of a makeshift for PPP shall be submitted to the VSO. Any request of that nature submitted to the EBAD shall automatically be endorsed to the VSO for its appropriate action.

**SECTION 8. EXCLUSIVE AUTHORITY TO ACT ON REQUESTS.** – The VSO shall have exclusive authority to act on all requests submitted under this Article. The Resolutions herein mentioned maybe amended or revised by the VSO, provided that said amendments/revisions shall not be contrary to any of the provisions provided in this Resolution.

## **ARTICLE VIII**

### **ACCURACY OF VOTING CENTERS IN THE POPs**

**SECTION 1. EXCLUSIVE AUTHORITY.** – No building/structure shall be used as voting center except those appearing in the POP and those approved in accordance with this Resolution. The use of a building as a voting center other than those herein mentioned shall be a ground for disciplinary action and the one liable may also be charged with an election offense.

Transfer of voting center/change/correction of name/address of voting center effected outside the provisions of this Resolution shall be considered invalid and illegal.

Voting centers erroneously appearing in the POP in the immediately preceding elections shall be corrected immediately by the EO by submitting a request for the purpose in accordance with Sections 2 and 7, Article IV of this Resolution.

**SECTION 2. AMENDMENTS OF POPs.** – Finalized POPs shall not be amended as a result of a subsequent approved/denied requests for transfer of voting center/change/correction of name/address of voting center unless such approval/denial resulted to the increase or decrease in the number of voting centers of the OEO.

**SECTION 3. ACCURACY OF THE NAMES/ADDRESSES OF VOTING CENTERS IN THE POPs.** – All approved requests for transfer of voting centers/change/correction of names of voting centers subsequent to the finalization of the POPs for the just concluded elections shall be reflected in the POPs for the upcoming elections.

**SECTION 4. RESPONSIBILITIES OF PES AND RED.** – All PESs and REDs shall have the responsibility to closely monitor and supervise their respective EOs to ensure strict observance of the provisions of this Resolution.

## **ARTICLE IX**

### **PUBLICATION AND IMPLEMENTATION**

**SECTION 1. PUBLICATION AND IMPLEMENTATION.** – This Resolution shall take effect immediately upon its publication in two (2) daily newspapers of general circulation in the Philippines. The EID is hereby directed to cause the widest dissemination and publication of this Resolution in the official website of the Commission. Likewise, the ITD shall post the same in the COMELEC Website.

Let the Executive Director, Deputy Executive Director for Operations, Education and Information Department, Election and Barangay Affairs Department, Information Technology Department, Finance Services Department, Vulnerable Sectors Office,

Regional Election Directors, Provincial Election Supervisors and Election Officers,  
implement this Resolution.

**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** by the Commission *En Banc* on September 16, 2024,

  
**CONSUELO B. DIOLA**  
*Director IV*

*Office of the Commission Secretary*

This Resolution can be verified at this number (02) 8 527-2987 and e-mail address at  
[comsec@comelec.gov.ph](mailto:comsec@comelec.gov.ph).