



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

MINUTES OF VOTING AND COUNTING FOR AES VOTING POSTS

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

1. Prepare separately in two (2) copies, one copy for the Commission, and another copy for the Ballot Box.
2. The Minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all SBEI members.
3. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available. Do not wait until the end of the voting period to start preparing the Minutes.
4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".
5. At the end of the voting period, place each copy of the Minutes in the special envelope provided for the purpose, and distribute in accordance with instructions.

COPY FOR THE BALLOT BOX

PART I. BEFORE THE START OF THE VOTING PERIOD

Particulars	Quantity	Serial Numbers	
		From	To
A. Pads of Ballots			
B. Ballots Received			
C. Paper Seals			
D. Security Seals for Ballot Box Slits			
E. Ballot Box Received			
F. Security Seals of Ballot Receptacle			

PART II. CASTING OF VOTES

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
A. Time Voting Started										
B. Time Voting Ended										
C. Before The Start of Each Voting Day										
C.1. Serial Nos. of Paper Seals										
C.2. Serial No. of Ballot Box										
D. Daily After End of Each Voting Day										
D.1. Serial Nos. of Ballots Used										
D.2. Serial Nos. of Spoiled Ballots, if any										
D.3. Serial Nos. of Security Seals on Slits of Ballot Box										
D.4. No. of voters who actually voted										
D.5. No. of seafarers who voted										
E. Serial No. of Additional Ballot Box Requested During the Voting Period, if any										

OVF No. 11-A

	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20
A. Time Voting Started										
B. Time Voting Ended										
C. Before The Start of Each Voting Day										
C.1. Serial Nos. of Paper Seals										
C.2. Serial No. of Ballot Box										
D. Daily After End of Each Voting Day										
D.1. Serial Nos. of Ballots Used										
D.2. Serial Nos. of Spoiled Ballots, if any										
D.3. Serial Nos. of Security Seals on Slits of Ballot Box										
D.4. No. of voters who actually voted										
D.5. No. of seafarers who voted										
E. Serial No. of Additional Ballot Box Requested During the Voting Period, if any										
	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30
A. Time Voting Started										
B. Time Voting Ended										
C. Before The Start of Each Voting Day										
C.1. Serial Nos. of Paper Seals										
C.2. Serial No. of Ballot Box										
D. Daily After End of Each Voting Day										
D.1. Serial Nos. of Ballots Used										
D.2. Serial Nos. of Spoiled Ballots, if any										
D.3. Serial Nos. of Security Seals on Slits of Ballot Box										
D.4. No. of voters who actually voted										
D.5. No. of seafarers who voted										
E. Serial No. of Additional Ballot Box Requested During the Voting Period, if any										

PART III. LAST DAY OF THE VOTING PERIOD

A. No. of Voters Allowed to Vote after 7 p.m.	
B. Total No. of Voters Who Actually Voted During the Voting Period	
C. Serial No of Additional Ballot Box/es, if any	
D. Serial Nos. of Additional Paper Seals, if any	
E. Serial Nos. of Unused Ballots	
F. Were unused ballots torn in half? (Y/N)	
G. Were all unused forms and supplies sealed in the ballot receptacle for submission to the SBRCG? (Y/N)	

PART IV. VOTING BY ILLITERATE/PHYSICALLY DISABLED VOTER.

PART V. INCIDENTS AND IRREGULARITIES

(State here any incident and irregularity noted before or during the counting of votes that the SBEI believes should be reported. Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)

PART VI. RECORD OF WATCHERS PRESENT

(Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)

Printed Name of Watcher	Signature of Watcher	Candidate/Party Represented	Date & Time Arrived	Time Left	Remarks

PART VII. RECORD OF PROTEST

(Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)

We hereby certify under our official oaths that the data set forth in this Minutes of Voting and Counting are true and correct.

Chairperson
(Signature Over Printed Name)

Poll Clerk
(Signature Over Printed Name)

Third Member
(Signature Over Printed Name)