



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

***MINUTES OF VOTING AND COUNTING FOR
FINAL TESTING AND SEALING***

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

- 1. Prepare separately in two (2) copies, one copy for the Commission and another 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

	DATE OF FTS
A. Time Voting Started	
B. Time Voting Ended	

PART III. PRELIMINARIES TO COUNTING

a. Condition of Ballot Box	
	Quantity

PART IV. COUNTING OF VOTES

a. Time counting started: _____	b. Time counting ended: _____
Quantity	
c. Number of ballots read and counted	_____
d. Time and Date when Election Returns were signed and sealed	_____
e. Time and Date when Election Returns were sealed in envelope	_____

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)

Name of Protestant	Irregularity Protested	Action by the Board

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)