



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

**GUIDELINES FOR THE  
CONDUCT OF  
VERIFICATION,  
CERTIFICATION, AND  
SEALING OF THE  
ELECTION DAY  
COMPUTERIZED VOTERS  
LISTS (EDCVLs) AND  
POSTED COMPUTERIZED  
VOTERS LISTS (PCVLs)  
FOR THE MAY 12, 2025  
NATIONAL AND LOCAL  
ELECTIONS**

**GARCIA, George Erwin M.**  
**INTING, Socorro B.**  
**CASQUEJO, Marlon S.**  
**FEROLINO, Aimee P.**  
**BULAY, Rey E.**  
**MACEDA, JR., Ernesto Ferdinand**  
**CELIS, Nelson J.**

Chairman  
Commissioner  
Commissioner  
Commissioner  
Commissioner  
Commissioner

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Promulgated: December 10, 2024

**RESOLUTION NO. 11088**

**WHEREAS** in Resolution No. 10903 dated March 22, 2023, the Commission on Elections (*Commission for brevity*) promulgated the guidelines for the [1] Verification of the Names of Voters; Certification, Sealing and Posting of the Election Day Computerized Voters Lists (EDCVLs) and Posted Computerized Voters Lists (PCVLs) and [2] Manual Cross-out and Inclusion of Names in the EDCVLs and PCVLs in relation to the conduct of October 30, 2023 Synchronized Barangay and Sangguniang Kabataan Elections (2023 BSKE);

**WHEREAS**, the Commission take cognizance that, after the printing of EDCVLs and PCVLs during and even after the conduct of verification, certification and sealing of EDCVLs and PCVLs, the Offices of the Election Officer (OEOs) will receive Court final and executory exclusion or inclusion orders.

**WHEREAS**, it is the main thrust of the Commission to maintain the EDCVLs and PCVLs free from any alteration thereby preserving the integrity of the said lists for the May 12, 2025 National and Local Elections (2025 NLE);

**WHEREAS**, the Commission has clear authority to designate other dates for certain pre-election activities, as provided under Section 29 of Republic Act (R.A.) No. 6646 and Section 28, R.A. No. 8436 as amended by R.A. No. 9369, which state that:

*"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."*

**NOW THEREFORE**, the Commission on Elections, by virtue of the powers vested in it by the Constitution, Republic Act No. 8189, the Omnibus Election Code, and other registration and election laws, **RESOLVED**, as it hereby **RESOLVES** to modify the conduct of verification, certification, and sealing of EDCVLs and PCVLs for the 2025 NLE, as follows:

- A. OEOs shall ensure that all previously received:
  - 1. Lists of Deceased Persons of Voting Age duly certified by the Local Civil Registrar shall be approved by the members of Election Registration Board (ERB) not later than the last hearing on **October 14, 2024**; and
  - 2. ERB Notices of Approved Transfer to another city/municipality/district, and Court final and executory exclusion or inclusion order are implemented in the Voter's Registration System (VRS) prior to the submission of databases to the Information Technology Department (ITD).
- B. After the finalization of the Projects of Precincts (POPs) and submission of the final databases to the ITD, the OEOs shall proceed with the generation and printing of PCVLs for posting in the bulletin boards.
- C. The Election Officer (EO) shall send Notices of the schedule of the ERB meeting to the local chapter of the Verifier-Certifier Civil Society Organizations (VC-CSOs) or authorized accredited arms.

These notices along with the printed copy of the PCVL, the list of verified registration records found to be double/multiple based on AFIS and the certified list of deceased persons of voting age shall be posted in the bulletin boards of the city/municipal/district hall and in the OEO the notice of ERB meeting with the printed copy of the PCVL.

The notice must indicate that all registration records found to be double/multiple based on the Automated Fingerprint Identification System (AFIS) results received from ITD, which have been verified, will be presented to the ERB for approval of the abatement process. This process will involve manual cross-out in the EDCVL and PCVL during the verification and certification of the EDCVL and PCVL, followed by the deletion in the VRS database upon the resumption of voter registration.

For the certified list of deceased persons of voting age, the same must be furnished to the local heads of registered political parties; the surviving spouse, if married; the father or mother, if single; or if he/she has none, the nearest of kin.

- D. After complying with the mandatory posting of the PCVL, the members of the ERB shall convene and conduct verification and certification of EDCVL and PCVL in accordance with the timelines provided in the Calendar of Activities and periods stated in Resolution No. 10963 for the 2025 NLE.
- E. Manual crossing out of names, with annotations and duly signed by the EO, shall be allowed during the verification and certification of the EDCVL and PCVL by the ERB in the following situations:
1. The voter's name was ordered excluded from the list by a proper court – Indicate on top of the crossed out name the annotation **"EXCLUDED PER COURT ORDER ISSUED BY MTC/MCTC/RTC BRANCH \_\_\_\_\_"** followed by the date of annotation and signatures of the ERB (Chairman and ERB members);
  2. The voter has applied for the Local Absentee Voting;
  3. The voter has been certified as an overseas voter as reflected in the Registry of Overseas Voters (ROV) received by the OEOs after the registration period – **"APPROVED OVERSEAS VOTER IN \_\_\_\_\_"** shall be annotated above the crossed-out name followed by the date of the annotation and signatures of the ERB (Chairman and ERB members); or
  4. The voter has been verified and confirmed to have double/multiple registration records based on AFIS matching - Indicate on top of the crossed-out name the annotation **"ABATED DUE TO DOUBLE/MULTIPLE REGISTRANT AS PER AFIS,"** followed by the date of the annotation and signatures of the ERB (Chairman and ERB members);
  5. The voter has an approved application for transfer of registration records to another district/city or municipality as stated in the Notices of Approval – Indicate on top of the crossed-out name the following annotation **"TRANSFERRED TO \_\_\_\_\_"** indicating therein the district/city/municipality where the voter has transferred followed by the date of annotation and signatures of the ERB (Chairman and ERB members); or
  6. The voter is deceased and included in the Certificate of Deceased Registered Voters from the Local Civil Registrar or based on the Sworn Affidavit of next of kin of the deceased voters who have personal knowledge of the death of the said voters – Indicate on top of the crossed-out name the annotation **"DECEASED AS PER CERTIFIED LIST FROM LCR/SWORN AFFIDAVIT OF NEXT OF KIN"** followed by the date of annotation and signatures of the ERB (Chairman and ERB members).

The EO shall ensure that all approved manual cross-outs of the names of voters in the PCVLs and EDCVLs are implemented in the VRS upon the resumption of voter registration.

- F. After the verification and certification of PCVL, the ERB Chairperson shall cause the posting of the certified PCVL in the bulletin boards of the city/municipal/district halls and OEO not later than the date specified in the amended Calendar of Activities for the conduct of elections and other political exercises.
1. For this reason, the ITD shall ensure the timely deployment of the EDCVLs and PCVLs to the OEOs prior to the scheduled conduct of verification and certification of EDCVLs and PCVLs.
  2. In the event of delay in the arrival of the EDCVLs and PCVLs, the ERB members shall take a recess and resume the conduct of verification and certification upon the arrival of the complete EDCVLs and PCVLs. The ERB Chairperson shall cause the immediate posting of the certified PCVLs in the bulletin boards of the city/municipal/district hall and OEOs.
- G. After the conduct of verification, certification, and sealing of the EDCVLs and PCVLs, no more manual crossing out or inclusion of names of voters in the EDCVLs and PCVLs.
- H. In case the OEOs will receive ERB Notices of Approved Transfer to another city/municipality/district, and Court final and executory exclusion or inclusion orders after the conduct of verification and certification of the EDCVLs and PCVLs, the following action/s shall be undertaken by the EO:

1. Court's final and executory EXCLUSION order.	Identify the concerned voter's precinct number and indicate the same opposite their names in the certified list or court order  Furnish copy to the concerned EB during election day.  Submit in the first ERB hearing after the 2025 NLE for deletion in the VRS.
2. ERB Notice of Approved Transfer to another city/municipality/district.	Furnish copy to the concerned EB during election day.  Submit in the first ERB hearing after the 2025 NLE for deletion in the VRS.
3. Court's final and executory INCLUSION order.	In case of court inclusion order received by the Electoral Boards



	<p>(EBs) on election day, the same shall be coordinated with the concerned EO before the same is implemented. The EO shall secure from the concerned voters a certified copy of the Court inclusion order. Thereafter, the EO shall endorse the same to the proper EBs through the Department of Education Supervisor Official (DESO).</p> <p>The manual inclusion of the names of voters in the EDCVLS and PCVLs shall be authenticated by the signatures of the EBs attested by representatives of citizens arms and/ or election stakeholders present. Such fact shall also be recorded in the Minutes of Voting and Counting and certified copy of the Court Order be attached to the Minutes.</p> <p>OEO shall submit a report of Court inclusion order/s received on or before the election day but after the verification and certification of EDCVLS and PCVLs stating the court branch and names of voters to be included in list to the ERB for confirmation during the first ERB hearing upon the resumption of the system of continuing registration of voter after the elections, copy furnished EBAD and Law Department.</p>
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- I. In all cases, the EDCVLS and PCVLs verification, manual cross-out and inclusion of names shall be conducted simultaneously. In the event that the EDCVLS will arrive after the period of verification, the manual cross-out or inclusion of names made in the PCVLs shall be reflected also in the EDCVLS subject to the authentication by the signature of the EO duly attested by the representatives of the citizen's arms and other election stakeholders, if present.
- J. Resolutions Nos. 10963, 10999, 10758 and all resolutions issued by the Commission which are not inconsistent herewith, shall likewise apply.

Let the Offices of the Executive Director, Deputy Executive Director for Operations, 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 MACEDA, JR.**  
Commissioner

**NELSON J. CELIS**  
Commissioner

**CERTIFICATION**

**APPROVED** by the Commission En Banc on December 10, 2024.

  
**CONSUELO B. DIOLA**  
Director IV

Office of the Comelec Secretary

This Resolution can be verified at this number (0285272987; email address [comsec@comelec.gov.ph](mailto:comsec@comelec.gov.ph))