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Republic of the Philippines
**COMMISSION ON ELECTIONS**

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| **RULES AND REGULATIONS ON LOCAL ABSENTEE VOTING IN CONNECTION WITH THE MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS.** | **GARCIA, George Erwin M.** | Chairman |
| | **INTING, Socorro B.** | Commissioner |
| | **CASQUEJO, Marlon S.** | Commissioner |
| | **FEROLINO, Aimee P.** | Commissioner |
| | **BULAY, Rey E.** | Commissioner |
| | **MACEDA, Ernesto Ferdinand, Jr. P.** | Commissioner |
| | **CELIS, Nelson J.** | Commissioner |

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**PROMULGATED: January 3, 2025**

# RESOLUTION NO. 11091

The Commission on Elections (Commission), pursuant to the powers vested in it by the Constitution, the Omnibus Election Code (OEC), Executive Order No. 157, Republic Act (R.A.) No. 7166, R.A. No. 10380, and other pertinent election laws, **RESOLVED**, as it hereby **RESOLVES,** to promulgate the following rules and regulations on local absentee voting:

**SEC. 1. Definition of terms. –** the following terms are hereby defined as follows:

a. **Local absentee voting** – refers to a system of voting whereby government officials and employees, including members of the Armed Forces of the Philippines (AFP), and the Philippine National Police (PNP) as well as members of the media, media practitioners including their technical and support staff (media voters) who are duly registered voters, are allowed to vote for national positions; i.e., Senators and Party-List Representatives, in places where they are not registered voters but where they are temporarily assigned to perform election duties on election day, or in case of media voters who will not be able to vote due to the performance of their functions in covering and reporting on the elections;

b. **Media –** refers to those who are engaged in news reporting on a nationwide or local scale, including correspondents of

national, regional, provincial, city, or municipal publications or broadcast entities, or those engaged in other forms of journalism and their technical and support staff.

**SEC. 2. Automated System of Elections.** -The local absentee voting shall adopt the automated system of elections where the counting and canvassing are done through the Automated Counting Machine (ACM) and the Canvassing and Consolidation System (CCS).

**SEC. 3. Election Forms and Supplies.** - The following forms shall be used for purposes of the LAV:

a. Official LAV Ballots
b. **LAV Form No. 01** - Application to Avail Local Absentee Voting
c. **LAV Form No. 02** - Sworn Certified List of Applicants for Local Absentee Voting
d. **LAV Form No. 03**- Report of Verification of Registration
e. **LAV Form No. 04** - List of Approved Applicants for Local Absentee Voting with Minutes of Voting
f. **LAV Form No. 05**-Notice of Disapproval
g. **LAV Form No.06** -Transmittal and Receipt of Accountable and Non-Accountable Forms and other Election Paraphernalia
h. **LAV Form No.07** - Transmittal of Accomplished Ballots and Other Election Paraphernalia
i. **LAV Form No.08**-Notice to the Election Officer on Applicants Voting Through Local Absentee
j. **LAV Form No.08-A** - Notice to the Election Officer of Applicants Who Actually Voted Under the Local Absentee Voting System
k. **LAV Form No. 09** - Appointment of Chairman/Poll Clerk/Member/Substitute
l. **LAV Form No. 10** -Oath of Members of SEB
m. **LAV Form No. 11** - Minutes of Counting of Votes
n. **LAV Form No. 11-B** - Minutes of Canvassing

On the other hand, the following supplies shall be used for the LAV:

a. Outer Envelopes
b. Inner Envelopes
c. Paper Seals
d. Envelopes
e. Marking Pens
f. Ballot Boxes
g. Comelec Padlocks
h. Plastic Security Seals

**SEC. 4. Who are entitled to avail of local absentee voting.** – Local absentee voting may be availed of by the following:

a. Government officials and employees including Members of the PNP and AFP; and

b. Members of the media and media practitioners including their technical and support staff who are actively engaged in the pursuit of information gathering and reporting or distribution, in any manner or form, including, but not limited to the following:

i. Print Journalists;
ii. Television Journalists;
iii. Photo Journalists;
iv. Online Journalists;
v. Radio Journalists;
vi. Documentary makers;
vii. Television/Radio Production;
viii. Bloggers;
ix. Freelance Journalist.

provided a) they are duly registered voters and whose registration records are not deactivated, and b) on election day, **in case of government officials and employees including members of the PNP and AFP,** that they are assigned temporarily to perform election duties in places where they are not registered voters; or **in case of media voters,** that they will not be able to vote due to the performance of their functions in covering and reporting on the conduct of elections.

Government officials and employees who will be posted abroad to perform election duties on election day may also avail of local absentee voting, provided, that they are registered voters under R.A. No. 8189, otherwise known as "The Voter's Registration Act of 1996" and that they are not registered overseas absentee voters under R.A. No. 9189, as amended by R.A. No. 10590, otherwise known as "The Overseas Absentee Voting Act of 2013".

**SEC. 5. Where and when to file the application forms to avail of the local absentee voting.** – Applicants who will avail of the local absentee voting shall file their duly accomplished ***LAV Form No. 01***at and on the following:

| APPLICANT/S | WHEN TO FILE | WHERE TO FILE |
|---|---|---|
| a. For government officials and employees, members of the AFP, and members of the PNP. | Not later than **March 7, 2025.** | Before their heads of offices/ supervisors/commanders/officers next-in-rank. |
| b. For media voters. | Not later than **March 7, 2025.** | i. Office of the Regional Election Director (ORED) of |

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| | | the National Capital Region (NCR) for highly urbanized cities in the NCR including the Municipality of Pateros;<br><br>ii. Office of the City Election Officer (OCEO) for highly urbanized or independent cities outside the NCR;<br><br>iii. Offices of the Provincial Election Supervisor (OPES) for areas not mentioned above;<br><br>* The application form for media voters must be accompanied by a certification accomplished by the heads of media entities to whom the applicants belong attesting that they are *bona fide* members of the media entity and that they may not be able to vote due to the performance of their functions in covering and reporting the conduct of elections. (***LAV Form No. 02***)<br><br>For freelance journalists who do not work full time for any media company but were hired by different media companies for election coverage, they must present a Certification under oath stating that they have valid assignments from the *bona fide* media organization, attaching proof of such fact.<br><br>For Online Publishers, they must present corresponding Certifications under oath stating that they are actively in pursuit of gathering and distributing online election content, indicating thereto the URL of the online publication or blog showing their names or |

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| | | listing the applicants as part of the reporting team for that site.<br><br>In case of any willful giving of false information or misrepresentation in the Certifications submitted, the applicants shall be charged with applicable offense under pertinent laws and regulations. |

For purposes of the local absentee voting for media voters, hereunder is the list of highly urbanized and independent cities:

| **Highly Urbanized Cities in NCR (file with ORED-NCR)** | **Highly Urbanized Cities outside NCR (file with City EO)** | **Independent Cities (file with City EO)** |
|---|---|---|
| Caloocan City<br>Las Piñas City<br>Makati City<br>Malabon City<br>Mandaluyong City<br>Manila City<br>Marikina City<br>Muntinlupa City<br>Navotas City<br>Parañaque City<br>Pasay City<br>Pasig City<br>Quezon City<br>San Juan City<br>Taguig City<br>Valenzuela City<br>Including Municipality of Pateros | Angeles City<br>Bacolod City<br>Baguio City<br>Butuan City<br>Cagayan de Oro City<br>Cebu City<br>Davao City<br>Gen. Santos City<br>Iligan City<br>Iloilo City<br>Lapu-Lapu City<br>Lucena City<br>Mandaue City<br>Olongapo City<br>Puerto Princesa City<br>Tacloban City<br>Zamboanga City | Cotabato City<br>Naga City<br>Ormoc City<br>Santiago City |

In cities outside NCR where there are more than one (1) OCEO, the Regional Election Director (RED) shall designate the OCEO which shall receive the applications to avail of the local absentee voting not later than **January 27, 2025.**

For this purpose, the RED concerned shall submit the list of designated OCEO to the Committee on Local Absentee Voting (CLAV), through the Director IV, Electoral Contests Adjudication Department (ECAD).

**SEC. 6. Date, Time, and Place of Voting.** – Local absentee voting shall be conducted on **April 28, 29 and 30, 2025** from **8:00 o'clock in the morning until 5:00 o'clock in the afternoon.**

For government officials and employees, including members of the AFP and PNP, the heads of offices/supervisors/commanders or officers next-in-rank shall designate the place of voting **not later than April 12, 2025,** with written notice to the Municipal/City/District EO who or whose representative will supervise the conduct of voting. Copy of said written notice shall be furnished to the CLAV. The heads of offices/supervisors/commanders or officers next-in-rank shall ensure that the place of voting so designated shall be final.

For media voters, voting shall be at the COMELEC Office where they filed their applications for local absentee voting under the supervision of the City Election Officer (CEO), Provincial Election Supervisor (PES) or RED as the case may be.

**SEC. 7. Positions to be voted for.** – For the May 12, 2025 National and Local Elections (NLE), only the positions of Senators and Party-List Representatives shall be voted for under the local absentee voting.

**SEC. 8. Committee on Local Absentee Voting.** – There shall be created a Committee on Local Absentee Voting ("CLAV") consisting of the officers and staff of the ECAD from whom a Head assisted by an Assistant Head and three (3) Members shall be designated by the Chairman of the Commission.

To effectively carry out the mandate of the CLAV, Local Absentee Voting Groups (LAV Groups), shall be constituted by the Committee to process the applications coming from different regions and from the media.

The Information Technology Department (ITD) shall provide the CLAV with the updated National List of Registered Voters (NLRV) and other technical assistance in the verification of registered voters, installation, operation and troubleshooting of the ACMs and CCS.

**SEC. 9. Powers and Functions of the CLAV.** – The CLAV, through the LAV Groups, shall have the following powers and functions:

a. Distribute copies (hard or electronic copy) of ***LAV Form No. 01*** to all government agencies, AFP, PNP, media entities, corporations or members of the media concerned;

b. Receive accomplished original ***LAV Form No. 01*** together with original ***LAV Form No. 02*** for local absentee voting not later than **March 10, 2025**;

c. Verify whether the applicants are eligible for local absentee voting not later than **April 8, 2025**;

d. Prepare ***LAV Form No. 04*** per office/unit/battalion/OCEOs/OPES/ORED-NCR;

e. Send by Electronic mail (E-mail) ***LAV Form No. 08*** to all Municipal/City/District EOs concerned, and copy furnished their respective PES and the REDs, before elections but not later than **April 21, 2025**;

Upon receipt of the List, the EO concerned shall annotate in the Election Day Computerized Voters List (EDCVL) that said voters are "**Voting Through the Local Absentee Voting System**";

For this purpose, the concerned Municipal/City/District EOs shall submit to the CLAV via E-mail, a report of their compliance within five (5) days from receipt, copy furnished their respective PES and RED;

f. Transmit the following to all concerned heads of offices/supervisors/commanders or officers next-in-rank/CEOs/ PES/RED-NCR, not later than **April 21, 2025**;

*i. LAV Form No. 04;*

*ii. LAV Form No. 05;* and

*iii. The exact number of local absentee ballots, inner and outer envelopes and paper seals corresponding to the number of approved applicants;*

g. Constitute Special Electoral Boards (SEB), Reception and Custody Group (RCG) and Special Board of Canvassers (SBOC) for local absentee voting not later than **April 29, 2025**;

h. Receive the envelopes containing the accomplished local absentee ballots and other related documents from the heads of offices/supervisors/commanders or officers next-in-rank, the CEOs, PES, or the RED-NCR, as the case may be, **on or before 7:00 o'clock in the evening (7 P.M.) of May 11, 2025**. Ballots received beyond the deadline shall no longer be counted.

i. Verify whether the number of envelopes containing the accomplished ballots is equal to the number of signatures affixed in the list submitted (***LAV Form No.***

*04)* by the heads of offices/supervisors/commanders or officers next-in-rank/ the CEO/PES concerned or the RED-NCR, as the case may be;

If there are more envelopes containing the accomplished ballots than the signatures affixed on the list, set aside the envelope of the voter whose signature does not appear in the list and place the same in a separate ballot box intended for the purpose. Such fact shall be indicated in a report to be prepared by the LAV Group concerned which shall be submitted to the CLAV. Said ballots shall not be counted;

If there are more signatures affixed in the list than the number of envelopes received, such fact shall likewise be indicated in the report to be prepared by the LAV Group which shall be submitted to the CLAV. The report shall indicate the names of the voters whose signatures appear in the list, but without corresponding envelopes. In this case, the CLAV, through the Head of the LAV Group concerned, shall direct the heads of offices/supervisors/commanders or officers next-in-rank, the CEO/PES concerned or the RED-NCR, as the case may be, to transmit the envelopes of said voters;

After receipt and verification thereof, the inner envelope shall be removed from the outer envelope, and thereafter turn-over the same, including a copy of accomplished ***LAV Form No. 4***, to the RCG;

j. Supervise the counting of ballots and canvassing of votes;

k. Receive, through the RCG, all ballot boxes containing the counted ballots and related election documents from the SEBs and SBOC for local absentee voting, for safekeeping;

l. Send by E-mail, ***LAV Form No. 08-A***, to all Municipal/City/District EOs concerned, copy furnished their respective PES and REDs for updating of their voting records to prevent the deactivation thereof, after elections but not later than **June 30, 2025. A hard copy of said written Notice shall be sent to all EOs immediately thereafter;**

For this purpose, the concerned Municipal/City/District EOs shall submit within five (5) days from receipt of the above notice, a report to the CLAV, copy furnished their respective PES and REDs, of their compliance thereto; and

m. Perform and exercise such other functions and powers as may be necessary for the proper implementation of the local absentee voting law.

**SEC. 10. Procedures for filing of applications to avail of local absentee voting. –**

a. All persons who intend to avail of the local absentee voting shall personally accomplish their ***LAV Form No. 01*** and file the same as provided for under these rules.

All application forms shall be under oath. For purposes of this resolution, the heads of offices/supervisors/commanders or officers next-in-rank may administer oaths, free of charge, for government officials and employees/members of AFP/PNP.

For media voters, their application forms shall be sworn to before:

i. any notary public; or

ii. the RED-NCR for highly urbanized cities of NCR including the Municipality of Pateros; or

iii. the CEO concerned for highly urbanized cities outside NCR; or

iv. the PES for areas other than those mentioned above.

The application forms may be reproduced or downloaded from the official COMELEC website at www.comelec.gov.ph.

b. The heads of offices/supervisors/commanders or officers next-in- rank, shall receive all accomplished and subscribed application forms from their respective personnel **not later than March 7, 2025.**

In case of media voters, the CEO or PES concerned, or the RED-NCR, shall receive all accomplished application forms together with the ***LAV Form No. 02*** accomplished by the heads of the media entities to whom the applicants belong or the Certifications under oath in case of freelancers and online publishers. If the application form is filed personally by the applicant before the CEO or PES concerned, or the RED-NCR, the same shall be sworn to before the said Officer, otherwise, the same shall be sworn to before a Notary Public;

c. The heads of offices/supervisors/commanders or officers next-in-rank shall prepare ***LAV Form No. 02*** indicating therein the Municipality/City/District, barangay and precinct number where they are registered, and the place of their assignment on election day, with a certification that the applicants will be re-assigned on election day to perform election-related duties; or in case of media voters, that they may not be able to vote due to the performance of their functions of covering and reporting the conduct of elections;

d. Not later than **March 10, 2025,** the heads of offices/supervisors/ commanders/officers next-in-rank, the CEO or PES concerned or RED-NCR, as the case may be, shall submit directly to the CLAV either by personal service or private courier, the **original copies** of the following:

   i. ***LAV Form No. 2*** indicating therein the Municipality/City/District, barangay and precinct number where they are registered and the place of their assignment on election day, with a certification that the applicant/s will be re-assigned on election day to perform election-related duties; or in case of media voters, that they may not be able to vote due to the performance of their functions of covering and reporting the conduct of elections; and

   ii. The accomplished ***LAV Form No. 01*** of all the applicants.

The foregoing documents shall be transmitted directly to the **CLAV, c/o the ECAD, 8th Floor, Palacio**

**Del Gobernador, General Luna St. Intramuros, Manila,** immediately upon receipt thereof but not later than **March 10, 2025**.

**Any queries on the foregoing may be made at telephone numbers (02)8527-2986, (02)8529-2212, (02)8536-0419, (02)8524-2312 and (02)8527-0830 or email address at ecad@comelec.gov.ph.**

**SEC. 11. Verification of registration of applicants for local absentee voting.** – Upon receipt of the ***LAV Form No. 02*** and the accomplished ***LAV Form No. 01***, the CLAV shall verify from the NLRV provided by ITD, whether the applicants are registered voters, and generate a Report thereon ***(LAV Form No. 03).***

Only the applications of individuals whose names are in the NLRV shall be approved by the CLAV.

The CLAV shall thereafter prepare ***LAV Form No. 04***.

Once approved, applicants should ensure that they will vote on any day from **April 28 to 30, 2025** as they are no longer allowed to vote in their regular precincts since they are already included in the certified list of local absentee voters, and that in the Election Day Computerized Voters List (EDCVL), they are indicated as voting through local absentee voting system.

In case of double or multiple voting, the applicant shall be charged with an election offense as defined under paragraph z, subparagraph 2 of Sec. 261 of the OEC and shall be recommended to be administratively charged, if applicable.

**SEC. 12. Disapproval of the application to avail of local absentee voting.** – The application (***LAV Form No. 01***) to avail of local absentee voting shall be disapproved on the grounds that:

a. the names of the applicants are not found in the NLRV;

b. the application was filed out of time;

c. the accomplished application form or the list is not under oath;

d. the accomplished application form is only a photocopy/facsimile copy; and/or

e. the Certification portion of ***LAV Form No. 02*** is not duly accomplished.

For this purpose, the CLAV shall notify the heads of offices/supervisors/commanders or officers next-in-rank, the CEO or PES or the RED-NCR who shall in turn notify the concerned applicants on the disapproval of

their application to avail of the local absentee voting ***(LAV Form No. 05)*** provided however, that for items c, d and e above, the application forms of those found to be registered voters may be completed/complied with and submitted back to CLAV on or before the deadline of preparation of the list of qualified local absentee voters on **April 8, 2025**.

**SEC. 13. Transmittal of list of qualified local absentee voters, local absentee ballots and other election forms and supplies from the CLAV.** - The CLAV, through its members, shall personally transmit to the heads of offices/supervisors/commanders, CEO, PES or RED-NCR, the ***LAV Form No. 04***, the exact number of local absentee ballots, marking pens, inner and outer envelopes and paper seals corresponding to the number of approved applications using ***LAV Form No. 06*** not later than **April 21, 2025** to ensure that the above-mentioned election forms and supplies will be received by the heads of offices/supervisors/commanders, CEO, PES or RED-NCR before the voting period.

If, before the transmittal of the ballots to the approved applicants, there is a change of the applicants' place of assignment, the concerned heads of offices/supervisors/commanders or officers next-in-rank shall inform the CLAV of such change so that the said ballots will be sent to their new stations. If the change of venue, however, happens after the ballots were already transmitted, it is the responsibility of the heads of offices/supervisors/commanders or officers next-in-rank concerned to send these ballots to their re-assigned personnel whose application were approved.

**SEC. 14. Final Testing and Sealing of ACMs.** - On any scheduled day from May 8, 2025 to May 10, 2025, the SEBs shall convene at the designated counting venue to test and seal the ACMs assigned to the CLAV.

The SEBs shall observe the following procedures for the FTS of the ACM:

a. Explain to those present the purpose of and the procedures for the FTS;

b. Set up the ACM and perform the ACM diagnostic by following procedure (1) to (14) of the general instructions for ACM Operations;

c. Start the voting process by following procedure (15) to (17) of the general instructions for ACM Operations;

d. Randomly choose ten (10) persons, from among those present, who will accomplish the ballots to be used for FTS. If there are less than ten (10) persons present, any of them may accomplish more than one (1) ballot to complete the ten (10) ballots.

   To accomplish the ballots, the Chairperson shall give each of the ten (10) persons a ballot inside the ballot secrecy folder and a marking pen. Using the marking pen, they shall accomplish the

ballot by fully shading the circle opposite the names of the candidates, including that of the party, organization, or coalition participating in the party-list system of representation. Thereafter, they shall return the accomplished ballot inside the ballot secrecy folder and the marking pen to the Chairperson.

e. The Chairperson of the SEB shall:

   i. Examine the accomplished ballot and determine whether the circle opposite the names of the candidates/political parties participating in the party-list system have been fully shaded; and the security features (timing marks, barcodes, and QR codes) have not been damaged;

   ii. Return the accomplished ballot inside the ballot secrecy folder and give the same to the voter who shall personally feed the accomplished ballot into the ACM;

   iii. Instruct the persons to verify the votes as appearing on the VVPAT and place the same in the VVPAT receptacle;

   iv. Perform the same procedures in (i), (ii), and (iii) above until all ten (10) ballots are fed into the ACM's ballot entry slot;

f. Follow the instructions on the closing of polls and the printing of election returns after all the ten (10) ballots have been fed into the ACM's ballot entry slot;

g. Conduct Manual Verification of Results observing the following procedures:

   i. The SEBs shall retrieve the accomplished ballots from the ballot box, manually count the votes therein, and accomplish the manual ERs provided for the purpose.

   ii. The Chairperson shall verify the ballots to determine whether there is over-voting (when the number of votes for a position exceeded the number of ballots). If there is an over-vote in a position, no vote shall be counted in favor of any candidate for the said position;

   iii. The Chairperson shall take the ballots one by one, and read the names of the candidates voted for and

the position for which they were voted to, in the order in which they appear thereon;

iv. The Poll Clerk shall record on the manual ER the vote as the names voted for each position are read. Each vote shall be recorded by a vertical line, except every fifth vote which shall be recorded by a diagonal line crossing the previous four vertical lines;

v. After finishing the ten (10) ballots, the Poll Clerk shall determine the total number of votes obtained by each candidate;

vi. The SEB shall sign the certification portion of the ERs generated by the ACM, manually prepared ERs, and the VVPAT audit report;

vii. The SEB shall compare the results derived from the ERs generated by the ACM, the manually prepared ERs, and the VVPAT Audit Report;

If the results are the same, perform the re-zero procedure, and shut down the ACM following the steps in the general instructions for ACM Operations.

If the results are not the same, the SEB shall re-appreciate the ballots and review the VVPAT to determine the discrepancy. If there is still a discrepancy, the SEB shall call on the assigned technical support staff for technical assistance. The technical support staff shall report such incident to the Chairperson of the CLAV.

Once the discrepancy is resolved, perform the re-zero procedure, and shut down the ACM following the steps in the general instructions for ACM Operations.

In no case shall there be transmission of votes done during the FTS of ACM; and

viii. Place the counted ballots, VVPAT, manually-prepared ERs, ACM-generated ERs, VVPAT Audit Report, and all other reports generated by the ACM, in the envelope provided for the purpose.

h. The SEB shall record in the Minutes (***LAV Form No. 11)*** all the acts or data required to be entered under this Resolution as soon as they occur or become available;

i. After the FTS, the SEB shall:

   i. Ensure that the ACM is placed in the ACM case which should be properly sealed and secured. Thereafter, leave the ACM case, ballot box, VVPAT receptacle, and external battery inside the polling place or any secured room in the voting center;

   ii. Submit to the CLAV the Envelope for Counted FTS Ballots, FTS Election Returns, and Other Reports (A17-FTS) containing the following and seal the same with a paper seal (CEF No. A12):

   ii.1. Diagnostic Report;
   ii.2. Initialization Report;
   ii.3. Nine (9) copies of Election Returns;
   ii.4. Manual ER;
   ii.5. Counted ballots;
   ii.6. VVPAT; and
   ii.7. VVPAT Audit Report.

The CLAV shall keep the above documents until further instructions from the Commission.

For the May 12, 2025 NLE, the CLAV shall give notice of the date, time and place of the FTS, at least five (5) days before the day of the FTS, to all senatorial candidates, duly registered political parties or coalition of political parties which has nominated national candidates, sectors and organizations participating under the party list system, and accredited citizen's arms.

After the FTS, the ACMs shall not be opened until the close of polls for the May 12, 2025 NLE.

**SEC. 15. Security envelopes for local absentee ballots.** – There shall be two (2) security envelopes for each local absentee ballot, namely, an outer envelope and an inner envelope.

The inner envelope shall contain the accomplished official ballot and shall not bear any other mark except an indication that it is a special envelope for a local absentee ballot. This shall be placed inside the outer envelope.

The outer envelope shall have a space for the name and signature of the voter.

**SEC. 16. Procedures for voting. -** On any day on **April 28 to 30, 2025** from **8:00 o'clock in the morning until 5:00 o'clock in the afternoon,** the heads of offices/supervisors/commanders concerned, shall distribute the local absentee ballots, **envelopes, paper seals, and other election forms and supplies** to the qualified local absentee voters and shall:

a. Require the voters to affix their signatures opposite their names in the ***LAV Form No. 04*** prepared by the CLAV under **Section 11** hereof;

b. Write the ballot ID and the serial numbers of the ballot and of the two (2) paper seals opposite the names of the voters in the spaces provided in the list;

c. Authenticate the ballot by affixing his/her signature at the designated space at the front of the ballot;

*Failure to authenticate the ballot shall not invalidate it but shall constitute an election offense.*

d. Show to the voter that the ballot being given is not torn or smudged, and has not yet been filled-out;

e. Place such ballot inside the ballot secrecy folder;

f. Give the ballot secrecy folder containing the ballot and the marking pen to the voter with the instruction that the ballot shall be kept clean and free from unnecessary markings (*i.e.,* smudge/stain from thumbprint-taker, food stains, and the like);

*Only one ballot shall be issued to a single voter.*

g. Give to the voters the inner and outer envelopes and the two (2) paper seals;

h. Instruct the voters to immediately accomplish the ballot in accordance with Section 17 hereof.

i. Direct the voter to fill-out the ballot in the designated voting area;

j. Ensure that the ballot is placed inside the inner envelope which shall in turn be placed inside the outer envelope. Check that the outer envelope contains the name of the voter;

k. Collect from the voter the envelopes containing the accomplished ballot, ballot secrecy folder and marking pen;

l. Advise the voter to leave the polling place after voting.

The distribution shall be under the direct supervision and presence of the Municipal/City/District EOs or their representatives, or in case of media voters, the CEOs/PES or RED-NCR or their representatives.

**SEC. 17. Manner of Voting. -** The local absentee voters shall:

a. Use a ballot secrecy folder and the marking pen provided by the Commission;

b. Accomplish the ballot by ***fully shading the circle*** appearing before the names of their chosen candidates for Senators and the organizations participating in the party-list system of representation;

c. Place the accomplished ballot inside the inner envelope, and close and seal the envelope with a paper seal;

d. Write the ballot ID as indicated on the ballot outside the inner envelope and place the sealed inner envelope inside the outer envelope, which shall likewise be sealed with a paper seal;

e. Write their names and affix their signatures on the space provided for in the outer envelope; and

f. Submit the sealed envelope to the heads of offices/supervisors/commanders or officers next-in-rank, EOs, the PES concerned or RED-NCR, as the case may be.

The heads of offices/supervisors/commanders or officers next-in-rank, CEOs, the PES concerned or RED-NCR, shall ensure that the sanctity of the voting process is preserved.

**SEC. 18. Submission of accomplished local absentee ballots and other election documents to the CLAV. -** After the voting, the heads of offices/supervisors/commanders or officers next-in-rank, the CEO or PES concerned or the RED-NCR, as the case may be, shall:

a. Gather all the sealed envelopes containing the ballots submitted to them by the local absentee voters;

b. Prepare, in two (2) copies, ***LAV Form No. 07*** with a certification on the number of accomplished ballots collected by them. They shall submit one (1) copy thereof to the CLAV and retain the other copy for their file; and

c. Transmit the sealed envelopes, together with a) ***LAV Form No. 04*** with signatures referred to in Section 16(a); and b) unused official ballots torn in half, to the CLAV **by the fastest means available**

c/o the ECAD, COMELEC, 8th Floor, Palacio del Gobernador, General Luna St. Intramuros, Manila, ensuring that the ballots are received by the CLAV Group concerned not later than 7:00 o'clock in the evening (7 P.M.) of May 11, 2025.

**SEC. 19. Disposition of Unused Ballots. –** After the voting, the heads of offices/supervisors/commanders or officers next-in-rank, the CEO or PES concerned or the RED-NCR, as the case may be, shall:

a. Record in the Minutes the quantity of unused ballots;

b. Tear the unused ballots in half lengthwise and submit to CLAV together with the accomplished ballots;

c. Place one half of the torn ballots in the *Envelope for Rejected Ballots, Half of Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots* (CEF No. A16), and submit said envelope to the EO for safekeeping; and

d. Place the other half in another *Envelope for Rejected Ballots, Half of Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots* (CEF No. A15) and then deposit the same inside the ballot box. Such fact shall be entered in the Minutes.

**SEC. 20. Reception and Custody Group (RCG), duties and functions. –** The CLAV shall constitute an RCG not later than **April 29, 2025**, which shall:

a. Receive the verified envelopes containing the accomplished ballots including the detached outer envelopes from the LAV Groups concerned;

b. Collate the inner envelopes based on the ballot ID, then place the verified inner envelopes inside the ballot boxes at the rate of one thousand (1,000) envelopes per ballot box;

c. Place the outer envelopes in separate ballot boxes;

d. Store in a safe and secured place the ballot boxes prior to the distribution to the SEBs; and

e. Deliver the ballot boxes immediately at the close of polls for the May 12, 2025 NLE to the SEBs for counting.

**SEC. 21. Special Electoral Boards (SEBs). –** The CLAV shall constitute, not later than **April 29, 2025**, as many SEBs as may be deemed necessary, to conduct the Final Testing and Sealing of the ACMs and administer the electronic counting of the local absentee ballots. The SEBs shall likewise be responsible and accountable for all the ACM kits received pursuant to the checklist inside the ACM case while the same are in their custody. The members thereof shall be chosen from among the

personnel of ECAD. In case of lack of ECAD personnel, the CLAV shall constitute additional SEBs from among the personnel of other departments/offices of the Commission.

To determine the number of SEBs to be constituted, the CLAV shall use as basis the total number of approved applications at a ratio of one thousand (1,000) ballots per SEB. In case the CLAV constituted more SEBs than what is required, the SEBs last in the order of numbering may be deactivated.

For every ten (10) SEBs, the Chairperson shall designate one supervisor who will supervise the counting.

**SEC. 22. Oath of Members of SEB.** - Before assuming their office, the Chairperson and Members of the SEB shall take and sign ***LAV Form No. 10*** before any officer authorized to administer oaths. Copies of the ***LAV Form No. 10***, which has been sworn under oath, shall immediately be submitted to the CLAV.

**SEC. 23. Notice of Counting.** - For the May 12, 2025 NLE, the CLAV shall give notice of the date, time and place of counting, at least five (5) days before the day of the election, to all senatorial candidates, duly registered political parties or coalition of political parties which has nominated national candidates, sectors and organizations participating under the party list system, and accredited citizen's arms.

**SEC. 24. Proceedings of the SEB.** - The SEB shall:

a) Meet at the place designated by the CLAV at 6:00 o'clock in the morning (6 A.M.) on May 12, 2025;

b) Commence the counting of votes 8:00 o'clock in the morning (8 A.M.) of May 12, 2025 of polls; and

c) Adjourn only after the counting is completed.

All proceedings of the SEB shall be done in public. It shall act through its Chairperson and all questions presented before it shall be decided without delay by a majority vote of the members. During its meetings, not more than one (1) member shall be absent at the same time, and in no case shall such absence be for more than twenty (20) minutes.

**SEC. 25. Manner of counting local absentee ballots.** - Upon receipt of the ballot box containing the security envelopes for local absentee ballots, the SEB shall proceed with the counting as follows:

**Before the counting:**

a. Retrieve the inner envelopes containing accomplished ballot/s from the ballot box. If there are envelopes containing a different ballot ID, the same shall be forwarded to the proper SEB;

b. Open the inner envelopes and retrieve the ballots found therein;

c. Pile the ballots; Ensure that the ACM box and the ballot box are inside the polling place;

d. Show to the watchers and the public present that the:

   i. ACM case is sealed;
   ii. Ballot box is empty and thereafter, lock the same with plastic security seals; and
   iii. Break the paper seal of the ACM case;

e. Open the ACM case and check if the following are deposited inside:

   i. The ACM;
   ii. Power cord with adaptor of the ACM and battery cable;
   iii. Remaining rolls of thermal paper;
   iv. The three (3) Personal Identification Numbers (PINs) for operating the ACM, the three (3) smart cards, and one (1) PIN for re-zeroing;
   v. The checklist of the contents of the ACM box;
   vi. USB modem with SIM card and one (1) contingency SIM card;
   vii. Cleaning sheet;
   viii. Marking Pens; and
   ix. One (1) paper seal for ACM box (A12-B) to be used at the end of Election Day to close the ACM box.

f. Retrieve the smart cards and security PINs from the ACM case and distribute the same among themselves. The RE-ZERO PIN shall remain inside the ACM case;

g. Bring out the ACM and show to the public that the compartment containing the main and back-up storage devices is sealed;

h. Perform the ACM operations in accordance with the general instructions for ACM Operations.

**During the counting:**

i. The Chairperson shall feed the accomplished ballot in the ACM's ballot entry slot then take the printed VVPAT and deposit the VVPAT in the VVPAT receptacle;

j. The watchers and the public shall not touch any of the said election documents and equipment.

**After all the ballots have been fed to the ACMs:**

k. The SEB shall close the voting by performing the procedures provided in the general instructions for ACM Operations.

l. After printing all the thirty (30) copies of the ERs and all reports, and before performing the back-up procedure, the SEB shall perform the following:

i. Open the VVPAT receptacle and retrieve all VVPATs;
ii. Manually count the VVPAT and record the same in the Minutes;
iii. Perform the ballot review as laid down in the general instructions for ACM Operations;

m. Remove the main storage device from the ACM and place it inside the envelope (A18-B). The EB shall also indicate on the envelope the SEB Number. *The Back-up storage device shall not be removed from the ACM, and the cover of the ACM's storage device compartment shall remain locked;*

n. Place the initialization report, precinct statistical report, and audit logs in their corresponding envelopes (A18-C to A18-E);

o. Shut down the ACM in accordance with the general instructions (GI) for ACM Operations;

p. Disconnect the following:

i. Power cable of the ACM from the electrical outlet;
ii. Battery from the ACM;
iii. Battery cables from the battery; and
iv. Power cable from the ACM.

q. Place the smart cards and PINs in the ACM case;

r. Place the battery inside the ACM box;

s. Place the power cord and the battery cables inside the ACM case;

t. Close the ACM case then place it in the ACM box and cover the ballot box with packaging tape by wrapping the tape around the cover and extending it to the upper part of the ballot box. The SEB shall affix their signatures on the tape and require the watchers present to also affix their signatures; and

u. Turn over to the Secretariat for verification the ACM box, including all other AES-related equipment using the same checklist provided for the purpose. In case there are lacking items in the checklist, the SEB shall be required to produce the same, otherwise, they shall be held liable for

their equivalent cost, without prejudice to the filing of appropriate charges.

**After all the ballots have been read:**

v. The proceedings of the SEB shall be recorded in ***LAV Form No. 11*** to be accomplished in two (2) copies which shall be placed in separate sealed envelopes to be distributed as follows:

i. The first copy, to the Election Records and Statistics Department (ERSD), this Commission; and,

ii. The second copy, to be deposited inside the ballot box compartment for valid ballots.

**SEC. 26. Rejected Ballots; Procedure. -** Ballots may be rejected by the ACM during the scanning. There are four (4) different types of messages when the ACM rejects a ballot:

a. Misread Ballot - When a ballot has not been scanned properly; in this case the SEB shall re-feed the ballot in four (4) different orientations;

b. Previously Read Ballot - When a ballot with the same ballot ID number was already scanned;

c. Invalid Ballot - When the ballot is not configured to the ACM; and

d. Fake Ballot - when security markings are not present in the ballot.

If the ballot is still rejected, the Chairperson shall:

i. Distinctly mark the back thereof as **"REJECTED;"**
ii. Require all members of the SEB to sign at the back thereof; and
iii. Place the rejected ballot inside the Envelope for Rejected Ballots.

Any party objecting to the rejection of the ballot shall reduce his objection in writing, which the SEB shall note in the Minutes for the ballot.

**SEC. 27. Disposition of Election Returns -** After printing the (ERs), the SEB shall sign and affix their thumbmarks in the certification portion of all copies of the ERs. Thereafter, the SEB shall post one (1) copy of the ERs in a conspicuous place inside the polling place. The SEB shall individually fold the ERs. The first eight (8) copies of the ERs shall be sealed with serially numbered paper seals and placed in their respective envelopes (CEF No. A17). All envelopes containing the ERs shall be sealed with serially numbered paper seals.

The SEB shall also affix their signatures on the paper seals and envelopes on the space provided. **The watchers present shall, likewise, affix their signatures, giving preference to the dominant majority and minority parties, and accredited citizens' arms.**

The ERs shall be distributed to the following:

a. Special Board of Canvassers (SBOC) of Canvassers;

b. The Commission;

c. PPCRV;

d. NAMFREL;

e. Dominant majority party as determined by the Commission in accordance with law;

f. Dominant minority party as determined by the Commission in accordance with law;

g. Ballot box;

h. One (1) to be posted conspicuously on a wall within the premises of the polling place or counting center, as the case may be;

i. ERSD;

j. Ten (10) accredited major national parties, excluding the dominant majority and minority parties, in accordance with a voluntary agreement among them.

k. Two (2) accredited major local parties in accordance with a voluntary agreement among them. If no such agreement is reached, the Commission shall decide which parties shall receive the copies on the basis of the criteria analogous to that provided in Section 26 of Republic Act No. 7166;

l. Four (4) national broadcast or print media entities as may be equitably determined by the Commission in view of propagating the copies to the widest extent possible;

m. Two (2) local broadcast or print media entities as may be equitably determined by the Commission in view of propagating the copies to the widest extent possible; and,

n. Three (3) major citizens' arms, including the accredited citizens' arm, and other non-partisan groups or organizations enlisted by the Commission, excluding PPCRV and NAMFREL. Such citizens'

arms, groups, and organizations may use the four (4) certified copies of election returns for the conduct of citizens' quick counts at the local or national levels;

The copy of the ERs posted on the wall shall be open for public viewing at any time of the day for forty-eight (48) hours following its posting. Within the said period, any person may view or capture an image of the election returns.

After the prescribed period for posting, the Chairpersons of the SEB shall collect the posted ERs and keep the same in their custody to be produced for image or data capturing as may be requested by any voter or for any lawful purpose as may be ordered by competent authority.

**SEC. 28. Disposition of ACM, Ballot Boxes, Election Returns and Other Documents. -** When the counting of votes has ended and the results of the election in the polling place have already been announced, the SEB shall:

a. Place inside the ballot box the following:

   i. sealed envelopes containing:

      i.1. Copy of printed ERs intended for the ballot box;
      i.2. Copy of the Minutes intended for the ballot box; and
      i.3. Half of torn unused ballots; and rejected ballots, if any;

   ii. VVPAT Receptacle

b. Close the flap of the ballot box with a plastic security seal. To protect the ballots and other election documents therein from elements such as water and dust, cover the ballot box with packaging tape by wrapping the tape around the cover and extending it to the upper part of the ballot box. The SEB shall affix their signatures on the tape, and require the watchers present to also affix their signatures;

c. Turn-over the box containing the ACM and its peripherals to the Secretariat to be transmitted to the ITD.

d. Deliver the ballot box to the RCG within the area.

e. Deliver to the SBOC the envelope containing the main USB storage device for use in the canvass thru the RCG;

f. Deliver to the RCG all other pertinent papers and documents.

After the counting of votes, the Committee, thru the RCG shall require the SEB, which failed to turn-over the election documents or paraphernalia to deliver to them immediately with information that failure to do so may constitute an election offense.

**SEC. 29. Post counting procedures.** – Upon termination of the counting of votes, the members of the SEBs shall:

a. Place the counted official ballots in the envelope for counted ballots;

b. Seal the envelope with paper seal and affix their signatures on the said paper seal;

c. Deposit the envelope properly sealed inside the ballot box compartment for valid ballots;

d. Place the seventh copy of the ERs inside the ballot box compartment for valid ballots;

e. Close the inner compartments of the ballot box, lock with one (1) COMELEC padlock and seal the same with one (1) plastic security seal;

f. Close the ballot box cover, lock with three (3) COMELEC padlocks and seal the same with one (1) plastic security seal;

g. Deliver the locked ballot box to the RCG of the CLAV for custody and safekeeping; and,

h. Distribute the ERs in accordance with Section 27 hereof.

**SEC. 30. Special Board of Canvassers.** – An SBOC for local absentee voting shall be constituted to be composed of ranking lawyers of ECAD whose appointments shall be issued by the Chairman of the Commission not later than **April 29, 2025**.

Sub-canvassing Groups may be constituted by the CLAV as may be deemed necessary, to assist the SBOC.

**SEC. 31. Notice of Canvass.** – For the May 12, 2025 NLE, the Chairperson of the SBOC shall give notice of the date, time and place of canvass to its members, all senatorial candidates and duly registered political party or coalition of political parties which has nominated national candidates, sectors and organizations participating under the party list system, and accredited citizen's arms, at least five (5) days before the convening of the board.

**SEC. 32. Consolidation and Canvassing System Operators (CCSO).** Each SBOC shall be assisted by an information technology capable person authorized to operate the Consolidation and Canvassing System (CCS), to be known as the Consolidation and Canvassing System Operator (CCSO). The CCSO shall be

designated by the Commission from among the personnel of ITD holding position in permanent capacity.

The honorarium of the CCSO shall be the same as that of the members of the SBOC.

**SEC. 33. Powers and Functions of the SBOC. -** The SBOC shall perform the following:

a. Canvass/consolidate the electronic results;

b. Generate and print Canvass Reports and Certificates of Canvass (COC);

c. Transmit the electronic results to the NBOC;

d. In case of failure to transmit, load the results in the Consolidation and Canvassing System (CCS);

e. Generate and print Statement of Votes (SOV) and other post-election canvassing reports;

f. Immediately after the completion of the canvass, submit a copy of the COC, SOV, and other post-election canvassing reports to the CLAV;

g. Furnish the accredited major political parties and accredited citizens arms, through the CLAV, with copies by any means of transmission equally safe, secure and reliable;

h. In case of the unavailability of transmission device and failure of transmission, deliver, through its Chairperson, a USB containing the COCs together with the SOV, other Post-election canvassing reports, and the ERs intended for the Commission; and,

i. Perform such other duties as may be required by the Commission.

Further, the SBOC shall have full authority to keep order within the canvassing room or hall including its premises and enforce obedience to its lawful orders. If any person refuses to obey any lawful order of the SBOC or conducts himself in such disorderly manner as to disturb or interrupt its proceedings, the SBOC may, by a majority vote, order on writing any peace officer/guard/security to take such person into custody until adjournment of the meeting. In the absence of any peace officer/guard/security, any other competent and able person deputized by the SBOC in writing, shall execute such order. Such fact shall be noted in the Minutes of Canvassing.

**Section 34. Reception and Custody Group (RCG); Duties and Functions during Canvassing. -** The RCG shall be responsible for the reception and safekeeping of all canvassing-related equipment and materials, and hard copies of ERs.

The RCG shall have the following duties and functions:

a. Receive from the SEBs, the envelopes containing the main and back-up USB of the ACM, and the envelopes containing the printed copies of the ERs intended for the SBOC;

b. Log the following:

   i. Date and time of receipt
   ii. Condition and the serial number of corresponding paper seal of the envelope; and,
   iii. The precinct number of the envelope containing the USB drives;

c. Make an inventory of the submitted reports received from the SEBs;

d. Place inside the ballot box/receptacle box, the envelopes containing the ERs, and close the same with security seal; and

e. Forward to the SBOC, the ballot boxes/receptacle boxes containing the ERs and one copy of the inventory of the submitted reports received from the SEBs.

**Sec. 35. Disqualification; Support of SBOC.** – The CCS Operator and members of the RCG shall not be related within the fourth civil degree of consanguinity or affinity to any member of the SBOC or to any candidate whose votes will be canvassed by the SBOC.

**Sec. 36. Supervision and Control.** – The Commission shall exercise direct supervision and control over the SBOC and may *motu proprio* relieve, at any time for cause, any members thereof and designated the corresponding substitute/ replacement.

**Sec. 37. Preliminary to Canvassing.** - Not later than May 11, 2025 (Sunday), Philippine time, the members of the SBOC shall meet to:

a. Acquaint themselves with each other;

b. Familiarize themselves with their respective duties and responsibilities during the canvassing;

c. Ensure that all the required canvassing forms and supplies are complete; and,

d. Discuss operational and procedural matters to ensure that they are able to fulfill their duties and responsibilities and responsibilities in accordance with these general instructions and other guidelines set by the Commission.

**Sec. 38. Convening of the SBOC.** – The SBOC shall meet at 7:00 PM of May 12, 2025 (Monday), Philippine time, at the designated building/place by the Commission, to receive the ERs and to immediately canvass those that have already been received. It shall meet continuously from day to day until the canvass is completed, and may adjourn only for the purpose of awaiting other ERs. However, as the need arises, the SBOC may declare a recess.

**Sec. 39. Quorum.** – A majority of all the members of the SBOC shall constitute a quorum for the transaction of business, and a majority vote of all the members thereof shall be necessary to render a decision.

**Sec. 40. Minutes of Canvassing; Distribution.** – The Member-Secretary shall prepare the Minutes of Canvassing (LAV Form No. 11-B) of the SBOC in three (3) copies by recording therein the proceedings, other incidents or matters relevant to the canvass.

Copies of the Minutes of Canvassing shall be distributed as follows:

a. One (1) copy for the Chairperson of the SBOC;

b. One (1) copy for the Law Department of the Commission; and

c. One (1) copy for the Reception and Custody Group (RCG).

**Sec. 41. Temporary Absence of Regular Members of the SBOC.** – In case a regular member of the SBOC is temporarily absent, the members present shall first verify whether notice has been served on the absent member. In case no such notice was sent, one shall be immediately served on the absent member. If the latter cannot be located or his whereabouts are unknown, he shall be substituted in accordance with these Rules. These facts shall be recorded in the Minutes of Canvassing (LAV Form No. 11-B). As soon as the absent member appears, the substitute member shall relinquish his seat to the regular member.

**Sec. 42. Incapacity of a Regular Member of the SBOC.** – In case of sickness or serious injury of a regular member of the SBOC, the member concerned shall submit to the other members of SBOC a medical certificate attesting to his incapacity. Said medical certificate shall be recorded in and form part of the Minutes of Canvassing (LAV Form No. 11-B). Upon submission of the medical certificate, a substitute shall be appointed likewise in accordance with these Rules.

**Sec. 43. Issues that may be Raised during the Consolidation and Canvass.** – Issues on the illegal composition of SBOCs or irregularity of the proceedings of SBOCs may be initiated by filing a verified petition before the SBOC or directly with the Commission.

If the petition is filed directly with the SBOC, its decision may be appealed to the Commission within three (3) days from issuance thereof. However, if commenced directly with the Commission, the verified petition shall be filed

immediately when the SBOC begins to act illegally, or at the time of the appointment of the member of the SBOC whose capacity to sit as such is objected to.

There shall be no pre-proclamation cases on issues/controversies relating to the generation/printing, transmission, receipt and custody and appreciation of ERs or the COCs.

**Sec. 44. Right to be Present and to Counsel.** – Every candidate for Senator and registered political party and party-list group has the right to be present and to counsel during the canvass of ERs: Provided, that if there are two (2) or more counsels, only one (1) may argue for each candidate or party. The SBOC shall not allow any dilatory action or tactics.

Further, counsels/watchers shall also have the right to observe the transmission, consolidation, and canvass of the ERs or COCs without touching the CCS, make observations thereon, and file their challenges in accordance with rules and regulations of the Commission.

**Sec. 45. Watchers during Canvass.** – Every registered political party fielding candidates for Senator and party-list group shall be entitled to one (1) watcher at any given time in every canvassing center.

The accredited citizens' arm of the Commission, and civic, religious, professional, business, service, youth and other similar organizations shall collectively, and upon prior authority of the Head of the CLAV, be entitled to one (1) watcher at any given time.

However, if there is no sufficient space for all watchers to be accommodated preference shall be given to the watcher of the dominant majority and dominant minority parties as determined by the Commission.

The watchers shall have the right to:

a. Be present at, and take note of all the proceeding of the SBOC;

b. Stay behind the Chairperson of the SBOC near enough to be able to observe the consolidation/canvass of the ERs without touching the CCS); and

c. File the appropriate protest against any alleged irregularity noted and obtain from the SBOC a resolution thereon in writing.

Watchers shall not be allowed to participate in the deliberation of the SBOC.

**Sec. 46. Disqualification; Watchers.** – Watchers shall not be related within the fourth civil degree of consanguinity or affinity to any member of the SBOC or have been convicted by final judgment of any election offense or any other crime.

**Sec. 47. Persons Not Allowed inside the Canvassing Room.** - During the canvass, it shall be unlawful for any person carrying any firearm or deadly weapon to enter the room where the canvass is being held or stay within a radius of fifty (50) meters from such room.

**Sec. 48. Preliminaries to Canvassing.** - Before the canvassing begins, the SBOC shall observe the following procedures:

a. Show to the public and the watchers present that the CCS box is sealed;

b. Remove the seal of the CCS box;

c. Open the CCS box;

d. Check whether the contents as provided in Sec. 48 are inside the CCS Box;

e. Retrieve the envelopes containing the system username and passwords which shall be in the custody of the Chairperson of the SBOC, and the USB tokens for each member of the SBOC which shall be distributed among themselves; and

f. Retrieve the CCS laptop from its box and place the same on top of the table.

**Sec. 49. Procedures for Canvassing.** - Immediately after convening, the SBOC shall undertake to perform the canvassing procedures indicated in the CCS Technical Manual, as follows:

a. Initialization procedures;
b. Importing of election results from the ACM;
c. Monitoring of transmission of election results (SEB to SBOC);
d. Transmission of election results to the NBOC (SBOC to NBOC);
e. Generation and printing of reports;
f. Printing of Audit Logs;
g. Back-up procedures; and
h. Shutting down the CCS.

**Sec. 50. Post Print Activities.** - Immediately after printing copies of the COCs and SOVs, the SBOC shall:

a. Affix their signatures and thumb marks on the printed COCs and SOVs;

b. Ask the watchers present to affix the signatures and thumb marks on the printed COCs and SOVs;

c. The Chairperson of the SBOC shall publicly announce the total number of votes received by each candidate, stating their corresponding offices;

d. The Member-Secretary shall announce the posting of the COCs on the wall within premises of the canvassing area; and

e. The Member-Secretary shall place all reports in the corresponding envelopes with paper seals.

**Sec. 51. Distribution of COCs and SOVs.** – Upon completion of the canvass, the Chairperson of the SBOC, or his/her duly authorized representative shall distribute the COC as follows:

a. The first copy, supported with SOV and CD, shall be delivered to the Commission as NBOC for use in the canvassing of results for Senator and Party-list Representatives;

b. The second copy, supported with SOV and CD, shall be kept by the Chairperson of the SBOC;

c. The third copy shall be posted on the wall within the premises of the canvassing center;

d. The fourth copy shall be given to the accredited citizen's arm who shall furnish the independent candidates copies of the COC at the expense of the requesting party:

e. The fifth and sixth copies shall be given to the dominant majority and minority parties;

f. The seventh to sixteenth copies shall be given to the ten (10) accredited major national parties, excluding the dominant majority and minority parties, in accordance with a voluntary agreement among them. If no such agreement is reached, the Commission shall decide which parties shall receive the copies on the basis of the criteria provided in RA No. 7166;

g. The seventeenth and eighteenth copies shall be given to the accredited major local parties in accordance with a voluntary agreement among them. If no such agreement is reached, the Commission shall decide which parties shall receive the copies on the basis of criteria analogous to that provided in RA No. 7166;

h. The nineteenth to twenty-third copies, to national broadcast or print media entities as may be equitably determined by the Commission with the end in view of propagating the copies to the widest extent possible;

i. The twenty-fourth and twenty-fifth copies, to local broadcast or print media entities as may be equitably determined by the Commission with the end in view of propagating the copies to the widest extent possible; and

j. The twenty-sixth to twenty-ninth copies, to the major citizens' arms, including the accredited citizens' arm, and other non-partisan groups or organizations enlisted by the Commission pursuant to Section 52 (k) of Batasan Pambansa Blg. 881. Such citizens' arm, groups, and organizations may use three certified copies or ERs for the conduct of citizens' quick count at the local or national levels.

The first, second and third copies of the COC shall be placed individually in an envelope, which shall be duly sealed.

**Sec. 52. Transmittal of Results or Personal Delivery of the Compact Disc containing Copies of the COC, SOV, the ERs and Main and Back-up USB drive.** - The default mode of submission of results is through transmission using the COMELEC-provided transmission device. However, if the transmission device is not delivered to the concerned SBOC for whatever cause or if there is failure of transmission of the results after employing contingency measures to be provided by the CLAV, the Chairperson of the SBOC or his/her duly authorized representative shall personally deliver the following:

a. The Compact Disc containing the Copy of the COC, SOV, and the ERs, to the Commission *En Banc*, sitting as the NBOC for Senators and Party-list Representatives; and

b. Copies of the ERs intended for the Commission, Main and Back-up USB drives of the ACMs, and Minutes of Canvassing of the SBOC (copy for the Law Department), to the CLAV which shall in turn submit the copies to the Law Department and ERSD.

For this purpose, the CLAV shall maintain a Reception Group at the venue where the Commission *En banc,* sitting as NBOC for Senator and Party-list Representatives, will convene.

**SEC. 53. Applicability of Other COMELEC Rules. -** Rules and regulations promulgated by the Commission in connection with the May 12, 2025 NLE are, as far as applicable, hereby adopted, incorporated and made integral parts of this resolution.

**SEC. 54. Publication, Dissemination and Effectivity. -** The Education and Information Department, shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines.

The ITD shall likewise post a copy of this Resolution in the COMELEC Website.

The CLAV shall implement this Resolution and immediately furnish copies hereof to the Department of Foreign Affairs, Department of Education, the Chief of Staff of the AFP, the Director General of the PNP and all departments and agencies or instrumentalities of the national government, the National Press Club (NPC), Kapisanan ng mga Brodkaster ng Pilipinas (KBP) and other media organizations or entities and all REDs, PES of the Commission, who shall in turn furnish copies to their respective EOs.

This Resolution shall take effect on the seventh (7th) day following its publication in two (2) daily newspapers of general circulation in the Philippines.

**SO ORDERED.**

**GEORGE ERWIN M. GARCIA**
C00004861 5
*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, January 3, 2025.

**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