



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

**GUIDELINES AND INSTRUCTIONS  
FOR THE ELECTION OFFICERS AND  
CONCERNED FIELD OFFICIALS  
RELATIVE TO THE ACTIVITIES IN  
CONNECTION WITH THE MAY 12,  
2025 NATIONAL AND LOCAL  
ELECTIONS (NLE) AND BARMM  
PARLIAMENTARY ELECTIONS.**

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Promulgated : January 21, 2025

**RESOLUTION NO. 11100**

**WHEREAS**, the Commission on Elections (COMELEC) adopts a paper-based automated election system using the Automated Counting Machines (ACM) for the 12 May 2025 National and Local Elections (NLE) and Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Parliamentary Elections;

**WHEREAS**, there is a need to provide rules, guidelines and instructions to the Election Officers and other concerned COMELEC field officials relative to certain pre-election, election and post-election activities in connection with the said elections;

**NOW THEREFORE**, pursuant to its authority under the Constitution, the Omnibus Election Code (OEC), and other election laws, the Commission on Elections **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following rules, guidelines and instructions:

**ARTICLE I  
DEFINITION OF TERMS**

**Section. 1. Definition of Terms.** - As used in this General Instructions the following terms shall mean:

- a. **Accessible Polling Place (APP)** shall refer to the venue where the Electoral Board (EB) conducts election-related proceedings and where Persons with Disability (PWD), Senior Citizens (SCs) and Indigenous People (IP) voters cast their votes. The APP shall be located at the ground floor, preferably near the entrance

- of the building, and is free of any physical barriers, and provided with necessary services including assistive devices.
- b. **ACM** shall refer to Automated Counting Machine that will be used for the automated election system.
  - c. **Beneficiaries** shall refer to the qualified compulsory heirs of the deceased person rendering election service. Qualified compulsory heirs shall refer to persons defined under the Civil Code of the Philippines and other pertinent laws.
  - d. **Clustered Precinct** shall refer to the group of established precincts located within the same barangay and voting center.
  - e. **Compensation** shall refer to per diem, honoraria, or allowances granted to EBs, DESO and Ministry of Basic, Higher and Technical Education of the BARMM Supervisor Official, and their respective support staff.
  - f. **DepEd** shall refer to the Department of Education.
  - g. **DESO** shall refer to the Department of Education and Ministry of Basic, Higher and Technical Education of the BARMM Supervisor Official designated to manage a voting center.
  - h. **DESO Technical Support Staff** shall refer to persons appointed to provide ACM technical support.
  - i. **Election Day Computerized Voters' List (EDCVL)** shall refer to the computerized list of registered voters with voting records in the Polling Place.
  - j. **Electoral Boards (EB)** shall refer to the Board of Election Inspectors (BEI) and Special Board of Election Inspectors (SBEI) who will conduct the final testing and sealing of ACM, voting and counting and transmission of election results.
  - k. **MBHTE** shall refer to Ministry of Basic, Higher, and Technical Education of the BARMM.
  - l. **Minutes** shall refer to the Minutes of the Final Testing and Sealing of ACM, Voting, Counting, and Transmission of Election Results (C.E. Form No. A11).
  - m. **National Government Agencies** shall refer to the government agencies, other than the DepEd and MBHTE, which have endorsed to the Commission, the list of their respective personnel who are qualified, willing, and available to render election-related service.
  - n. **National Government Employee** shall refer to any person in the service of the entire machinery of the central government, its agencies, divisions, subdivisions or instrumentalities as distinguished from the different forms of local governments, through which the functions of the government are exercised throughout the Philippines.
  - o. **NTSC** shall refer to the National Technical Support Center where all AES-related issues and concerns nationwide are reported, addressed and resolved.

- p. **Other Benefits** shall refer to death and/ or hospitalization benefits granted to persons rendering election service or to their beneficiaries under RA No. 10756, including the provision of legal assistance and legal indemnification.
- q. **PDL - SPECIAL POLLING PLACE (PDL - SPP)** – A special polling place established in a jail facility or detention center where PDL voters may cast their votes on election day.
- r. **Persons rendering election service** shall refer to persons appointed by the Commission to render election-related service as Chairperson or Members of the Electoral Boards, DESO, and their respective support staff.
- s. **Polling Place** shall refer to the place where the Electoral Board conducts its proceeding and where the voters cast their votes.
- t. **Posted Computerized Voters' List (PCVL)** shall refer to the computerized list of voters posted outside each polling place.
- u. **Public School Teacher** shall refer to all persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges and universities operated by the government or its political subdivisions; but shall not include school nurses, school physicians, school dentists, and other school employees.
- v. **Registered Voter** shall refer to a voter whose name is included in the EDCVL and PCVL.
- w. **Support Staff** shall refer to persons appointed to assist the Members of the Electoral Boards and the DESO in the performance of their duties.
- x. **VAD** shall refer to Voters' Assistance Desk.
- y. **Voting Center** shall refer to the building or place where the polling place is located.
- z. **VVPAT** shall refer to Voter Verifiable Paper Audit Trail.

## **ARTICLE II**

### **ELECTION DAY COMPUTERIZED VOTERS LIST (EDCVL) AND POSTED COMPUTERIZED VOTERS LIST (PCVL)**

#### **Section. 2. Verification, Certification and Sealing Of Election Day Computerized Voters List (EDCVL) And Posted Computerized Voters List (PCVL).**

- 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, or in the absence of the first two, other civic organizations and non-governmental organization.

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 ERB Members, 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 and the EDCVL, the ERB shall seal and affix their signatures thereon. The seal shall only be broken on election day.
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.
- 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
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	<p>same opposite their names in the certified list or court order</p> <p>Furnish copy to the concerned EB during election day.</p> <p>Submit in the first ERB hearing after the 2025 NLE for deletion in the VRS.</p>
2. ERB Notice of Approved Transfer to another city/municipality/district.	<p>Furnish copy to the concerned EB during election day.</p> <p>Submit in the first ERB hearing after the 2025 NLE for deletion in the VRS.</p>
3. Court's final and executory INCLUSION order.	<p>In case of court inclusion order received by the Electoral Boards (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>

- 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.

### **ARTICLE III**

## **CONSTITUTION, COMPOSITION, AND APPOINTMENT OF ELECTORAL BOARDS, DESO, AND SUPPORT STAFF**

**Section. 3. Electoral Board (EB).** - There shall be an EB for every clustered precinct.

**Section. 4. Authority to Constitute and Appoint the Members of the Electoral Board.** - The Commission, through the Election Officers (EOs), shall constitute and appoint, from January 20-31, 2025, the EB for every clustered precinct in the district, city, or municipality using the prescribed form (CEF No. A5 and A5-A-copies of Appointment and Oath).

Three (3) copies each of CEF No. A5 and A5-A shall be distributed as follows:

- a. The first and second copies shall be retained by the EO. One copy shall be for filing and the other shall be attached to the payroll for payment of honorarium of the EB; and
- b. The third copy shall be issued to the chairperson and members of the EB concerned.

In all cases, the EO shall ensure that at least one (1) member of the EB is an information technology-capable person. For this purpose, the selected EB members shall take the test measuring their information technology capability to be administered by the Department of Science and Technology (DOST) during the EB's training. Those who passed the test shall be duly certified by the DOST. The EO shall ensure that at least one of the members of the EBs passed the said test.

As far as practicable, women EB members may not be assigned in areas with security concerns, far-flung barangays, or areas likely to cause gender-based violence or to result in physical, sexual, or psychological harm.

**Section. 5. Composition of the Electoral Board.** - The EB shall be composed of a Chairperson, Poll clerk, and Third Member.

In all cases, at least one (1) member of the EB should be an information technology (IT) capable person trained for the purpose, and certified as such by the Department of Science and Technology (DOST).

The Special Electoral Board (SEB) for PDL Voting shall have the same composition as the regular EB but shall not be required to have an IT-capable member who to undergo DOST.

**Section. 6. Right of Preference.** - In the appointment of the members of the EB, the EO shall give preference to public school teachers who are qualified, willing, and available to render election service.

For this purpose, the highest DepEd/MBHTE official, as the case may be, in the district, city, or municipality shall submit to the EO a certified list of public-school teachers and substitutes who are qualified, willing, and available to render election-related service within five (5) days upon request, based on the Project of Precincts (POP). The EO shall give preference to those with permanent appointments and those who served in previous elections based on the prescribed form (see Annexes "A" and "A-1"). The request shall be accompanied by a copy of the POP.

The number of substitutes shall be 20% of the total number of members of the EB to be appointed (i.e. 20 clustered precincts x 3 EB Members = 60 x 20% = 12, hence, 12 substitutes).

In the preparation of such list, the DepEd or MBHTE official shall exercise due diligence to ensure that the persons appearing in the said list are indeed public-school teachers, who are qualified, willing, and available to serve as members of the EB. Further, the list is *for recommendatory purposes only*. The final list shall be subject to the discretion of the EO concerned.

Within three (3) days from receipt of the list, the EO shall immediately conduct verification on the qualifications of the persons appearing in the said list based on the qualifications set forth in the immediately succeeding section.

Public-school Teachers not included in the list, who are qualified, willing and available, may apply directly to the EO.

**Section. 7. Qualifications of Members of the Electoral Board.** - No person shall be appointed as a Member of the EB, whether regular, temporary, or as a substitute, unless such person is:

- a. A registered voter in the city or municipality;
- b. Of good moral character and irreproachable reputation;
- c. Of known integrity and competence;



- d. Has never been convicted of any election offense or of any crime punishable by more than six (6) months of imprisonment, or has no pending Information for any election offense; and
- e. Able to speak and write Filipino, English, or the local dialect.

**Section. 8. Disqualification of Members of the Electoral Board.** - No person shall be appointed as a member of the EB if said person is related, within the fourth (4th) civil degree of consanguinity or affinity, to any member of the same EB, or to any candidate to be voted for in the polling place of assignment.

**Section. 9. Notice of Disqualification.** - The chairperson or any member of the EB who is disqualified to serve for any reason shall immediately notify, in writing, the EO concerned.

**Section. 10. Posting of the List of the Constituted Members of the Electoral Boards.** - A day after the constitution of the EB, the EO concerned shall post the list of the constituted members and substitutes for five (5) days on the bulletin boards in the Office of the EO (OEO) and in the city or municipal hall.

**Section. 11. Opposition to the Designated Members of the Electoral Boards.** - In case an opposition is filed against the designated members of the Electoral Boards, the EO shall observe the following procedures:

- a. Receive the written opposition. No opposition shall be acted upon by the EO, unless there is proof that a copy of the opposition has been furnished to the contested member;
- b. Issue a notice to the contested member to answer the opposition. The answer shall be filed within two (2) days from receipt of such notice. No answer shall be considered by the EO, unless there is proof that a copy of said answer has been sent to the opposing party;
- c. With or without an answer, issue a notice stating the date, time, and place of the evaluation of the opposition. The notice shall be personally delivered to the known addresses of the parties;
- d. Within a period of seven (7) days from receipt of the opposition, the EO shall resolve the opposition in writing stating the reason/s for the decision. The decision shall be final and non-appealable; and
- e. Copies of the decision shall be furnished to the parties and the concerned DepEd/MBHTE official.

Non-appearance of the parties shall not be a ground for the dismissal of the opposition or disqualification of the contested member, nor shall effectively bar the EO from conducting further investigation on the qualifications of the contested member.

**Section. 12. Appointment of Public-school Teachers as Substitutes.** - In case of disqualification of a member of the EB, the EO shall appoint a substitute who is qualified, willing, and available. In the appointment of substitutes, the EO shall observe the procedures in Sections 10 and 11 of this Resolution.

If the designation of public-school teachers as substitutes is no longer feasible, other qualified substitutes as enumerated in the succeeding rule may be appointed.

**Section. 13. Grounds for the Appointment of Qualified Substitutes.** - In case there are not enough public-school teachers, who are qualified, willing, and available, other qualified substitutes may be appointed by the Commission, through the EO, in either of the following cases:

- a. There is a lack of public-school teachers to be constituted as members of the EB based on the certified list submitted by the DepEd/MBHTE official to the EO *vis-a-vis* the number of clustered precincts in the district, city, or municipality; or
- b. One or more of the public-school teachers in the certified list has or have been disqualified by the EO and there are no other public-school teachers in the locality who are qualified, willing, and available to be appointed as substitute/s.

Substitutes shall be on-call on election day. The EO shall cause the deployment of a substitute in case any member of the EB fails to report in their designated polling place. Except in the following instances when there is a need to fill in a temporary vacancy, the members of the EB who are present, may appoint a qualified non-partisan registered voter, who shall serve until the regular or substitute member appears:

- a. There is considerable distance between the residence of the substitute and the location of the polling place;
- b. Lack or difficulty of means of transportation; or
- c. Inability of the EB to inform the EO of the non-appearance of any of the member.

**Section. 14. Order of Preference.** - In case any of the circumstances mentioned in the preceding section exist, the EO may appoint the following persons based on their order of preference, who shall likewise be qualified, willing, and available to render election related service, to wit:

- a. Private school teachers, giving preference to:
  - a.1. Those employed in private schools being utilized by the Commission as voting centers. If the voting center is a public building, private school teachers whose place of employment is within the vicinity may be appointed as members of the EB in that particular area.

- a. 2. Those teaching in high school or college level, holding regular positions who have previously served as member of the EB.

For this purpose, the highest private school official shall submit to the EO, within five (5) days upon request, a certified list of private school teachers who are qualified, willing, and available to render election-related service (see Annex "B").

- b. National government employees;

- b.1. DepEd/MBHTE non-teaching personnel;

- b.2. Other national government officials and employees holding regular or permanent positions, excluding uniformed personnel of the Department of National Defense (DND), all its attached agencies, and the Philippine National Police (PNP), except in cases provided in Sec. 31 of this Resolution;

- c. Members of the Commission-accredited citizens' arms of other Civil Society Organizations (CSOs) and Non-government Organizations (NGOs) duly accredited by the Commission; and

- d. Any registered voter of the city or municipality of known integrity and competence who is not connected with any candidate or political party;

- d.1. Connection with any candidate shall mean:

- d.1.1. relationship within the fourth (4th) civil degree of consanguinity and affinity, including the spouse of the candidate;

- d.1.2. supporter;

- d.1.3. contributor, donor; or

- d.1.4. other analogous cases.

- d.2. Connection with any political party shall mean:

- d.2.1. members of officials of the political party and their spouses and members of the family within the fourth (4th) civil degree of consanguinity and affinity;

- d.2.2. contributor, donor;

- d.2.3. supporter; or

- d.2.4. other analogous cases.

For this purpose, the following persons shall endorse a certified list of their respective personnel, who are qualified, willing, and available to render election-related service, based on the POP to the EO within five (5) days upon request, to wit:

1. The highest official of the private school in the district, city or municipality, in case of letter (a) above. In case there are two or more private schools in the district, city or municipality, the EO shall send a request simultaneously (see Annex "C");
2. The DepEd or MBHTE official mentioned in the 2nd paragraph of Section 6 hereof, in case of letter b.1. above (see Annex "D");



3. The highest official of other national government agencies in the district, city, or municipality in case of letter b.2. above, if any; or
4. The highest officer of authorized representative of the local chapter of Commission-accredited citizens' arms or other CSOs and NGOs duly accredited by the Commission in the district, city, or municipality, in case of letter c above. In case there are two or more organizations in the district, city, or municipality, the EO shall send the request simultaneously (see Annex "E");

In cases of numbers 1 and 4, the EO shall observe the policy on first-come first-served basis.

The endorsement of the heads of the agencies shall serve as an authority for their respective employees who shall render election-related service to be on official business for purposes of attending trainings or seminars relative to their appointments as members of the EB.

In the preparation of the list, the aforementioned officials shall exercise due diligence to ensure that the persons appearing therein are indeed qualified, willing, and available to render election-related service.

Private school teachers, national government employees, DepEd/MBHTE non-teaching personnel, other national government officials, and employees holding regular or permanent positions, excluding uniformed personnel of the DND and all its attached agencies, and members of the Commission-accredited citizen arms, or other civil society organizations, and non-governmental organizations duly accredited by the Commission, not included in the Lists, who are qualified, willing and available, may apply directly to the EO.

With regard to letter "d" of this Section, the Commission shall provide, free of charge, an application form, which shall be made available at the OEOs for any registered voter who intends to be appointed as a member of the EB. The Information Technology Department (ITD) of the Commission shall ensure that the said form may be downloaded from its official website for easy access thereto.

**Section. 15. Posting of Notice of Date, Time, and Place of Filing of Application of Qualified Substitutes.** - The Commission shall set the period within which applications for qualified substitutes falling in Section 14 (d) may be filed. At least three (3) days before the start of the period for the filing of applications, the notice of the date, time, and place of filing shall be posted on the bulletin boards in the OEO and in the city or municipal hall.

**Section. 16. Posting of the List of Applicants and Filing of Opposition.** - Upon receipt of the certified lists mentioned in Section 14 above and after the last day of the period for filing of applications, the EO shall observe the procedures mentioned in Sections 10 and 11 of this Resolution.



**Section. 17. Authority to Administer Oath.** - The EO shall have the power to administer oath of the chairperson and members of the EBs, *free of charge*.

**Section. 18. Oath of the Chairperson and Members of the Electoral Board.** - Before assuming office, the chairperson or members of the EB shall take and sign an oath using CEF No. A5 and A5-A before an officer authorized to administer oath or, in the absence of said officer, before any other member of the EB present, or in case no one is present, before any voter.

**Section. 19. Support Staff of the Electoral Board and Special Electoral Board (SEB).** - Election Officer (EO) shall, during the period for the constitution and appointment of the EB, appoint Support Staff to assist the EB in the performance of its duties.

The allowed number of Support Staff that may be appointed per EB are as follows:

Number of Established Precincts in the Clustered Precincts	Number of Allowed EB Support Staff per Clustered Precinct
1 to 3	1
4	2
5 or more	3 (maximum)

The EB Support Staff cannot participate in the deliberation of the EB or vote on any issue or question that may arise during the proceedings.

In case of absence of any of the Support Staff on the day of the election, the EB, by majority vote, may designate a substitute who:

- (a) is at least eighteen (18) years of age but need not be a registered voter of the city or municipality;
- (b) must be of good moral character and irreproachable reputation;
- (c) is of known integrity and competence;
- (d) has never been convicted of any election offense or of any crime punishable by more than six (6) months of imprisonment, or has no pending Information for any election offense; and
- e) is able to speak and write Filipino, English, or the local dialect.

For the SEB-PDL Support Staff, the allocation will be as follows:

Total Number of Clustered Precincts in a Voting Center	Total Number of Allowed PDL Support Staff to the SEB
1-10	1

11-20 and so forth following the same ratio	2
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**Section. 20. Department of Education/Ministry of Basic, Higher and Technical Education Supervising Official, and Support Staff; Composition, and Functions.** – The number of DESO and Support Staff (technical and administrative) to be appointed shall be in accordance with the following tables.

A. For DESO and DESO Administrative Support Staff:

Number of Clustered Precincts in the Voting Center	Total Number of Allowed DESO	Total Number of Allowed DESO Administrative SS
1-10	1	1
11-20	2	2
21-30	3	3
31-40 and so forth using the same ratio	4	4

B. For DESO Technical Support Staff

Number of Clustered Precincts in the Voting Center	Number of Allowed DESO Technical SS
1-5	1
6-10	2
11-15	3
16-20 and so forth using the same ratio	4

The DESO, in coordination with the EO, shall:

- Plan, organize, lay-out, and supervise the setting up of a Voters' Assistance Desk (VAD) at the voting center to assist voters in locating their polling places or precinct assignments, including APPs and PPPs. For this purpose, only the accredited citizens' arm or in its absence, the duly recognized civil society organization, shall be allowed to set up VAD inside the voting center.
- Supervise the strategic posting by the DESO Administrative SS of the layout of the voting center indicating/ showing the location of the polling places of the clustered precincts in the voting center, as well as the posting of other signages, which shall guide the voters in going to their respective polling places;

- c. Ensure that the EBs attach securely, as much as practicable, each page of the PCVL to any space outside the polling place accessible to the voters;
- d. Plan, organize, and supervise the crowd management at the ingress and egress areas of the voting centers;
- e. Maintain a list of technical personnel, as well as PNP and Armed Forces of the Philippines (AFP) personnel, assigned in the voting centers for efficient coordination;
- f. Supervise and maintain the APP and PPP, as the case may be, in the voting center;
- g. Serve as the contact and point person of the EO in the polling place or voting center;
- h. Supervise the Technical and Administrative Support Staff in the exercise of their duties and functions;
- i. Designate each DESO Technical Support Staff to their respective clustered precincts; and
- j. Perform such other functions prescribed by law or by the rules and regulations promulgated by the Commission.

**Section. 21. Entitlement of Honoraria, Allowances, Service Credits, and Other Benefits.** - Persons rendering election-related service shall be entitled to the following:

(a) Compensation composed of Honoraria and Allowances. - The Chairperson and Members of the EB, including Special Electoral Board (SEB), the DESO, their respective Support Staff and other Support Staff shall be entitled to compensation depending on their roles, which is inclusive of honoraria, travel, communication, and meal allowances:

ROLE	TOTAL COMPENSATION (Gross Amount)
Chairperson of the EB/SEB	Php 12,000.00
Members of the EB/SEB	Php 11,000.00
EB/SEB Support Staff IP-SVR Support Staff PPP/S-PPP Support Staff & Aide	Php 8,000.00
DepEd Supervising Official (DESO)	Php 11,000.00
DESO Technical Support Staff	Php 9,000.00
DESO Administrative Support Staff	Php 8,000.00

(b) Service Credit. - A minimum of five (5) days service credit shall accrue to all government officials and employees serving as EB, SEB, DESO, and Support Staff.

The honoraria and allowances mentioned herein shall be paid within fifteen (15) days from the date of election.

**Section. 22. Reportorial Requirements.** - The EO shall, within three (3) days from the constitution, appointment and designation of the (a) members of EB and their support staff (b) DESO and their support staff, and (c) EAPP DESO Support Staff, submit to the Office of the Provincial Election Supervisor (OPES), the following:

- a. List containing the names of the appointed members of the EB, their designations and an indication whether they are public school teachers or private school teachers or civil service employees or private citizens, arranged by precinct;
- b. List containing the names of the appointed support staff of the EB, an indication whether they are public school teachers or private school teachers or civil service employees or private citizens, arranged by precinct;
- c. List containing the names of the appointed DESO and their support staff, an indication whether they are public school teachers or private school teachers or civil service employees or private citizens, arranged by polling/ voting center; and

The Provincial Election Supervisor (PES) shall, within three (3) days from receipt of above enumerated documents, submit the same to the Office of the Regional Election Director (ORED), which shall then submit immediately the lists to the Finance Service Department (FSD) and Election and Barangay Affairs Department (EBAD) through the fastest possible means. Soft copies in PDF format are likewise to be submitted through email at [finance@comelec.gov.ph](mailto:finance@comelec.gov.ph) and [ebad@comelec.gov.ph](mailto:ebad@comelec.gov.ph).

#### **ARTICLE IV WATCHERS**

**Section. 23. Submission of Authorized Representatives and List of Names of Watchers.**- At least fifteen (15) days before election day, independent candidates, duly registered parties, organizations, or coalitions, coalition of parties, associations or organizations participating in the party-list system, shall provide the EO concerned with the names and signatures of their representatives authorized to appoint watchers and the list of names of watchers per clustered precinct in the city or municipality of the polling place of their watchers indicating their specific assigned polling place. The EO shall furnish the EBs copy of the list of representatives and watchers.



**ARTICLE V**  
**EARLY DISTRIBUTION OF ELECTION FORMS, SUPPLIES AND PARAPHERNALIA**

**Section 24. Who may File.** - A request for authority for early distribution shall be filed jointly by the Election Officer (EO) and Municipal/City Treasurer concerned:

**Section 25. Grounds.** – Any of the following circumstances are present:

1. Considerable distance between the Office of the City/ Municipal Treasurer and the location of the Voting Center;
2. Difficulty or lack of transportation between the Office of the City/ Municipal Treasurer and the Voting Center;
3. The total number of precincts in the city or municipality and the feasibility of completing the early distribution to the EBs who shall arrive in time at their assigned voting centers before the opening of the polls; or
4. The peace and order condition in the area justify the early distribution to ensure the security of the election forms, paraphernalia, and supplies as well as the safety of the EBs.

**Section 26. Requirements for Authority for Early Distribution.** - The following information shall be provided in the Request for Authority for Early Distribution:

1. The names of the Election Officer and Municipal/City Treasurer;
  2. Date and time of the release;
  3. Location of the voting center; and
  4. The reason or reasons for the early release.
- Use the template hereto attached as "Annex F"

**Section 27. When to File** - A request for authority for early distribution shall be filed not later than **April 30, 2025**.

**Section 28. Duties of the Regional Election Director (RED) and Provincial Election Supervisor (PES).** - The concerned Provincial Election Supervisor shall approve the request for authority for early distribution filed by the Election Officer and Municipal/City Treasurer, except in cases where the request is from the Election Officers of the National Capital Region, Zamboanga City, and Davao City, wherein it is the Regional Election Director who shall approve the same.

The concerned RED and PES shall submit his/her consolidated report on the approved requests to the Commission *En Banc*, through the Office of the Deputy Executive Director for Operations at [odedo@comelec.gov.ph](mailto:odedo@comelec.gov.ph) not later than **May 05, 2025**.

**Section 29. Notice.** - Upon approval of the request, the concerned EO shall notify the candidates, registered political parties, coalitions or associations or organizations participating in the party-list system of representation in the city or municipality, or

accredited citizens' arm, by posting a notice of the date, time, and place of the early delivery, in the bulletin boards of the Office of the Election Officer (OEO) and of the city or municipal hall, and in at least three (3) conspicuous places in the city or municipality, not later than three (3) days before the schedule of early delivery of Election Forms, Paraphernalia, and Supplies.

**Section 30. Posting in the COMELEC Website** - All approved requests for early distribution of Election Forms, Paraphernalia, and Supplies shall be posted on the Commission on Elections Website.

**Section 31. Early Distribution of Election Forms, Paraphernalia, and Supplies** - The early distribution of Election Forms, Paraphernalia, and Supplies shall be carried out not earlier than three (3) days from the day of the Election.

## **ARTICLE VI FINAL TESTING AND SEALING**

**Section. 32. Period for Final Testing and Sealing (FTS) of ACMs; Notice.**  
- On any scheduled day from May 2 to 7, 2025, the EB shall convene in the designated polling place to test and seal the ACM assigned to its clustered precinct.

In case the FTS of the ACMs cannot be done during the said schedule, the Commission has the option to conduct the same on any day from May 8, 2025 until election day. If the reason for such is due to security and / or other practical concerns, the EO may order the conduct of the FTS in the nearest voting center subject to the approval of the concerned PES, or the RED in the case of NCR, Zamboanga City, Davao City, and SGA.

The Members of the EB, DESO, and their respective Support Staff shall be notified by the EO, in writing, of the date, time and place of the FTS of the ACM not later than three (3) days before the schedule of the FTS.

The candidates, registered political parties, coalition of political parties, associations or organizations participating in the party-list system representation in the city or municipality, or accredited citizens' arm, shall, likewise, be notified by the EO by posting a notice of the date, time and place of the FTS for each clustered precinct in the bulletin boards of the OEO and of the city or municipal hall, and in at least three (3) conspicuous places in the city or municipality, not later than three (3) days before the scheduled of FTS, as far as practicable.

**Section. 33. Disposition of Forms/Supplies.** - After the FTS, the EB shall:

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

1. Diagnostic Report;

2. Initialization Report;
3. Eight (8) copies of National and Local returns;
4. Manual ER;
5. Counted ballots;
6. VVPAT; and
7. VVPAT Audit Report

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

## **ARTICLE VII VOTING**

**Section. 34. Who may Vote.** - All registered voters whose names appear in the EDCVL may vote in the 2025 NLE and BPE, unless duly signed by ERB (Chairman and ERB Members) pursuant to Section 2(E) of this Resolution.

**Section. 35. Accessibility of Polling Place to PWDs and SCs.** - All clustered precincts with accessible precincts created pursuant to Republic Act No. 10366 shall be located at the ground floor of the voting centers, preferably near the entrance of the building, and is free of any physical barriers and provided with necessary services, including assistive devices. The minimum standard of accessibility, as stated in Batas Pambansa Bilang 344, otherwise known as the Accessibility Law, shall be implemented.

The EB shall set up a separate area in said polling place for the exclusive use of PWDs and SCs. Accordingly, the EOs shall coordinate with the proper school or building officials.

## **ARTICLE VIII VOTING FOR PERSONS WITH DISABILITY, SENIOR CITIZENS, AND PREGNANT VOTERS IN THE PRIORITY POLLING PLACES (PPPs) AND SATELLITE PRIORITY POLLING PLACES (S-PPPs)**

**Section. 36. Voting Centers with PPPs-** The following voting centers shall have PPPs established by the EO who has jurisdiction over them, as follows:

- a. Multi-storey voting centers with its upper floors used as polling places; or
- b. Single-storey voting centers situated in elevated or downward planes, in such a manner that voting therein poses harm and/or unnecessary inconvenience to Person with Disability, Senior Citizens, and/ or Pregnant Voters.
- c. In exceptional circumstances, such as voting centers where the pathway may pose health risks to Persons with Disability, Senior Citizens, and/ or Pregnant Voters or proves to be physically challenging for them to reach. The PPP shall be established at the nearest point of entry accessible to the voter and within a reasonable distance from the voting center.

**Section 37. Types of PPP and their Establishments.** - PPPs are classified into the following:

- a. **PPP** - refers to a polling place which is established, as far as practicable, in one of the rooms at the first or ground floor of all covered voting centers, regardless of whether an APP has been established therein or not.
- b. **Makeshift PPP** - refers to a PPP made up of light materials established inside or in close proximity to the voting center, strategically located near its entrance.

**Section 38. PPP Venue.** - All PPPs must have an ample space capable of accommodating the PPP SS assigned therein and NOT MORE THAN TEN (10) Persons with Disability, Senior Citizens, and/or Pregnant Voters, including wheelchair-users and assistors, at any given time.

In the establishment of PPPs, the library, nursery/kinder classroom, principal's office, clinic, covered court/school gymnasium, auditorium, and any other space available may be designated in lieu of or to augment the PPPs established in classrooms, if necessary, subject to the consent of the principal/head teacher/teacher-in-charge/administrator of the building used as voting center.

**Section 39. PPP Waiting Area.** – A waiting area capable of accommodating **AT LEAST TWENTY (20) Persons with Disability, Senior Citizens, and/or Pregnant Voters**, including wheelchair-users and their assistors, shall be established near or in closest proximity to the PPP or S-PPP.

**Section 40. S-PPPs FOR THE 12 MAY 2025 NLE** – S-PPPs for the 12 May 2025 NLE are the following:

- a. Hospicio de San Jose, Manila, 5<sup>th</sup> District;
- b. Tahanang Walang Hagdan, Inc., Cainta, Rizal; and
- c. National Vocational Rehabilitation Center (NVRC), Quezon City, 3<sup>rd</sup> District.

**Section 41. Establishment of S-PPPs** – S-PPPs shall be established in compliance with the provisions of Sections 153, 154, and 155 of Batas Pambansa Bilang 881 on the designation and requirements of polling places, as implemented by the Commission through an appropriate resolution.

**Section 42. Accessibility Features.** – All PPPs and S-PPPs shall be made accessible by ensuring that the following minimum standards under *Batas Pambansa Blg. 344* shall be established therein:

- a. Sidewalk, ramps, railings, and the like;
- b. Accessible venue closest to the entrance of the voting center;
- c. Large-print signages and directional signs at the entrance of the voting center leading to the PPPs and S-PPPs; and



- d. Other types of assistance depending upon the disabilities on record, such as, the need for Filipino Sign Language Interpreter/s (FSLI/s) for the hard of hearing, or such other reasonable accommodations which may be implemented.

Such other accessibility features as may be found necessary may be put up in the PPPs and S-PPPs.

**Section 43. Submission of Requests.** – All requests under this Resolution, together with all its supporting documents, shall be submitted by the EO to the VSO for consolidation on a date determined by the VSO.

The VSO shall prepare a regional, provincial, and city or municipal summary report on all requests, which shall be submitted to the Office of the Commissioner-In-Charge for approval and endorsement to the Commission *En Banc*. The same report shall be coordinated with the Office of the Executive Director, the Office of the Deputy Executive Director for Operations, and the Election and Barangay Affairs Department.

**Section 44. Early Distribution and Online Publication Of Authorization Forms.** – To save on time and facilitate a faster voting process in the PPP and S-PPP, the *Gawad ng Kapahintulutan/ Pagpapaubaya* (Waiver and Authorization Form) may be distributed by the EO before election day to Persons with Disability and Senior Citizen Voters assigned or expected to vote therein.

A downloadable copy of the *Gawad ng Kapahintulutan/ Pagpapaubaya* (Waiver and Authorization Form), herewith attached as Annex "G", shall likewise be published in the COMELEC Website and COMELEC official social media platforms. The Commission, through the VSO and Education and Information Department (EID), shall endeavor to cause the widest information campaign on the use of the *Gawad ng Kapahintulutan/ Pagpapaubaya* (Waiver and Authorization Form).

**Section 45. First-Come, First-Served Basis.** – Voting in PPP and S-PPP shall be on a first-come, first-served basis. All voters availing thereof shall be treated equally and shall vote in the order of their arrival.

**Section 46. PPP/ S-PPP Voter Turnout Report.** – Within thirty (30) days from election day, or until **June 11, 2025**, the concerned EOs shall consolidate the data from the Voter Turnout Forms and submit the same to the OPES for the consolidation. The OPES shall submit a Provincial PPP Voter Turnout Report to the ORED. The ORED shall submit a consolidated Regional PPP Voter Turnout Report to the VSO.

The PES and REDs shall ensure timely compliance with this provision by all concerned EOs under their jurisdiction.

**Section 47. Data Repository.** – The Office of the Election Officer (OEO) shall be primarily charged with the safekeeping and custody of all PPP-related data, reports, and any other documents submitted by the PPP/S-PPP SS within their jurisdiction and shall ensure their accuracy before submission to the OPES and ORED.

**ARTICLE IX**  
**PERSONS DEPRIVED OF LIBERTY (PDL) VOTING IN PDL - SPECIAL POLLING PLACE (PDL-SPP) AND ESCORTED VOTING**

**Section 48. Types of PDL Voting.** – PDL Voting are classified into two (2) types as follows:

- a. PDL Voting in a Special Polling Place established inside a jail facility or detention center on election day; and
- b. Escorted PDL Voting in a regular polling place.

**Section 49. Establishment of PDL - SPP.**– There shall be a PDL-SPP in a jail facility or detention center in a district, city, or municipality based on the following:

Number of PDL Voters	Number of PDL-SPP
50 to 100	1
101 to 200	2
201 to 300	3
301 to 400	4
401 to 500	5

In case there are more than five hundred (500) PDL voters, one (1) PDL-SPP shall be established **FOR EVERY ADDITIONAL ONE HUNDRED (100) PDL VOTERS.**

When the jail facility or detention center where a PDL-SPP is established has different compounds, all PDL voters from all the dorms or annexes belonging to the same jail facility or detention center may vote in the PDL-SPP.

In case of cities with several districts, the PDL voters of districts other than the district where the jail facility or detention center is located, are entitled to vote in the PDL-SPP. To maintain order, the division of PDL voters shall be done by listing together PDL voters belonging to the same district.

**Section 50. PDL Voter’s List in the PDL-SPP.**– The BJMP, BuCor, or Provincial Jail, as the case may be, shall observe the following rules in the preparation of PDL Voter’s List:

- a. The list shall ONLY include those in the jail facility or detention center as of February 10, 2025; and
- b. The list of PDL voters in jail facility or detention center with male and female dorms or annexes located in one or more compounds shall be based on the total population of PDL voters in said jail facility or detention center.

**Section 51. Submission of PDL Voter's List.**— The lists mentioned in the preceding section shall be submitted to the OEO which has jurisdiction over the district, city, or municipality where the jail facility or detention center is located by the BJMP, BuCor, or Provincial Jails.

The EO shall immediately verify and update the list of PDL voters in the database (by tagging or un-tagging) based on the list mentioned in Section 49 (a). The list together with the database shall be submitted to the ITD through the VSO within five (5) days from receipt thereof.

**Section 52. Effect of Submission of Updated PDL Voter's List.**— The following shall be observed after the submission of the updated PDL Voter's List:

A. Decrease in the Number of PDL voters:

1. In case there is only one PDL-SPP with 50 up to 100 PDL voters, the PDL-SPP shall not be dissolved unless the total number of remaining PDL voters is ten (10) or less than; and

2. In case of several PDL-SPPs, the remaining PDL voters shall be proportionally allocated as equally as possible to create new PDL-SPPs in Section 48 hereof, provided that no PDL-SPP shall have less than fifty (50) PDL voters. However, in case the total number of remaining PDL voters is 10 or less, paragraph (1) hereof shall apply.

B. Increase in the number of PDL voters:

1. If the increase in the number of PDL voters will result to compliance with the minimum number of PDL voters as provided in Section 48 hereof, the EO shall create a PDL-SPP in the jail facility or detention center in accordance with this Chapter; and

2. If the increase will necessitate the creation of additional PDL-SPP in a jail facility or detention center with several existing PDL-SPPs, the EO shall come up with the final PDL-SPPs by dividing equally the new total number of PDL voters pursuant to Section 48 hereof.

**Section 53. Preparation of the EDCVL-PDL and PCVL-PDL.** — The Information and Technology Department (ITD) shall prepare the EDCVL-PDL and PCVL-PDL which shall contain all the names of PDL voters who shall vote through the PDL-SPP. The names of the PDL voters shall be submitted by the VSO based on the list submitted by the BJMP, BuCor, and Provincial Jails in accordance with Section 50 hereof duly verified by the OEO.

**Section 54. Special Electoral Board for PDL voting (SEB-PDL).** — There shall be one (1) SEB-PDL for every PDL-SPP created pursuant to Section 48 hereof. Each SEB-PDL shall be composed of a Chairperson, Poll Clerk and Third Member.

**Section 55. Support Staff of the SEB-PDL.** — For the SEB-PDL Support Staff, the allocation will be as follows:

Total No. of Clustered Precinct in a Voting Center	Total No. of Allowed PDL Support Staff to the SEB
--	---

1-10	1
11-20 and so forth following the same ratio	2

**Section 56. Escorted PDL Voting.** – refers to a voting system for the following PDL voters:

- i. Those who are in a jail facility or detention center with less than fifty (50) PDL voters and where no PDL-SPPs are established for purposes of voting; or
- ii. Those who are registered voters of districts, cities, or municipalities other than the district, city, or municipality of incarceration; or
- iii. Those who are not included in the established PDL-SPP after the annotations of EDCVLs during the verification and certification of the list of voters.

For escorted voting to apply, the PDL voter must obtain a court order allowing him or her to vote in the polling place where his or her precinct is assigned on election day and that it is logistically feasible on the part of the jail or prison management to escort him or her to said polling place.

For the above purpose, reasonable measures must be undertaken by the jail or prison management to: a) secure the safety of PDL voters; b) prevent their escape; and c) ensure public safety.

**Section 57. Requirements for Escorted PDL Voting.** –To avail of Escorted PDL Voting, the PDL voter must obtain a court order allowing him or her to vote in the polling place where his or her precinct is assigned on election day by filing the necessary motion before the lawful court with the assistance of the Jail Administrator or his or her representative, the Public Attorney’s Office, or private counsel.

Nevertheless, Jail Administrators may likewise file or manifest their opposition before the lawful court if they find escorting PDL voters to be logistically unfeasible or may compromise the security and safety of the PDL Voter.

Upon issuance of the court order, reasonable measures must be undertaken by the Jail Administrators to: a) secure the safety of PDL voters and their personnel; b) prevent PDL’s escape; and c) ensure public safety.

**Section 58. Waiver of Right to PDL Voting.** –Jail Administrators shall require qualified PDL voters who opted not to vote to sign a waiver of their right to vote and submit the same to the SEB-PDL Chairperson before the start of voting in the PDL-SPP or Escorted PDL Voting.

A template of the waiver is attached herewith as Annex “H.”

**Section 59. Partnership with Agencies and Stakeholders.** –The Commission may enter into partnership agreements with other government agencies and stakeholders for the purpose of providing more access to PDL voters in the exercise of their political right to vote.



**Section 60. Mobilization Fee of Uniformed Personnel for Escorted Voting.**

–The Commission, through its Finance Services Department (FSD), shall provide the necessary budget for the mobilization fees of uniformed personnel performing election duties, as follows:

- a. Escorting the PDL-SS to ensure the secure and timely collection of PDL ballots and the return thereof to the voting centers on election day;
- b. Escorting the PDL Voters for Escorted PDL Voting; and
- c. Other expenses for mobilization.

The fund to be allocated to this purpose shall be subject to regular auditing rules and regulations.

**Section 61. PDL Voter Turnout Report.** – Within thirty (30) days from election day, or until **June 11, 2025**, the concerned EOs shall consolidate the data from the Voter Turnout Forms and submit the same to the OPES for the consolidation. The OPES shall submit a Provincial PDL Voter Turnout Report to the ORED. The ORED shall submit a consolidated Regional PDL Voter Turnout Report to the VSO.

The PES and REDs shall ensure timely compliance with this provision by all concerned EOs under their jurisdiction.

**ARTICLE X**

**Voting of Indigenous Peoples in Accessible Voting Center (AVC) and Separate Polling Place (SPP)**

**Section 62. Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs)** – refer to a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as an organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of Filipinos.

**Section 63. Clustering of IP Precincts In The AVC and SPP.** – Clustering of IP precincts assigned in the AVC and SPP shall follow the guidelines provided in Resolution No. 11008 promulgated June 11, 2024.

**Section 64. Qualifications of EB and Its SS and SVR SS for the AVC and SPP.** – In addition to the qualifications of members of the Electoral Boards provided in Resolution No. 11076, preference may be given to individuals, or educated members, if any, of the concerned IP community who are able to speak and write the local language or dialect to be appointed as EB and SS and SVR SS to address issue on language barrier during the election day.

**Section 65. Submission of Reports.**– For the voter turnout of IPs nationwide, the concerned RED shall consolidate the reports from the PES and/or EO, within thirty (30) days after election, for submission to the Election Records and Statistics Department for their nationwide consolidation, furnishing a copy to the VSO; and

For the voter turnout of IPs who voted in the AVCs and SPPs (Annex "J"), the EO shall submit the same to the VSO, within thirty (30) days after election, for purposes of consolidation and post-election assessment report.

The voter turnout report to the Commission *En Banc* shall include a sex-disaggregated data on IP voters in the AVC, E-SPP, and C-SPP.

**Section 66. Data Repository.** - The VSO, with the assistance of the Election and Barangay Affairs Department (EBAD) and Election Records and Statistics Department (ERSD), shall be primarily responsible for the safekeeping and custody of all data, reports and any other documents received or gathered from the field offices and other departments relative to the implementation of this Resolution. The field offices shall retain a copy for their record as proof of their submission.

## ARTICLE VIII FORMS, DOCUMENTS, AND SUPPLIES

### Section. 67. Election Forms, Documents, and Supplies. –

**A. Verification of Forms, Documents, and Supplies.** - Within three (3) days from receipt of the forms, documents, and supplies, the concerned treasurer and the EO shall notify the political parties, candidates, and citizens' arms that the forms, documents, and supplies have been delivered to the Treasurer's Office and that a verification will be conducted on a scheduled date, time, and place.

Based on the packing list received, the treasurer shall verify the accuracy, quantity, and completeness of the forms and supplies in the presence of the EO and the others who were earlier notified. In case of missing or misdelivered forms, documents, and supplies, or any analogous circumstances, the treasurer shall report to the EO who shall, in turn report to the Command Center.

**B. Final Testing and Sealing.** – The duly designated member of the EB shall obtain from the OEO the following forms, documents, and supplies in the morning of the day scheduled for the FTS of the ACM, unless the City/Municipal EO provides an earlier period:

FROM THE CITY/MUNICIPAL ELECTION OFFICER			
CEF NO.	DESCRIPTION	RATE OF DISTRIBUTION PER CLUSTERED PRECINCT	
	Election Forms		
<b>A6-FTS</b>	FTS Ballots	10	Pieces
<b>A9-TS</b>	Election Returns for Testing and Sealing	1	Set of 4 pages
<b>A11</b>	Minutes of Final Testing and Sealing of ACM, Voting, counting and Transmission of Votes	1	Set of 2 copies
<b>A12</b>	Paper Seal	1	Piece
	Envelope for Voting and Counting		

<b>A17-FTS</b>	For Counted FTS Ballots, FTS Election Returns, and Other Reports	1	Piece
NLE Supplies			
	FTS Ballot Secrecy Folder	12	Pieces
	Indelible Ink	4	Bottles
	Ballpen for EB	3	Pieces
	Thumbprint/Fingerprint Taker	1	Piece

**C. Election Day.** - The duly designated member of the EB shall obtain the forms, documents, and supplies early in the morning of Election Day, unless an earlier date is authorized by the Commission. The list of Supplies and Materials for Election Day is hereto attached as "ANNEX G."

The duly authorized member of the EB shall carefully check the correctness and quantity of the election forms, documents, and supplies actually received. Said member shall sign the Certificate of Receipt (CEF No. A14) in three (3) copies to be distributed as follows:

(1) The original shall be delivered to the City/Municipal Treasurer who shall transmit the same to the EO for submission to the Election Records and Statistics Department (ERSD), Commission on Elections, Intramuros, Manila, immediately after Election Day;

(2) The second (2nd) copy shall be given to the City/Municipal Treasurer who shall keep the same for his/her file; and

(3) The third (3rd) copy shall be retained by the EO who shall also keep the same for his/her own file.

FROM THE ELECTION OFFICER:

(a) One (1) copy of the PCVL duly certified by the ERB to be posted outside the polling place;

(b) The EDCVL duly certified by the ERB; and

(c) Copies of Appointment and Oath of Office of the EB and Support Staff (CEF No. A5 & CEF No. A5-A).

**SEC. 68. Forms to be Reproduced when Needed.** - The following forms may be reproduced when needed:

- Temporary Appointment of Chairperson/Poll Clerk/ Member (CEF No. A30);
- Certificate of Challenge or Protest and Decision of the EB (CEF No. A35);
- Oath of Voter Challenged for Illegal Acts (CEF No. A39); and
- Oath to Identify a Challenged Voter (CEF No. A40).

**ARTICLE IX**  
**DISPOSITION OF DOCUMENTS**

**SEC. 69. 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 EB shall:

- a. Place inside the ballot box the following:
  1. Sealed Envelopes containing:
    - i. Copy of printed ERs intended for the ballot box;
    - ii. Copy of the Minutes intended for the ballot box;
    - iii. Half of torn unused ballots; and Rejected ballots, if any; and
  2. VVPAT Receptacle.
- b. Close the flap of the ballot box with 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 EB 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 logistics provider. In the absence of the logistics provider, the EB shall turn-over the ACM box to the EO or the authorized representative, who shall in turn, coordinate with the logistics provider for the schedule of the retrieval thereof;
- d. Deliver the ballot box, accompanied by watchers, to the city/municipal treasurer. For this purpose, the city /municipal treasurer shall, at his/her own expense, provide at the voting center the necessary personnel and transportation facilities for the retrieval.

In case the ballot box delivered by the EB is not sealed, the treasurer shall seal the ballot box, and include such fact, together with the serial number of the plastic seal used, in his/her report to the Commission; and

- e. Deliver to the EO the following documents or papers:
  1. EDCVL;
  2. PCVL;
  3. Sealed Envelope containing:
    - i. Copy of the Minutes intended for the Commission (CEF No. A11);
    - ii. Other Half of Torn Unused Official Ballots;
    - iii. Initialization Report;
    - iv. Precinct Audit Log Report;



- v. Precinct Statistical Report;
  - vi. Copies of the ERs intended for the Provincial Board of Canvassers (CEF No. A17);
  - vii. Copies of the ERs intended for Commission (CEF No. A17).
4. The envelope containing the main USB storage for use by the city/municipal board of canvassers thru the Reception and Custody Group (RCG); and
  5. Other pertinent papers and documents.

After the counting of votes, the EO or the city/ municipal treasurer shall require the EB, which failed to turn over the election documents or paraphernalia to deliver them immediately and inform him/ her that failure to do so may constitute an election offense.

## **ARTICLE X MISCELLANEOUS PROVISIONS**

**SEC. 70. Preservation of the List of Voters.** - The EO shall keep the EDCVL and PCVL in a safe place until further instructions from the Commission.

**SEC. 71. Omission or Erroneous Inclusion of Election Documents and Paraphernalia in Ballot Box.** - If after sealing the ballot box, the EB discovers that some election documents required inside the ballot box as enumerated in Section 38 (a) were not placed, the EB, instead of opening the ballot box, shall deliver the said election documents to the EO. The EO shall take appropriate measures to preserve the integrity of such documents.

The ballot box shall not be reopened to take out any election document or paraphernalia except upon prior written authority of the Commission. The members of the EB, the treasurer, and the watchers shall be notified of the time and place of said opening of the ballot box.

**SEC. 72. Roles of the Regional Election Directors (REDs), Assistant Regional Election Directors (AREDs), Provincial Election Supervisors (PESs) and Election Officers (EOs).** - The REDs, AREDs, PESs, and EOs shall ensure the strict implementation of the provisions of this Resolution and the timely compliance of the reportorial requirements. Non-compliance shall be dealt with administratively in accordance with the existing policy of the Commission.

**SEC. 73. Special Procedures.** - The express provisions of this Resolution notwithstanding, the Commission may, in exceptional cases, adopt special procedures in the voting, counting, transmission, consolidation, storage, custody, distribution and retrieval of accountable forms and paraphernalia to fulfill its mandate to ensure free, orderly, honest, peaceful, and credible elections.

**SEC. 74. Effectivity.** - This Resolution shall take effect on the seventh (7th) day after its publication in two (2) daily newspapers of general circulation in the Philippines and in the Commission website.

**SEC. 75. Publication and Dissemination.** - The Education and Information Department, this Commission, shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines and furnish copies thereof to all RED, PES and EO.

**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, January 21, 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](mailto:comsec@comelec.gov.ph)