



REPUBLIC OF THE PHILIPPINES  
COMMISSION ON ELECTIONS  
Intramuros, Manila

**GUIDELINES ON THE (1) PROTOCOL TO BE OBSERVED INSIDE THE COMELEC DATA CENTER 3, AND (2) ISSUANCE OF ACCESS TO THE ELECTION RESULTS DATA FROM THE TRANSPARENCY SERVERS FOR THE CONDUCT OF THE MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS AND BARMM PARLIAMENTARY ELECTIONS**

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Chairman  
Commissioner  
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PROMULGATED: 09 December 2024

**RESOLUTION NO. 11087**

**WHEREAS**, in the interest of promoting transparency in the conduct of the 12 May 2025 National and Local Elections and BARMM Parliamentary Elections, the Commission on Elections (COMELEC) has allowed the establishment of Transparency Servers in the 26<sup>th</sup> Floor of Circuit Corporate Center Tower 1 in Makati City which is referred to herein as the COMELEC Data Center 3 (DC3);

**WHEREAS**, the DC3 houses the different servers for the Dominant Majority and Minority, Citizens Arm 1 and 2, and the Media, which will receive the electronically transmitted precinct results from the Automated Counting Machines (ACMs);

**WHEREAS**, the election results data from the Media Server shall be the source of the results file to be provided for the accredited local media organizations;

**WHEREAS**, to ensure that all the workstations are properly accommodated in the workspace and in order to maintain orderly access inside the DC3 as well as to the election results data from the Transparency Servers, there is a need to issue this guidelines;

**NOW, THEREFORE**, by virtue of the powers vested in it by the Constitution, the Omnibus Election Code, Republic Act No. 9369 and other election laws, the Commission En Banc **RESOLVED**, as it hereby **RESOLVES**, to **PROMULGATE** the following guidelines:

**SECTION 1. Declaration of Policy.** - It is the policy of the COMELEC to ensure accurate reporting on the results of the elections by providing access to the election returns data from the Dominant Majority and Minority Servers, the Citizens Arms 1 and 2 Servers, and the Media Server, subject to such conditions as may be necessary for the protection of the integrity of the election results.

**SECTION 2. Definitions.** - As used in this Resolution:

- a) End-user – refer to those which have been granted access inside the DC3 and to the election results from the Transparency Servers;
- b) Local media organization - refers to a local media entity engaged in disseminating information to the general public through a newspaper, magazine, other publication, radio, television, internet, cable television, or other medium of mass communication;
- c) Media Server - refers to one of the Transparency Servers which will receive the electronically transmitted precinct results from the ACMs, and will be the source of the election results data of all the accredited local media organizations; and
- d) Transparency Servers - refer to the servers for the Dominant Majority and Minority, the Accredited Citizens Arm 1 and 2, and the Media Server, which will receive the electronically transmitted precinct results from all ACMs.

**SECTION 3. Requirements for Allowing Access to the Data Center 3.** - Those seeking access to the DC3 shall submit the following:

- a) For the Dominant Majority and Minority, and the Citizens Arm 1 and 2:
  - i. list of names of the authorized personnel who will be present in the day-to-day operations in the DC3;
  - ii. two (2) recent 1.5"x 1.5" colored photographs of each authorized personnel; and
  - iii. individual endorsement letters for each nominee and alternate from the Chairperson/Secretary-General of the Dominant Majority and Minority, and the Citizens Arm 1 and 2.
- b) For the Media:
  - i. Proof of COMELEC accreditation under COMELEC Resolution No. 11062 (Note: monitoring access to the media server shall be open only to COMELEC-accredited local media organizations);
  - ii. List of names of the authorized personnel, who will be representing the accredited local media organization in the day-to-day operations in the DC3;
  - iii. two (2) recent 1.5"x 1.5" colored photographs of each authorized personnel; and
  - iv. individual endorsement letters for each nominee and alternate, from the publisher, editor-in-chief, assignment editor, station manager, or similar officer of the nominating media organization.

The requirements shall be submitted to the office of the Field Operations Group Head via email: [odedo@comelec.gov.ph](mailto:odedo@comelec.gov.ph), at least seven (7) calendar days from receipt of the Notice to Submit.

**SECTION 4. Access List.** - After the deadline for the submission of requirements, the Field Operations Group Head shall promptly generate a list of End-Users indicating therein the names and pictures of each authorized personnel.

Copies of the Access List shall be distributed to the following:

- a) The Chairman of the Steering Committee;
- b) The 2025 NLE Project Director;
- c) The Director IV of the Education and Information Department (EID); and
- d) The ITD Department, SETS2025 Team Head.

**SECTION 5. End-user Pass.** – The End-users shall be issued with an End-user Pass, which must be claimed, personally or through an authorized representative from the EID.

The End-user Pass is strictly non-transferable and is valid only for the purpose for which it was issued. It shall be worn prominently whenever the bearer is within the premises of the DC3.

Improper use of the End-User Pass, or use thereof not in accordance with these guidelines, shall be considered abuse of the accreditation and carries the penalty of summary revocation.

**SECTION 6. Access.** – End-users shall be allowed access to areas of the DC3, subject to such conditions as may be necessary for the protection of COMELEC personnel, property, privileged information, and integrity of the elections, PROVIDED FURTHER that such grant of access shall not be used to undermine any of the protections mandated by Republic Act 10173, or the Data Privacy Act of 2012.

**SECTION 7. Guidelines and Procedure in Accessing the Election Results at the Data Center 3.**

- a) The Dominant Majority and Minority, and the Citizens Arm 1 and 2 shall have monitoring access to their respective servers. On the other hand, the accredited local media organizations shall have monitoring access to the Media Server.
- b) **Submission of Additional Workstations and USB storage devices; submission of hardware for configuration.** Any additional workstation units in the form of laptop computer and USB storage devices shall be provided by the End-users.

**Minimum and recommended specifications for the workstations and USB storage devices.** The following are minimum and recommended specifications for the workstation laptops:

- i. i5 or higher processor;
  - ii. RAM: at least 4GB;
  - iii. HDD: at least 300GB hard disk drive;
  - iv. USB port; at least 2 USB A (3.0 recommended);
  - v. USB thumb drive: 2pcs. of at least 8GB capacity.
- c) **Hardware configuration and USB storage device formatting.** All laptops and USB storage devices submitted by the End-users shall be formatted and configured by the SETS2025 Team. The COMELEC shall not be responsible for the loss of data contained in the submitted laptop and USB storage devices upon their submission. Neither shall COMELEC be responsible for any damage, loss, or disadvantage arising from the product defects or inherent limitations of the hardware or devices provided by the End-users.



- d) **Data transfer protocol and limitations for accessing the Transparency Servers.** To minimize the risk of any security intrusions, no Internet or LAN access shall be allowed for the workstation units directly connected to the Transparency Servers. The COMELEC shall, however, allow the transfer of data from the workstation connected to the Transparency Servers to the additional laptop workstations through the use of the pre-configured USB storage devices only.
- e) **Personnel limit within the Media Room.** A maximum of two (2) representatives/personnel from each End-user shall be allowed to enter and stay in the Election Results Media Room at any given time.
- f) **Reporting disclaimers.** Pursuant to the second (2<sup>nd</sup>) to the last paragraph of Section 19 RA 9369, the COMELEC shall consider as the "Official Election Results" the election returns transmitted electronically to the various board of canvassers which shall be used as the bases for the canvassing of votes and the proclamation of winning candidates. Should the End-users publish, report, exhibit, or broadcast the election results based on the data received from the Transparency Servers, the report must identify the source of the information together with a disclaimer or caveat informing the public that the same are "Unofficial Election Results". All End-users shall be free to exercise their own discretion or judgement in developing the wording of this disclaimer or caveat as long as the tenor of this Section is present and clearly conveyed in their report.
- g) **Server administration.** The COMELEC, through its ITD SETS2025 team, shall be the Administrator for the Transparency Servers. Only personnel from the COMELEC ITD SETS2025 team shall be allowed in the restricted area where the actual servers and hardware equipment are located.

**SECTION 8. Rules of Conduct.** - All End-users shall observe the following rules of conduct:

- a) Respect the authority of the Field Operations Group Head or the SETS2025 Team Head and their representatives with regard to the number of End-users which shall be allowed inside the DC3 at any given time;
- b) Immediately identify themselves upon entry into the DC3, by presenting their End-User Pass;
- c) Maintain professionalism at all times. Unprofessional activities shall not be tolerated. Access granted to any End-user found to have engaged in any unprofessional activity shall be summarily revoked by the Field Operations Group Head or the SETS2025 Team Head, by confiscating the End-User Pass;
- d) Unprofessional activities shall include, but shall not be limited to:
  - i. Any behavior deemed disruptive of the work being performed in the DC3, such as, but not limited to, conducting or giving interviews inside the DC3;
  - ii. Engaging in partisan political activities, which refer to acts designed to promote the election or defeat of a particular candidate or candidates to public office;
  - iii. Distributing campaign materials;
  - iv. Refusal to submit to the authority of the Field Operations Group Head or the SETS2025 Team Head; and
  - v. Any behavior deemed unlawful.

- e) The revocation shall be officially recorded stating therein the reasons therefor.

**SECTION 9. Confidentiality of information.** All End-users that were granted access to the DC3 and all its personnel directly involved in the operations in the Media Server shall sign the *Confidentiality Agreement SETS2025*.

**SECTION 10. Effectivity.** - This Resolution shall take effect immediately after its publication in two (2) daily newspapers of general circulation.

**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, December 09, 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](mailto:comsec@comelec.gov.ph)

This Resolution entitled "*Guidelines on the (1) Protocol to be Observed Inside the Comelec Data Center 3, and (2) Issuance Of Access to the Election Results Data from the Transparency Servers for the Conduct of the May 12, 2025 National and Local Elections and BARMM Parliamentary Elections*" can be verified at this number (02)85272987; email address [comsec@comelec.gov.ph](mailto:comsec@comelec.gov.ph).