



ANNEX "A"

Republic of the Philippines
COMMISSION ON ELECTIONS

May 12, 2025 National and Local Elections and BARMM PE

MINUTES OF CANVASS / CONSOLIDATION AND TRANSMISSION OF VOTES

☐ MBOC ☐ CBOC ☐ DBOC ☐ PBOC ☐ RBOC

NAME OF VENUE: _____
ADDRESS: _____
CITY / MUNICIPALITY: _____
PROVINCE: _____
REGION: _____

INSTRUCTIONS:

- 1. Prepare two (2) clear copies separately. First copy for the Law Department, Commission on Elections, Manila and the Second copy for the Chairperson of the Board of Canvassers (BOC).
- 2. The Minutes shall be accomplished by the Member-Secretary and shall be certified as true and correct in the last page by all Members of the BOC.
- 3. Accomplish the Minutes by filling in the blanks as soon as the acts occur or the data referred to becomes available. Do not wait until the end of canvassing of votes in your level to start preparing it.
- 4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed.
- 5. Place each copy of the Minutes in an envelope and distribute in accordance with instructions.
- 6. Thereafter, the Chairperson of the BOC shall submit a copy to the Law Department of the Commission by registered mail or thru an accredited courier service, within five (5) days from the termination of canvass and notify the said office by the fastest means available of the date and manner of transmittal of the Minutes of Canvass.

I. PROCEEDING OF THE BOARD OF CANVASSERS

DATE AND TIME BOC CONVENED:	
DATE AND TIME BOC ADJOURNED:	

II. ATTENDANCE

A. RECORD OF BOC MEMBERS PRESENT

APPOINTMENT	NAME	POSITION / OFFICE
Chairperson		
Vice - Chairperson		
Member - Secretary		
CCS Operator		
Please provide an additional sheet for the attendance of the following and attach as Annex "A" - RCG and Support Staff		

B. RECORD OF COUNSEL / PARALEGAL PRESENT

NAME	PARTY / CANDIDATE REPRESENTED	TIME OF ARRIVAL	TIME OF DEPARTURE	SIGNATURE

C. RECORD OF WATCHERS PRESENT

NAME	ACCREDITED CITIZENS' ARM / PARTY / CANDIDATE REPRESENTED	TIME OF ARRIVAL	TIME OF DEPARTURE	SIGNATURE

III. PRELIMINARIES TO CANVASSING

At or about _____ am / pm _____, 2025, the following activities were undertaken by the BOC as preliminaries to canvassing, to wit

NATURE OF ACTIVITY	CONDITION	SERIAL NUMBER OF THE PAPER / PLASTIC SEAL, if applicable	REMARKS (if any)
Showed to the public and the watchers present that CCS Box is sealed			
Remove the plastic seal of the CCS box and opened the CCS box and checked the contents thereof based in the checklist:			
a. Laptop			

b. Secure Digital (SD) card (installed in the Laptop)			
c. Power Cable of the Laptop			
d. Electrical adaptor of the Laptop			
e. Three (3) USB security tokens with the label			
f. USB modem with SIM card installed			
g. USB extension cable (c/o ERSD for verification)			
h. Extra Sim card (c/o ERSD for verification)			
i. CD-R			
j. Reams of paper			
Retrieved the envelopes containing the username, security token and two (2) passwords			
Retrieved the CCS laptop from the box			

IV. INITIALIZATION PROCEDURES

NATURE OF ACTIVITY	TIME	REMARKS (if any)
CCSO operator turned on the CCS laptop		
Printed one (1) copy of the initialization Report		
Members of the BOC affixed their signatures on the Certification portion of the Initialization Report		
Chairperson of the BOC showed the Initialization Report to the public		
Member-Secretary placed the Initialization Report inside the envelope intended for the purpose		Envelope SN Paper Seal No.

V. MONITORING OF RESULTS

A. TOTAL NUMBER OF ERs / COCs

TO BE CANVASSED	
SUCCESSFULLY TRANSMITTED	
NOT TRANSMITTED / MANUALLY IMPORTED	

B. SUCCESFULLY TRANSMITTED RESULTS

CLUSTERED PRECINCT/ BARANGAY/CITY/ MUNICIPALITY/ DISTRICT/PROVINCE/ REGION	DATE and TIME RECEIVED	REMARKS (if any)

C. IMPORTING OF NOT TRANSMITTED RESULTS

CLUSTERED PRECINCT/ BARANGAY/ CITY/ MUNICIPALI TY/ DISTRICT/ PROVINCE/ REGION	DATE and TIME OF RECEIP T FROM THE RCG BY THE BOC	ENVELOP E NUMBER and SERIAL NUMBER OF THE PAPER SEAL	CONDITIO N OF THE ENVELOPE AND PAPER SEAL	DATE and TIME SD CARD WAS IMPORTE D IN THE CCS	RESULT IF THE IMPORT PROCES S	REMARK S (if any)

D. RECORD OF MANIFESTATIONS

NAME OF COUNSEL/ PARALEGAL	MANIFESTATION	GROUND/S	EVIDENCE PRESENTED if any	REMARKS (if any)

**E. RECORD ON DECLARATION OF RECESS AND RESUMPTION OF
CANVASSING**

DATE/ TIME RECESS WAS DECLARED	DATE/ TIME OF RESUMPTION	REMARKS (if any)

F. NOTABLE ACTIONS / INCIDENTS / IRREGULARITIES

Please state here any lawful action, incident or irregularity noted before and during the entire proceedings which the Board believed should be reported including but not limited to the following acts:

1. Orders issued by BOC for PNP Officers / other deputized person
2. Calling assistance from CEMAC
3. Transfer of counting of votes to safer place due to _____
4. Lacking Envelopes / Paper Seals

G. AES-RELATED INCITED OR PROBLEMS ENCOUNTERED

(Instructions: Please check the appropriate column)

PROBLEM/S DURING VOTING and COUNTING	YES	NO	IF YES, how many?
1. Defective storage devices			
2. Malfunctioned CCS			
3. Contingency ACM was used			
4. Battery was discharged			
5. There was no electric power			
6. Lacking content in the ACM Box			
7. ACM unable to shut down			
8.			
9.			
10.			

- For other problem/s not listed, please make use of the black space/s.

VI. GENERATION AND PRINTING OF CANVASS RESULT

NATURE OF REPORT	DATE and TIME GENERATED / PRINTED	TOTAL NUMBER OF COPIES PRINTED	ENVELOPE SERIAL NUMBER	PAPER SEAL SERIAL NUMBER
Canvass Report				
Certificate of Canvass (COC)				

VII. TRANSMISSION OF CANVASS RESULTS

At about _____am/pm of _____, 2025, the BOC, through the assistance of the CCS Operator, ELECTRONICALLY-TRANSMITTED the CANVASS RESULTS. The transmission result process had the following status, to wit:

SERVER	DATE and TIME	STATUS (please check)	REMARKS (if any)
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		SUCCESSFULLY TRANSMITTED	TRANSMISSION FAILED	
Central Server				
Transparency Server				
Data Server				
Back-up Server				

VIII. GENERATION AND PRINTING OF OTHER REPORTS

NATURE OF REPORT	DATE and TIME GENERATED/PRINTED	TOTAL NUMBERS OF COPIES PRINTED	ENVELOPE SERIAL NUMBER	PAPER SEAL SERIAL NUMBER
STATEMENT OF VOTES (SOV)				
CERTIFICATE OF CANVASS AND PROCLAMATION (COC)				
AUDIT LOG				
POST-ELECTION REPORT				

IX. POST PRINTING ACTIVITIES

	DATE and TIME FINISHED
BOC AFFIXED SIGNATURES AND THUMBMARKS ON COC, SOV, COCP	
WATCHERS AFFIXED SIGNATURES AND THUMBMARKS ON COC, SOV, COCP	
CHAIRPERSON OF THE BOC PUBLICLY ANNOUNCED THE TOTAL NUMBER OF VOTES RECEIVED BY EACH CANDIDATE, STATING THEIR CORRESPONDING OFFICES	
MEMBER-SECRETARY ANNOUNCED THE POSTING OF THE COCS ON THE WALL WITHIN THE PREMISES OF THE CANVASSING AREA	
MEMBER-SECRETARY PLACED IN THE CORRESPONDING ENVELOPES WITH PAPER SEALS ALL REPORTS	

X. BACK - UP PROCESS

	DATE and TIME FINISHED
Successfully completed the back-up process using the three (3) storage devices / disks which were placed in their corresponding envelopes duly sealed with Paper Seal with Serial Number	
ENVELOPE / PAPER SEAL	TRANSMITTED / NOT TRANSMITTED
a.	
b.	
c.	

XI. SHUTTING DOWN OF THE CCS

	DATE and TIME FINISHED

Logged out and shut down completely the CCS Laptop	
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XII. PROCLAMATION OF THE WINNERS

All the **WINNING LOCAL CANDIDATES** were proclaimed personally / online by the BOC on _____, 2025 at _____ am / pm.

NAME	POSITION	VOTES OBTAINED

CERTIFICATION

We hereby certify under our official oaths that the data set forth herein are true and correct.

_____, 2025, _____
(City/Municipality/District) (Province) (Region)
* for BARMM

CHAIRPERSON
(Signature over Printed Name)

VICE- CHAIRPERSON
(Signature over Printed Name)

MEMBER-SECRETARY
(Signature over Printed Name)

WITNESSES:

OFFICIAL WATCHER

(Signature over Printed Name)

for: _____
(Candidate Represented)

OFFICIAL WATCHER

(Signature over Printed Name)

for: _____
(Candidate Represented)

OFFICIAL WATCHER OF ACCREDITED CITIZEN'S ARM

(Signature over Printed Name)