



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON ELECTIONS**  
INTRAMUROS, MANILA

**CONTINGENCY PROCEDURES IN  
CONNECTION WITH THE MAY 12,  
2025 NATIONAL AND LOCAL  
ELECTIONS, AND BARMM  
PARLIAMENTARY ELECTIONS.**

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Promulgated: January 21, 2025

**RESOLUTION NO. 11101**

**WHEREAS**, by virtue of Republic Act (R.A.) No. 8436, as amended by R.A. No. 9369, the Commission on Elections (Commission) is mandated to implement the use of an Automated Election System (AES) that will ensure the secrecy and sanctity of the ballot and all election, consolidation and transmission of documents in order that the process shall be transparent and credible and that the results shall be fast, accurate and reflective of the genuine will of the people;

**WHEREAS**, Section 9 of the Republic Act No. 9369, requires the Technical Evaluation Committee (TEC) to certify, among others, *"that the AES, including its hardware and software components, is operating properly, securely, and accurately, in accordance with the provisions of said Act", and "development, provisioning and operationalization of a continuity plan to cover risks to the AES at all points in the process such that failure of elections, whether at voting, counting or consolidation, may be avoided"*;

**WHEREAS**, for purposes of the May 12, 2025 National and Local Elections (NLE), the Commission resolved to utilize Automated Counting Machines (ACM) in the voting, counting and transmission of election results from the precinct level, and the Consolidation/Canvassing System (CCS) in the canvassing/consolidation of the electronically transmitted election results from the precinct/city/municipal/district/provincial/regional board of canvassers;

**NOW THEREFORE**, pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, R.A. No. 8436 as amended by R.A. No. 9369, and other election laws, the Commission **HEREBY RESOLVES** to promulgate, the following **Contingency Procedures** in connection with the National and Local Elections, and BARMM Parliamentary Elections.

**ARTICLE I**  
**DEFINITION OF TERMS**

**Section. 1. Definition of Terms. -**

1. **ACM** - shall refer to the Automated Counting Machine.

2. **ACM Box** – shall refer to the ACM and its peripherals as enumerated in the checklist.
3. **BOC** – shall refer to the Board of Canvassers, body constituted in Article II, Sec. 2 (ii) of this Resolution.
4. **CCS** – shall refer to the Consolidation/Canvassing System.
5. **CCS Operator** – shall refer to the Consolidation/Canvassing System Operator.
6. **CCS Technician** – shall refer to the Consolidation/Canvassing System Technician.
7. **Commission** – shall refer to the Commission on Elections.
8. **DESO** – shall refer to the Supervisor Official of the Department of Education and Ministry of Basic, Higher and Technical Education of the Bangsamoro Autonomous Region in Muslim Mindanao Supervisor Official designated to manage a voting center.
9. **DESO Technical Support Staff (TSS)** – shall refer to persons appointed to provide ACM technical support.
10. **Electoral Board (EB)** – shall refer to the Electoral Board (EB) 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.
11. **NTSC** – shall refer to the National Technical Support Center.
12. **Peripherals** – shall refer to smartcard security key, USB device, headphone, keypad, power cord, adaptor, and privacy screen.

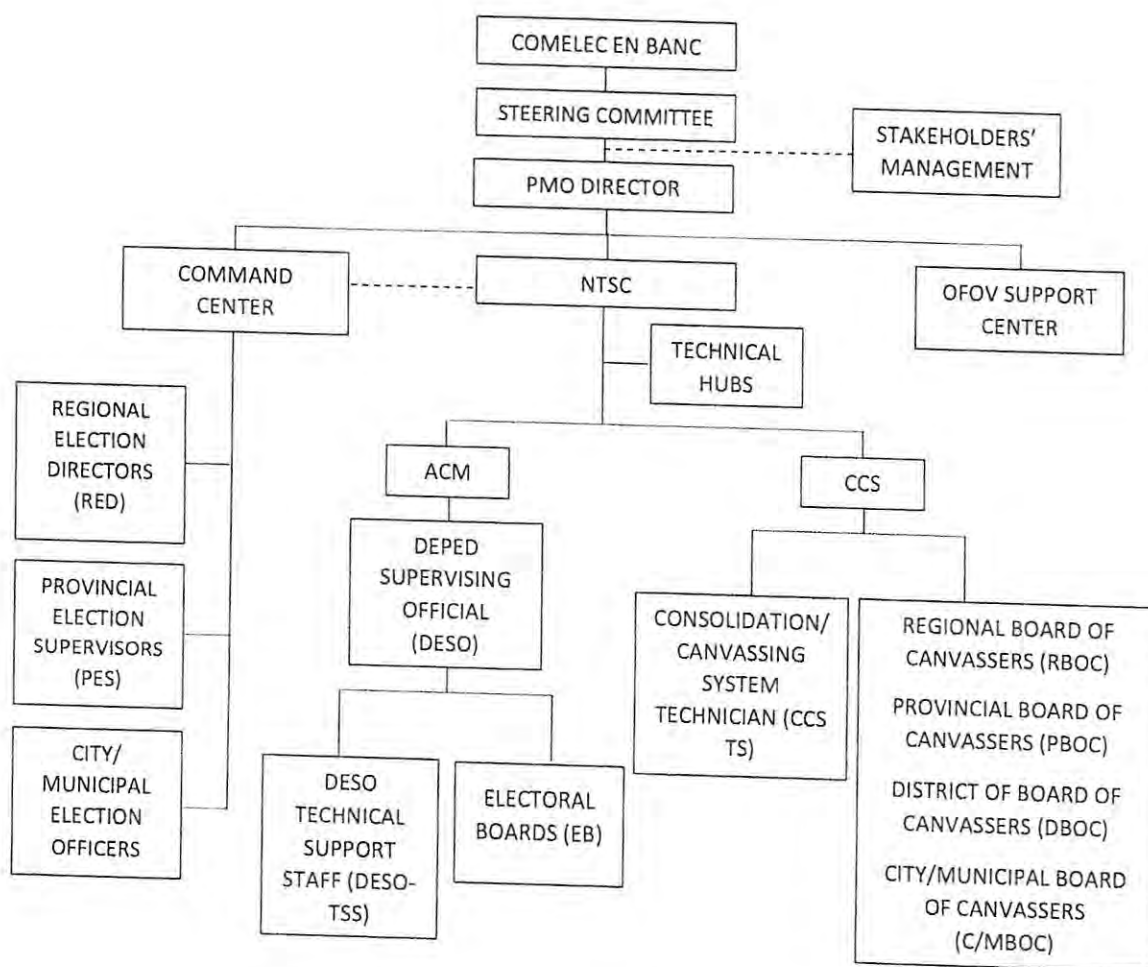
## ARTICLE II

### SCOPE AND CONTINGENCY ORGANIZATIONAL STRUCTURE

**Sec. 2. Scope.** – These contingency procedures shall supplement:

- i. **Resolution No. 11076** promulgated on October 30, 2024 titled, “GENERAL INSTRUCTIONS FOR THE ELECTORAL BOARDS ON THE PROCESS OF VOTING, COUNTING, & TRANSMISSION OF ELECTION RESULTS FOR THE 12 MAY 2025 NATIONAL, LOCAL, & BANGSAMORO PARLIAMENTARY ELECTIONS”; and
- ii. **Resolution No. \_\_\_\_\_** promulgated on \_\_\_\_\_  
(*General Instructions for the Board of Canvassers (BOC) on the Constitution, Composition and Appointment; Consolidation/Canvass; and Transmission of Votes/Canvass in connection with the National and Local Elections*).

**Sec. 3. Organizational Structure of the National Technical Support Center (NTSC).** – For the purpose of implementing this Contingency Plan, the following Organizational Structure is hereby adopted:



### ARTICLE III GENERAL PROVISIONS

#### **Sec. 4. General Procedures. –**

- i. Announcement by the Electoral Board (EB)/Board of Canvassers (BOC). – To promote transparency and avoid confusion or suspicion by voters and watchers in the polling place/canvassing venue, the EB/BOC Chairperson shall first announce the problem, and the contingency procedures to be undertaken, before performing the procedures.
- ii. In all cases, contingency measures and procedures shall be undertaken by the EBs/BOCs, in the presence of watchers, if any, and shall be noted in the Minutes.

### ARTICLE IV FINAL TESTING AND SEALING CONTINGENCY PROCEDURES

#### **Sec. 5. Contingency Procedures for change of date and venue of Final Testing and Sealing (FTS). –**

##### **A. Prior to scheduled FTS.**

In the event that there is a need for the change of venue and schedule of FTS due to security, and/or practical reasons, the following contingency measures shall be observed:

1. The Election Officer (EO) may transfer the venue of FTS in the nearest voting center, subject to the approval of the Provincial Election Supervisor (PES) or Regional Election Director (RED) of NCR, Davao City and Zamboanga City, as the case may be. The EO shall notify, in accordance with the procedure in the succeeding paragraphs, the members of the EB, candidates, political parties, accredited citizens' arm, and other stakeholders of the place where the testing and sealing shall be conducted.
2. The EO shall notify the EB in writing of the date, time and place of the FTS of the ACMs not later than three (3) days before the scheduled FTS.
3. The EO shall notify the candidates, registered political parties, coalition or political parties, associations or organizations participating in the party-list system representation in the city or municipality, or accredited citizens' arm, by posting a notice of the date, time and place of the FTS for each clustered precinct 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 the FTS.

#### **B. On FTS Day.**

In the event that there is a need for an emergency change of venue of FTS for security and other reasons, the following contingency measures shall be observed:

1. The EB shall immediately inform the EO of this matter. The EO shall reset the date of the FTS the following day, or if not possible, not later than the day before election day with notice to the PES or the RED of NCR, Davao City and Zamboanga City, as the case may be. Thereafter, the EO shall report the change of date and venue to the NTSC, as well as the reasons for the rescheduling of the FTS.
2. The resetting of the FTS by the EO to a date not later than a day before election day shall be subject to proper notice to all parties mentioned in Article IV, Section 5 (A) (3), and the posting of announcements of the resetting of FTS within 24 hours prior to its conduct.
3. The EB shall record this matter in the Minutes.

**Sec. 6. Contingency Procedures Applicable to EB on FTS Day.** – In the event that there is an absent/incomplete EB on FTS Day, the following contingency measures shall be observed:

1. If only one (1) member of the EB fails to appear during FTS, the other two (2) members of the EB will continue with the conduct of FTS. However, if the absent member is the Chairman, one of the present members shall be designated as the Acting Chairman for this purpose.
2. If two (2) or all of the members of the EB fail to appear during FTS:
  - a. The DESO will inform the EO;
  - b. The EO will determine the reason/s for their absence;



- c. If the EB has a valid reason for their failure to appear, the FTS will be rescheduled to another day by the EO, subject to a 3-day notice to the EB and other parties as provided under Article IV, Sec. 17 of Resolution No. 11076. Subject further to the rule on notice within 24 hours if the FTS will be conducted within 3 days before election day.
  - d. However, if the EB cannot be located or has no valid reason for their absence, EO shall proceed with the substitution of EBs in accordance to Resolution No. 11076.
3. If two (2) or more of the members of the EB manifests their late arrival at their precinct, this will be announced by the DESO at the precinct and the EB shall proceed to conduct their FTS immediately upon their arrival.
  4. If the EB has a valid reason for their failure to appear, the FTS will be rescheduled to another day by the EO, subject to a 3-day notice to the EB and other parties as provided under Article IV, Sec. 17 of Resolution No. 11076. Subject further to the rule on notice within 24 hours if the FTS will be conducted within 3 days before election day.
  5. However, if the EB cannot be located or has no valid reason for their absence, EO shall proceed with the substitution of EBs in accordance to Resolution No. 11076.
  6. The EB shall record this matter in the Minutes.

**Sec. 7. Contingency Procedures Applicable to the ACM.** – In the event that problems arise during the conduct of FTS in the precinct level involving the ACM, the following contingency measures shall be observed:

#### **I. FTS, NON-TECHNICAL ISSUES:**

##### **A. Delay or non-delivery of the ACM during the FTS.**

1. The EB shall report this matter to the EO through the fastest means available. The EO shall verify in his/her list the ACM intended for the EB. If not found, the EO shall immediately call Command Center to verify the shipment and the status of the delivery of the ACM. If found, the EO shall deploy the ACM to the EB.
2. In case the Command Center confirms that there is just a delay in the delivery of the ACM, the EO shall determine if there is enough time left to conduct the FTS within the day. If yes, the EB shall proceed with the activity upon arrival of the ACM and complete the same. If not, EO shall reset the date of the FTS.
3. The resetting of the FTS by the EO to a date not later than election day shall be subject to proper notice to all parties mentioned in Article IV, Sec.17 of Resolution No. 11076, and the posting of announcements of the new date of the FTS within 24 hours prior to its conduct.
4. In either of the above scenarios, the EB, EO and the DESO shall be in coordination with each other towards the proper reporting

to the Command Center, the speedy delivery of the ACM needed or the re-scheduling of the FTS.

5. The EB shall record this matter in the Minutes.

**B. The ACM case has lacking supplies or items discovered during FTS Day.**

**B.1. FTS ballots in the ACM case are less than ten (10) pieces but not less than four (4) pieces.**

The EB shall note in the Minutes and proceed with FTS using the available FTS ballots.

**B.2. Three (3) or less FTS ballots in the ACM case.**

1. The EB shall call the DESO TSS, who shall in turn, report the same to the NTSC.
2. The EB shall likewise inform the EO of this incident. After which, the EO shall move the conduct of FTS to election day before the start of polls, with notice to EB, political parties, candidates and accredited citizens' arm as provided in Section Article IV, Sec.17 of Resolution No. 11076.
3. On election day before the start of polls, the EB shall conduct the FTS in accordance with the prescribed procedure and shall utilize the official ballots in order to supplement the lacking ballots. Four (4) ballots shall be used for conducting the FTS.
4. After the conduct of FTS, the EB shall retrieve all ballots from the ballot box, mark across the face of the ballots the phrase, "FTS ballots" and place them inside the Envelope for Counted Test Ballots, ERs and Other Reports.
5. The EB shall record this incident in their Minutes.

**B.3. All/Majority of EB Smartcard Security PINs/Re-Zero PIN are unavailable/denied.**

1. The EB shall call the DESO - TSS.
2. The DESO - TSS shall refer the matter to the NTSC, which in turn, will coordinate with the PMO Director to authorize the issuance of the Smartcard Security Key PINs within the day.
3. The EB shall wait for the Smartcard Security Key PINs/Re-zero PIN to be issued by the DESO - TSS and shall proceed with the conduct of the FTS.
4. Thereafter, the DESO - TSS shall inform NTSC on the successful use of the Smartcard Security Key PINs/Re-zero PIN provided.
5. The EB shall record this matter in the Minutes.

6. If the new Smartcard Security Key PINs/Re-zero PIN cannot be issued within the day, EO shall reset the date of the FTS with notice to EB, political parties, candidates and accredited citizens' arms as provided in Article IV, Sec. 17 of Resolution No. 11076, and to post notice of the new schedule of the FTS within 24 hours before its conduct.

**B.4. If Smartcard Security Key/s is/are missing and/or defective.**

1. The EB shall report the same to the DESO - TSS who shall report this incident to the NTSC and the EO as well.
2. Upon receipt of report, the NTSC shall refer the matter to the PMO Director who shall authorize the issuance of the new Smartcard Security Key/s to the EB.
3. The NTSC will contact the technical hub under its jurisdiction to reconfigure the complete set of the main peripherals of the Clustered Precinct ID.
4. The technical hub shall perform the wipe-out process and the re-configuration of the USB device/s and smartcard security key/s.
5. The technical hub will coordinate with the Election Officer or any authorized representative, who will proceed to the technical hub to retrieve newly configured smartcard security key/s as a replacement for missing ones.
6. The technical hub shall only release the specific replacement smartcard security key/s and turnover to the Election Officer or his/her authorized representative.
7. The EB shall now conduct the FTS.
8. The EB shall record this matter in the Minutes.

**B.5. If one or both USB device/s (Main or Backup) is/are missing.**

1. The EB shall report the same to the DESO - TSS who shall report this incident to the NTSC and the EO as well.
2. The NTSC shall determine if one or both USB/s device/s is/are missing
  - 2.1. If one of the USB devices is missing;
    - 2.1.1. The NTSC shall determine the missing USB device and recommend to the PMO Director the issuance of new and empty USB device (Main or Backup)
    - 2.1.2. The NTSC shall inform the technical hub of the replacement of the missing USB device.
    - 2.1.3. The NTSC shall confirm with the EO and the DESO - TSS on the availability of the USB device for pick-up by the EO or his/her authorized representative, at the technical hub.

2.2. If both USB devices (Main and Backup) are missing;

2.2.1. Upon receipt of report, the NTSC shall refer the matter to the PMO Director who shall authorize the issuance of the new USB devices, ACM and its major peripherals to the EB.

2.2.2. The NTSC will contact the technical Hub under its jurisdiction to reconfigure the complete set of the main peripherals of the Clustered Precinct ID.

2.2.3. The Election Officer or his/her authorized representative shall bring all the main ACM peripherals (ACM primary, 4 smartcard security keys, 2 USB devices) to the technical hub for reconfiguration.

2.2.4. The technical hub shall perform the wipe-out process and the re-configuration of the USB device/s and smartcard security keys.

2.2.5. The technical hub shall turnover the new set of configured USB devices, smartcard security keys, and wiped-out ACM.

2.2.6. The EO, or his/her authorized representative, shall turnover to the EB the new set of configured USB devices, smartcard security keys, and wiped-out ACM.

3. The EB shall now conduct the FTS.

4. The EB shall record this matter in the Minutes.

**B.6. Other items such as plug adapter, ACM power cord, battery cable, rolls of thermal paper, checklist of the contents of the ACM case, USB modem with sim cards, cleaning cloth, or marking pens are lacking inside the ACM case.**

1. The EB shall inform the EO of the lacking item/s.
2. The PES or the EO, as the case may be, shall open one of the contingency ACM cases in the presence of watchers, if any, and shall get the items therein that are needed by the EB and deliver the same to them within the day for the immediate conduct of the FTS. The PES or the EO shall report the same to the Command Center.
3. The EB shall record this matter in the Minutes.

**C. Discrepancy in Election Return (ER) and manual audit.**

1. The EB shall sign the certification portion of both Election Returns (ERs) and compare the results of the manually-prepared ER with that of the machine-generated ER.



2. If the results of both ERs are not the same, the EB shall perform the following activities to determine the discrepancy;
  - a. Perform Ballot Review to re-appreciate the marks of the scanned ballots; and
  - b. Manually examine the physical ballots to re-appreciate the shaded marks, if necessary.
3. If there is still a discrepancy, the EB shall call on the DESO - TSS to report the discrepancy to the NTSC. The NTSC shall determine the cause of such discrepancy based on the report of the EB communicated through the DESO -TSS.
4. If the cause of the discrepancy is due to a defective ACM the NTSC shall recommend to the PMO Director for the replacement of the defective ACM. The NTSC shall thereafter authorize the PES or EO, as the case may be, to deploy a contingency ACM in his custody for immediate replacement thereof. The PES or EO, or his/her authorized representative, shall retrieve the defective ACM from the EB and shall bring it to the technical hub for repair.
5. However, if the contingency ACM cannot be delivered to the EB on the same day, the EO shall reset the date of the FTS on the following day. If this is not possible, the FTS shall be reset not later than the day before election day with notice to the PES or the RED of the NCR, Davao City and Zamboanga City, as the case may be. The EO shall likewise notify the candidates, parties, coalition of political parties, associations or organizations participating in the party-list system of representation in the city or municipality, or accredited citizens' arms of the date of resetting.
6. The EB shall record this matter in the Minutes.

**D. Defective ACM/s for reverse logistics.**

All ACMs that are declared defective during the FTS shall be transported to their designated technical hubs for repair.

**II. FTS, TECHNICAL ISSUES:**

**A. Defects or malfunction detected during the diagnostics test.**

1. The EB shall call the DESO - TSS assigned in the polling place and shall take note of the defect or malfunction. The DESO - TSS shall call the NTSC to report the incident. The NTSC shall determine the cause of the malfunction and the appropriate procedures to be undertaken.
2. If the defect or malfunction persists, the NTSC shall recommend to the PMO Director the replacement of the ACM or reconfiguration of the USB device, as the case may be.
3. However, if the contingency ACM or reconfigured USB device cannot be delivered to the EB on the same day, the EO shall reset the date of the FTS on the following day. If this is not possible,

the FTS shall be reset not later than the day before election day with notice to the PES or the RED of the NCR, Davao City and Zamboanga City, as the case may be. The EO shall likewise notify the candidates, parties, coalition of political parties, associations or organizations participating in the party-list system of representation in the city or municipality, or accredited citizens' arms of the date of resetting.

4. The EB shall record this matter in the Minutes.

**B. If both USB devices are corrupted or defective.**

1. The EB shall report the same to the DESO - TSS who shall report this matter to the NTSC and the EO as well.
2. The NTSC shall determine if the main or backup USB device is defective.
3. The NTSC shall recommend to the PMO Director the issuance of a new and blank USB device (main and backup).
4. The NTSC shall inform the technical hub of the replacement of the defective USB device.
5. The NTSC shall confirm with the EO and the DESO – TSS on the availability of the USB device for pick-up by the EO or his/her authorized representative, at the technical hub.
6. The EB shall bring the defective USB device to the technical hub and turn it over.
7. Upon receipt of the new blank USB device provided by the technical hub, the EB shall connect the new blank USB devices (main and backup) to the ACM.
8. The ACM will generate a request code and will require a One-Time PIN (OTP).
9. The EB shall inform the NTSC of the request code and the NTSC shall provide the corresponding OTP.
10. The EB shall turn on the ACM and wait until it displays the information of the Clustered Precinct to be restored. The ACM shall generate a request code which will then require an OTP.
11. The EB shall inform the NTSC of the request code and the NTSC shall provide the corresponding OTP.
12. Once the ACM validates the OTP, the ACM shall sync the data from the ACM memory into both of the USB devices.
13. The EB shall now conduct the FTS.
14. The EB shall record this matter in the Minutes.

**ARTICLE V**  
**ELECTION DAY CONTINGENCY PROCEDURES**

***Sec. 8. Election Day Contingency Procedures.***

**I. ELECTION DAY, NON-TECHNICAL ISSUES**

**A. Misdelivered Official Ballots.**

1. The EB shall immediately report this matter to the EO, who shall inform the Treasurer's Office of the misdelivery of official ballots and seek assistance to locate the correct ballots.
2. If the misdelivery of ballots is within the city/municipality/district, the EO shall direct the City/Municipal Treasurer to resolve the misdelivery as soon as possible by locating the correct ballots and causing the immediate rectification thereof.
3. If the misdelivery is within the province or region, the EO shall inform the PES or RED of NCR, Davao City and Zamboanga City, as the case may be, who, in turn, shall arrange for the immediate delivery of the correct ballots to the proper polling place.
4. If the misdelivered ballots are located outside the region, the RED shall coordinate with his/her counterpart in that region to arrange for the immediate delivery of the ballots to the polling place.
5. In any of the above circumstances, the EO/PES/RED shall report the incident to the Command Center.
6. The EB shall announce the delay to the voters and watchers and proceed with the preliminaries of voting while waiting for the arrival of the ballots.
7. The EB shall record this matter in the Minutes.

**B. Shortage of ballots in case the number of allocated official ballots for a clustered precinct is less than the number of registered voters in the same clustered precinct due to approved requests for inclusion in the voters list.**

1. The EB shall prepare the verified list of names of voters not accommodated due to lack of official ballots.
2. The EB shall inform the DESO who shall coordinate with the EBs of the other polling places with available ballots to allow the voters to cast their votes. In case of a mono-precinct barangay, the DESO/DESO Support Staff shall confer with the EBs of polling centers in nearby barangays under their jurisdiction. Depending upon the number of voters, the DESO shall distribute them to various polling centers taking into consideration the polling centers with expected low voter turnout.

3. Through the guidance of the DESO/DESO Support Staff, instruct said voters to vote in another polling place within the same voting center.
4. In all the above scenarios, EB shall:
  - a. Record in the Minutes, the names of the voters; and
  - b. The EB with available official ballots shall also record in the Minutes the names of the voters who were allowed to vote in their assigned clustered precinct pursuant to this rule and attach to the Minutes, the verified list of voters.
5. The DESO/DESO Support Staff concerned shall inform the EO, who in turn shall inform the Command Center of the action/s taken.

**C. Insufficient ballots delivered.**

1. The EB shall report the shortage of ballots to the EO and shall proceed to open the voting process. EO shall report the shortage of ballots to the Command Center.
2. If the ballots are all used and there are remaining voters who are unable to vote due to the shortage of ballots, the EB shall prepare the verified list of voters not accommodated due to insufficient ballots delivered.
3. The EB shall inform the DESO who shall coordinate with the EBs of the other polling places with available ballots to allow the voters to cast their votes. Depending upon the number of voters, the DESO shall distribute them to various polling centers taking into consideration the polling centers with expected low voter turnout.
4. Through the guidance of the DESO, instruct said voters to vote in another polling place within the same voting center.
5. In all the above scenarios, the EB shall:
  - a. Record in the Minutes, the names of the voters; and
  - b. The EB with available official ballots shall also record in the Minutes the names of the voters who were allowed to vote in their assigned clustered precinct pursuant to this rule and attach to the Minutes, the verified list of voters.
6. The DESO concerned shall inform the EO, who in turn shall inform the Command Center of the action/s taken.

**D. There is a problem on the size/ width of the ballots, such as the change in the size of the ballots due to weather, transport and other conditions thereby causing issues on compatibility with the ACM.**

1. The EB shall immediately report this matter to the EO.
2. The EO shall contact the NTSC for guidance.



3. The EB shall record this matter in the Minutes.

**E. There are missing items in the ACM case on Election Day.**

1. All or majority of EB Smartcard Security Key PINs are unavailable or invalid.
  - i. The EB shall call the DESO - TSS.
  - ii. The DESO - TSS shall refer the matter to the NTSC, which in turn, will coordinate with the PMO Director to authorize the issuance of the Smartcard Security Key PINs within the day.
  - iii. The EB shall wait for the Smartcard Security Key PINs to be issued to them by the DESO - TSS and thereafter, shall proceed with the conduct of the voting.
  - iv. The DESO - TSS shall inform NTSC on the successful use of the Smartcard Security PINs provided.
  - v. The EB shall record this matter in the Minutes.
- a. If both USB devices are missing/defective/corrupted data. – refer to FTS procedure.
2. Missing USB Modem.
  - i. The EB shall inform the EO and DESO - TSS of this fact. The DESO – TSS shall immediately inform the NTSC and request for issuance of the missing item.
  - ii. The NTSC shall recommend to the PMO Director the issuance of new USB Modem. The NTSC shall confirm with the EO and the DESO - TSS on the availability of the USB Modem for pick-up by the EO, or his/her authorized representative, at the technical hub.
  - iii. The EB shall record this matter in the Minutes.
3. Other items such as plug adapter, ACM power cord, battery cable, rolls of thermal paper, checklist of the contents of the ACM case, USB modem, sim cards, cleaning cloth, or marking pens, are lacking inside the ACM case: - Refer to FTS procedure.

**F. Insufficient thermal paper for vote receipts and printing of audit logs and ERs.**

1. The EB shall report this matter to the DESO who shall in turn report the same to the EO for reporting to the Command Center.
3. The EO shall retrieve from the contingency ACM case, the thermal paper needed.

4. The DESO may also check with other polling places for extra thermal paper.
5. The EB shall record this matter in the Minutes.

**G. Marking pens are all out of ink or the pens are all missing.**

1. Use regular black ballpoint pen.
2. The EB shall report this matter to the DESO who shall in turn report the same to the EO for reporting to the Command Center.
3. The EB shall record this matter in the Minutes.

**H. There is sabotage, explosion, equipment robbery and other similar circumstances.**

1. If required to leave the precinct, the EB shall report this to the EO and immediately secure all equipment, election forms and supplies, inform all political party representatives, citizens' arms and watchers present of the transfer or suspension of voting, and then proceed with security personnel to a safer place.
2. If peace and order is restored, the EB shall conduct inventory of all equipment, forms and election supplies. If there are missing item/s, the EB shall report to the EO and local PNP for proper documentation and investigation. Thereafter, the EO shall call the Command Center to inform about the missing item/s.
3. The EB shall record this matter in the Minutes.

**I. There is a catastrophe like fire, flood, earthquake and others, or by reason of emergency in the locality.**

1. If required to leave the precinct, the EB shall report this to the EO and immediately secure all equipment, election forms and supplies, inform all political party representatives, citizens' arms and watchers present of the transfer or suspension of voting, and then proceed with security to a safer place.
2. The EO shall report this to the Command Center.
3. The EB shall record this matter in the Minutes.

**J. Absence of the DESO - TSS.**

1. The EB shall inform the DESO of the absence of the DESO - TSS.
2. The DESO shall inform the EO about the absence of the DESO - TSS.
3. The EO shall designate a substitute DESO - TSS.

4. The EO shall report this substitution to NTSC for record purposes.

## **II. ELECTION DAY, TECHNICAL ISSUES**

### **A. ACM is defective and contingency ACM at the OEO/OPES or any spare ACM at the Technical Hub is available.**

1. The EB shall call the DESO – TSS assigned in the polling place and shall determine the cause of the malfunction.
2. If the DESO - TSS cannot resolve the malfunction, he/she shall report the same to the EO and NTSC.
3. The NTSC shall assist the DESO – TSS in troubleshooting the ACM.
4. If after sixty (60) continued minutes of failure and non-operation of the ACM despite assistance from the NTSC, the latter shall recommend to the PMO Director for the replacement of the defective ACM and authorize the EO or the PES, as the case may be, to deploy a contingency ACM in his/her custody for its immediate replacement. The EO, or his/her authorized representative, shall retrieve the defective ACM from the EB and bring the same to the technical hub for repair.
5. Thereafter, the DESO - TSS shall perform the following replacement procedure of the ACM:
  - a. Remove the 2 USB devices from the defective ACM.
  - b. Turnover the defective ACM to the Election Officer.
  - c. Once the replacement ACM is received, the EB shall connect the 2 USB devices to the contingency ACM.
  - d. Turn on the ACM and resume the voting.
6. The DESO – TSS shall report to the NTSC the fact of replacement.
7. While troubleshooting or seeking the replacement of the ACM, the EB shall announce to the voters casting or waiting to cast their votes that they have the following options:
  - i. To proceed in the casting of votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB before the close of the polls; or
  - ii. To wait for the ACM malfunction to be resolved or the replacement ACM to arrive, for them to cast their votes and personally feed the ballot in the ACM.
8. The EB shall record this matter in the Minutes.

**B. ACM is defective and there is neither any available contingency ACM at any OEO/OPES nor spare ACM at the Technical Hub.**

1. The EB shall inform the EO and DESO - TSS of this fact. The DESO - TSS shall immediately inform the NTSC.
2. The NTSC shall instruct the EO or DESO-TSS to conduct the basic troubleshooting procedures.
3. If the problem persists, the DESO shall look for available ACM from other polling place that had successfully completed all tasks in the ACM.
4. The NTSC shall recommend to the PMO Director for the replacement of the defective ACM using the ACM from the other polling place. For this purpose, the EB that provided the replacement ACM shall remove all USB devices and place the same with the smartcard security keys and PINs inside the envelope intended for the main USB device (C.E. Form No. A18-B). The same EB shall make the proper documentation of the turnover of the ACM and shall note the same in the Minutes.
5. The NTSC shall inform the EB or the EO or his/her authorized representative to bring the replacement and defective ACMs including its peripherals to the technical hub.
6. The technical hub shall turnover the functioning ACM with the major peripherals to the Election Officer or his/her authorized representative.
7. The EB shall record this matter in the Minutes.

**C. Ballot Jam.**

1. The EB shall press the ACM cover button (red button at the back of the ACM) and shall gently pull out the ballot from the entry/exit slot, then close the ACM Cover.
2. After the ACM has been cleared of the ballot jam, EB shall return the ballot to the voter who shall re-feed the ballot to the ACM. If the ballot is rejected by reason that it has already been counted, the EB shall open the ballot box and place the ballot inside, in the presence of watchers.
3. If the EB has difficulty or is unable to remove the ballot from where it is jammed, EB shall not force the ballot out of the ACM but instead, call on the DESO - TSS to assist them in removing the ballot.
4. If the cause of the ballot jam is the improper stacking of the ballots inside the ballot box, the EB, in the presence of the watchers, shall open the ballot box, press the ballots in order to make room for additional ballots, and thereafter, close the ballot box.
5. In all cases, the EB shall ensure the secrecy of the ballot.



6. The EB shall record this matter in the Minutes.

**D. Continuous rejection of ballots by ACM after initial acceptance of several ballots.**

1. Before feeding the next ballot, the EB shall perform scanner cleaning procedure. If after cleaning, the ACM still rejects the ballot even after feeding in four different orientations, the EB shall call the DESO - TSS assigned in the polling place.
2. The DESO - TSS shall determine the cause of the rejection of the ballots and perform procedures to resolve it.
3. If the problem persists, the DESO - TSS shall report the incident to the NTSC and seek further assistance on resolving the issue.
4. The DESO - TSS shall attempt to troubleshoot following the instructions of NTSC.
5. If the continuous rejection of ballots by the ACM persists despite assistance from the NTSC, the NTSC shall recommend to the PMO Director for the replacement of the defective ACM. The NTSC shall thereafter authorize the PES or EO, as the case may be, to deploy a contingency ACM in his/her custody for the immediate replacement thereof. The PES or EO or his/her authorized representative, shall retrieve the defective ACM from the EB which shall be brought to the technical hub.
6. Thereafter, DESO - TSS shall perform the replacement procedure of the ACM. The DESO - TSS shall thereafter report to the NTSC the fact of replacement. The same USB devices and smartcard security keys shall be used
7. The EB shall record this matter in the Minutes.

**E. The hash code of the ACM does not match the published code based on the Final Trusted Build.**

1. The concerned EB shall call the DESO - TSS to verify the hash code of the ACM and compare it with what was published on the COMELEC Website based on the Final Trusted Build.
2. If the DESO -TSS finds out that the hash code does not match, the incident shall be reported by the DESO - TSS to the EO and the NTSC.
3. The NTSC shall recommend to the PMO Director for the replacement of the ACM.
4. The EB shall record this matter in the Minutes.

**F. ACM printer issues.**

1. The EB shall call the DESO - TSS assigned in the polling place.

2. The DESO - TSS shall attempt to troubleshoot by performing the following procedures:
  - a. If the printer cutter is not in its normal position, open the printer cover and check/adjust the placement of the printer cutter.
  - b. If the print on the thermal paper is not clear, open the printer cover and wipe the printer head with the cleaning cloth.
  - c. If the thermal paper is not properly installed, check the thermal paper and make sure it is aligned, and the thermal coating of the thermal roll is facing downwards.
3. If the problem persists, the DESO - TSS shall report the incident to the NTSC and seek further assistance in resolving the issue.
4. If the ACM printer issue remains unresolved despite assistance from the NTSC, the NTSC shall recommend to the PMO Director the deployment of contingency ACM. The EO, or his/her authorized representative, shall retrieve the defective ACM which shall be brought to the technical hub.
5. In the process of troubleshooting or the replacement of the ACM, the EB shall announce to the voter casting or waiting to cast their votes that they have the following options:
  - a. To proceed in the casting of votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB before the close of the polls; or
  - b. To wait for the ACM malfunction to be resolved or the replacement ACM to arrive, for them to cast their votes and personally feed the ballot in the ACM.
6. The DESO - TSS shall report to the NTSC and the EO of the successful troubleshooting or replacement of the ACM.
7. The EB shall record this matter in the Minutes.

**G. Thermal paper jam.**

1. The EB shall open ACM printer cover and gently pull the thermal paper.
2. Once the jam has been removed, the EB shall reload the thermal paper or replace a new thermal paper roll, if required.

3. If the problem persists, the EB shall call the DESO - TSS to assist in resolving the matter.
4. The EB shall record this matter in the Minutes.

#### **H. Frozen ACM Screen.**

1. If the screen is unresponsive to touch input or remains static, restart the ACM by pressing and holding the power button and wait for the ACM screen to initialize.
2. If the ACM is still unresponsive, the DESO - TSS shall report the same to the NTSC.
3. The NTSC shall assist the DESO - TSS in troubleshooting the ACM. But if the issue persists, the former shall recommend to the PMO Director for the replacement of the ACM and authorize the PES or the EO to deploy a contingency ACM in his/her custody for its immediate replacement. The PES or EO, or his/her authorized representative, shall retrieve the defective ACM from the EB which shall be brought to the technical hub.
4. The DESO-TSS shall perform the replacement procedure of the ACM. The DESO - TSS shall thereafter report to the NTSC the fact of replacement.
5. In the process of troubleshooting or seeking the replacement of the ACM, the EB shall announce to the voters casting or waiting to cast their votes that they have the following options:
  - a. To proceed in the casting of votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB before the close of the polls; or
  - b. To wait for the ACM malfunction to be resolved or the replacement ACM to arrive, for them to cast their votes and personally feed the ballot in the ACM.
6. The EB shall record this matter in the Minutes.

#### **I. Power failure on election day.**

1. The EB shall ensure that the ACM is connected to the battery to proceed with the voting.
2. The EB shall report the power failure to the DESO. The DESO shall notify the EO who shall then report to the Command Center of this fact.
3. The DESO shall inquire from the local electric provider on the duration of power interruption and advise the EB on the matter.

If power cannot be restored by 5:00 o'clock in the afternoon on election day, the EO shall provide alternative lighting provisions.

4. The EB shall record this matter in the Minutes.

**J. The battery has been discharged after FTS.**

1. The EB shall follow the instructions in connecting the ACM to the battery and then to the electrical outlet if there is power in the polling place.
2. In case there is no power in the polling place, the EB shall notify the DESO - TSS who shall report the problem to NTSC and the EO.
3. The EB shall record this matter in the Minutes.

**K. Transmission Failure.**

1. The EB shall inform the DESO - TSS assigned in the polling place.
2. The DESO - TSS shall perform the following:
  - 2.1. If the transmission media is a USB Modem:
    - 2.1.1. Check if the USB Ports are working by performing USB ports diagnostic.
    - 2.1.2. Check if the USB Modem is properly connected to the USB port, or insert the USB Modem to the other available USB port.
    - 2.1.3. If transmission still fails, use the secondary sim card.
  - 2.2. If the problem is the transmission device, the EB may use the transmission device from any of the other polling places within the same voting center that has finished transmission and attempt to re-transmit.
3. If the DESO - TSS is unable to solve the transmission failure, he/she will report the matter to the NTSC and ask for assistance or other solutions to solve this issue.
4. If there is weak or no signal, the EB shall perform the following procedures:
  - 4.1. Complete the printing of the remaining twenty-one (21) copies of ERs and other reports.



- 4.2. Transport the ACM to the nearest voting center previously determined by the EO where communication signal is strong to attempt re-transmission.
- 4.3. If after three (3) unsuccessful attempts to re-transmit, the EB shall proceed with the ballot review, printing of the audit log and execution of the final backup function. The EB shall bring the ACM case containing the ACM to the canvassing center. The EB shall not remove the Main and Back up USB devices.
  - 4.3.1. The EB shall explain in writing to the BOC the reason why they are not able to transmit.
5. When transporting the ACM to the nearest voting center or canvassing center pursuant to Nos. 4.2 and 4.3, the EB shall ensure transparency in transporting the ACM. In which case, the EB shall allow the watchers or any interested parties to accompany the same. For security reasons, the EB may seek the assistance of the members of the PNP and/or AFP.
6. The EB shall record this matter in the Minutes.

**L. Unable to execute final backup.**

1. The EB shall check if one of the USB devices is a WORM capable USB, the ACM will also display a message that the inserted USB devices are both MAIN USB devices and the final backup will not proceed.
2. The EB shall verify if the date and/or time of the ACM is correct. If not, change to the correct date and/or time and proceed to execute the final backup of the ACM.
3. If the date and/or time of the ACM is correct, the EB shall call the DESO - TSS to report the problem, who in turn shall call the NTSC and perform the procedure given by NTSC to solve this problem.
4. The EB shall record this matter in the Minutes.

**M. ACM does not shutdown.**

1. The EB shall press the power button at the back of the ACM.
2. The EB shall remove the power adaptor from the power outlet.
3. The EB shall disconnect the battery from the ACM.
4. The EB shall record this matter in the Minutes.

**ARTICLE VI**

**CONTINGENCY PROCEDURE IN  
REGIONAL/PROVINCIAL/DISTRICT/CITY/MUNICIPAL BOARD OF  
CANVASSERS (R/P/D/C/MBOC)**

**Sec. 9. Contingency Procedures Applicable to the Regional/Provincial/District/City/Municipal Board of Canvassers (R/P/D/C/MBOC) during canvassing.** – The procedure to be observed in the event that there is a need for the immediate transfer of the canvassing venue due to security and other emergency situations during the canvassing on May 12, 2025.

1. In cases of the C/MBOCs, the BOC shall notify in writing the PES of this matter and request for the transfer of the venue of the canvassing. The PES shall approve the request upon determination of the validity of the request. For PBOCs, DBOCs, CBOCs in NCR, Davao City and Zamboanga City, the RED shall approve the request. For the RBOC, the Deputy Executive Director for Operations (DEDO) shall approve the request.
2. The approving authority shall report the approval to the Command Center.
3. Upon receipt of the approval, the Chairperson of the BOC, shall notify all political party representatives, citizens' arms, watchers and members of the EB, and other stakeholders, and cause the posting thereof in the original canvassing venue, bulletin boards of the ORED/OPES/OEO, City/Municipal Hall concerned.
4. The BOC Chairperson shall conduct an inventory of all canvassing paraphernalia and documents, and record the same in the Minutes.

**Sec. 10. Contingency Procedures Applicable to the Regional/Provincial/District/City/Municipal Board of Canvassers (R/P/D/C/MBOC).** – The procedures to be observed in the event that problems occurred during the consolidation/canvassing of the Regional/Provincial/District/City/Municipal Board of Canvassers (R/P/D/C/MBOC) on May 12, 2025, are as follows:

**A. Malfunctioning of Consolidation/Canvassing System (CCS) at the MBOC, CBOC, DBOC, PBOC, or RBOC.**

1. The BOC shall instruct the CCS Operator (CCSO) to restart the CCS laptop.
2. If the problem persists, the CCS Technical Support (CCS TS) shall call the NTSC to report the CCS malfunction.
3. Upon approval of request, the BOC Chairperson shall announce the malfunction of the CCS and the approval of the request to replace the defective CCS.
4. The BOC Chairperson shall invite watchers of political party representatives, citizens' arms, watchers and the members of the EB,

stakeholders and members of the PNP/AFP to accompany the CCSO in retrieving the contingency CCS laptop from the technical hub.

5. The CCSO shall thereafter immediately bring the contingency CCS laptop to replace the defective CCS laptop and perform the following procedures:

- i. Ensure that the main CCS laptop has been turned off properly.
- ii. Remove the SD Card from the defective CCS laptop.
- iii. The CCSO shall place the contingency CCS laptop in the designated place in the canvassing venue.
- iv. The CCSO shall insert the SD Card into the contingency CCS laptop.
- v. The CCSO shall connect the contingency CCS laptop to the main power source and turn it on.
- vi. The CCSO shall perform the procedure on restoration as instructed by the NTSC.
- vii. The CCSO shall store the defective CCS laptop in its original packaging and turnover the box to the Chairperson of the BOC.

6. The CCS TS shall thereafter call NTSC to report on the successful replacement of the CCS laptop and the resumption of the canvassing.

7. The BOC shall indicate this matter in the Minutes.

**B. All/Majority of USB tokens are unavailable or defective.**

1. The CCS TS shall inform the NTSC of the missing or defective USB tokens.
2. The NTSC shall refer the matter to the PMO Director who shall authorize the reconfiguration of the USB tokens.
3. Upon approval, the NTSC shall assist the CCS TS in the reconfiguration. The CCS TS shall report or update the NTSC of the successful reconfiguration of the USB tokens.
4. The BOC shall indicate this matter in the Minutes.

**C. All/Majority of the BOC PINs/Passwords are unavailable/rejected.**

1. The CCS TS shall inform the NTSC of the unavailability or rejection of the PINs and/or passwords.
2. The NTSC shall recommend the issuance of replacement PINs and/or passwords to the PMO Director who shall authorize the issuance of replacement PINs and/or passwords to the BOC members.
3. The NTSC shall issue to the BOC the replacement PINs and/or passwords.

4. The BOC shall proceed to open the canvassing with the use of the PINs and/or passwords issued by the NTSC with the assistance of the CCSO.
5. Thereafter, the CCS TS shall inform NTSC of the validity of the PINs/passwords provided and resumption of the canvassing.
6. The BOC shall indicate this matter in the Minutes.

**D. SD Card is not available.**

1. The CCS TS shall inform NTSC about the matter.
2. The NTSC shall recommend to the PMO Director the issuance of blank SD Card who shall authorize the issuance to the BOC.
3. Upon approval of release, the BOC Chairperson shall invite watchers of political parties, citizens' arms, and stakeholders to accompany the CCSO in retrieving the blank SD Card from the technical hub.
4. Upon arrival at the canvassing venue, the CCS TS shall call the NTSC for instructions to complete the process.
5. For record and monitoring purposes, the CCS TS shall advise the NTSC on the successful resolution of the problem.
6. The BOC shall indicate this matter in the Minutes.

**E. Failure to receive precinct level results by the CBOC/MBOC.**

1. The CBOC/MBOC shall order the EB to bring the ACM to the canvassing center.
2. The BOC Chairperson shall require the EB to explain in writing the reason/s for non-transmission of election results. The BOC Chairperson shall ensure that the EB complied with the printing of the audit log and the execution of full backup procedure.
3. The BOC Chairperson shall direct the EB to retrieve the Main USB device from the ACM and place the same in an envelope and mark "not transmitted".
4. The Reception and Custody Group (RCG) shall receive the envelope marked as "not transmitted" and record the same in its log/record book and immediately forward to the BOC. Thereafter, the CBOC/MBOC shall open the said envelope, retrieve the ACM Main USB device and give the same to the CCSO who shall follow the procedures provided in Sec. 33, III-A of COMELEC Reso. No. 10731 for the importing of precinct results from ACM in case of non-transmission.
5. The BOC Chairperson shall coordinate with the Command Center for the reverse logistics of the ACM.
6. The BOC shall indicate this matter in the Minutes.

**F. USB device was placed inside the ballot box and there is a need to retrieve the same for the following reasons: (1) To comply with the submission of USB device to the RCG; and (2) There was a failure to**



**transmit by the EB and the USB device is needed for manual uploading of precinct results by the CBOC/MBOC.**

1. The BOC Chairperson shall order the EB and the City/Municipal Treasurer to bring the ballot box to the BOC for the purpose of retrieving the USB device.
2. The BOC shall require the EB to explain in writing the reason for placing the USB device in the ballot box.
3. In the presence of the BOC, the EB shall retrieve the envelope of the USB device and turnover the same to the RCG for proper recording.
4. In the case of manual uploading, the RCG shall submit the envelope to the BOC Chairperson. Thereafter, the CBOC/MBOC shall open the said envelope, retrieve the ACM Main USB device and give the same to the CCSO who shall follow the procedures provided Article V, Sec. 8, (II) (M) (6) for the importing of precinct results from the ACM in case of non-transmission.
5. This opening shall be subject to the approval of the Commission *En Banc* and proper notice to the concerned EB, City/Municipal Treasurer, candidates, watchers, all parties and stakeholders of the date and time, to be determined by the BOC Chairperson.
6. The BOC shall indicate this matter in the Minutes.
7. The CCSO shall report this matter to the NTSC for recording and monitoring purposes.

**G. Failure of the CBOC/MBOC to transmit to the D/PBOC.**

1. The D/PBOC shall receive from the RCG an envelope containing the USB flash drive labelled "NOT TRANSMITTED" for the city/municipality.
2. The Chairperson of the BOC shall open said envelope, retrieve the USB flash drive labelled "NOT TRANSMITTED" and give the same to the CCSO who shall follow the instructions Article V, Sec. 8, (II) (M) (6) on the Importing of City/Municipal Results to DBOC/PBOC.
3. The D/PBOC shall record this matter in the Minutes.
4. The CCS TS shall report this matter to the NTSC for recording and monitoring purposes.

**H. Failure of the CBOC and D/PBOC to transmit result to the NBOC.**

1. The NBOC shall receive from the RCG an envelope containing the USB device labelled "NOT TRANSMITTED" for the city/district/province.
2. The NBOC shall open the said envelope, retrieve the USB device labelled "NOT TRANSMITTED" and give the same to the CCSO who shall follow the instructions on the importing of city/district/provincial results to the NBOC, if any.
3. The matter shall be recorded in the Minutes.

**I. There is power supply interruption [Brownout/Blackout] in the canvassing venue.**

1. The BOC Chairperson shall inquire from the local electric provider the duration of the power interruption.
2. The BOC shall call the Command Center.
3. The Command Center shall record the location and ask the BOC to check if there is any available generator set. In the absence of a generator set, the BOC Chairperson shall exhaust all possible means to secure one.
4. The BOC Chairperson shall call the Command Center indicating the status of the power supply.
5. The BOC shall record this matter in their Minutes.

**J. The hash code of the CCS does not match the published hash code based on the Final Trusted Build.**

1. The CCS TS shall report the matter to the NTSC, which shall authorize the deployment of the contingency CCS laptop as replacement.
2. Upon receipt of the CCS laptop replacement, the CCSO shall proceed with the replacement procedures of the CCS laptop.
3. The BOC shall record this matter in their Minutes.

**K. There is Network Failure.**

1. The CCS TS shall report the matter to the NTSC. The CCS TS shall perform the following procedures:
  - i. Check the status of the network device;
  - ii. Unplug the network device, plug again, and test the connection; and
  - iii. If the CCS failed to connect, call the NTSC indicating the status of the CCS.
2. The NTSC shall check the network status with the Network Providers and advise the CCS TS for action to be taken.
3. If CCS is able to connect to the network, then no further action is needed. If unable to connect, the network technician shall check the network device and network availability with the Provider.
4. Once the connection is ready, the CCS TS shall call the NTSC indicating the status of the CCS.
5. The BOC shall record this matter in the Minutes.

**L. Backup creation and/or worming backup has a problem.**

1. The CCS TS shall try to solve the problem. If the problem persists, CCS TS shall call the NTSC for assistance.
2. The CCS TS shall report the successful creation of backup to the NTSC.
3. The BOC shall record this matter in the Minutes.

**M. There is a printer problem.**

1. The CCS TS shall try to solve the problem. If the problem persists, CCS TS shall call the NTSC for assistance.
2. If the printer problem remains unresolved, the CCSO shall get the contingency printer from the technical hub, as the case may be.
3. The CCS TS shall report the successful replacement of the printer to the NTSC.

**N. There is a catastrophe: fire, flood, earthquake and others.**

1. If required to leave the canvassing venue, the BOC shall secure all equipment, election forms and supplies, inform all political party representatives, citizens' arms and watchers present of the transfer or suspension of canvassing, and then proceed with security personnel to a safer place.
2. If there is sufficient time, the CCS TS shall turn off the CCS laptop by pressing the power button.
3. The BOC shall report the same to Command Center.
4. The BOC shall record this matter in the Minutes.

**O. There is sabotage, explosion, equipment robbery and other similar circumstances**

1. If required to leave the canvassing venue, the BOC shall secure all equipment, election forms and supplies, inform all political party representatives, citizens' arms and watchers present of the transfer or suspension of canvassing, and then proceed with security personnel to a safer place.
2. If there is sufficient time, the CCSO shall turn off the CCS laptop by pressing the power button.
3. The BOC shall check all the equipment, forms and supplies. If there are missing item/s, report to the local PNP for investigation and documentation. Thereafter, call the Command Center/NTSC to inform about the missing item/s.
4. The BOC shall record this matter in the Minutes.

**Sec. 11. Authority of the Commission to Adopt Additional Contingency Procedures.** – The Commission may adopt additional contingency procedures in the voting, counting, consolidation, transmission, storage, custody, distribution and retrieval of accountable forms and paraphernalia to fulfill its Constitutional mandate to ensure free, orderly, honest, peaceful and credible elections.

**Sec. 12. Effectivity and Dissemination.** – This Resolution shall take effect after its publication in two (2) daily newspapers of general circulation in the Philippines.

The Education and Information Department (EID) shall cause the publication of this Resolution and shall furnish copies thereof to all Regional Election Directors, Provincial Election Supervisors, Election Officers and Electoral Boards nationwide.

**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)