



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

**IN THE MATTER OF THE
AMENDMENT TO THE
DEADLINES SET IN
COMELEC RESOLUTION
NO. 11091**

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Chairman
Commissioner
Commissioner
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Promulgated: March 10, 2025

RESOLUTION NO. 11120

WHEREAS, COMELEC Resolution No. 11091 entitled, *“Rules and Regulations on Local Absentee Voting in connection with the May 12, 2025 National and Local Elections”* was promulgated on January 3, 2025.

WHEREAS, under COMELEC Resolution No. 11091, the deadline of receiving applications (LAV Forms No. 1 and 2) for Local Absentee Voting (LAV) by the Committee on Local Absentee Voting (CLAV) was set to **“not later than March 10 2025 (Monday)”** and the deadline for the verification of registration of applicants for LAV was set to **“not later than April 8, 2025 (Tuesday)”**.

WHEREAS, the deadline for the transmittal of list of qualified local absentee voters, local absentee ballots and other election forms and supplies from the CLAV was set to **“not later than April 21, 2025”**.

WHEREAS, in light of numerous requests for extensions of the aforementioned deadlines from various government units, offices, agencies and departments and considering the observance of Holy Week from April 17 to April 20, 2025, the Commission deems it necessary to amend COMELEC Resolution No. 11091.

NOW THEREFORE, after due deliberation, the Commission *En Banc*, by virtue of the powers vested in it by the Constitution, the Omnibus Election Code, the Administrative Code of 1987 and other relevant statutes, hereby **RESOLVES** to **AMEND** the following deadlines set in COMELEC Resolution No. 11091:

1. The deadline of receiving applications (LAV Forms No. 1 and 2) for Local Absentee Voting (LAV) by the Committee on Local Absentee Voting (CLAV) from "not later than March 10, 2025 (Monday)" to "**not later than March 17, 2025 (Monday)**";
2. The deadline for the verification of registration of applicants for LAV from "not later than April 8, 2025" to "**not later than April 11, 2025 (Friday)**"; and
3. The deadline for the transmittal of list of qualified local absentee voters, local absentee ballots and other election forms and supplies from the CLAV from "not later than April 21, 2025" to "**not later than April 27, 2025 (Sunday)**".

Accordingly, the following Sections of COMELEC Resolution No. 11091 are hereby amended to read as follows:

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

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b. Receive accomplished original LAV Form No. 01 together with original LAV Form No. 02 for local absentee voting not later than March 17, 2025;

c. Verify whether the applicants are eligible for local absentee voting not later than April 11, 2025;

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f. Transmit the following to all concerned heads of offices/supervisors/commanders or officers next-in-rank/CEOs/PES/RED-NCR, not later than April 27, 2025:

i. LAV Form No. 04;

ii. LAV Form No. 05; and

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

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

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d. Not later than March 17, 2025, the heads of offices/supervisors/ commanders/officers next-in-rank, the CEO or PES concerned or RED-NCR, as the case may be, shall submit directly to the CLAV either by personal service or private courier, the original copies of the following:

- i. **LAV Form No. 2** indicating therein the Municipality/City/District, barangay and precinct number where they are registered and the place of their assignment on election day, with a certification that the applicant/s will be re-assigned on election day to perform election-related duties; or in case of media voters, that they may not be able to vote due to the performance of their functions of covering and reporting the conduct of elections; and
- ii. The accomplished **LAV Form No. 01** of all the applicants.

The foregoing documents shall be transmitted directly to the CLAV, c/o the ECAD, 8th Floor, Palacio Del Gobernador, General Luna St. Intramuros, Manila, immediately upon receipt thereof but not later than March 17, 2025.

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

- a. the names of the applicants are not found in the NLRV;
- b. the application was filed out of time;
- c. the accomplished application form or the list is not under oath;

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

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

For this purpose, the CLAV shall notify the heads of offices/supervisors/commanders or officers next-in-rank, the CEO or PES or the RED-NCR who shall in turn notify the concerned applicants on the disapproval of their application to avail of the local absentee voting (**LAV Form No. 05**) provided however, that for items c, d and e above, the application forms of those found to be registered voters may be completed/complied with and submitted back to CLAV on or before the deadline of preparation of the list of qualified local absentee voters on April 11, 2025.

SEC. 13. Transmittal of list of qualified local absentee voters, local absentee ballots and other election forms and supplies from the CLAV. – The CLAV, through its members, shall personally transmit to the heads of offices/supervisors/commanders, CEO, PES or RED-NCR, the **LAV Form No. 04**, the exact number of local absentee ballots, marking pens, inner and outer envelopes and paper seals corresponding to the number of approved applications using **LAV Form No. 06** not later than April 27, 2025 to ensure that the above-mentioned election forms and supplies will be received by the heads of offices/supervisors/commanders, CEO, PES or RED-NCR before the voting period.

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

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This Resolution shall take effect immediately after publication.

Let the Education and Information Department cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines and its widest dissemination. The Information Technology

Department is likewise directed to post this Resolution in the official COMELEC website.

Let the Electoral Contests Adjudication Department implement this Resolution.

SO ORDERED.

GEORGE ERWIN M. GARCIA
Chairman

AIMEE P. FEROLINO
Commissioner

REY E. BULAY
Commissioner

ERNESTO FERDINAND P. MACEDA, JR.
Commissioner

NELSON J. CELIS
Commissioner

MARIA NORINA S. TANGARO-CASINGAL
Commissioner

NOLI R. PIPO
Commissioner

CERTIFICATION

APPROVED for publication on March 10, 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.