

ANNEX "D"



**CONSOLIDATION AND CANVASSING SYSTEM (CCS)  
PROCEDURE / PROTOCOL FOR CANVASSING**

- I. **INSTALLATION.** The Consolidation and Canvassing System Operator (CCSO) shall:
  1. Ensure completeness of the machine and peripherals of the CCS kit.
  2. *Place the laptop, the printer and the peripherals on the table.*
  3. Then plug the power cable to the laptop and to the extension cord and the power cable to the printer. Plug the extension cord into the electrical outlet.
  4. Connect the USB hub to the laptop. Then connect the transmission device, the wired mouse and the printer cable into the USB hub.
  5. Press the power button of the printer to turn on and insert sufficient paper in the feeder.
  6. Press the power button of the laptop to turn-on and wait for the LOGIN page to appear.
  7. Ensure that the system date and time is correct.
  
- II. **INITIALIZATION.** The Consolidation and Canvassing System Operator (CCSO) shall:
  1. On the Login page, the CCSO shall direct the BOC Chairperson to log-in using his/her user credential.
  2. The Chairperson enters his/her login username and login password to the input fields for the username and password. Then, the Chairperson clicks on the LOGIN button.
  3. The USER AUTHENTICATION window is displayed with message, *"Please, insert a valid token."*, for the 1 of 2 BOC members to authenticate.
  4. The Chairperson shall insert his/her USB token. The system shall display the message, *"Please enter username and token password"* corresponding to the USB token. The Chairperson shall enter his/her username and token password and click on the NEXT button.
  5. The second USER AUTHENTICATION is displayed with message, *"Token validated successfully. Please insert another valid token."* for the 2 of 2 BOC members to authenticate. *Remove the USB token for Chairperson.*
  6. The Vice Chairperson shall insert his/her USB token. The system shall require again the username and token password corresponding to the inserted USB token with the message, *"Please enter username and token password."* The Vice Chairperson shall enter his/her username and token password and click on the NEXT button.
  7. The system shall display the message, *"All token validated successfully."*. Click on the CONFIRM button to continue. Remove the USB token for Vice-Chairperson.

8. The System Initialization screen is displayed with message, *"This machine is being initialized using the credential of the BOC"* with username and password input fields. The system will ask for the Login BOC user credential. The BOC Chairperson must enter his/her Login username and password and click on the ACCEPT button.
9. The Board of Canvasser (BOC) Enrollment screen is displayed. The system will ask to enroll the names of each BOC member along with their corresponding digital signatures.
  - 9.1. Click on the signature icon for the BOC Chairperson. The BOC SIGNATURES window is displayed with the message, *"Please insert valid USB token"*. The Chairperson will insert the USB token for the digital signature;
  - 9.2. After successful validation, the system will require the signature password with message, *"Please enter the signature password"*. The Chairperson enters his/her signature password and clicks on CONFIRM button;
  - 9.3. The system will require the name of the BOC Chairperson. Enter the first name and last name of the BOC Chairperson into the provided input field. Remove the USB token;
  - 9.4. Click on the signature icon for the BOC Vice-Chairperson. The BOC SIGNATURES window is displayed with message, *"Please insert valid USB token."* The Vice-Chairperson will insert the USB token for the digital signature;
  - 9.5. After successful validation, the system will require the signature password with message, *"Please enter the signature password"*. The Vice-Chairperson enters his/her signature password and clicks on CONFIRM button. Remove the USB token;
  - 9.6. The system will require the name of the BOC Vice-Chairperson. Enter the first name and last name of the BOC Vice-Chairperson into the provided input field;
  - 9.7. Click on the signature icon for the BOC Member-Secretary. The BOC SIGNATURES window is displayed with message, *"Please insert valid USB token."* The Member-Secretary will insert the USB token for the digital signature;
  - 9.8. After successful validation, the system will require the signature password with message, *"Please enter the signature password"*. The Member-Secretary enters his/her signature password and clicks on CONFIRM button.
  - 9.9. The system will require the name of the BOC Member-Secretary. Enter the first name and last name of the BOC Member-Secretary into the provided input field. Remove the USB token;

10. Then click on the SAVE AND PROCEED button to continue.
11. Wait for the system to finish the initialization process and generate the INITIALIZATION REPORT;
12. The screen will display the PDF viewer for the INITIALIZATION REPORT. The initialization report shows zero vote for each candidate per contest with the names and digital signatures of the BOC members;
13. Print the INITIALIZATION REPORT by clicking the print icon on the upper right corner of the PDF viewer. Wait for the PRINT dialogue box to be displayed. Enter the number "1", in the space provided for the number of copies to be printed. Check also that the paper size is set to A4 by clicking MORE SETTINGS and change the PAPER SIZE to "A4 210x297mm". Then, click on the PRINT button;
14. After printing the INITIALIZATION REPORT click on the "CLOSE" button found on the bottom part of the screen to proceed to the system DASHBOARD;
15. The members of the Board shall affix their signatures and thumbmarks on the certification portion of the INITIALIZATION REPORT;
16. After signing the certification portion, the BOC Chairperson shall show the INITIALIZATION REPORT to the public; and
17. The Member-Secretary shall place the INITIALIZATION REPORT inside the envelope intended for this purpose.

**III. MONITOR TRANSMISSION.** The Board shall monitor which results have already been loaded into the system.

**A. MBOC/CBOC**

1. In the header menu, go to the MONITORING and click on the "MONITOR TRANSMISSIONS" menu.
2. The monitoring transmission table is displayed. The status of the transmission is determined by the color of the circles corresponding to the barangay. The description of the colored circle is indicated at the bottom part of the transmission monitoring table: GREEN if transmission is received completely, YELLOW if partially received, and RED if no transmission was received.
3. Under the CITY/MUNICIPALITY tab, the list of the barangays of the city/municipality shall be displayed. To monitor the status of transmission of a barangay, check the color of the status circle beside the barangay name.



4. To monitor the transmission of results from a particular precinct/clustered precinct, click the name of the barangay where the precinct/clustered precincts belong. Under the BARANGAY tab, the list of the clustered precincts shall be displayed. Check the color of the status circle beside the clustered precinct; and
5. The monitoring table auto-refreshes from time to time. The CCSO may also click on the Refresh button at the upper right side of the table to update the monitoring result.

#### **A. PBOC/DBOC**

1. In the header menu, go to the MONITORING and click on the "MONITOR TRANSMISSION" menu;
2. The monitoring transmission table is displayed. The status of the transmission is determined by the color of the circles corresponding to the barangay. The description of the colored circle is indicated at the bottom part of the transmission monitoring table: GREEN if transmission is received completely, YELLOW if partially received, and RED if no transmission was received;
3. Under the PROVINCE/DISTRICT tab, the list of the cities/municipalities of the province shall be displayed. To monitor the status of transmission of a city/municipality, check the color of the status circle beside the city/municipality name; and
4. The monitoring table auto-refreshes from time to time. The CCSO may also click on the Refresh button at the upper right side of the table to update the monitoring result.

#### **B. RBOC**

1. In the header menu, go to the MONITORING and click on the "MONITOR TRANSMISSION" menu;
2. The monitoring transmission table is displayed. The status of the transmission is determined by the color of the circles corresponding to the barangay. The description of the colored circle is indicated at the bottom part of the transmission monitoring table: GREEN if transmission is received completely, YELLOW if partially received, and RED if no transmission was received;
3. Under the REGION tab, the list of the provinces of the region shall be displayed. To monitor the status of transmission of a province, check the color of the status circle beside the city/municipality name; and

4. The monitoring table auto-refreshes from time to time. The CCSO may also click on the Refresh button at the upper right side of the table to update the monitoring result.

### **C. NBOC**

1. In the header menu, go to the MONITORING and click on the "MONITOR TRANSMISSION" menu;
2. The monitoring transmission table is displayed. The status of the transmission is determined by the color of the circles corresponding to the barangay. The description of the colored circle is indicated at the bottom part of the transmission monitoring table: GREEN if transmission is received completely, YELLOW if partially received, and RED if no transmission was received;
3. Under the COMELEC tab, the list of the regions of the country shall be displayed. To monitor the status of transmission of a region, check the color of the status circle beside the region name;
4. To monitor the transmission of results from a particular province, click the name of the region where province belongs. Under the selected REGION tab, the list of the provinces shall be displayed. Check the color of the status circle beside the clustered precinct;
5. To monitor the transmission of results from a particular HUC, click the name of the province where the HUC belongs. Under the selected PROVINCE tab, the list of the HUCs shall be displayed. Check the color of the status circle beside the HUC name;
6. The monitoring table auto-refreshes from time to time. The CCSO may also click on the Refresh button at the upper right side of the table to update the monitoring result.

**III-A. IMPORTING OF PRECINCT RESULTS FROM ACM IN CASE OF NON-TRANSMISSION.** The MBOC/CBOC shall receive from the RCG the envelope/s containing the ACM main USB flash drive with results not transmitted. The MBOC/CBOC shall open the said envelope, retrieve the ACM main USB flash drive and give the same to the CCSO who shall:

#### **A. MBOC/CBOC**

1. Insert the ACM main USB flash drive into the USB port/hub;
2. In the header menu, go to SYSTEM ADMINISTRATION and select "IMPORT DATA" menu;
3. The IMPORT DATA screen will be displayed. Click on the button with label "CLICK HERE TO UPLOAD TRANSMISSION PACKAGE FILE";

4. The OPEN FILES window is displayed. On the left panel, locate the USB flash drive of the ACM labelled BACKUP;
5. Click on the clustered precinct folder and click on the "OPEN" button;
6. From the list of files, click the "ccs-[clustered precinct no.].zip" file and click the "OPEN" button;
7. The information of the result to be imported is displayed on the screen. Verify the information displayed on the screen and ensure that the IMPORT AUTHORIZED must have the value equal to "TRUE". Then, click the "IMPORT" button;
8. Wait until the processing is finished. The GENERAL INFORMATION window is displayed with the message, *"THE IMPORT PROCESS WAS FINISHED SUCCESSFULLY"* with the ER information and the automated transmission results status to the C/MBOC server, Central Server, Dominant Majority Server, Dominant Minority Server, Media Server, Citizen's Arm Server, and the Citizen's Arm Server 2. Green check denotes successful transmission and red X mark for failed transmission;
9. Click on the OK button to close the window. The screen will return to the IMPORT DATA screen;
10. Remove the ACM main USB flash drive and return it to its original envelope and label it "UPLOADED";
11. *Follow the procedures laid down in steps [3] to [10] for the next ACM USB flash drive for uploading until all ACM USB flash drives are imported; and*
12. To check if all the ACM USB flash drives are successfully imported, go to MONITORING > MONITOR TRANSMISSIONS menu to verify if the imported result/s is reflected.

In case the ACM main USB flash drive is not available or is found to be defective, the BOC shall retrieve from the ACM the back-up USB flash drive and give the same to the CCSO who shall perform the same procedures enumerated above.

These procedures shall only apply after exhaustion of all the remedies for electronic transmission as provided in the contingency procedures to be promulgated by the Commission.

**III-B. IMPORTING OF CITY/MUNICIPAL RESULTS TO DBOC/PBOC.** The D/PBOC shall receive from the RCG an envelope containing the backup USB flash drive labelled "NOT TRANSMITTED" for the city/municipality. The BOC shall open the said envelope,

retrieve the backup USB flash drive labelled "NOT TRANSMITIED" the same to the CCSO who shall:

**A. DBOC/PBOC**

1. Insert the CCS backup USB flash drive into the USB port/hub;
2. In the header menu, go to SYSTEM ADMINISTRATION and select "IMPORT" menu;
3. The IMPORT screen will be displayed. Click on "CLICK HERE TO UPLOAD TRANSMISSION PACKAGE FILE";
4. The OPEN FILES window is displayed. On the left panel, locate the CLOSURE-USB flash drive of the CCS.
5. Click on the transmitter folder and click on the "OPEN" button;
6. Click the "[CCS code].zip" file and click the "OPEN" button;
7. The information of the result to be imported is displayed on the screen; IMPORT AUTHORIZED must have the value equal to "TRUE". Then, click the "IMPORT" button;
8. Wait until the processing is finished. The GENERAL INFORMATION window is displayed with the message "THE IMPORT PROCESS WAS FINISHED SUCCESSFULLY" with the canvassing information;
9. Click on the OK button to close the window. The screen will return to the IMPORT DATA screen;
10. Remove the CLOSURE-USB flash drive, return it to its original envelope and label it "UPLOADED";
11. Follow the procedures laid down in steps [1] to [10] for the next USB flash drives until all intended results are imported;
12. To check if all the CCS backup USB flash drives are successfully imported, follow the procedures for MONITOR TRANSMISSION.

**IV. GENERATION AND PRINTING OF REPORTS.** Before the Certificate of Canvass (COC) can be generated and printed, the CCSO must first generate and print the Canvass Report. For this purpose, the CCSO shall:

**A. Generate and Print the Canvass Report**

1. In the header menu, click the CANVASSING menu;
2. The list of canvassing reports is displayed in the upper section of the "CANVASSING MANAGEMENT" screen. By default, the Canvass Report is the



- first available report with yellow progress bar denoting that the Canvass Report is ready to generate;
3. The List of Positions is displayed. Click the checkbox beside the title LIST OF POSITIONS to generate the CANVASS REPORT for all positions. Click the checkbox beside the POSITION to generate the CANVASS REPORT for the selected position only. After clicking any checkbox, click the "GENERATE" button;
  4. The BOC SIGNATURES window is displayed with the message, *"Do you want to add digital signatures of the BOC member?"* To add digital signature, click on the ADD button. The system will require the BOC member to insert the USB token;
  5. The BOC member shall insert his/her USB token into the USB hub/port. Then, the system will ask for the signature password. The BOC member shall input his/her signature digital signature password.
  6. After successful validation, the system will display the message, *"Would you like to add another digital signature?"*. To add, click on the YES button and repeat steps [4] and [5] until all BOC members have successfully added their digital signatures in the Canvass Report.
  7. Wait while the system is generating the report. Thereafter, the CCS shall display the SUCCESS window with message, *"Canvass report generation successfully completed!"*. Click on the OK button to close this window;
  8. The CANVASS REPORT is generated and displayed. To print, click on the printer icon found in the upper-right corner then type the number of copies in the space provided. Click "PRINT"; and
  9. Click on the "CLOSE" found at the bottom portion of the page to go back to the CANVASSING MANAGEMENT screen.
  10. Once the CANVASS REPORT is generated, the button "CANVASS" becomes GREEN under the "STATUS" header. This means the said report has been generated. The Canvass Report can be generated from time to time.
  11. If all expected clustered precincts (for MBOC/CBOC) or city/municipal results (for PBOC/DBOC) have been received, the BOC shall generate the FINAL CANVASS REPORT. To generate, repeat steps from [3] to [9];
  12. After which, the COC report is ready to generate with YELLOW status color.

#### **B. Generate and Print the Certificate of Canvass (COC)**

1. If all expected clustered precincts (for MBOC/CBOC) or city/municipal results (for PBOC/DBOC) have been received and the FINAL CANVASS REPORT has been generated, the BOC shall generate the CERTIFICATE OF CANVASS REPORT (COC). For this purpose, the CCSO shall:
  - a. In the header menu, click the CANVASSING menu. The CANVASSING MANAGEMENT will be displayed;
  - b. In the CANVASSING MANAGEMENT screen, click on the "CERTIFICATE OF CANVASS (COC)" found on the upper section of the screen. Notice that there is a yellow progress bar denoting that the COC report is ready to generate;
  - c. The list of positions is displayed. Click the checkbox beside the title "LIST OF POSITIONS" to generate the CERTIFICATE OF CANVASS for all positions. Click the checkbox beside the CONTEST/POSITION to generate the CERTIFICATE OF CANVASS for the selected position only. After clicking any checkbox, click on the "GENERATE" button;
  - d. The USER AUTHENTICATION window is displayed with message, *"Please insert a valid token."*, for the 1 of 2 BOC members to authenticate.
  - e. The first BOC member shall insert his/her USB token. The system shall display the message, *"Please, enter username and token password" corresponding to the USB token. The BOC member shall enter his/her username and token password and click on the NEXT button.*
  - f. The second USER AUTHENTICATION is displayed with message, *"Token validated successfully. Please insert another valid token."* for the 2 of 2 BOC members to authenticate. Remove the first USB token.
  - g. The second BOC member shall insert his/her USB token. The system shall require again the username and token password corresponding to the inserted USB token with the message, *"Please enter username and token password."* The BOC member shall enter his/her username and token password and click on the NEXT button.
  - h. The system shall display the message, *"All token validated successfully."* Click on the CONFIRM button to continue. Remove the second USB token.
  - i. The BOC SIGNATURES window is displayed with the message, *"Do you want to add digital signatures of the BOC member?"* To add digital

- signature, click on the ADD button. The system will require the BOC member to insert the USB token;
- j. The BOC member shall insert his/her USB token into the USB hub/port. Then, the system will ask for the signature password. The BOC member shall input his/her signature digital signature password.
  - k. After successful validation, the system will display the message, "Would you like to add another digital signature?". Remove the first USB token. To add, click on the YES button and repeat steps [i] and [j] until all BOC members have successfully added their digital signatures in the CERTIFICATE OF CANVASS Report.
  - l. Wait while the system is generating the report. Thereafter, the CCS shall display the SUCCESS window with message, "*COC report generation successfully completed!*". Click on the OK button to close this window;
  - m. The CERTIFICATE OF CANVASS (COC) is generated and displayed on the screen. To print the CERTIFICATE OF CANVASS (COC), click on the printer icon, type "30" on the space provided for number of copies. Click "PRINT"; and
  - n. Click on the "CLOSE" button found at the bottom portion of the page to go back to the CANVASSING MANAGEMENT screen.
  - o. *Once the COC REPORT is generated, the button "COC" becomes GREEN* under the "STATUS" header. This means the said report has been generated. Generation of COC denotes the closing of canvassing.
  - p. After which, the SOV report is ready to generate with YELLOW status color.
2. Even if not all of the expected results have been received but said results will no longer affect the result of the election in a particular position, the BOC shall perform the following procedures:
- a. Upon motion by a party-in-interest to lower the threshold, and with the concurrence of the majority of the BOC, the latter may seek the approval of the Commission through the PMO Director. In no case shall the result be lowered than ninety percent (90%) of all the results.
  - b. The members of the BOC should be required to accomplish a form in duplicate. For such purpose, a form containing the following should be provided:



- i. the position involved;
    - ii. the margin between the top two (2) candidates in a single-slot office or the lead of the last candidate assured of a seat from the next candidate in multi-slot office, based on the received results; and
    - iii. the precincts whose results are lacking and total number of registered voters in these precincts.
  - c. One copy of the above-described form should be submitted to the Commission through the PMO Director who may approve the lowering of the threshold while the other copy be form part of the records of the BOC.
  - d. Any violation of the foregoing conditions shall constitute precipitate canvassing and those responsible thereof should be made administratively accountable, *without prejudice to any criminal action that may be instituted thereafter.*
3. The BOC shall lower the threshold. For this purpose, the CCSO shall:
- a. Click on the logout icon at the top right corner of the screen. A Message "*Are you sure you want to logout?*" with YES and NO buttons will be displayed. Select the "YES" button;
  - b. The Login screen will be displayed. Enter the SPECIAL USER credential and click on LOGIN button;
  - c. The SETTING THRESHOLD screen will be displayed which contains the columns for "List of Positions", "Total No. Of Registered Voters", "Total No. Of Voters Who Actually Voted", and the "OTP Code";
  - d. Under the OTP Code column, click on the LOCK icon corresponding to a position to be lowered. The LOWERING OF THRESHOLD REQUEST window will be displayed.
  - e. Call the CEMAC - NTSC for the One-Time Pin (OTP). Enter the generated OTP pin to the provided text box.
  - f. Enter the adjusted total number of voters who actually voted in the corresponding input field for the "TOTAL NO. OF VOTERS WHO ACTUALLY VOTED" column.
  - g. For other positions to be lowered, repeat the steps from [d] to [f]. Then click on the "SAVE" button after setting the lowered threshold.
  - h. The USER AUTHENTICATION window is displayed with message, "*Please insert a valid token.*", for the 1 of 2 BOC members to authenticate.



- i. The first BOC member shall insert his/her USB token. The system shall display the message, *"Please, enter username and token password"* corresponding to the USB token. The BOC member shall enter his/her username and token password and click on the NEXT button.
  - j. The second USER AUTHENTICATION is displayed with message, *"Token validated successfully. Please insert another valid token."* for the 2 of 2 BOC members to authenticate. Remove the first USB token.
  - k. The second BOC member shall insert his/her USB token. The system shall require again the username and token password corresponding to the inserted USB token with the message, *"Please enter username and token password."* The BOC member shall enter his/her username and token password and click on the NEXT button.
  - l. The system shall display the message, *"All token validated successfully."*. Click on the CONFIRM button to continue. Remove the second USB token.
  - m. The SUCCESS window is displayed with message, *"Request completed successfully!"*. Click on the OK button to close.
  - n. Log-out the SPECIAL USER by clicking on the logout icon on the top right corner of the screen. A confirmation message, *"Are you sure you want to logout?"* with YES and NO buttons will be displayed. Click the "YES" button.
4. The BOC shall generate the COC after successfully lowering the threshold. For this purpose, the CCSO shall:
- a. After logging-out as SPECIAL User, log-in using the Chairperson user credential; and
  - b. To generate the CERTIFICATE OF CANVASS (COC), repeat steps from [B-a] to [B-n].

**C. Transmission of Results.** After generating the Certificate of Canvass report, the CCSO shall:

1. In the header menu, go to CLOSING PROCEDURE and click the "TRANSMIT RESULTS" menu;
2. The list of positions for transmission with corresponding Status will be displayed. If the Status indicated is *"Ready"*, the results can be transmitted to the next higher level of CCS. Click "TRANSMIT" button;

3. The BOC SIGNATURES window is displayed with the message, "Do you want to add digital signatures of the BOC member?" To add digital signature, click on the ADD button. The system will require the BOC member to insert the USB token;
4. The BOC member shall insert his/her USB token into the USB hub/port. Then, the system will ask for the signature password. The BOC member shall input his/her signature digital signature password.
5. After successful validation, the system will display the message, "Would you like to add another digital signature?". Remove the first USB token. To add, click on the YES button and repeat steps [4] and [5] until all BOC members have successfully added their digital signatures in the transmitted results.
6. The TRANSMISSION STATUS window shall be displayed afterwards. This contains the status of transmission with OK button. Click on the OK button to close this window.
7. Once the transmission is completed, check the column of DESTINATION SERVERS. Each server must have two (2) green checks which signify that the destination server has received and acknowledged the transmitted result.

#### **D. Generate and Print the Statement of Votes (SOV)**

1. After transmitting the result, click the Canvassing module in the header menu.
2. Click the "STATEMENT OF VOTES (SOV)" on the upper section of the CANVASSING MANAGEMENT screen. The list of positions will be displayed;
3. Select the position/positions to generate SOV by clicking on the checkbox beside the position title under the List of Positions. To select ALL positions, click the checkbox beside the "LIST OF POSITIONS" header. Then, click "GENERATE" button located at the bottom-right of the screen;
4. The BOC SIGNATURES window is displayed with the message, "Do you want to add digital signature of the BOC member?" To add digital signature, click on the ADD button. The system will require the BOC member to insert the USB token;
5. The BOC member shall insert his/her USB token into the USB hub/port. Then, the system will ask for the signature password. The BOC member shall input his/her signature digital signature password.
6. After successful validation, the system will display the message, "Would you like to add another digital signature?". Remove the first USB token. To add, click on the

- YES button and repeat steps [4] and [5] until all BOC members have successfully added their digital signatures in the STATEMENT OF VOTES REPORT.
7. The SUCCESS window is displayed with message, *"SOV report generation successfully completed!"*. Click on the OK button to close.
  8. Wait until the print preview of the SOV is displayed. Click the printer icon, then type "4" in the space provided for the number of copies. Then click "PRINT" button; and
  9. Click the "CLOSE" button below to return to the CANVASSING MANAGEMENT screen.
  10. After which, the COCP report is ready to generate with YELLOW status color.

**E. Generation of Certificate of Canvass and Proclamation (COCP).** The CCSO shall:

1. In the CANVASSING MANAGEMENT screen, select "CERTIFICATE OF CANVASS AND PROCLAMATION (COCP)" in list of canvassing reports on the upper section of the screen;
2. Select the position/positions to generate COCP by clicking on the checkbox beside the position title under the Contest Name header. To select ALL positions, click the checkbox beside the List of Positions header;
3. Click "GENERATE" button located at the bottom portion of the screen;
4. The USER AUTHENTICATION window is displayed with message, *"Please insert a valid token."*, for the 1 of 2 BOC members to authenticate;
5. The first BOC member shall insert his/her USB token. The system shall display the message, *"Please enter username and token password"* corresponding to the USB token. The BOC member shall enter his/her username and token password and click on the NEXT button;
6. The second USER AUTHENTICATION is displayed with message, *"Token validated successfully. Please, insert another valid token."* for the 2 of 2 BOC members to authenticate;
7. The second BOC member shall insert his/her USB token. The system shall require again the username and token password corresponding to the inserted USB token with the message, *"Please enter username and token password."* The BOC member shall enter his/her username and token password and click on the NEXT button;



8. The system shall display the message, *"All token validated successfully."* Click on the CONFIRM button to continue;
9. The BOC SIGNATURES window is displayed with the message, *"Do you want to add digital signatures of the BOC member?"* To add digital signature, click on the ADD button. The system will require the BOC member to insert the USB token;
10. The BOC member shall insert his/her USB token into the USB hub/port. Then, the system will ask for the signature password. The BOC member shall input his/her signature digital signature password;
11. After successful validation, the system will display the message, *"Would you like to add another digital signature?"*. Remove the first USB token. To add, click on the YES button and repeat steps [4] and [5] until all BOC members have successfully added their digital signatures in the transmitted results;
12. The SUCCESS window is displayed with message, *"COCP report generation successfully completed!"*. Click on the OK button to close.
13. Wait until the print preview of the COCP is displayed. Click the printer icon, then type the number of copies to be printed. Then click "PRINT" button; and
14. In case there are no candidates receiving the same number of votes for a position, the system shall generate COCP. Click the printer icon, then type the number of copies to be printed in the space provided. Then click "PRINT" button;
15. *In case of tie, the "RESOLUTION OF TIE VOTES" window will be displayed with the following information:*
  - i. The RESOLUTION OF TIE VOTES window contains the position, the rank, names of candidates with their order in the ballot, votes garnered, and percentage of votes;
  - ii. There is a checkbox for "I AGREE" found beside the position name. Also, there are buttons for "CANCEL", "RESET", "PRINT" and "SAVE" buttons found at the bottom of the window; and
  - iii. Before ticking the "I AGREE" checkbox and clicking the "SAVE" button, the BOC shall first decide who the winners are for the particular position. For this purpose, the BOC shall, after recording in its Minutes the fact of having candidates receiving the same number of votes for the position shall, by resolution and upon a five-day notice to all the tied candidates, hold a special public meeting at which the BOC shall proceed to the drawing of lots.



For this purpose, the candidates or their representatives for municipal/city or Member, House of Representative positions, in the case of MBOC/CBCOC/DBOC, or the candidates or their representatives for provincial positions and Member, House of Representatives, in the case of PBOC, are hereby required to be present at all stages of the canvass. After the BOC has determined the winner/s, the BOC shall arrange in the CCS the order of the names of the winning candidate/s.

16. To arrange the order of the name of the candidate in the list, the CCSO shall:
  - a. Click and hold the row corresponding to the candidate's name;
  - b. Drag and drop the row according to the order;
  - c. After completing the arrangement of winners with a tie votes, tick on the check box for "I AGREE";
  - d. If multiple positions/contests have tie votes, make sure these were already arranged in order and their corresponding "I AGREE" checkboxes were ticked. Otherwise, the SAVE button will not be enabled;
  - e. Click the "SAVE" button.
17. Wait until the COCP report is displayed. Click the printer icon, then type the number of copies to be printed in the space provided. Then click "PRINT" button; and
18. Click the "CLOSE" to return to the previous page the CANVASSING MANAGEMENT screen.

**F. Printing of Audit Log.** The CCSO shall:

1. In the header menu, go to SYSTEM ADMINISTRATION and click the "AUDIT LOG" menu;
2. The Audit Log screen is displayed. Click the "LOG REPORT" at the right-corner of the screen below the search parameters;
3. The preview of the audit log shall be displayed. Then click the PRINTER icon;
4. Enter the number of copies in the space provided and click the "PRINT" button.
5. Click the "CLOSE" to return to the previous page the CANVASSING MANAGEMENT screen; and
6. Click the "DASHBOARD" in the header menu.

**G. Post Printing Activities.** Immediately after printing copies of the COCs, SOVs and COCP, the BOC shall:

1. Affix their signatures and thumb marks on the printed COCs, SOVs and COCP;
2. Ask the watchers present to affix their signatures and thumb marks on the printed COCs, SOV and COCP;
3. The Chairperson of the BOC shall publicly announce the total number of votes received by each candidate, stating their corresponding offices;
4. The Member-Secretary shall announce the posting of the COCs on the wall within the premises of the canvassing area; and
5. The Member-Secretary shall place in the corresponding envelopes with paper seals all reports.

**H. Post-Election Report**

1. In the case when the COC has been generated already and succeeding transmitted results are received in the CCS, click the "CANVASSING" in the header menu. The CANVASSING MANAGEMENT screen will be displayed.
2. Click on the POST ELECTION in the list of canvassing reports on the upper section of the CANVASSING MANAGEMENT screen;
3. Tick the checkbox beside the List of Positions header to select ALL positions. Then click on the "GENERATE" button located at the bottom portion of the screen. Add *the BOC digital signatures on system prompt*;
4. From the right upper portion of the report, click PRINTER icon and enter the number of copies and click on the PRINT button to print the report;
5. Click the "CLOSE" to return to the previous page the CANVASSING MANAGEMENT screen;
6. Click the "DASHBOARD" in the header menu;
7. The members of the BOC shall affix their signature in the space provided for the purpose; and
8. Submit one copy of the post-election report to ERSD, Commission and one copy shall be kept by the Chairperson of the BOC.

**I. Back-up creation and worming.** After all the results have been successfully transmitted, the CCSO shall:

1. In the header menu, click the CLOSING PROCEDURE, then select "BACKUP DATA" menu;
2. Click the "PLAY" action button beside the CLOSE BACKUP;
3. The message, *"Are you sure you want to create backup? Please insert the USB flash drive with label CLOSURE-USB."* with "YES" and "NO" buttons. Insert the CLOSURE-USB flash drive into the USB hub/port. Click on YES button.;
4. Wait until the back-up process is finished and the message, *"Backup result success! Please remove CLOSURE-USB."* with CANCEL and WORM buttons. The WORM button is currently disabled;
5. Remove the CLOSURE-USB flash drive. The WORM button will be enabled. Click on the WORM button.
6. The WORM PROGRESS window will be displayed with message, *"Do you want to process the WORM? Please insert the Gender cable and CLOSURE-USB"* with "CANCEL" and "NEXT" buttons. The NEXT button is currently disabled. Insert the gender USB cable with the CLOSURE-USB into the USB port/hub. Wait for a few seconds to detect the device and the NEXT button to be enabled. Click on the "NEXT" button.
7. For the next step, there shall be a message, *"Please remove Gender Cable and insert WORM-USB"*. Click on the "NEXT" button to continue.
8. The WORM PROGRESS will display the message, *"Do you want to worm?"*. Click on the NEXT button.
9. Wait for the worming process to be completed with message, *"Worm is successful."* Click on OK button to close the dialogue box.
10. Remove the WORM-USB and then:
  - a. Place inside an envelope provided for the purpose and seal the same;
  - b. Label the envelope with "TRANSMITTED" or "NOT TRANSMITTED" to show whether the results are transmitted;
  - c. Indicate in the envelope the city/municipality and province; and
  - d. Sign the envelope; (*Note: The wormed CLOSURE-USB flash drive shall be used by the BOC in case of failure of transmission*).
  - e. Repeat steps [1] to [4] to back-up the files in two (2) additional USB flash drives;
  - f. Turn-Over the wormed CLOSURE-USB flash drive to the Chairperson; and

- g. Submit to the RCG of the PBOC (for MBOC/CBOC)/National Board of Canvassers (for PBOC/CBOC).

The two (2) CLOSURE USB flash drives used to back-up the city/municipal or provincial results, duly sealed shall be submitted to the PBOC and the Commission. One copy of the CLOSURE USB flash drive shall be retained by the Chairperson of the BOC.

- J. **Shutting Down of the CCS.** After printing of all the reports and transmission of the municipal/city/district/provincial results to all intended recipients, the following shall be undertaken:
1. Click on the LOGOUT icon found at the top right-most corner of the screen;
  2. A confirmation message, *"Are you sure you want to logout?"* will be displayed on the screen, click on "YES" button to proceed;
  3. Click the power button icon on the task bar and select "Shut Down".
  4. Wait for the laptop to shut down completely and turn-over CCS laptop to the Chairperson of the BOC.