

[Notice to Remove Campaign Materials template to be given to candidates and/or parties whose campaign materials are found outside the authorized common poster areas or within the prohibited public area]

Annex "A"



Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Office of the [RED/PES/CEO/MEO]  
[City/Municipality/ Province/ Region]

### **NOTICE TO REMOVE CAMPAIGN MATERIALS**

Date: [date campaign material spotted]

[Name of Candidate or Party Treasurer]  
Candidate for [Elective Position Sought]/ Name of Party  
[Candidate/party's Headquarters Address]

Dear Sir/Madam:

This pertains to the campaign materials promoting your candidacy/party which contains the following images/ names/ messages:

Material size	:	[ex. 2 feet, portrait orientation]	]
Description	:	[ex. Full-color print on poster paper/tarpaulin]	]
Images of	:	[ex. Juan de la Cruz, John Doe, Jane Doe]	]
Message	:	[ex. "Vote Juan dela Cruz for Mayor!"	]
[if the image was photographed, the photograph may be inserted or placed here]			

Said material/s was/ were found on [place/address where the materials were found ex. Electric post at the corner of Main Avenue and 1st Street]. This location where the campaign materials were found is: [place a "✓" in the box whichever is applicable]

- Not a COMELEC-designated common poster area.
- A public place where the posting of campaign materials is prohibited

**You are hereby ordered to remove the said campaign materials, regardless of whoever was responsible for posting the same, within three (3) days from receipt of this notice.** Failure to do so will give rise to the presumption that you/ your party were responsible for posting the said materials. In addition to the filing of election offense charges, the cost of the said materials will be assessed according to the prevailing market rate and will be included in your list of expenditures.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

[Signature]  
[Name of EO/PES/RED]  
[Position]  
[Jurisdiction]

[Place note the date when this notice was received and who received it.]