RULES OF THE COMMISSION ON ELECTIONS SITTING *EN BANC* AS THE NATIONAL BOARD OF CANVASSERS FOR SENATORS AND PARTY-LISTS ON THE CANVASS/CONSOLIDATION OF VOTES FOR THE ELECTION OF SENATORS AND PARTY-LISTS FOR THE 12 MAY 2025 NATIONAL AND LOCAL ELECTIONS.

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

Promulgated: May 2, 2025

RESOLUTION NO. 11140

The Commission on Elections ("Commission"), pursuant to the powers vested in it by the Constitution of the Republic of the Philippines, the Omnibus Election Code, Republic Act No. 9369 and other election laws, **RESOLVED** to promulgate the following rules on the canvass of votes and proclamation of results for the election of Senators and Party-Lists for the 12 May 2025 National and Local Elections.

SEC. 1. COMPOSITION OF THE NATIONAL BOARD OF CANVASSERS FOR SENATORS AND PARTY-LISTS. The Chairman and Members of the Commission sitting en banc shall compose the National Board of Canvassers ("NBOC.").

SEC. 2. PRESIDING OFFICER. The Chairman of the Commission shall preside over the meetings of the NBOC. He may, however, designate any member to preside over the proceeding.

SEC. 3. QUORUM. A majority of the members of the NBOC shall constitute a quorum and all questions shall be decided by a majority vote of the members.

SEC. 4. FUNCTIONS. The NBOC shall canvass the Certificates of Canvass (COCs) for votes cast for senatorial candidates and for party-lists participating in the party-list system of elections. Thereafter, the NBOC shall proclaim the winning candidates for Senator and the winning party-list organizations and their nominees, without prejudice to the resolution of any pending controversies involving the nominees of the party-list organizations who may thereafter assume office as party-list representatives in Congress.

SEC. 5. CONVENING OF THE NBOC; NOTICE OF CONVENING. The NBOC shall convene at 3:00 o'clock in the afternoon of 12 May 2025 at the Tent City, Manila Hotel.

It shall meet continuously from day to day until the canvass is completed, and may adjourn but only for the purpose of awaiting the other COCs. The canvass shall be open and public.

The publication of this Resolution shall serve as notice to all candidates, political parties and groups participating in the party-list system of representation, of the convening of the NBOC.

SEC. 6. CONSOLIDATION AND CANVASSING SYSTEM (CCS) OPERATOR. The Commission shall designate from its Information Technology Department an information technology-capable person and his alternate to operate the CCS. The CCS Operator shall receive the CCS box in behalf of the NBOC.

SEC. 7. SUPERVISORY COMMITTEE. A Supervisory Committee is hereby created to assist the NBOC in the overall management and conduct of the canvass. It shall be composed of the Executive Director as Chairman, the Deputy Executive Director for Operations as Co-Chairman, the Deputy Executive Director for Administration, the Director IV of the Election Records and Statistics Department (ERSD) and Project Management Office for the 2025 National and Local Elections as members.

All Directors IV and III and Heads of Offices not part of any of the working groups of the NBOC shall be the support staff of the Supervising Committee.

The Supervisory Committee shall perform the following duties and functions:

a) Supervise the Working Groups created herein;
b) Collate and safekeep progress reports on the result of the canvass as well as the approved printout of the daily canvass report;

c) Certify the final printout of results as canvassed;

d) Represent the Commission in all dealings with the venue provider in connection with the canvass;

e) Attend all proceedings of the NBOC;

f) Ensure that the Transcript of the Minutes of the Canvass proceedings are submitted to the Supervisory Committee at the end of each day; and

g) Report to the NBOC updates on any matter relating to the progress of the canvass.

SEC. 8. NBOC WORKING GROUPS; DUTIES AND FUNCTIONS. working groups are hereby created to provide administrative and operational support to the NBOC in the conduct of the canvass, each to be headed by a department director or assistant director or head of office of the Commission:

A. NBOC Reception, Custody and Safekeeping Group (RCSG) - Headed by the Director IV of the Personnel Department.

1. Receive from the Chairman of the board of canvassers concerned all envelopes, each containing the hard copies of the COC, Statement of Votes (SOVs), and back-up Universal Serial Bus (USB) intended for the NBOC;

2. Submit a daily report to the NBOC as to COCs received; and

3. Safe keep the COCs and their supporting SOVs, and back-up USBs intended for the NBOC.

B. NBOC Secretariat - Headed by the Secretary to the Commission

1. Monitor the transmitted COCs from the provinces and Highly Urbanized Cities (HUCs) Posts/Embassies, Local Absentee Voting (LAV);

2. Print the transmitted COCs and endorse them to the NBOC for signature;

3. Assist the NBOC in the release of the signed cavass COC;

4. Display the printed canvass report for viewing of the parties and watchers;

5. Submit the canvass report to the NBOC Control and Releasing Group;

6. Ensure that the Minutes of the proceeding is released at the end of each day to the Supervisory Committee;

7. Issue summons, subpoena and other notices pertinent to cases filed before the NBOC including notices of the orders and decisions/resolutions, furnishing copies of orders and decisions/resolutions to the Legal Group and Supervisory Committee; and

8. Attend all proceedings of the NBOC.

C. NBOC Control and Releasing Group - Headed by the Director IV of the Election Records and Statistics Department

1. Prepare a report on the canvassed results for Senators and Party Lists by province, city, post/embassy and LAV;
2. Provide to the NBOC Mass Media Group a copy of the canvass report for Senators and Party-List generated by the NBOC from time to time;
3. Reproduce sufficient copies of the canvass report, COCs and SOVs for distribution to interested parties, upon payment of the prescribed fees; and
4. Safekeep ballot boxes containing the USBs and the canvassed COCs/SOVs.

D. NBOC Security, Logistics and Maintenance Group - Headed by the Director IV of the Administrative Services Department

1. Provide security and protection to COMELEC officials, personnel and deputies and to the documents, equipment, paraphernalia and other records of the NBOC;

2. Provide security to COMELEC officials/representatives transporting the COCs who are travelling from the airport or from the COMELEC Main Office to Tent City, Manila Hotel;

3. Ensure that the authorized officials, personnel and representatives of the Commission, authorized watchers, and representatives of accredited citizens' arms, independent candidates and parties which fielded candidates for Senator and Party-List groups, stay in the areas reserved for them; and

4. Distribute identification cards issued by the Executive Director and Secretariat Head of the NBOC.

    a. Authorized COMELEC personnel;
    b. Watchers/Lawyers; and
    c. Guests

5. Provide supplies, equipment and other materials needed by the NBOC Working Groups at the canvassing venue; and

6. Coordinate with the authorized representative of Manila Hotel regarding the technical, maintenance, engineering and security concerns, to facilitate the early ingress of the personnel of the General Services Division, Administrative

Services Department to expedite the installation of the necessary communication and power facilities, physical arrangements and other logistical and security requirements.

E. Legal Group - Headed by the Director IV of the Law Department

1. Receive all pleadings and other documents properly presented, indicating on each pleading/document the date when it was filed, and furnishing each member of the NBOC a copy thereof;

2. Keep a separate docket wherein all cases for Senator/Party-List shall be entered in chronological order as follows'

   a. Senator - NBOC-25-001 and so on.
   b. Party-List - NBOC-25-001 (PL) and so on.

3. Assist the NBOC in resolving legal issues brought before it by way of petitions; and

4. Perform such other functions as may be assigned by the NBOC.

F. NBOC Mass Media Group - Headed by the Director IV of the Education and Information Department

1. Release the canvass report to accredited mass media representatives;
2. Prepare press releases and updates on the canvass proceedings;
3. Arrange press conferences for the Chairman and the Commissioners;
4. Supervise accredited mass media representatives; and
5. Perform such other functions as may be assigned by the Supervisory Committee.

G. NBOC Overseas Voting Reception Group (OVRCG) – Headed by the Director IV of the Office for Overseas Voting

1. Assist the NBOC on all concerns pertaining to overseas voting;
2. Receive and verify the transmittal and delivery of the COC and Statement of Votes by Precinct ("SOVP")/ Summary Statement of Votes ("SSOV") to the NBOC;
3. Request updates from Posts/Embassies adopting the Online Voting and Counting System (OVCS) and Automated Election System (AES) on the status of their respective canvassing and electronic transmission of their COCs and SOVs to the NBOC;

4. Transmit to the NBOC Secretariat the COC and the accompanying SOVP/SSOV, as transmitted by Post/Embassy; and

5. Turnover all hardcopies of COCs, SSOVs, and SOVPs received by the NBOC to the RCSG.

H. Project Management Office for the 2025 National and Local Elections - Headed by the PMO Director

1. Provide technical assistance to the NBOC; and

2. Perform such other functions as may be directed by the Supervisory Committee and the NBOC.

I. Office of the Spokesperson

1. Ensure consistent messaging and immediate response from the Commission to curb misinformation, disinformation, and malinformation regarding the conduct of elections and the proceedings of the NBOC; and

2. Perform such other functions as may be directed by the Supervisory Committee and the NBOC.

SEC. 9. CONSOLIDATION AND CANVASSING SYSTEM (CCS) PROCEDURE/PROTOCOL FOR CANVASSING

A. INSTALLATION. The 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. Plug the power cable to the laptop and to the power outlet, using an extension cord, when needed.

4. Connect the printer to the laptop via USB port. Ensure that the printer is connected to a power outlet;

5. Press the power button of the printer to turn on and insert sufficient paper in the feeder;

6. Connect the USB hub to the type-C USB port;

7. Press the power button of the laptop to turn-on and wait for the LOGIN page to appear;

8. Connect the transmission device to the Local Area Network (LAN) port and check that the machine is connected to the network; and

9. Ensure that the system date and time is correct.

    9.1 Time setting shall be Philippine Standard Time Republic Act No. 10535.

B. INITIALIZATION. The CCSO shall:

1. Request the NBOC Chairperson to log-in using his/her user credential on the login page;

    1.1   The NBOC Chairperson enters his/her login username and login password and clicks LOGIN;

    1.2   The USER AUTHENTICATION window displays *"Please, insert a valid token"* for the 1 of 2 NBOC members to authenticate;

    1.3   The NBOC Chairperson inserts his/her USB token. The system displays *"Please enter username and token password"* corresponding to the USB token. The NBOC Chairperson enters his/her username and token password and clicks NEXT; and

    1.4   The second USER AUTHENTICATION displays *"Token validated successfully. Please insert another valid token"* for the 2 of 2 NBOC members to authenticate. Remove the USB token for NBOC Chairperson;

2. Request the NBOC Vice Chairperson to insert his/her USB token. The system prompts, *"Please enter username and token password."* The NBOC Vice Chairperson enters his/her username and token password corresponding to the inserted USB token, and clicks NEXT;

    2.1   The system displays *"All tokens validated successfully."* Click the CONFIRM button to continue. Remove the USB token for NBOC Vice-Chairperson; and

    2.2   The System Initialization screen displays, *"This machine is being initialized using the credential of the NBOC:"* showing the username and password input fields. The system displays NBOC Login user credential. The NBOC Chairperson enters his/her Login username and password and clicks ACCEPT;

3. Proceed to enroll the names of each NBOC member. The system now displays the names of each NBOC member along with their corresponding digital signatures;

    3.1   Click on the signature icon for the NBOC Chairperson. The NBOC SIGNATURES window displays *"Please insert valid USB token"*. The NBOC Chairperson inserts the USB token intended for his/her digital signature;

    3.2   After successful validation, the system prompts, *"Please enter the signature password."* The Chairperson enters his/her signature password and clicks CONFIRM;

    3.3   Input the first name and last name of the NBOC Chairperson into the provided input field. Remove the USB token;

    3.4   Click on the signature icon for the NBOC Vice-Chairperson. The NBOC SIGNATURES window displays *"Please insert valid USB token"*. The NBOC Vice-Chairperson inserts the USB token intended for the digital signature;

    3.5   After successful validation, the system prompts, *"Please enter the signature password."* The NBOC Vice-Chairperson enters his/her signature password and clicks CONFIRM;

    3.6   Input the first name and last name of the NBOC Vice-Chairperson into the provided input field. Remove the USB token;

    3.7   Click on the signature icon for the NBOC Member-Secretary. The NBOC SIGNATURES window displays *"Please insert valid USB token."* The NBOC Member-Secretary inserts the USB token for the digital signature;

    3.8   After successful validation, the system prompts *"Please enter the signature password"*. The NBOC Member-Secretary enters his/her signature password and clicks CONFIRM; and

    3.9   Input the first name and last name of the NBOC Member-Secretary into the provided input field. Remove the USB token intended for digital signature;

4. Click SAVE AND PROCEED to continue;
5. Wait for the system to finish the initialization process and generate the INITIALIZATION REPORT;

    5.1. The screen displays 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 NBOC members;

6. 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 of copies in the space provided for the number of copies to be printed. Check the paper size setting by clicking MORE SETTINGS and change the PAPER SIZE to "A4 210x297mm." Click PRINT;

   6.1. After printing the INITIALIZATION REPORT, click "CLOSE" button found on the bottom part of the screen to proceed to the system DASHBOARD;

7. Request members of the Board to affix their signatures and thumbmarks on the certification portion of the INITIALIZATION REPORT;

   7.1. After signing the certification portion, the NBOC Chairperson shows the INITIALIZATION REPORT to the public; and

   7.2. The NBOC Member-Secretary places the INITIALIZATION REPORT inside a dedicated envelope.

C. **MONITOR TRANSMISSION.** The Board shall monitor the results received/loaded into the system:

   1. In the header menu, go to MONITORING. Click "MONITOR TRANSMISSION" sub-menu;
   2. The monitoring transmission table displays the status of the transmission and it is determined by the color of the circles corresponding to the region. 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 is 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 the province belongs. Under the selected REGION tab, the list of the provinces shall be displayed. Check the color of the status circle beside the province;

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 click the Refresh button at the upper right side of the table to update the monitoring result.

D. **UPLOADING OF HUC/POST/ EMBASSY /DISTRICT /PROVINCIAL RESULTS TO NBOC.** The NBOC shall receive from the RCSG an envelope containing the backup USB flash drive labelled "NOT TRANSMITTED" for the province/district/post/ embassy /HUC. The NBOC opens the said envelope, retrieves the backup USB flash drive labelled "NOT TRANSMITTED" and brings the USB to the CCSO, who shall:

1. Insert the CCS backup USB flash drive into the USB port/hub;

    1.1   In the header menu, go to SYSTEM ADMINISTRATION and select "IMPORT DATA" menu;

    1.2   The IMPORT DATA screen will be displayed. Click on "CLICK HERE TO UPLOAD TRANSMISSION PACKAGE FILE";

    1.3   The OPEN FILES window is displayed. On the left panel, locate the CLOSURE-USB flash drive of the CCS.

    1.4   Click on the transmitter folder and click "OPEN";

    1.5   Click the "[CCS code].zip" file and click "OPEN"; and

    1.6   The information of the result to be imported is displayed on the screen; IMPORT AUTHORIZED must have the value equal to "TRUE". Then, click "IMPORT";

2. Wait until the processing is finished. The GENERAL INFORMATION window displays *"THE IMPORT PROCESS WAS FINISHED SUCCESSFULLY"* with the canvassing information;

3. Click OK to close the window. The screen returns to the IMPORT DATA screen;

4. Remove the CLOSURE-USB flash drive, return it to its original envelope and label it "UPLOADED";

5. Follow the procedures laid down in steps [1] to [10] for the next USB flash drives until all intended results are imported;

    5.1. To check if all the CCS backup USB flash drives are successfully imported, follow the procedures for MONITOR TRANSMISSION.

E. GENERATION AND PRINTING OF REPORTS. The CCSO generates and prints the Canvass Report first before generating and printing the Certificate of Canvass (COC) For this purpose, the CCSO shall:

1. Generate and Print the Canvass Report
   a) In the header menu, click the CANVASSING menu;
   b) 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;
   c) 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;
   d) The NBOC SIGNATURES window is displayed with the message, *"Do you want to add digital signatures of the NBOC member?"* To add digital signature, click on the ADD button. The system will require the NBOC member to insert the USB token;
   e) The NBOC member inserts his/her USB token into the USB hub/ port. The system asks for the signature password. The NBOC member inputs his/her digital signature password;

    e.1. After successful validation, the system prompts "Would you like to add another digital signature?" To add, click YES and repeat steps [4] and [5] until all NBOC members have successfully added their digital signatures in the Canvass Report;

   f) Wait while the system is generating the report. The CCS SUCCESS window displays *"Canvass report generation successfully completed!"* Click the OK to close this window;

g) Print the generated CANVASS REPORT. To print, click the printer icon in the upper-right corner then type the number of copies in the space provided. Click "PRINT";

h) Click "CLOSE" found at the bottom portion of the page to go back to the CANVASSING MANAGEMENT screen;

i) 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.

j) If all expected HUC, post, district, and provincial results for NBOC have been received, the NBOC shall generate the FINAL CANVASS REPORT. To generate, repeat steps from [3] to [9];

k) After which, the CERTIFICATE OF CANVASS report is ready to generate with YELLOW status color.

2. **Generate and Print the COC**

a. If all expected provinces/districts/posts/HUCs have been received and the FINAL CANVASS REPORT has been generated, the NBOC shall generate the CERTIFICATE OF CANVASS REPORT (COC). For this purpose, the CCSO shall:

   i. Click the CANVASSING menu in the header menu to display the CANVASSING MANAGEMENT,

   ii. Click the "CERTIFICATE OF CANVASS (COC)" on the upper section of the CANVASSING MANAGEMENT screen. A yellow progress bar denotes that the COC report is ready to generate;

   iii. Click the checkbox beside the title "LIST OF POSITIONS" to generate the COC for all positions. Click the checkbox beside the CONTEST/POSITION to generate the COC for the selected position. After clicking a checkbox, click "GENERATE";

   iv. The USER AUTHENTICATION window is displayed with message, *"Please insert a valid token."*, for the 1 of 2 NBOC members to authenticate.

   v. Request the first NBOC member to insert his/her USB token. The system displays *"Please, enter username and token password"* corresponding to the USB token. The NBOC member enters his/her username and token password and clicks NEXT;

vi. The second USER AUTHENTICATION is displayed with message, *"Token validated successfully. Please insert another valid token."* for the 2 of 2 NBOC members to authenticate. Remove the first USB token.

vii. Request the second NBOC member to insert his/her USB token. The system displays, *"Please enter username and token password."* corresponding to the USB Token. The NBOC member enters his/her username and token password and clicks NEXT;

viii. The system displays *"All token validated successfully."* Click CONFIRM to continue. Remove the second USB token;

ix. The NBOC SIGNATURES window displays *"Do you want to add digital signatures of the NBOC member?"* To add digital signature, click ADD;

x. Request the NBOC member to insert his/her USB token into the USB hub/port. The NBOC member inputs his/her digital signature password;

xi. After successful validation, the system displays, *"Would you like to add another digital signature?"*. Remove the first USB token. To add, click YES and repeat steps [i] and [j] until all NBOC members have successfully added their digital signatures in the CERTIFICATE OF CANVASS Report;

xii. Wait while the system is generating the report. The CCS SUCCESS window displays *"COC report generation successfully completed!"* Click OK to close this window;

xiii. The system displays the COC report in the print preview screen. To print the report, click the printer icon; enter the number of copies; and click "PRINT".

xiv. After printing, click "CLOSE" to return to the CANVASSING MANAGEMENT screen;

xv. 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.

xvi. The STATEMENT OF VOTES report is ready to generate with YELLOW status color.

b. The NBOC shall lower the threshold if unreceived results in a particular position will no longer affect the results of the election. For this purpose, the CCSO shall:

i.   Click the logout icon on the top right corner of the screen. A prompt *"Are you sure you want to logout?"* with YES and NO buttons appears. Select "YES";

ii.   Enter the SPECIAL USER credential and click LOGIN in the login screen. The SETTING THRESHOLD screen appears with columns for "List of Positions", "Total No. Of Registered Voters" "Total No. Of Voters Who Actually Voted", and the "OTP Code";

iii. Click LOCK under the OTP Code column corresponding to a position to be lowered. The LOWERING OF THRESHOLD REQUEST window is displayed;

iv.   Call the NTSC for the One-Time Pin (OTP). Enter the generated OTP to the provided text box;

v.   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;

vi.   For other positions to be lowered, repeat the steps from [d] to [e]. Click "SAVE" after setting the lowered threshold;

vii. The USER AUTHENTICATION window displays *"Please insert a valid token."* for the 1 of 2 NBOC members to authenticate;

viii. The first NBOC member inserts his/her USB token. The system displays *"Please, enter username and token password"* corresponding to the USB token. The NBOC member enters his/her username and token password and clicks NEXT;

ix.   The second USER AUTHENTICATION displays *"Token validated successfully. Please insert another valid token."* for the 2 of 2 NBOC members to authenticate. Remove the first USB token;

x.   The second NBOC member inserts his/her USB token. The system displays *"Please enter username and token password."* The NBOC member enters his/her username and token password corresponding to the USB token and clicks NEXT;

xi.   The system displays *"All token validated successfully."* Click CONFIRM to continue. Remove the second USB token;

xii. The SUCCESS window displays *"Request completed successfully!"* Click OK to close; and

xiii. Click the logout icon on the top right corner of the screen to log-out the SPECIAL USER. The screen displays *"Are you sure you want to logout?"* with YES and NO buttons. Click "YES".

    c. The NBOC generates the COC after successfully lowering the threshold. For this purpose, the CCSO shall:

        i. Log-out as SPECIAL User and log-in using the Chairperson user credential; and

       ii. Repeat steps from [B-a] to [B-m] to generate the COC.

3. **Transmission of Results.** After generating the Certificate of Canvass Report, the CCSO shall:

    a. Go to CLOSING PROCEDURE in the header menu and click the "TRANSMIT RESULTS" menu. The list of positions for transmission with corresponding Status will be displayed. If the Status is *"Ready"*, the results can be transmitted to the next higher level of CCS;

    b. Click "TRANSMIT" button.

    c. The NBOC SIGNATURES window displays *'Do you want to add digital signatures of the NBOC member?"* To add digital signature, click ADD;

    d. The NBOC member inserts his/her USB token into the USB hub/port. The NBOC member inputs his/her digital signature password;

    e. After successful validation, the system displays *"Would you like to add another digital signature?"*. Remove the first USB token. To add, click YES and repeat steps [3] and [4] until all NBOC members have successfully added their digital signatures in the transmitted results;

    f. Display the TRANSMISSION STATUS window. This contains the status of transmission with OK button. Click OK to close this window.

    g. Check the column of DESTINATION SERVERS once the transmission is completed. Each server must have two (2) green checks which signify that the destination server has received and acknowledged the transmitted result.

4. **Generate and Print the Statement of Votes (SOV)**
    a. Click the Canvassing module in the header menu after transmitting the result;

    b. Click the "STATEMENT OF VOTES (SOV)" on the upper section of the CANVASSING MANAGEMENT screen. The list of positions will be displayed;

    c. Select the position/ positions to generate SOV by clicking the checkbox beside the position title under the List of Positions. To

select ALL positions, click the checkbox beside the "LIST OF POSITIONS" header. Click "GENERATE" located at the bottom-right of the screen;

d. The NBOC SIGNATURES window displays, *'Do you want to add digital signatures of the NBOC member?"* To add digital signature, click ADD;

e. The NBOC member inserts his/her USB token into the USB hub/port. The NBOC member inputs his/her digital signature password;

f. After successful validation, the system displays *"Would you like to add another digital signature?".* Remove the first USB token. To add, click YES and repeat steps [4] and [5] until all NBOC members have successfully added their digital signatures in the in the transmitted results;

g. Success window displays *"SOV report generation successfully completed!"* Click OK to close;

h. Wait until the print preview of the SOV is displayed. To print the report, click the printer icon. Enter the number of copies and click "PRINT";

i. Click "CLOSE" after successful printing to return to the CANVASSING MANAGEMENT screen;

j. Once the SOV REPORT is generated, the button "SOV" becomes GREEN under the "STATUS" header. This means the said report has been generated.

k. After which, the POST ELECTION report is ready to generate with YELLOW status color.

5. **Printing of Audit Log.** The CCSO shall:
   a. Go to SYSTEM ADMINISTRATION in the header menu and click "AUDIT LOG";
   b. Select date and time range for the canvassing period in the Audit Log screen and click search button;
   c. Click "LOG REPORT" at the right-corner of the screen below the search parameters;
   d. Click the PRINTER icon when the system displays preview of the audit log;
   e. Enter the number of copies and click "PRINT";
   f. Click "CLOSE" to return to the CANVASSING MANAGEMENT screen after successfully printing the report; and
   g. Click "DASHBOARD" in the header menu.

6. Post-Election Report

a. Click the "CANVASSING" in the header menu. The system displays the CANVASSING MANAGEMENT screen;

b. Click POST ELECTION in the list of canvassing reports on the upper section of the CANVASSING MANAGEMENT screen;

c. Tick the checkbox beside the List of Positions header to select ALL positions. Click "GENERATE" located at the bottom portion of the screen. Add the NBOC digital signatures on system prompt;

d. Click PRINTER icon from the right upper portion of the report. Enter the number of copies and click on the PRINT to print the report;

e. Click "CLOSE" to return to the CANVASSING MANAGEMENT screen;

f. Click "DASHBOARD' in the header menu;

g. The members of the NBOC affix their signature in the space provided for the purpose; and

h. Submit one copy of the post-election report to ERSD, Commission and one copy shall be kept by the Chairperson of the NBOC.

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

a. Click the CLOSING PROCEDURE in the header menu, then select "BACKUP DATA";

b. Click "PLAY" beside CLOSE BACKUP;

c. The screen displays "*Are you sure you want to create backup? Please insert the USB flash drive with label CLOSURE-USB*" with "YES" and "NO" buttons. Click YES.;

d. Wait until the back-up process is finished and screen displays "*Backup result success! Please remove CLOSURE-USB*" with CANCEL and Write Once Read Many (WORM) buttons. WORM is currently disabled;

e. Remove the CLOSURE-USB flash drive. WORM is enabled. Click WORM;

f. The WORM PROGRESS window displays "*Do you want to process the WORM? Please insert the Gender cable and CLOSURE-USB*" with "CANCEL" and "NEXT" buttons. NEXT 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 "NEXT";

g. The screen displays *"Please remove Gender Cable and insert WORM-USB"*. Click "NEXT" to continue.

h. The WORM PROGRESS displays *"Do you want to worm?"*. Click NEXT;

i. Wait for the worming process to complete. The screen displays *"Worm is successful."* Click OK to close the dialogue box.

j. Remove the WORM-USB and then:

    i.   Place inside a dedicated envelope;

    ii. Label the envelope with "TRANSMITTED" or "NOT TRANSMITTED";

    iii. Indicate the city, post, district and province in the envelope; and

    iv. Sign the envelope; *(Note: The wormed CLOSURE-USB flash drive shall be used by the NBOC in case of failure of transmission).*

    v.   Repeat steps [1] to [4] to back-up the files in two (2) additional USB flash drives;

    vi. Turn over the wormed CLOSURE-USB flash drive to the NBOC Chairperson;

    vii. Submit to the NBOC-RCSG

Submit to the Commission duly sealed three (3) CLOSURE USB flash drives used to back-up the national results, duly sealed shall be submitted to the Commission. One copy of the CLOSURE USB flash drive shall be retained by the Chairperson of the NBOC.

8. **Shutting Down of the CCS.** After printing of all the reports and transmission of the national results to all intended recipients, the following shall be undertaken:

    a. Click LOGOUT found at the top right-most corner of the screen;

    b. A prompt, "Are you sure you want to logout?" will be displayed on the screen, click on "YES" button to proceed;

    c. Click the power button icon on the task bar and select "Shut Down".

    d. Wait for the laptop to shut down completely and turn-over CCS laptop to the Chairperson of the NBOC.

SEC. 10. PRE-PROCLAMATION CONTROVERSIES NOT ALLOWED. Pre-proclamation controversies under Sections 233, 234, 235 and 236 of the Omnibus Election Code, and all matters in relation to the preparation, transmission, receipt and custody of the COCs are not allowed in the canvass of votes for Senators and Party-List, except as provided herein. However, this does not preclude the authority of the NBOC *motu*

proprio or upon written manifestation of an interested person to correct any manifest error in the COC.

SEC. 11. WATCHERS AND LAWYERS. Each candidate and political party, organization or coalition thereof which fielded candidates for senatorial positions, party-list groups participating in the party-list system of representation and the accredited citizens' arm may appoint two (2) watchers to serve alternately to witness the canvass proceedings or to guard the storage rooms of the COCs, SSOV/SOVP/SOVM and USB. Civic, religious, professional, business, service, youth and other similar organizations, with prior authority of the Commission, shall be entitled collectively to appoint a common watcher.

Each candidate and political party, organization or coalition thereof which fielded candidates for national positions, and party-list groups participating in the party-list of representation shall likewise be entitled to lawyers who shall serve during the canvass; Provided that only two (2) registered lawyers/watchers for each candidate or party shall sit at any given time in a place designated for them; Provided further, that only one registered lawyer for every candidate or party may speak before the NBOC for not more than three (3) minutes which may be extended for a similar period by the NBOC Chairman when warranted.

SEC. 12. PROCLAMATION RESULTS. Upon completion of the canvass, the NBOC and the watchers, if available, shall certify the final printout of the Canvass Report. On the basis of the certified Canvass Report, the NBOC shall cause the preparation of, sign, and approve the Certificate of Canvass and Proclamation, and proclaim the winning candidates for Senator and the winning party-list organizations which obtained the required percentage of votes

The NBOC shall issue a Certificate of Proclamation to the winning party-list organizations. The nominees of the winning party-list organizations shall be concurrently proclaimed as party-list Representatives, unless there are pending cases or controversies affecting their qualifications or validity of their nomination in which case the proclamation of the nominees shall be withheld until final resolution of said controversies or disputes.

Notwithstanding the fact that not all of the COCs have been received or canvassed, the NBOC may terminate the canvass if the missing COCs would no longer affect the result of the elections.

SEC. 13. REPORT. The Supervisory Committee shall prepare a report in the form of a resolution on the result of the canvass to the President of the Philippines, the Senate President and the Speaker of the House. The said Resolution shall be signed by the Chairman and Commissioners acting as the NBOC.

SEC. 14. PUBLICATION AND DISSEMINATION. The Education and Information Department shall cause the publication of this Resolution in two (2) newspapers of general circulation and shall furnish copies thereof to all candidates for Senators, registered political parties, organizations or coalitions with official candidates for said office, accredited parties in the party-list system and the accredited citizens' arms of the Commission. Furthermore, the Information Technology Department shall post this Resolution in the official website of the Commission which shall be downloadable.

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 May 2, 2025.

CONSUELO B. DIOLA
Director IV
Office of the Secretary to the Commission

This Resolution can be verified at this number (02)85272987; email address comsec@comelec.gov.ph