Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

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

GARCIA, George Erwin M.	Chairman
FEROLINO, Aimee P.	Commissioner
BULAY, Rey E.	Commissioner
MACEDA, Ernesto Ferdinand P.	Commissioner
CELIS, Nelson J.	Commissioner
TANGARO-CASINGAL, Maria Norina S.	Commissioner
PIPO, Noli R.	Commissioner

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Promulgated: April 8, 2025

RESOLUTION NO. 11128

WHEREAS, the Commission promulgated Resolution No. 11101 dated January 21, 2025 or the contingency procedures to cover risks to the AES at all points in the process pursuant to Republic Act No. 9369;

WHEREAS, there is a need to provide additional guidelines to ensure that all processes are covered by contingency measures;

NOW THEREFORE, the Commission on Elections RESOLVED, as it hereby RESOLVES, to promulgate the following supplemental guidelines to be used as contingency procedures for the May 12, 2025 National and Local Elections, and BARMM Parliamentary Elections:

ARTICLE I

SEC. 1. ACM/EB

A. 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 recommend to the PMO Director the issuance of a new and blank USB device (main and backup device).

3. The NTSC shall inform the EO of the replacement of the defective USB device.

4. The EO shall issue the replacement USB device, if there are still available contingency blank USB devices in his/her custody.

5. In case there are no available contingency USB devices in the custody of the EO, the NTSC shall inform the technical hub of the replacement of the defective USB device.

6. The NTSC shall confirm with the EO and the DESO-TSS on the availability of the USB device for pick-up at the technical hub by the EO or his/her authorized representative.

7. The EB shall bring and turn over the defective USB device to the EO or the technical hub, as the case may be.

8. Upon receipt of the new blank USB device provided by the EO or the technical hub, as the case may be, the EB shall connect the new blank USB devices (main and backup) to the ACM.

9. The ACM will generate a request code and will require a One-Time PIN (OTP).

10. The EB shall inform the NTSC of the request code and the NTSC shall provide the corresponding OTP.

11. Once the ACM validates the OTP, the ACM shall synch the data from the ACM memory into both of the USB devices.

12. The EB shall now proceed and 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 the DESO-TSS of this fact. The DESO-TSS shall immediately inform the NTSC.

2. The NTSC shall instruct the EO or the 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 until the final backup.

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 EB shall insert the USB Main and Back up in the USB ports of the ACM, and proceed to the last state of the ACM processing.

C. There are still remaining ballots to be scanned to the ACM (ballots were set aside and final backup has already been performed).

1. The EB shall inform the EO and the DESO-TSS of this fact. The DESO-TSS shall immediately inform the NTSC.

2. The EB shall be instructed by the NTSC via the DESO-TSS to rezero the ACM to refeed all the ballots including those which were set aside.

3. The EB shall continue with the process until completion of the final back up process.

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

SEC. 2. CCS/BOC

A. The CCS laptop cannot initialize.

1. If upon opening, the CCS laptop cannot initialize. The CCS Operator shall check if the CCS laptop is not zero or contains data from the Pre-LAT.

2. The CCSO shall inform the NTSC thru the CCS Technician and shall request for the user credentials and procedures to perform the rezeroing of the CCS.

3. Upon receipt of the same, the CCS Operator shall perform the rezeroing of the CCS and restart the same.

4. The BOC shall proceed to initialize the CCS.

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

SEC. 3. EFFECTIVITY - This Resolution shall take effect on the seventh (7th) calendar day following its publication in two (2) newspapers of general circulation of the Philippines.

SEC. 4. DISSEMINATION – The ITD shall cause the posting of this Resolution in the official website of the Commission, while the Education and Information Department (EID) of the Commission shall cause its publication and dissemination to the media.

The Personnel Department shall ensure the inclusion of these added functions of the DESO in their conduct of trainings and training manuals.

The Field Operations Group (FOG) shall furnish copies to all concerned main and field offices of the Commission. The OREDs, OPESs and OEOs shall be responsible to properly inform the EBs and DESOs in their jurisdiction, of these additional guidelines.

SO ORDERED.
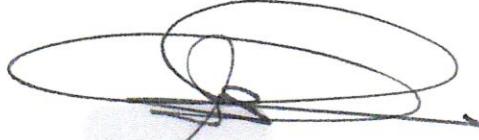
GEORGE ERWIN M. GARCIA
CD00051462
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Commissioner

ERNESTO FERDINAND P. MACEDA, JR.
Commissioner

MARIA NORINA S. TANGARO-CASINGAL
Commissioner
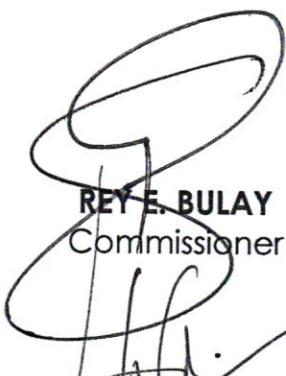
REY E. BULAY
Commissioner

NELSON J. CELIS
Commissioner

NOLI R. PIPO
Commissioner

CERTIFICATION

APPROVED for publication, April 8, 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