



Republic of the Philippines
COMMISSION ON ELECTIONS
M a n i l a

**GUIDELINES FOR THE CONDUCT
OF VERIFICATION,
CERTIFICATION, SEALING AND
PRESERVATION OF THE
ELECTION DAY COMPUTERIZED
VOTERS LISTS (EDCVL) AND
POSTED COMPUTERIZED VOTERS
LISTS (PCVL) FOR THE NOVEMBER
2, 2026 BARANGAY AND
SANGGUNIANG KABATAAN
ELECTIONS (2026 BSKE)**

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Promulgated: August 5, 2026

RESOLUTION NO. 11262

WHEREAS Section 2 of Republic Act No. 12232, promulgated on August 13, 2025, provides that:

"Date of Election. - The next regular barangay and Sangguniang Kabataan elections shall be held on the first Monday of November 2026 and every four (4) years thereafter.";

WHEREAS Sections 30 and 31 of Republic Act No. 8189, approved on June 11, 1996, provide that:

Sec. 30. Preparation and Posting of the Certified List of Voters. - The Board shall prepare and post certified list of voters ninety (90) days before a regular election and sixty (60) days before a special election and furnish copies thereof to the provincial, regional and national central files. Copies of the certified list, along with a certified list of deactivated voters categorized by precinct per barangay, within the same period shall likewise be posted in the office of the Election Officer and in the bulletin board of each city/municipal hall. Upon payment

of the fees as fixed by the Commission, the candidates and heads of registered political parties shall also be furnished copies thereof.

The Board shall also furnish two (2) certified copies for said certified list of voters, along with a certified list of deactivated voters to the Board of Election Inspectors for posting in the polling place and for their reference on election day.

Sec. 31. Sealing of Precinct Book of Voters. - *The Board shall notify within fifteen (15) days before the start of the campaign period of all registered political parties and members of the Board of Election Inspectors to inspect and verify the completeness of the voter's registration records for each precinct compiled in the book of voters.*

After verification and certification by the Board of Election Inspectors and party representatives as to the completeness of the voters' registration records in the precinct book of voters, the Board shall seal the book of voters in the presence of the former at the start of the campaign period and take custody of the same until their distribution to the Board of Election Inspectors on election day. The Election Officer shall deliver the sealed precinct book of voters to the chairman of the Board of Election Inspectors when the latter secures its official ballots and other paraphernalia for election day.

WHEREAS, the Commission has clear authority to designate other dates for certain pre-election activities, as provided under Section 29 of Republic Act (R.A.) No. 6646 and Section 28, R.A. No. 8436 as amended by R.A. No. 9369, which state that:

"Designation of other dates for certain pre-election acts, - If it should no longer be reasonably possible to observe the periods and dates prescribed by law for certain pre-election acts, the Commission shall fix other periods and dates in order to ensure accomplishment of the activities so voters shall not be deprived of their right of suffrage."

WHEREAS, the Commission takes cognizance that, after the printing of the EDCVL and PCVL, and even after the conduct of the verification, certification, and sealing thereof, the Offices of the Election Officer (OEOs) may receive final and executory court orders for the exclusion or inclusion of voters;

WHEREAS, it is the primary objective of the Commission to maintain the integrity of the EDCVL and PCVL by ensuring that the same remain free from unauthorized alterations or, at the very least, contain only minimal annotations arising from necessary deletions and inclusions to prevent disenfranchisement, thereby preserving the reliability and credibility of the said lists for the 2026 BSKE;

NOW THEREFORE, the Commission on Elections, by virtue of the powers vested in it by the Constitution, Republic Act No. 8189, the Omnibus Election Code, and other registration and election laws, **RESOLVED**, as it hereby **RESOLVES** to modify the conduct of verification, certification, and sealing of the EDCVL and PCVL for the 2026 BSKE, as follows:

Section 1. Generation and Printing of the PCVL. – After the finalization of the Projects of Precincts (POPs), submission of the final databases to the Information Technology Department (ITD) and issuance of the certification to said effect, the OEOs shall proceed with the generation and printing of two (2) copies of the PCVL.

Sec. 2. Verification and Certification of the Lists of Voters by the Election Registration Board (ERB). – The ERBs shall convene to conduct the verification and certification of the EDCVL and PCVL, with the participation of Verifier-Certifier Civil Society Organizations (VC-CSOs), accredited citizens’ arms, or, in their absence, other civic organizations and non-governmental organizations.

In preparation for the said activity, all OEOs shall post notices of the scheduled ERB meeting for the certification of the Lists of Voters in the OEO and the bulletin boards of the city/municipal hall. Likewise, the OEO shall furnish the local chapter of the VC-CSOs or authorized accredited arms with notices of the schedule of the ERB meeting.

The verification and certification of the names of voters, as well as the sealing of the EDCVL and PCVL, shall be conducted within the period specified in the Calendar of Activities for the 2026 BSKE.

Each member of the ERB shall be entitled to an honorarium based on the number of pages and in accordance with the following schedule:

Number of Pages (Combined EDCVL and PCVL)	Number of Days	Honorarium
5,000 or less	One (1)	Php 1,000.00
5,001 to 10,000	Two (2)	Php 1,500.00
10,001 to 15,000	Three (3)	Php 2,000.00

15,001 and above	Four (4)	Php 2,500.00
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Sec. 3. Posting of the Certified and Final List of Voters. – All ERBs, through the Election Officer (EO) as the ERB Chairperson, shall post the non-colored and without photograph certified and final lists of voters in the OEO and in the bulletin board of each city/ municipal hall not later than October 8, 2026 as provided under COMELEC Resolution No. 11191.

Sec. 4. Delay in the Arrival of the EDCVL and PCVL. – The Election and Barangay Affairs Department (EBAD) and ITD shall ensure the timely deployment of the one (1) colored copy of the EDCVL and one (1) colored copy of the PCVL to the OEOs prior to the scheduled verification and certification of the EDCVL and PCVL.

In the event of a delay in the arrival of the colored EDCVL and PCVL with photograph, the ERB members shall take a recess and resume the conduct of verification and certification upon the arrival of the complete EDCVL and PCVL. The recess and resumption of the proceedings for purposes of verification and certification shall be duly recorded in the minutes of the meeting.

Sec. 5. Manual Cross-out – The following procedures shall be observed:

- A. The manual crossing out of names, with appropriate annotations and duly signed by the ERB, shall be allowed during the verification and certification of the EDCVL and PCVL by the ERB in the following situations:
 - 1. The voter’s name was ordered excluded from the list by a proper court – Indicate on top of the crossed out name the annotation **“EXCLUDED PER COURT ORDER ISSUED BY MTC/MCTC/RTC BRANCH _____”** followed by the date of annotation and signatures of the ERB Chairperson and members, as well as the signatures of the representatives of the citizens’ arm or election stakeholders;
 - 2. The voter’s name was ordered to be manually crossed out from the list by the Commission *en banc* through a Minute Resolution - Indicate on top of the crossed out name the annotation **“EXCLUDED PER COMELEC MINUTE RESOLUTION NO. _____”** followed by the date of annotation and signatures of the ERB Chairperson and members, as well as the signatures of the representatives of the citizens’ arm or election stakeholders; or

3. The voter has an approved application for transfer of registration records to another city/district/municipality as stated in the Notice of Approval – Indicate on top of the crossed-out name the following annotation “**TRANSFERRED TO _____**” indicating therein the city/district/municipality where the voter has transferred followed by the date of annotation and signatures of the ERB Chairperson and members, as well as the signatures of the representatives of the citizens’ arm or election stakeholders.

B. The EO shall ensure that the names of voters that are manually crossed out are not completely blackened or redacted, and remain clearly legible. The corresponding photograph of the voter shall likewise remain visible.

C. In effecting the manual cross-outs, the ERB may adopt the following annotation strategies:

1. When all names on a particular page are excluded, the ERB shall cross out or strike through the names, enclose them in brackets, and affix one (1) stamp stating: “Excluded Per Court Order Branch No.: _____ Date: _____” with 3 ERB counter-signatures (Annex “A”);
2. When three (3) names or more in a particular page are excluded, the ERB shall cross out or strike through, highlight the names of excluded voters and affix one (1) stamp stating: ““Excluded Per Court Order Branch No.: _____ Date: _____” with 3 ERB counter-signatures (Annex “B”);
3. When two (2) names or less in a particular page are excluded, the ERB shall individually annotate, cross out or strike through, and affix a stamp stating “Excluded Per Court Order Branch No.: _____ Date: _____” with 3 ERB counter-signatures (Annex “C”); and
4. All affected precincts shall be provided with the List of Excluded Voters Per Court Order Branch No. _____ Date: _____ for Electoral Boards (EBs) to have a readily available list.

- D. The EO shall ensure that all approved manual cross-outs of the names of voters in the EDCVL and PCVL are implemented in the Voter Registration System (VRS) upon the resumption of the system of continuing registration of voters.
- E. The EO shall also ensure that, during the training of the EBs for 2026 BSKE, it is clearly emphasized that voters whose names have been manually crossed out from the EDCVL and PCVL in accordance with this Resolution shall not be allowed to vote in the 2026 BSKE.

Failure of the EB to comply with this directive may render the member concerned liable for an election offense.

Sec. 6. Manual Inclusion - The manual insertion of names in the EDCVL and PCVL pursuant to a COMELEC Resolution or Minute Resolution, or a final and executory court inclusion orders shall be undertaken by the EO, authenticated by the signatures of the ERB Chairperson and members, as well as the signatures of the representatives of the citizens’ arm or election stakeholders.

Sec. 7. Late-Received Notices and Orders - In case the OEOs receive ERB Notices of Approved Transfer to another city/municipality/district, and final and executory court exclusion or inclusion orders after the verification and certification of the EDCVL and PCVL, the following actions shall be undertaken by the EO:

1. Court Final and Executory Exclusion Order	Only court exclusion orders that have become final and executory may be implemented. For this purpose, an original or certified true copy of a Certificate of Finality from the court must be secured first by the OEO. Due diligence must be exercised by the EO in order to determine the veracity of both the Order and the Certificate of Finality. This shall include contacting the Clerk of Court concerned personally, or through the Supreme Court-sanctioned official channels of communication to ascertain that the documents are genuine or authentic. Furnish a copy of the Order to the concerned EB during election day.
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	Submit a copy of the court Order during the first ERB hearing after the upcoming elections for deletion in the VRS.
2. ERB Notice of Approved Transfer to another city/municipality/district.	Identify the concerned voter's precinct number and indicate the same opposite the voter's names in the Notice of Approved Transfer. Furnish a copy to the concerned EB during election day. Implement the Notice of Approved Transfer in the VRS upon the resumption of the system of continuing registration of voters.
3. COMELEC Minute Resolution Approving the Exclusion of a Voter in the List	Furnish a copy of the Implementing Memorandum and Minute Resolution to the concerned EB during election day. Implement the Minute Resolution in the VRS upon the resumption of the system of continuing registration of voters.
4. Court Final and Executory Inclusion Order	Only court inclusion Orders that have become final and executory may be implemented. For this purpose, an original or certified true copy of a Certificate of Finality from the court must first be secured by the OEO. Due diligence must be exercised by the EO in determining the veracity of both the Order and the Certificate of Finality. This shall include contacting the Clerk of Court concerned personally, or through Supreme Court-sanctioned official channels of communication, to ascertain that the documents are genuine and authentic. The EO shall then identify the concerned voter's precinct number

	and indicate the same opposite the voter's name in the photocopy of the verified Order and Certificate of Finality. The EO shall likewise indicate his or her name and affix his or her signature beside such precinct number. The photocopy of the verified Order and Certificate of Finality shall be stapled to the original or certified true copy of the Order and Certificate of Finality. The manual inclusion of voters' names in the EDCVL shall be authenticated by the signatures of the EBs and attested by the representatives of the citizens' arms and/or election stakeholders present. Such fact shall likewise be recorded in the Minutes of Voting and Counting, and the photocopy and certified true copy of the Court Order and Certificate of Finality shall be attached to the Minutes. The OEO shall submit a report on court inclusion orders received on or before election day but after the verification and certification of the EDCVL and PCVL, stating the court branch and names of voters to be included in the list, to the ERB for confirmation during the first ERB hearing upon the resumption of the system of continuing registration of voters after the elections, copy furnished EBAD and the Law Department.
5. COMELEC Minute Resolution Approving the Inclusion of a Voter in the List	Furnish a copy of the Implementing Memorandum and Minute Resolution to the concerned EB during election day. The manual inclusion of voters' names in the EDCVL shall be authenticated

	by the signatures of the EBs and attested by the representatives of the citizens' arms and/or election stakeholders present. Such fact shall likewise be recorded in the Minutes of Voting and Counting, and the photocopy and certified true copy of the Court Order and Certificate of Finality shall be attached to the Minutes. Implement the Minute Resolution in the VRS upon the resumption of the system of continuing registration of voters.
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Sec. 8. Preservation of the EDCVL. – The following procedures shall be observed after the conduct of the 2026 BSKE:

- A. The OEOs shall have all EDCVL scanned, securely stored in both their original hard copy and digital formats at the OEOs and Offices of the Provincial Election Supervisor (OPESs) or Office of the Regional Election Director (ORED) for the NCR, and submit digital/soft copy to the Election Records and Statistics Department (ERSD) for safekeeping, maintenance, control, and disposition.
- B. The OEOs shall adopt the following Summary of Guidelines for Scanning of the EDCVL as recommended by the ERSD:
 - 1. Arrangement:
 - a. By city/municipality;
 - b. By clustered precinct.
 - 2. Scanning Requirements:
 - a. The EDCVL must be scanned in color mode;
 - b. The digital/scanned EDCVL must be saved in PDF format.
 - 3. File Naming Conventions (all caps):

- a. For cities/ municipalities:

Format:	EDCVL_REGION_DATE OF ELECTION_PROVINCE_CITY or MUNICIPALITY
Example:	EDCVL_R5_12MAY2025NLE_CAMSUR_ CABUSAO

- b. For cities with more than one (1) District:

Format:	EDCVL_REGION_DATE OF ELECTION_PROVINCE_CITY_DISTRICT
Example:	EDCVL_NCR_12MAY2025NLE_MANILA_ D1

4. Transmission of Digital/ Scanned EDCVL:

- a. The files should be transmitted via Secure File Transfer Protocol (SFTP)/National Central File Division (NCFD), ERSD Microsoft OneDrive official account.
- b. If the internet connection is weak, the files shall be saved in a CD, DVD, or USB Drive encrypted using VeraCrypt and submitted to the NCFD, ERSD.

C. The OEOs shall adopt the following Cybersecurity Measures recommended by the ITD:

1. Data Encryption

- a. Scanned EDCVL should be encrypted when stored on servers or local workstation to prevent unauthorized access;
- b. Transmission or file transfer over SFTP.

2. Access Control

- a. If possible, utilize an application such as DocTracker, which supports role-based access controls to manage user permissions. This will

ensure proper identification, authentication, and authorization of users, including EOs, EAs, OPES staff, ORED NCR staff, and central office personnel (NCFD);

- b. The application should also implement multi-factor authentication (MFA).

3. File Format Security

- a. As scanned documents are often saved in image formats such as PDF, JPEG, or TIFF—which are commonly targeted by malicious actors—servers and workstations used to store these files shall maintain updated endpoint security solutions;
- b. Make full use of PDF security features such as password protection, digital signatures, and editing restrictions to prevent unauthorized modifications (may require licensed software).

4. Secure Storage

- a. Implement encryption solutions such as VeraCrypt or BitLocker on the directories and storage devices where EDCVL will be processed and stored.

D. The digital copies shall be submitted to the ERSD within fifteen (15) days from the date of the election.

For this purpose, the OREDs shall submit a regional consolidated monitoring report to the EBAD within five (5) days from the deadline for the submission of scanned EDCVL. The report shall follow the standard format to be provided by EBAD to ensure uniformity.

Sec. 9. Applicability of Other Resolutions of the Commission. – Resolutions Nos. 10963, 10999, 10758, 11042, 11088, 11100 and all resolutions issued by the Commission which are not inconsistent herewith, shall likewise apply.

Sec. 10. Effectivity. – This Resolution shall take effect after its publication in two (2) daily newspapers of general circulation in the Philippines. The Education and Information Department (EID) shall cause

the publication of this Resolution. Likewise, the ITD shall post this Resolution on the COMELEC Website. The EBAD shall furnish copies thereof to the Regional Election Director, Provincial Election Supervisors, and Election Officers.

Let the Office of the Executive Director; the Office of the Deputy Executive Director for Operations; the Education and Information Department; the Election and Barangay Affairs Department; the Information Technology Department; the Election Records and Statistics Department; the Finance Services Department; the Offices of the Regional Election Director; the Offices of the Provincial Election Supervisor; and the Offices of the Election Officer 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, August 5, 2026.



CONSUELO B. DIOLA
Director IV

Office of the Commission Secretary

This Resolution can be verified at this number (02) 8527-2987; email address comsec@comelec.gov.ph.