Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

RULES AND REGULATIONS ON THE CONDUCT OF THE SYSTEM OF CONTINUING REGISTRATION OF VOTERS FOR THE NOVEMBER 2, 2026 BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS (BSKE)

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Promulgated: October 15, 2025

RESOLUTION NO. 11177

Pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, Republic Acts No. 8189, 10366, 10367 and other related registration and election laws, the Commission on Elections (Commission) **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following rules and regulations that will govern the resumption of the system of continuing registration of voters for regular and special elections, and other electoral exercises:

SECTION 1. Declaration of Policy – The Commission adheres to the following policies:

1. Establishment of a clean, complete, permanent and updated list of voters through the mandatory taking of *photograph, fingerprints and signature (biometrics)* in the registration process.

2. Enhancement of voters' registration experience, promotion of gender equality, and provide a gender sensitive, convenient, credible and well managed registration system/process which is inclusive, participatory and non-discriminatory.

SEC. 2. Gender Sensitive Registration System/Process - In the conduct of registration, the Election Officers (EOs) shall ensure full access to registration processes of women who care for small children and encourage the Local Government Units (LGUs) through the local Gender and Development Focal Point System (GFPS) Office, to open their Day Care Centers during registration days, at no cost to the Commission.

Cultural practices and ethnic traditions in certain areas must be respected and taken into consideration, in the encoding of demographics and taking of biometrics data, especially involving women registrants.

CHAPTER I
FILING OF APPLICATION

SEC. 3. Schedule and Conduct of Registration of Voters – Reception of applications for registration in the Offices of the Election Officer (OEOs) shall be from:

AREA	PERIOD	Exceptions	
		Date	**Holiday**
FOR NON-BARMM	**October 20, 2025, to May 18, 2026**	November 1, 2025	All Saint's Day
		December 24, 2025	Christmas Eve
		December 25, 2025	Christmas Day
		December 30, 2025	Rizal Day
		December 31, 2025	Last Day of the Year
		January 1, 2026	New Year
		April 2, 2026	Maundy Thursday
		April 3, 2026	Good Friday
		April 4, 2026	Black Saturday
FOR BARMM	**May 1 to 18, 2026**	None	None

Applications for the following shall be personally filed at the OEO of the city/district/municipality where the applicant resides, during office hours, from 8:00 AM to 5:00 PM from Mondays to Fridays, including Saturdays and Holidays, except when declared otherwise by the Commission:

1. Registration, transfer, change/corrections of entries in the registration records, reactivation of registration records, inclusion of registration records and reinstatement of name in the list of voters, and transfer of registration records from foreign service post (foreign post) to local; and

2. Updating of records of Persons with Disabilities, Senior Citizens (SCs) and members of Indigenous Peoples' (IPs) or Indigenous Cultural Communities (ICCs) and other members of vulnerable sectors.

Online filing of application for reactivation; reactivation with transfer of registration within or with correction of entries; reactivation with transfer within and correction of entries; and reactivation with updating of records of SC, Persons with Disabilities, and members of ICCs/IPs, pursuant to Resolution No. 10715, shall be continuously received by the OEOs in non-BARMM areas, through their official email addresses **until April 24, 2026**.

When necessary, the Commission may adopt a modified registration work week schedule, adjust or suspend the registration period.

SEC. 4. Transfer of Registration Venue - The EO, subject to the approval of the Provincial Election Supervisor (PES) and confirmation of the Regional Election Director (RED), may transfer the venue of registration to a **bigger or more spacious venue**, including but not limited to malls and commercial establishments, with or without an existing Memorandum of Agreement with the Commission, provided that the same shall be without cost to the Commission, to accommodate a significant number of applicants and to ensure compliance with standard health and safety protocols. The RED shall notify the Election and Barangay Affairs Department (EBAD) of the said transfer of registration venue within two (2) days from confirmation of the same.

For NCR, Davao City, Zamboanga City and Isabela City, the RED shall approve such transfer of registration venue, subject to the confirmation of the Executive Director (ED). Upon confirmation, the RED shall notify EBAD in writing of the same. Notice of transfer of registration venue shall be posted at the bulletin boards of the OEO and city/municipal hall, copy furnished the local representatives of citizens' arms and registered political parties.

SEC. 5. Period of Filing, Posting, Hearing and Approval/Disapproval of Applications – All applications for registration shall be heard and processed on a quarterly basis. For this purpose, the Election Registration Board (ERB) shall meet and convene based on the following schedule:

Non-BARMM Areas

Period to file applications	Last day to post Notice of Hearing with List of Applicants	Last day to file opposition to applications	Hearing and approval/disapproval of applications
October 20, 2025 to December 29, 2025	January 5, 2026	January 12, 2026	January 19, 2026
January 2, 2026 to March 31, 2026	April 6, 2026	April 13, 2026	April 20, 2026
April 1, 2026 to May 18, 2026	May 23, 2026	May 28, 2026	June 1, 2026

BARMM Areas

Period to file applications	Last day to post Notice of Hearing with List of Applicants	Last day to file opposition to applications	Hearing and approval/disapproval of applications
May 1, 2026 to May 18, 2026	May 23, 2026	May 28, 2026	June 1, 2026

If the last day to post notice, file oppositions and schedule of ERB hearing for approval/disapproval falls on a holiday or a non-working day, or declared non-working day due to calamities, the same shall be done on the next working day. Notice of such resetting shall be posted in the OEOs and city/municipal bulletin boards, copy furnished accredited citizens' arms and other civic organization existing in the locality.

SEC. 6. Last Day Registration Scenario – During the last day of registration, the following procedures shall be observed, as follows:

a. By 8:00 AM on the last day of registration, EOs in highly urbanized cities shall assess the maximum number of applicants that can be accommodated, taking into consideration the available equipment and manpower of the OEO. The EO shall report the assessment to the ORED for validation. The REDs shall continuously monitor and reassess whether more applicants may be accommodated in OEOs that have reached maximum capacity.

b. If at 3:00 p.m. of the last day of the registration period, there are still persons waiting in line to file their applications for registration within a thirty-meter (30m) radius from the OEO, the Election Assistant (EA) shall, without delay list down their names consecutively numbered;

c. These applicants shall be called by announcing each name repeatedly three (3) times in the order in which they were listed. Any applicant who is not present when his/her name is called shall no longer be allowed to file his/her application for registration/transfer/reactivation;

d. If the applicant is present when his/her name is called his/her application shall be processed and his/her biometrics data captured. **The same shall continue, until all those listed shall have been processed**. This procedure, shall be followed whether the EO has issued queuing numbers or any other similar systems; and

e. Any application filed where the applicant's biometrics data has not been captured as provided herein, shall be considered deemed not filed and should not be submitted to the ERB for hearing.

SEC. 7. Augmentation of Registration Team – Upon the recommendation of the concerned PES, the RED will dispatch personnel from the ORED and OPES in cities with expected huge number of registrants as Augmentation Registration Team (ART).

Upon the recommendation of the RED of NCR, the Commission *En Banc* will dispatch personnel and/or VRMs from the Main Office/Departments of the Commission, in cities with expected huge number of registrants as Main Office ART.

SEC. 8. Express-lane for Persons with Disabilities, Senior Citizens (SCs) and Pregnant Applicants – The EO shall adopt a systematic procedure to speed up the registration process to minimize queuing of registrants and avoid inconvenience in the processing of applications.

During the registration, the EO shall provide an express lane for the exclusive use of the Persons with Disabilities, SCs and pregnant applicants.

SEC. 9. Satellite Registration

A. For wider voter participation, the OEO, composed of not more than five (5) personnel per VRM (Voter Registration Machine) allocation **shall** conduct satellite registration of voters in each barangay within the city/district/municipality, subject to the

approval of the PES, or the RED in case of NCR, Davao City, Zamboanga City and Isabela City in the following venues:

1. Barangay halls/centers;
2. Public and private schools and universities;
3. Malls and commercial establishments; and
4. Other public and convenient places

For this purpose, the OEO shall have the authority to facilitate and coordinate with the concerned barangay officials, university and school heads, establishment or mall owners/administrators, citizens' arms and other election stakeholders for the establishment of satellite registration of voters or the transfer of registration to a bigger venue to accommodate the influx of registrants.

For satellite registration in malls and commercial establishments that requires the execution of a Memorandum of Agreement (MOA), the OEOs shall use the uniform template of the MOA, as approved by the Commission *En Banc*, copy attached as Annex "F".

B. Any interested party may request for the conduct of satellite registration, in addition to the mandatory establishment of satellite registration, subject to the approval of the officials named herein. Accordingly, EOs shall assess, evaluate, and recommend action to the PES on the said request subject to the following conditions:

a. The number of prospective applicants in the proposed venue shall not be less than two hundred (200), except in far-flung areas or in areas where only a small number of applicants remain, in which case the number of prospective applicants shall not be less than fifty (50);

b. Public or private buildings where satellite registration will be conducted shall not be owned, leased or occupied as residence by any incumbent national/city/municipal/barangay officials or of any person who is related to any national/city/municipal/barangay officials within the fourth civil degree of consanguinity or affinity, or leader of any political party, nor in any building or surrounding premises under the actual control of a political party or religious organization;

c. Written notices of the schedule and venue of satellite registration shall be posted in the bulletin boards of the OEO and the city/municipal/barangay hall;

d. Arrange with the LGU, through the DILG, or with the requesting party for the transportation of VRM, forms/supplies including COMELEC personnel;

e. Ensure that the database is backed-up before conducting the satellite registration; and

f. Shall be at no additional cost to the Commission.

SEC. 10. Special Satellite Registration – There shall be exclusive special satellite registration for the following sectors:

1. Youth (*Katipunan ng Kabataan*);

2. SCs;
3. Women;
4. Persons Deprived of Liberty (PDL);
5. Persons with Disabilities;
6. Members of IPs, Indigenous Cultural Communities (ICCs) and other vulnerable sectors; and
7. Other vulnerable sectors.

The EOs shall showcase the events of special satellite registration and conduct extensive and massive campaigns to ensure wider voters' participation.

A. Upon approval of the PES, or the RED in case of NCR, Davao City, Zamboanga City, and Isabela City, of the special satellite registration for SCs, Persons with Disabilities, Women, IPs/ICCs, and other members of the vulnerable sectors, the EO shall coordinate with the concerned non-governmental organization/network empowering said sectors such as Organizations of Persons with Disabilities [OPDs], Persons with Disabilities Affairs Office [PDAO], Senior Citizens Affairs Offices, Organizations of Senior Citizens, Women, and Indigenous People Sector, or with the Indigenous Peoples Mandatory Representative [IPMR]) existing in their locality for the said activity.

B. For PDL, the special satellite registration in detention centers/jails shall be conducted in accordance with the following guidelines:

Number of Qualified Applicants	**Number of Days**
1 to 249	1
250 to 499	2
500 to 749	3
750 to 999	4
1,000 and above	5

For cities with two or more districts and the detention/jail/correctional facility is located in one (1) of the districts, all EOs in the said city may conduct special satellite registration in the facility for PDLs who are residents under their jurisdiction, subject to the conditions above-cited.

A PDL who shall be eighteen (18) years of age on election day and/or are committed inside the detention centers for at least six (6) months immediately preceding the election day, may register as a voter.

For those who are already registered voters, they may apply for transfer of registration records as warranted by the circumstances.

In the conduct of the PDL special satellite registration, the EO shall:

1. **Before the scheduled PDL special satellite registration:**

a. Coordinate with the Jail Administrator in the Provincial/City/Municipal Jail or other detention/jail/correctional centers to determine the approximate number of qualified PDL applicants and ensure maximum security of COMELEC personnel as well as the VRMs and its peripherals;

b. Conduct ocular inspection on the proposed registration site within the premises of the Provincial/City/Municipal Jail or other detention/jail/correctional centers, taking into consideration the number of COMELEC personnel and the VRM to be installed; and

c. Post written notice of the schedule of the special satellite registration in the detention/jail/correctional centers where said registration shall be conducted and in the bulletin board of the OEO.

2. **During the special satellite registration:**

a. Adopt a system of processing the application to minimize queuing and speed up the registration process. Procedures in the reception of application and capturing of biometrics enumerated in this Resolution shall apply;

b. In case the special satellite registration is more than one (1) day, the EO concerned shall not leave the VRM and its peripherals in the detention/jail/correctional centers; and

c. Subject to existing policies, rules and regulations of the BJMP/BuCor and Provincial Jails, watchers/representatives of political parties, citizens' arms and other civil societies shall be allowed to witness/ observe the proceedings.

In Sections 9 and 10 of this Rule, the EO shall submit to EBAD, through the OPESs and OREDs, a monthly report on the approved satellite and/or special satellite registrations. The report shall indicate the city/district/municipality; date of registration; venue; and the projected number of applicants per application type and shall be submitted at least five (5) days before the succeeding month. In the case of special satellite registrations, the report shall also specify the vulnerable sectors covered, with a copy furnished to the Vulnerable Sectors Office (VSO).

Notice of schedule and venue of satellite registration shall be posted at the bulletin boards of the OEO and city/municipal hall, copy furnished the local representatives of citizens' arms and registered political parties.

The VSO of the Commission shall coordinate with the stakeholders for Persons with Disabilities, SCs, PDLs, and ICCs/IPs for the conduct of synchronized special registration day by the OEOs in their areas of jurisdiction, particularly, the co-location sites identified and agreed upon by the VSO, field offices, and stakeholders.

SEC. 11. Submission of Report on Daily Registration Output – The OEOs, through their respective OPESs and OREDs, shall submit to EBAD a report on the daily registration output covering all types of applications received and processed, including those conducted through satellite registration and the Register Anytime/Anywhere Program. The report shall be submitted not later than 9:00 a.m. of the following day, using the standard format to be provided by EBAD for purposes of uniformity.

SEC. 12. Procedure in Case of Defective VRM and/or its Peripherals - In case the VRM and/or its peripherals become defective during the registration period, application for registration, transfer of registration records, change/correction of entries in the registration records, reactivation of registration records, inclusion of registration records/reinstatement of name in the list of voters, and transfer from foreign post to local shall be received **but shall not be processed**.

The EO through the PES, upon certification by the Computer Maintenance Technician (CMT), shall inform immediately the Information Technology Department (ITD) and EBAD that the VRM and/or its peripherals are defective. Pending the repair of the VRM and/or its peripheral, the ITD shall issue a replacement.

Once the VRM and/or its peripheral is repaired or replaced, the EO shall immediately notify in writing the concerned applicants for the capturing of their biometrics data. **If the applicant fails to return despite notice in writing, his/her application shall be considered incomplete and deemed not filed and, hence, shall not be submitted for ERB hearing**. The list of applicants who failed to return for biometrics data capturing shall be posted in the bulletin boards of the OEO and city/municipality not later than the last day to post Notice of ERB Hearing with List of Applicants.

SEC. 13. Who May Register – Any Filipino citizen who is not yet a registered voter may apply for registration, provided he/she possesses the following qualifications:

A. Barangay Elections:

1. At least eighteen (18) years of age on or before the day of the Barangay Elections;

2. A resident of the Philippines for at least one (1) year and in the place wherein he/ she proposes to vote, for at least six (6) months immediately preceding the Barangay and Sangguniang Kabataan Elections; and

3. Not otherwise disqualified by law.

B. Sangguniang Kabataan Elections:

1. At least fifteen (15) but not more than thirty (30) years of age and residing in the barangay for at least six (6) months on or before Sangguniang Kabataan Elections; and

2. Not otherwise disqualified by law.

First time registrants who will register during the resumption of the system of registration of voters who are eighteen (18) but not more than thirty (30) years old, shall be automatically included in the list of voters for the Katipunan ng Kabataan (KK)

SEC. 14. Who are Disqualified to Register - The following are disqualified to register as a voter:

a. Any person who has been sentenced by final judgment to suffer imprisonment for not less than one (1) year, such disability not having been removed by plenary pardon or amnesty;

b. Any person who has been adjudged by final judgment by a competent court or tribunal of having committed any crime involving disloyalty to the duly-constituted government, such as, rebellion, sedition, violation of the firearms laws, or any crime against national security unless restored to his/her full civil and political rights in accordance with law; and

c. Insane or incompetent person as declared by competent authority unless subsequently declared by proper authority that such person is no longer insane or incompetent.

Any person disqualified to register under paragraphs (a) and (b) above shall automatically reacquire the right to vote upon expiration of five (5) years after service of sentence.

SEC. 15. Preliminaries to the extraction of SK voters in the SKS database and deletion of records of those who will be more than thirty (30) years old on or before election day – Prior to the resumption of the system of continuing registration of voters for the national, local and barangay elections, the OEO shall perform the following pre and post extraction procedures of SK voters in the SKS:

1. Re-computation and tagging of SK voters turning 18 years old and more than 30 years old in the SKS database.

    a. In the SK main menu to the Recompute Age menu by clicking on the *Record Management > Recompute Age*.

        i. In the Recompute Age screen, click the Recompute Age button found at the top-right corner of the table display;

        ii. A warning message will prompt on the screen including the Configured Election Date. Click the OK button to proceed or the Cancel button to abort the process;

        iii. Wait for the system to complete the process. Monitor the process from the Apache Tomcat. A message will be displayed after the successful re-compute operation. Click the OK button to dismiss the message; and

        iv. The list of SK voters who became regular voters as well as the list of voters who turned 31 years will be displayed.

2. Generate and print:

    a. The "List of SK Voters Who Became Regular Voters" and "List of Overage SK Voters per Barangay" report; and

    b. The notice of the date and venue of the ERB hearing.

3. Post the notice and the lists in the city/municipal/OEO bulletin boards.

4. Submit the "List of SK Voters Who Became Regular Voters" to the ERB for approval/disapproval.

5. Submit the "List of overage SK voters per barangay" during the ERB hearing.

6. Upon approval by the ERB, perform the following procedures in the SKS database.

    a. For the extraction process. In the SKS main menu, go to the Recompute Age menu by clicking on Record Management > Recompute age.

        i. Click on the Extract Regular button at the top-right corner of the table display next to the Recompute Age button. This should be done only after the recompute process;

        ii. A warning message will be displayed "Are you sure you want to EXTRACT SK Voters who Became Regular to Regular Database? Click the OK button to proceed or the Cancel button to abort the process;

        iii. Before the system will execute the operation, it will prompt the user to enter his/her login password to authorize the action. Click the OK button to proceed or the Cancel button to abort the process; and

        iv. Wait for the process to be completed. A message will be displayed after the extraction is done. Click the OK button to close this message box.

    b. For the deletion of SK voters more than 30 years old. In the SKS main menu, go to the Recompute Age menu by clicking on Record Management > Recompute age.

        i. Click on the Delete Overage button at the top-right corner of the table display next to the Extract Regular button. This should be done only after the recompute process;

        ii. A warning message will be displayed "Are you sure you want to delete overage SK voters?" Click the OK button to proceed or the Cancel button to abort the process; and

        iii. Wait for the process to be completed. A message will be displayed after the deletion is done. Click the OK button to close this message box.

7. Generate "Voter Verification Report for SK and Regular Voters" report to validate if there are discrepancies of SK records (18-30 years old) from the Regular database against the SK database.

    a. In the SKS main menu, click Reports module, select "Voters Verification Report for SK and Regular Voters" from the drop-down selection;

b. An option to select a specific barangay is accessible. Click the Generate button. Wait until the report will be displayed on the screen; and

c. Validate the listed records and correct or adjust discrepancies if there are any.

8. After extraction, the name/s of SK voter/s will be included in the generation and printing of the lists of regular voters.

SEC. 16. Forms **-** The following forms shall be available at the OEO, **FREE OF CHARGE**:

a. CEF-1_Revised 2025 – Annex "A";
b. Supplementary Data Form – Annex "B";
c. Certification for Registration of Applicant whose name is not found in the Local Voter's Registration Database (LVRD), Printed Lists of Voters (PLVs), Printed Lists of Deactivated Voters (PLDVs) – Annex "C";
d. Affidavit under Oath of the Voter's Identification – Annex "D"; and
e. OVF 1 B (*Revised 2025*) – Annex "E".

These application forms may also be downloaded from the COMELEC Website, ***www.comelec.gov.ph***, to be printed in a long bond paper (preferably *substance **20/70 gsm***).

The applicant shall fill-out only one (1) copy of the application form for registration.

The applicant may also access the appropriate **Online Application Form** (OAF), in PDF form the COMELEC Website, electronically fill-out the appropriate form, and print one (1) copy of the same for submission to the EO.

For overseas voters applying for transfer of registration records from post to local, one (1) copy of OVF 1 B (Revised 2025) shall also be accomplished.

SEC. 17. Procedure for Filing of Applications for Registration –

A. The applicant shall personally appear before the EO and state his or her name and exact address, specifying the house number, street name, area, district, purok or sitio, and barangay where he or she resides. The applicant shall also provide a brief description of the residence and an email address, if available. Furthermore, the applicant must present any of the following identification documents that bear the applicant's photograph and signature:

1. National identification (ID) card under the Philippine Identification System (*PhilSys*);
2. Postal ID card;
3. Person with Disabilities ID Card;
4. Student's ID card or library card, signed by the school authority;
5. Senior Citizen's ID card;
6. Land Transportation Office (LTO) Driver's license/Student Permit;
7. National Bureau of Investigation (NBI) clearance;
8. Philippine Passport;
9. Social Security System (SSS)/Government Service Insurance System (GSIS) or other Unified Multi-Purpose ID (UMID) card;

10. Integrated Bar of the Philippines (IBP) ID card;
11. License issued by the Professional Regulatory Commission (PRC);
12. Certificate of Confirmation issued by the National Commission on Indigenous Peoples (NCIP) in case of members of ICCs or IPs; and
13. Any other Government issued valid IDs.

Barangay Identification/Certification, Community Tax Certificates (*cedula*), Company ID and PNP clearance shall not be honored as valid identification documents for purposes of registration.

In the absence of any of the above-mentioned identification documents, the applicant may be identified *under oath* by any registered voter of the precinct where he/she intends to be registered, or by any of his/her relatives within the fourth civil degree of consanguinity or affinity. **No registered voter or relative shall be allowed to identify more than three (3) applicants**.

If the applicant fails to establish his/her identity by any of the aforementioned methods/documents, he/she shall not be issued an application form, nor shall his/her pre-accomplished application form be accepted.

B. Conduct brief interview or searching inquiries to the applicant/s as to the following information and inform the applicant of the legal consequences of having double or multiple registration records:

1. Name, age, address, period of residence;
2. Previous registration, if any;
3. Voting in previous elections, what year and where; and
4. Contact number or email address of the applicant for the sending of notices in case of opposition/s filed against the application.

C. Upon establishing the identity of the applicant, the EO shall verify the name of the applicant from the Local Voters Registration Database (LVRD) or in the Printed Lists of Voters (PLVs) or Printed Lists of Deactivated Voters (PLDVs), or in the National Registry of Overseas Voters (NROV) in case the applicant is a registered overseas voter.

If found in the LVRD/PLVs, no application form shall be issued or the pre-accomplished application form shall not be accepted and the applicant shall be advised that he/she is already a registered voter in the said city/district/municipality.

If the application was inadvertently accepted and processed, as when the applicant's demographic data were encoded and biometrics data were captured, the EO shall submit the application to the ERB for approval/disapproval and perform the procedure under Section 45 (b) (2).

If the applicant intends to transfer his/her registration records to another barangay within the city/district/municipality, the applicant shall be issued application form or his/her pre-accomplished form shall be accepted and the EO shall ensure that the applicant shall check the correct text box (*application for transfer of registration records within the same city/district/municipality*) in the accomplished application form.

In case the applicant is found to have deactivated registration records in the LVRD/PLDVs, he/she shall be advised to apply for reactivation of registration records.

If the applicant's record is found in the ROV, the applicant shall be required to fill-out OVF 1 B (Revised 2025) in addition to the CEF-1_Revised 2025 and the EO shall ensure that the applicant checks the correct text box (application for transfer from post to the Same Local City/Municipality/District).

If an applicant's name is not found in the ROV but the applicant claims to have an overseas voter's record, the EO shall request confirmation from the OFOV.

1. If the applicant indeed has an overseas voter's record and also has a record in the local database, the EO shall check the status of the registration record:

    a. **If the record is archived,** the EO shall proceed and ensure that the applicant selects the correct application type, which is **Reinstatement of Registration Records due to Transfer from Foreign Post to the Same Local City/District/Municipality**.

    b. **If the record is active or deactivated**, the EO shall first archive the record. If archiving is not possible in the VRM, the EO shall: (a) request from EBAD an access code to archive the concerned record; and (b) schedule an appointment for the applicant to return to the OEO for the encoding of demographics and capturing of biometrics. Priority shall be given to said applicant during the scheduled appointment.

    Upon receipt of the access code, the EO shall immediately archive the applicant's record. Upon the applicant's return, the EO shall ensure that the applicant selects the correct application type, which is **Reinstatement of Registration Records due to Transfer from Foreign Post to the Same Local City/District/Municipality**

2. If the applicant has an overseas voter's record but no record in the local database, the EO shall ensure that the applicant selects the correct application type, which is **Transfer from Post to Local.**'

D. If the name of the applicant is not found in the LVRD/PLVs/PLDVs/ROV, the EO shall perform the following:

1. Determine the applicant's type of application;

2. If for registration, determine from the applicant if he/she is already a registered voter in another city/district/municipality;

3. If registered in another city/district/municipality, advise the applicant to apply for transfer of registration record in accordance with Section 20 of this Rule;

4. If not registered in another city/district/municipality, the applicant shall be issued an application form or his/her pre-accomplished application form shall

be accepted and the EO shall ensure that the applicant checks the appropriate text box (*type of application*) in the accomplished application form.

In all cases, the EO shall make public announcement of the legal consequences if a voter will be found to have double/multiple registration records.

5. Using a *barangay* precinct map, verify whether or not the address given by the applicant is located within the city/district/municipality. If the applicant is not a resident, the EO shall advise the applicant to proceed to the OEO of the city/district/municipality where he/she resides.

6. If the address given is within the city/district/municipality, the EO shall:

    a. Inform the applicant of the qualifications and disqualifications prescribed by law for a voter;

    b. Determine the precinct where the applicant belongs by referring to the *barangay* precinct map. The applicant shall be assigned temporarily to the mother precinct comprising his/her residence;

    c. Indicate the temporary precinct assignment of the applicant at the upper right-hand portion of the application form;

    d. The precinct assignment shall be finalized after the approval of the application;

    e. In case of boundary dispute, the EO shall maintain the *status quo.*

7. Issue one (1) copy of the application form to the applicant unless the applicant has brought his/her printed and duly accomplished application form downloaded from the COMELEC Website.

8. Upon receipt of the application form, the applicant shall personally accomplish the same in his/her own handwriting and submit the accomplished application form to the EO. **TITLES SUCH AS DATU, SULTAN, HADJI, BAI AND OTHER TITLES SHALL NOT BE ALLOWED TO BE INCLUDED AS PART OF THE NAME OF THE APPLICANT**

    For an illegitimate person whose certificate of live birth does not include a middle name, the character "__" (underscore) shall be used for the middle name during the encoding of the data of the applicant.

    In case the applicant does not know his/her birth date with certainty, and the EO can reasonably ascertain that the applicant is of voting age through his/her physical features, and other relevant indicators such as year in college and number of children, the EO shall ask the applicant to supply a date of birth to the best of his/her knowledge. The EO shall then write the words "Section 17(D) (8) case" on top of the date of birth or anywhere on the form. In addition, the EO shall record in his/her logbook the list of

names of applicants who supplied their date of birth, in accordance with this provision.

However, if the EO cannot ascertain the applicant's age and the applicant does not supply his/her birth date, his/her application form shall be deemed incomplete and shall not be accepted.

9. Once the application form has been accomplished, the applicant shall return the same to the EO.

   If the applicant has a duly accomplished application form, it shall be signed and thumbmarked in the presence of the EO. In case the applicant has already affixed his/her signature and imprinted his/her thumbmark in the accomplished application form, the applicant shall confirm the same by re-affixing his/her signature and thumbmark in the presence of the EO.

10. After ensuring that the application form has been filled-out correctly, completely and legibly, the EO shall write down the Application Form Number, return the form to the applicant and direct him/her to the VRM Operator.

    The Application Form Number (AFN) shall consist of four parts, as follows:

First Part	-	Two (2) digit province code
Second Part	-	Two (2) digit district/city/municipal code
Third Part	-	Two (2) digit VRM Number which is 30 (default)
Fourth Part	-	Seven (7) digit control code which shall start with the number following the last application form number assigned during the immediately preceding registration period.

11. The VRM Operator, using the Voter Registration System (VRS)[1] shall encode the applicant's information in the APPLICANTS REGISTRY module:

    a. Select *Applicants Registry -> Register Applicants*;
    b. Type the AFN and press Enter button;
    c. Select *Registration as* Registration Type drop-down menu;
    d. Encode demographics information and capture the biometrics data of the applicant;
    e. Show the encoded demographics and biometrics to the applicant and confirm from him/her if all the details therein are complete and accurate; and,
    f. Save the record.

    Thereafter, the VRM Operator shall affix his/her initial below the space provided for the EO's name and direct the applicant to submit his/her application to the EO.

[1] The OEO shall refer to the VRS User Manual for a more detailed guide on the execution of procedures.

12. Upon receipt of the application, the EO shall:

    a. Administer the oath;

       If applicant refuses to take the oath, the application shall not be accepted and deemed not filed.

    b. Affix his/her signature in the appropriate space of the form; and

    c. Cut the bottom portion of the application form, indicate the date of ERB hearing and give it to the applicant to serve as Acknowledgement Receipt and proof of filing. Advise the applicant that he/she need not appear in the hearing if there is no contest or opposition to his/her application. Further, he/she may check the bulletin boards of the OEO or city/municipal hall for the list of approved applicants or inquire from the EO.

SEC. 18. Accomplishment of Application Forms for SCs, Persons with Disabilities or Illiterate Person or Member of ICCs/IPs. –

A senior citizen refers to an applicant whose age is sixty (60) years or above.

A person with disability shall refer to a person who has long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in the electoral processes on an equal basis with others.

An illiterate person refers to one who cannot by himself/herself prepare an application for registration because of his/her inability to read and write.

ICCs or IPs shall refer to a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of Filipinos.

ICCs/IPs shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains.

Any person with disability or illiterate person or member of ICCs/IPs may be assisted by the EO in the preparation of his/her application form or by any member of an accredited citizen's arm or a relative within the fourth civil degree of consanguinity or affinity, or if he/she has none, by any person of his/her confidence who belongs to the same household.

The EO shall inform the SC or person with disability that they may avail of the Accessible Polling Place (APP), which will be located on the ground floor of their voting center on the day of election.

The SC or person with disability or assistor shall then accomplish the Supplementary Data Form incorporated in the page 2 of the CEF-1_Revised 2025 or the Supplementary/Updating of Data Form, which shall be attached to the accomplished application form.

Once the application form is accomplished, it shall be given to the EO who shall read the accomplished form aloud to the Person with Disabilities or illiterate person or member of ICCs/IPs and ask him/her if the information given is true and correct.

The applicant shall, in the presence of the EO affix his/her thumbmark or some other customary mark on the duly accomplished form. If already signed or contained his/her thumbmark, the rule in Section 17 (D)(9) shall apply.

The Assistor shall then accomplish the Supplementary Data Form which shall be attached to the accomplished application form.

SEC. 19. Biometrics Capturing of Voters who are Illiterate, with Amputated Fingers or those Suffering from Paralysis. - An illiterate applicant who is unable to sign shall be required to affix on the signature pad any mark such as, but not limited to: circle, line or star. This fact shall be indicated by the EO in the application form.

In case the applicant's thumb and/or forefinger is amputated or paralyzed and he/she is unable to stretch the thumb and forefinger, any finger can be used for fingerprint scanning.

If one or both hands are totally amputated, the VRM Operator shall check the box for amputated in the VRS.

SEC. 20. Procedure for Filing of Application for Transfer of Registration Records from Another City/Municipality/District and from Overseas Post to City/Municipality/District other than Original Place of Registration. - Any registered voter who has transferred residence to another city/district/municipality, at least six (6) months immediately preceding the elections, may apply for transfer of his/her registration record by personally appearing before the EO of his/her new residence and by accomplishing one (1) copy of the application form, CEF-1_Revised 2025 for local voters and both CEF-1_Revised 2025 and OVF 1 B (Revised 2025) for overseas voters and presenting his/her proof of residence. The EO shall ensure that the applicant checks the box corresponding to the appropriate type of application (*Application for Transfer).*

A. The EO shall verify the applicant's name from the LVRD/PLV/PLDV/NROV.

1. **If applicant's name is found in the LVRD/PLV/PLDV/NROV:**

   The EO shall inform the applicant that he/she is already a registered voter in the said city/district/municipality. In case of deactivated registration record, the EO shall first verify with the claimed OEO of origin of the applicant if the applicant indeed has a record with them and the date when the said applicant applied therein. If the applicant has no record with the claimed OEO of origin, the

applicant shall be advised to apply for reactivation of his/her registration record. If the record in the PLDV is more recent, then the proper application is reactivation. However, if the record in the claimed OEO of origin is more recent, then the appropriate application is transfer from another city or municipality. In such case, it is also necessary to update the reason for deactivation from FTVT to transferred to another city/municipality. In case the applicant is found in the NROV and wishes to transfer his/her registration records back to the Philippines, the application type is "Transfer of Registration Records from Overseas Posts". The EO shall ensure that the applicant shall check the box corresponding to the appropriate type of application.

2. **If applicant's name is not found in LVRD/PLV/PLDV/NROV:**

a. The EO shall require the applicant to show proof of his/her registration. He/she may present his/her Voter ID, or a Certification from the EO of his/her former place of registration, or a Certification from the National Central File/OFOV. Upon presentation of any document herein mentioned, the EO shall issue the application form. A facsimile/photocopy of said proof shall be attached to the application.

b. In the absence of proof that the applicant is a registered voter, the EO shall advise him or her to file an application for registration. The EO shall thereafter issue the application form to the applicant, who shall accomplish said form in accordance with Section 17 hereof. In addition, the applicant shall be issued one (1) copy of a Certification stating that he/she intended to apply for transfer but instead, was advised to apply for new registration.

c. A registered voter who applies for transfer of registration record shall surrender his/her Voter ID if one has been issued to him/her, to the EO of the city/municipality where he/she presently resides.

B. The EO and VRM Operator shall then perform the applicable procedures in the processing of applications stated in Section 17 of this Rule.

Using the VRS, the VRM Operator shall:

1. Select *Applicants Registry -> Register Applicants*;
2. Type the AFN and press Enter button;
3. Select *Transfer from other city/district/municipality* as *Registration Type* in the drop-down menu;
4. Encode demographics information and capture the biometrics data of the applicant;
5. Show the encoded demographics to the applicant and confirm from him/her if all the details therein are complete and accurate; and
6. Save the record.

He/she shall then affix his/her initial below the space provided for the EO's signature in Part 2 of the application form.

C. Application for transfer of registration record from another city/district/municipality/foreign post and reinstatement of registration records due to transfer from foreign post shall be subject to notice, hearing and action of the ERB.

D. Once the application is approved, **NOTICE OF APPROVAL** shall be sent to the EO of origin within five (5) days thereof, without need of a copy of the approved application for transfer, ***by registered mail or through the official e-mail account of the OEO.***

Notice of Approval shall bear the *e-signature or original signature* by the Chairperson of the ERB and shall indicate the following:

1. Full-name;
2. Birth date;
3. Place of birth;
4. Old and current addresses;
5. Precinct assignment; and
6. city/district/municipality/barangay.

E. For application for transfer from overseas post to local city/district/municipality **other than the original place of registration** and reinstatement of registration records due to transfer from foreign post, the EO shall, after approval of the ERB, submit:

1. Notice of approval and the duly accomplished OVF 1 B (Revised 2025) to the OFOV not later than five (5) days from the conclusion of the ERB Hearing either through official email at ofov.res@comelec.gov.ph; and

2. Notice of approval to the OEO of the place of original registration not later than five (5) days from the conclusion of the ERB Hearing either through official email or registered mail.

The EO shall confirm from OFOV or the EO of the original place of registration the receipt of such email or mail transmittal.

F. The EO of the place of original registration or OFOV shall within five (5) days upon receipt of the said Notice:

1. Send confirmation receipt of notice of approval;
2. Delete the name of the voter from the database; and
3. Remove the voter's registration records (VRRs) from the corresponding precinct book of voters and send to the OEO of the applicant's new residence.

THE DELETION FROM THE DATABASE AND REMOVAL OF THE VRR FROM THE BOOK OF VOTERS BY THE EO OF ORIGIN SHALL NOT REQUIRE ERB APPROVAL.

SEC. 21. Procedure for Filing of Application for Transfer of Registration Records within the Same City/District/Municipality due to Change of Address. – Any registered voter who has changed his/her address in the same

city/district/municipality, may apply for transfer of his/her registration record to the precinct book of voters of his/her new precinct by accomplishing one (1) copy of the application form. The EO shall ensure that the applicant checks the box corresponding to the appropriate type of application (*Application for Transfer*).

A. The EO shall verify from the LVRD the record of the applicant. If the name is included in the database, the voter shall be directed to proceed to the VRM Operator.

1. If the record has complete biometrics data, the VRM operator shall, using the old application form number:

   a. Select *Voter Registry -> Search Voter*
   b. Type the last name, or first name and/or maternal name in the space provided and then click *SEARCH* button;
   c. Select the record of the applicant in the list and tick the checkbox for TRANSFER from the displayed application type then click *Process* button;
   d. Edit the address and precinct number; and
   e. Save the modified record.

2. If the record has no biometrics data or with incomplete biometrics data, the VRM operator shall, using the old application form number:

   a. Select *Voter Registry -> Search Voter*
   b. Type the last name, or first name and/or maternal name in the space provided and click *SEARCH* button;
   c. Select the record of the applicant in the list and tick the checkbox for TRANSFER from the displayed application type then click *Process* button;
   d. Edit the address and precinct number;
   e. Show the edited address and precinct number to the applicant and confirm from him/her if all the details therein are complete and accurate;
   f. Capture the biometrics data of the applicant; and
   g. Save the modified record.

   Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of applications stated in Section 17 of this Rule.

3. After the ERB approval, the EO shall consolidate/merge the updated/corrected data. Correspondingly, the ERB, through the EO, shall detach the VRR from the former precinct book of voters and place the same in the precinct book of voters of his/her new precinct assignment. This provision shall not apply to the books of voters covered by a pending case or under precautionary protection order issued by the Presidential Electoral Tribunal/ Senate Electoral Tribunal/House of Representative Electoral Tribunal.

SEC. 22. Application for Reinstatement of Registration Records due to Transfer from Foreign Post to the Same Local City/Municipality/District. – Applicant shall file one (1) copy of the application for Reinstatement of registration record in the form in the city/district/municipality of his/her original place of registration.

The OEO shall reinstate the voter registration record from the ARCHIVE FILES and restore the same in the Voter Registration Database following the technical procedure below:

The VRM Operator shall, using the old application form number:

1. Select *Voter Registry -> Search Voter*;
2. Put a check mark in the Show Inactive Records check box.
3. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button;
4. Select the record of the applicant and tick the checkbox for REINSTATEMENT-OV from the displayed application type then click *Process* button; and
5. Save the record.

After the ERB approval, the EO shall consolidate/merge the updated data. The EO shall also perform Section 20 (E) (1) of this Resolution.

SEC. 23. Procedure for Filing of Applications for Reactivation. – Any registered voter whose registration has been deactivated pursuant to the grounds enumerated in Section 27 of Republic Act No. 8189 may apply for reactivation of his/her registration record either through:

1. Online filing, reception and processing of application for reactivation, reactivation with correction of entries, reactivation with transfer within the same city /municipality/ district and reactivation with transfer within and correction of entries pursuant to the procedures in Resolution No. 10715; and

2. Personal filing by accomplishing the application form. The EO shall ensure that the applicant checks the box corresponding to the appropriate type of application (*Application for Reactivation*).

A. The EO shall verify if the name of the applicant is in the LVRD/PLDVs. If his/her name is in the said LVRD/PLDVs with a deactivated status, he/she shall be instructed to proceed to the VRM Operator.

   1. <u>If the record has complete biometrics data</u>, the VRM operator shall, using the old application form number:

      a. Select *Voter Registry -> Search Voter*;
      b. Put a check mark in the *Show Inactive Records* check box.
      c. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button;
      d. Select the record of the applicant and tick the checkbox for REACTIVATION from the displayed application type then click *Process* button; and
      e. Save the record.

   2. <u>If the record has no biometrics data or with incomplete biometrics data</u>, the VRM operator shall, using the old application form number:

      a. Select *Voter Registry -> Search Voter*;
      b. Put a check mark in the Show Inactive Records check box.

c. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button;
d. Select the record of the applicant and tick the checkbox for REACTIVATION from the displayed application type then click *Process* button;
e. Proceed to the Biometric window, capture the biometrics information of the newly reactivated voter; and
f. Save the modified record.

Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of application stated in Section 17 of this Rule.

After the ERB approval, the EO shall consolidate/merge the updated data.

SEC. 24. Procedure for Filing of Application for Change of Name by Reason of Marriage, or Court Order or Order by the Civil Registrar or Consul General.

A. Any registered voter whose name has been changed by reason of marriage or court order or by order of the Civil Registrar or Consul General may file an application for change of name by personally accomplishing the application form. The EO shall ensure that the applicant checks the box corresponding to the appropriate type of application *(Application for Correction of Entries).*

In support of the application, the applicant shall submit any original/certified true copy of the following:

a. Certification by the solemnizing officer; or

b. Marriage contract or court order with certificate of finality; or

c. Order by the Civil Registrar or Consul General, as the case may be.

B. This may also be availed of in cases where:

1. The marriage of a female registered voter has been annulled or declared void by a competent court. The applicant shall attach a certified true copy of the Court's final ORDER/DECISION, annulling the marriage or declaring the marriage a nullity; or

2. A female registered voter requests for reversion to her maiden name in lieu of husband's surname without changing the civil status pursuant to Article 370 of the Civil Code of the Philippines. Presentation of original and submission of photocopy of court order or marriage contract with annotation is not required. In this case, presentation of original copy and submission of photocopy of Certificate of Live Birth will suffice.

In both instances, the female registered voter may also request for change of signature. (*Resolution No. 10719*)

The EO shall verify the record of the applicant in the database. If his/her name is in the database, he/she shall be instructed to proceed to the VRM Operator.

The VRM Operator shall, using the old application form number:

1. Select *Voter Registry -> Search Voter*;
2. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button;
3. Select the record of the applicant, tick the checkbox for CORRECTION OF ENTRIES from the displayed application type then click *Process* button;
4. Edit the entries for correction;
5. Show the edited entries to the applicant and confirm from him/her if all the details therein are complete and accurate;
6. Capture the biometrics data of the applicant if there is no or incomplete biometrics; and
7. Save the corrected record.

Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of application stated in Section 17 of this Rule.

After the ERB approval, the EO shall consolidate/merge the updated data.

SEC. 25. Procedure for filing of application for correction of entry/entries in the registration record. – A registered voter whose registration record in the precinct book of voters or certified list of voters contains erroneous entries, including wrong or misspelled name, birth date, birth place or typographical errors, may request for its correction. In support thereof, he/she shall attach thereto the court order or an order of the Civil Registrar, or any other evidence warranted under the circumstances.

The registered voter shall file an application for correction of entry/entries in the registration record by personally accomplishing the application form. The EO shall ensure that the applicant checks the box corresponding to the appropriate type of application.

The EO shall verify in his/her LVRD the record of the applicant, using the VRS program. The EO shall use the old application form number of the applicant and direct the applicant to the VRM Operator.

Using the VRS, the VRM Operator shall:

1. Select *Voter Registry -> Search Voter*;
2. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button;
3. Select the record of the applicant, tick the checkbox for CORRECTION OF ENTRIES from the displayed application type then click *Process* button;
4. Edit the entries for correction;
5. Show the edited entries to the applicant and confirm from him/her if all the details therein are complete and accurate;
6. Capture the biometrics data of the applicant, if there is no or incomplete biometrics; and
7. Save the modified record.

Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of application stated in Section 17 of this Rule.

After the ERB approval, the EO shall consolidate/merge the updated data.

SEC. 26. Procedure for Filing of Multiple Applications. – Any applicant for transfer of registration with reactivation and change of status/correction of entry shall accomplish the form. The EO shall ensure that the applicant checks the boxes corresponding to the appropriate types of application.

SEC. 27. Procedure for Filing of Application for Reinstatement of Registered Voter whose name has been omitted in the List of Voters. – Any registered voter whose name has not been included or has been omitted in the precinct certified list of voters in the immediately preceding elections, may file an application for reinstatement. For this purpose, he/she shall personally accomplish the application form. The EO shall ensure that the applicant checks the box corresponding to the appropriate type of application (*Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters/Book of Voters*).

The EO shall verify whether the name of the applicant is found in the LVRD. If the result is in the affirmative, the EO shall immediately report the incident to the EBAD and ITD for technical assessment.

In the event that applicant's name is not found in the database, despite the fact that he/she has a VRR in the precinct book of voters, he/she shall be directed to the VRM operator who shall encode his/her demographics using the entries in his/her VRR and thereafter capture his/her biometrics in accordance with Section 17 D (11) of this Rule.

After ERB approval, the EO shall consolidate/merge the data.

If it is denied or not acted upon, the applicant may file, not later than one hundred five (105) days prior to the scheduled elections, with the proper Municipal Circuit, Municipal or Metropolitan Trial Court a petition for an order directing that his/her name be entered in the list. He/she shall attach to the petition, a certified copy of his/her registration record or ID card or the entry of his/her name in the certified list of voters used in the preceding election, together with proof that his/her application was denied or not acted upon by the ERB and that he/she has served notice to the ERB.

SEC. 28. Procedure for Filing of Application for Inclusion of Registration Record not Included in the Precinct Book of Voters. – Any registered voter whose registration record has not been included in the precinct book of voters may file with the ERB an application for inclusion of his/her record. For this purpose, he/she shall personally accomplish the application form. The EO shall ensure that the applicant checks the box corresponding to the appropriate type of application (*Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters/Book of Voters*).

The EO shall verify whether the applicant's name is found in the database. If the result is in the affirmative, the EO shall coordinate and check with the OPES or the National Central File-ERSD whether said voter has an existing VRR. If there is, the EO shall request for a copy.

Upon approval of the ERB, the requested copy shall be marked as **"RECONSTITUTED"**.

If it is denied or not acted upon by the ERB, the voter may file with the proper Municipal or Metropolitan Trial Court, at any time except one hundred five (105) days prior to a regular election or seventy-five (75) days prior to a special election, a petition for an order directing that the voter's registration record be included in the precinct book of voters.

The voter shall attach to the petition a certified true copy of his/her registration record or identification card or the entry of his/her name in the list of voters used in the preceding election, together with proof that his/her application was denied or not acted upon by the ERB and that he/she has served notice thereof to the ERB.

SEC. 29. Withdrawal of Application for Registration, Transfer, Correction/Change, Reinstatement and Inclusion in the List of Voters- A registrant may, at any time, withdraw his/her application before the OEO prior to the approval of the application by submitting a notarized Affidavit of Withdrawal. Such application shall be marked as "**WITHDRAWN**" signed by EO, attached to the Affidavit of Withdrawal and placed in a separate folder labeled "Withdrawn Applications".

The EO shall then perform in the VRS the following procedures:

1. Select *Applicants Registry -> Search Applicants*;
2. Type the last name, or first name and/or maternal name in the space provided and then click *SEARCH* button;
3. Click the *ID/form ID* of the selected record to display the registration information screen;
4. In the bottom part of the screen, select the reason of deletion from the drop-down arrow and click the *DELETE* button;
5. Warning message will be displayed, click *DEACTIVATED* button to continue;
6. Input the password of the current user for confirmation then click *OK* button and wait for the confirmation message that the record has been deleted.

SEC. 30. Approved Application for Certification with the Office for Overseas Voting (OFOV). - The OFOV shall provide the OEOs, through their respective OREDs and OPESs, with a copy of Lists of Approved Applications for Certification as overseas voters within fifteen (15) working days after the receipt of voters' databases from all Resident Election Boards (RERB) of Posts and OFOV after each RERB Hearing.

Once the notice is received, the OEO shall place the registration record of the voter, **regardless if the status is active or deactivated due to failure to vote**, in the **ARCHIVE FILES** in the VRS, **without the need of ERB approval**.

The EO shall perform the following technical procedure to place the registration record of approved overseas voter in the ARCHIVE FILES in the VRS, as follows.

The VRM Operator shall, using the old application form number:

1. Select *Voter Registry -> Search Voter*;
2. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button;
3. Select the record of the applicant, click the *Edit Record* button to display the registration record.

4. Scroll down the registration page, and from the bottom portion of the screen, select APPLIED FOR CERTIFICATION AS OV from drop-down menu then click *Delete/Deactivate* button to display the warning message; and
5. Click the DEACTIVATE button to proceed and input the password of the current user for authorization of the process then click OK to display the confirmation message.

For purposes of the 2026 BSKE, the OEOs shall ensure that the results of the April 20, 2026 RERB Hearing are implemented in the VRS prior to the verification of the QPRs and POPs. The results of the July 20, 2026 RERB Hearing shall, however, be implemented through manual cross-out during the verification and certification of the EDCVL and PCVLs. Subsequent RERB results shall be implemented upon the resumption of voter registration after the 2026 BSKE.

SEC. 31. Procedure for the Updating and Recapturing of Corrupted Biometrics Data in the VRS. - During the period of registration, the EO shall verify the completeness of the voters' demographics and biometrics data in the database.

For registration records with blank field/s, the EO shall:

a. Generate the list of registration records with blank field/s, *i.e., application type, registration date, etc.*, in the VRS;

b. Request for access code from the ITD, through EBAD, to allow editing in the VRS; and

c. Access the voters' demographics data in the VRS, edit and fill- out the mandatory blank fields using as primary reference the approved VRRs.

For registration records with incomplete *(photographs, fingerprints, and signatures)* or no biometrics in the database, the EO shall observe the following procedures:

1. Generate the list of voters with incomplete and no biometrics data in the database prior to the conduct of the resumption of the system of continuing registration of voters;

   For registration records with incomplete biometrics, indicate the lacking biometrics information subject for recapturing;

2. Verify with ITD if the corrupted biometrics data is available in the Central Database. If available, the ITD shall provide the EO with the biometrics data of the affected voter/s. If not available, proceed to the next step;

3. Serve notice, either by personal service or email to the concerned registered voters to personally appear in the OEO on the date specified in the notice;

4. In case of non-appearance, serve FINAL NOTICE to the voter to appear with warning that his/her registration records will be submitted to the ERB for deactivation on the ground of failure to validate pursuant to Section 7 of R.A. No. 10367;

5. In case the applicant personally appears at the OEO and found that the photo in the voter's registration record belongs to a different person, the EO shall make the necessary request with supporting documents to the ITD, through EBAD, pursuant to Minute Resolution No. 14-0597[2] dated August 19, 2014. Upon approval, the affected voter shall be notified to appear before the OEO to have his/her biometrics taken during registration period;

   The VRM Operator, using the old application form number, shall perform the procedure below:

   1. Select *Voter Registry -> Search Voter*;
   2. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button;
   3. Select the record of the applicant, tick the checkbox for CORRECTION OF BIOMETRICS from the displayed application type then click *Process* button;
   4. Capture the biometrics of the applicant; and
   5. Save the modified record.

6. The updating or recapturing of the biometrics data shall be made during the conduct of the resumption of the system of continuing registration of voters in accordance with the requirements provided in Minute Resolution No. 14-0597 dated August 19, 2014.

SEC. 32. Reconstitution of Lost or Damaged VRRs in case of Calamity and Force Majeure. - In case of lost or destroyed VRRs, requests for reconstitution of the copies (*printed or digital*) of VRRs shall be made in the concerned OPES. In the absence of such copy, the EO shall immediately request for approval of the reconstitution of VRRs to the Commission *En Banc*, through the ERSD.

The EO, in support of the request, shall submit a narrative report detailing the fact of loss/damage of the VRRs.

Once approved, the OEO shall observe the following procedures:

1. **<u>For Damaged (partial/total) VRRs with serviceable VRMs</u>**

   a) Coordinate with the OPES for the reproduction of the available copies of VRRs. In the absence of OPES file, request shall be made to the ERSD for the VRRs stored in the central file;

   b) In case of the unavailability of VRRs provincial and central file copies, generate and print Voters' Certifications (VCs) using the Voter Registration System (VRS);

   c) Print the word "**RECONSTITUTED**" in the upper right top portion of the reproduced VRRs or printed VCs indicating the date of the reconstitution with the EO's signature;

   d) Compile the reproduced VRRs or printed VCs in the precinct book of voters, if available. In the absence of precinct book

[2] Entitled *"In the Matter of the Updating of Biometrics Data in the Voter Registration System"*.

of voters, the same shall be filed in a folder properly marked as "Precinct Book of Voters"; and

e) Submit status reports to ERSD and EBAD.

2. **<u>For Damaged (partial/total) VRRs with unserviceable VRMs</u>**

a) Coordinate with the OPES for the reproduction of available copies of VRRs. In the absence of provincial file, request shall be made to the ERSD for the VRRs stored in the central file;

b) In case of the unavailability of VRRs in the provincial and central file, request shall be made to the ITD for the back-up copy of the database used in the immediately preceding elections;

c) Coordinate with the nearest OEOs, with the assistance of the CMT, for the generation and printing of VCs in the VRS;

d) Print the word "**RECONSTITUTED**" in the upper right top portion of the reproduced VRRs or printed VCs indicating the date of the reconstitution and signed by the EO; and

e) Proceed with the procedures stated in No. 1, paragraphs (d) and (e).

In order to guide the concerned OEO in the performance of the aforementioned procedures, EBAD will promptly provide them with a copy of Projects of Precincts (POPs) as their reference.

SEC. 33. Applicants' Database - The EO shall submit to ITD a ***Monthly Backup*** of the applicants' database (*C:|COMELEC|NEW|created backup for applicants*) within three (3) days after the end of every month.

SEC. 34. Challenges to the Right to Register. - Any person applying for registration may be challenged in writing and under oath during the reception of the application or before the ERB by any voter or representative of a registered political party in accordance with the schedule provided in Section 5 hereof. The challenge shall be attached to the application form together with the proof of notice of hearing to the applicant.

SEC. 35. Authority of EO to Administer Oath and Issue Summons. – The EO or in his/her absence, the EA acting as EO, shall administer oath, issue subpoena *duces tecum,* summons and swear in witnesses for purposes of registration. No fees shall be charged for the administration of the oath.

When an OEO simultaneously conducts satellite registration of voters in different malls or commercial establishments, the EA or any designated regular employee shall administer the oath to the applicants.

Fees and expenses incidental to the issuance and service of summons shall be collected, subject to audit rules and regulations of the Commission, as follows:

Issuance of Summon/s P100.00 per respondent applicant voter.

Service of Summon/s	P50.00 (for first 4 kilometers) P10.00 (for succeeding kilometers) [*Resolution No. 10685, December 16, 2020*]

Service of summons shall be made as follows:

a. Personal service - By handling a copy of the opposition to the respondent in person. If the respondent refuses to receive and sign for it, by leaving the summons within the view and in the presence of the respondent.

b. Substituted Service - If the respondent cannot be served personally after at least three (3) attempts on two (2) different dates, service may be effected:

   i. By leaving copies of the summons at the challenged applicant's/voter's residence to a person at least eighteen (18) years of age and of sufficient discretion residing therein;

   ii. By leaving copies of the summons, at the applicant's/voter's office or regular place of business with some competent person in charge thereof. A competent person includes, but not limited to, one who customarily receives correspondences for the challenged applicant/voter;

   iii. By leaving copies of the summons, if refused entry upon making his/her authority and purpose known, with any of the officers of the homeowners' association or condominium corporation, or its chief security officer in charge of the community or the building where the challenged applicant/voter may be found; and

   iv. By sending an electronic mail to the challenged applicant's/voter's electronic mail address, as reflected in the filled-out application forms. *(A.M. No. 19-10-20-SC 2019, entitled "The 2019 Proposed Amendments to the 1997 Rules of Civil Procedure, which took effect on May 1, 2020")*

CHAPTER II
REGISTER ANYTIME/ANYWHERE PROGRAM (RAP)

SEC. 36. Reactivation and Expansion of the OEOs RAP. - The OEOs RAP of the Commission in the following areas shall be reactivated during the registration period as provided in Section 5 of this Resolution:

1. Offices of the Election Officer (OEOs) in all Capital Cities and Towns nationwide;
2. Offices of the Election Officer (OEOs) in Highly Urbanized Cities nationwide; and/ or
3. In any other place/s as may be determined by the Regional Election Directors, subject to the approval by the Executive Director, and submission of reports to EBAD.

The procedures for the conduct of RAP shall be in accordance with this Resolution. The OEOs shall designate a special lane for applicants for said project in their respective offices.

The ITD and Administrative Services Department (ASD) shall ensure that all RAP VRMs in OEOs of Capital Cities and Towns, and Highly Urbanized Cities for the RAP activities are functional and updated.

The reception of RAP applications at the OEOs shall be until April 24, 2026. **OEOs implementing the RAP may conduct registration activities both in the morning or evening at various locations, including schools and universities, government agencies and departments, hospitals, call centers, airports, and other strategic sites**, subject to the approval of the PES, or the RED in case of NCR, Davao City, and Zamboanga City. For this purpose, the Commission may adopt a modified registration work week schedule pursuant to Section 3 of this Rule.

OEOs in Capital Cities/Towns and Highly Urbanized Cities shall ensure that all accomplished applications, as well as the processed demographic and biometrics data captured through the RAP-designated VRMs, are consolidated and transmitted to the recipient OEOs where the applicants intend to register or transfer their registration records.

SEC. 37. Reactivation of the Main Office Special RAP (SRAP) Teams. -

Main Office SRAP teams shall be reactivated to conduct register anytime/anywhere program nationwide. Venues shall be in the national government offices and agencies preferably those involved in frontline services; school and universities; and in other public/private places as may be determined by the Commission *En Banc*.

EBAD, as the lead Departments, is hereby directed to reactivate the SRAP teams composed of lawyers, and regular and casual employees in the main office to facilitate the SRAP activities from **October 20, 2025 to April 24, 2026**, and to submit the logistical and budgetary requirements for approval by the Commission *En Banc* for the necessary expenses of the said activities.

SEC. 38. Types of Application that will be Accepted and Processed. - The RAP OEOs shall accept and process applications for:

1. New Registration;
2. Transfer within the same city/district/municipality
3. Transfer of registration from another city/district/municipality;
4. OFOV Post to Local transfer to another city/district/municipality;
5. Correction of Entries/Change of Status; and
6. Reactivation.

SEC. 39. RAP Technical and Administrative Procedures:

***A.* Procedures in the Processing of Applications, Creation of Back-Up and Transmission via OneDrive Account:**

1. **Registration of Applicants**

    i. Login to VRS-RAP.

ii. Select the applicable application type from the drop-down list.

iii. In the "Application Number" text field of the registration page, input the sequence number assigned to the registration record of the applicant.

iv. Select the appropriate registration type based on the verification made on the applicant's information.

v. In the VRS-RAP, accomplish the required demographic information.

vi. Click the "CONTINUE TO BIOMETRICS" button to capture the biometrics data of the applicant.

vii. To save the captured applicant's biometrics, click the "SAVE" button and wait for the confirmation message indicating that the record has been successfully saved in the database.

2. Generation of RAP Reports:

The VRS-RAP is capable of generating reports for the Statistical and List of Applicants.

i. From the VRS-RAP, click "REPORTS" module.

ii. Select "List of Applicants" or "Statistics" from the displayed category options.

iii. Click the drop-down field to select the type of reports to generate.

iv. Immediately click the "Generate" button or supply the "Start" and "End" date covered period.

v. Wait for the generated reports to display. The user has an option to print or download the reports.

3. Creation of Backup and Extraction of RAP Applicants for Distribution:

i. From the VRS-RAP, click "UTILITIES > BACKUP" module.

ii. Create Daily Backup.

1. From the VRS-RAP, click UTILITIES> BACKUP module.

2. Under the default navigation tab "Daily", click the "CREATE BACKUP" button.

3. Wait until the confirmation message will display indicating the directory and filename of the created backup.

iii. Extract RAP applicants for distribution of applicants' database to destination district/city/ municipality

1. From the VRS-RAP, click "UTILITIES > BACKUP" module.

2. Click the "EXTRACT" tab from the displayed navigation option

3. Supply the covered "Initial" and "Final" date for extraction.

4. Click the "CREATE APPLICANTS BACKUP" button to proceed with the process.

5. Wait until the confirmation message will display indicating the directory and filename of the created backup.

6. The created backups are grouped by folder per destination district/ city /municipality which contains the following; [1] sql file containing the captured demographic and biometrics information of the applicant, [2] Text file containing the corresponding hash code of the created file, [3] text file containing the hash of the system generated key, [4] PDF file containing the list of applicants extracted per destination area and [5] scanned copies of the corrected accomplished application forms in PDF.

   In the event that the RAP designated team utilized more than one (1) VRM during the period of the RAP registration or during the period of distribution/transmission of data provided by the Commission, the assigned VRM operator, prior to creation of final backup for distribution to the concerned OEOs, must merge first the captured applicants into the main VRM.

4. Secure Backup Files Using VeraCrypt Utility or Tool before Transmission:

i. Create Volume or Container.

1. Double click the VeraCrypt icon to open the VeraCrypt tool. Then, click the "Create Volume" button to start the process.

2. The "VeraCrypt Volume Creation Wizard" window will be displayed. Ensure that the selected option is for "Create an encrypted file container", then click on the "Next" button.

3. Next, the "Volume Type" window is displayed. Make sure the selected option is for "Standard Vera Crypt volume". Then click on the "Next" button.

4. The "Volume Location" window is displayed next. Click on the "Select File ... " button. Then, select the preferred directory in the left panel and then input the filename (preferably the district/ city/ municipality name) of the volume to be created. Click the "Save" button and the screen returns to the previous window. Click the "Next" button.

5. In the "Encryption Options" window, ensure that the set Encryption Algorithm is "AES" and the Hash Algorithm is "SHA-256". Then click the "Next" button.

6. The "Volume Size" window is displayed next. Before setting the volume size of the container, check the size of the created/ extracted file by right-clicking on the folder /file, then select Properties. Check the size in the General tab of System Volume Information Properties window. Input the volume size and select the applicable unit of storage and then click the "Next" button.

7. Next is the "Volume Password" window. Set the volume password. Make sure that the supplied password must comply with the Password Policy. Once the password is set and entered, click on the "Next" button. NOTE: Please ensure to secure and remember the set password to be emailed to the destination district/ city/ municipality.

8. The "Volume Format" window is displayed. Select "NTFS" for the Filesystem. Wait until the progress bar is full. Click the Format button and wait for the confirmation message that the volume has been successfully created. NOTE: Move your mouse as randomly as possible within this window. The longer you move it, the better. This significantly increases the cryptographic strength of the encryption keys.

9. After which, the message, "The VeraCrypt volume has been successfully created" is displayed. Click the "OK" button to close.

10. Next, click the "EXIT" button and the VeraCrypt window will be displayed.

ii. How to insert or load files to the created volume container:

1. In the VeraCrypt window, select from the list of Drives (A-Z).

2. Click the "Select File" button and locate the volume file that you created. Click on "Open" button, then click on "Mount" button

3. Next, the system will ask for a password. Input the password that you set in the creation of the volume container.

4. A message prompt will be displayed during the process. Wait for the process to complete.

5. To open the created volume, right-click on the local drive where the volume is mounted then select "Open".

6. Next, copy the created/ extracted folder by city municipality containing the SQL file, text files and PDF file and paste inside the volume container

7. After all the needed files are copied to the volume container, click the "Dismount" button in the VeraCrypt window.

8. Click the "Exit" window to close the VeraCrypt application.

To ensure that the password protection works, try to open the encrypted file using VeraCrypt and it should prompt you to enter the set password before allowing access.

5. Transmission or Distribution of Extracted RAP Applicants to Certain District/City/Municipality:

i. Upload backup database using your Microsoft OneDrive Official Account.

1. Login your official account using any web browser.

2. Click the "App Launcher" found in the upper left corner of the Microsoft 365 webpage. From the Apps displayed, select "OneDrive" option.

3. Click "My Files" from the left panel of the screen to select the directory where uploaded archived will be saved and stored.

4. Click the"+ Add New" and select "Folder" from the context menu. In the "Enter your folder name" input "RAP _Applicants" then click the "Create" button to create a folder which will be used as a directory in uploading RAP databases to all destination OEOs.

5. After which, click the created RAP _Applicants folder to open. Again, click the "+ Add New" button but this time select "Files upload" from the displayed options.

6. Locate and select the encrypted container of the preferred district/ city /municipality to be uploaded. Click the OPEN button and wait until it will display the uploaded file inside the created folder.

7. To send or share the uploaded file, along with the file to be uploaded, hover the mouse on the right to show the share icon button. Click the same to prompt the "Share" window panel.

8. In the" Add a name, group, or email" text field, input the official email account of the recipient OEO. Opposite to the email input field, make sure that the privilege selected is "Can edit" option which will allow the recipient OEO to download the file.

9. You have an option to include a message in the "add a message" panel and then click the "Send" button.

ii. Sending the VeraCrypt security password set during the creation of the volume container Microsoft Outlook.

1. Click the "App Launcher" found in the upper left corner of the Microsoft 365 webpage. From the Apps displayed, select the "Outlook" option.

2. From the Outlook homepage, click the "New Mail" beneath the "Home" navigation tab.

3. Input recipient's official email address in the "To" field, subject in the 'Subject" field, and in the body area, enter the VeraCrypt security password set on the created volume container.

4. And finally, click the "Send" button.

In case of technical issues encountered, please contact ITD Helpdesk for assistance. Please ensure that back-up of files shall be strictly observed at all times.

B. Disposition and Transmittal of duly Accomplished Application Forms:

1. The Main Office RAP Team shall:

a. Submit the scanned copies of the corrected application forms and backup database to the ITD for transmission to the OEO of destination via SFTP not later than three (3) days before the last day of posting of the list of applicants as provided in Section 5 of this resolution; and

b. Send corrected application forms to the OEOs where the applicants intend to register through the Main Office Segregation Teams.

2. The receiving OEOs shall:

a. Inform the Main RAP Teams through the Segregation Teams on the receipt of the RAP filled-out applications and processed demographics and biometrics and other files through OneDrive within two (2) days from receipt thereof;

b. Ensure the importing demographics and biometrics data in the local VRS;

1. Decrypt the downloaded RAP database file using VeraCrypt.

i. Double click the VeraCrypt icon to open the VeraCrypt tool.

ii. From the displayed list of volume, select any volume type then click the "Select File" button. Locate the

volume file downloaded from the OneDrive and then click the "Open" button. The selected file and its directory will be displayed in the directory path.

iii. Click the "Mount" button to display the input password window. The corresponding password of the file is sent by the RAP team to the OEOs official COMELEC account.

iv. Supply the received password and click the "OK" button to return to the VeraCrypt main screen. OEOs now will notice that the selected volume drive will display the corresponding path selected.

v. This time, OEOs can now access the file. To open the content of the decrypted file, click 'This PC" in the desktop and locate the volume drive selected in VeraCrypt.

vi. OEOs can now copy the content of the volume drive and paste to any directory for restoration into the VRS.

vii. After copying the file, make sure to click the "Dismount" button in the VeraCrypt Utility.

2. Load or Restore RAP database in the VRS

i. From the Voter Registration System (VRS-Local), generate a "List of Applicants" for future reference after the restoration process.

ii. To start the restore process, click the "UTILITIES > DB MANAGEMENT" module.

iii. From the database restoration page, click the browse button to locate the downloaded and decrypted RAP database from the OneDrive. Click the "Open" button.

iv. From the listed restore type, select "Applicants" as destination database of the import process

v. Click the "RESTORE" button to continue. A warning message will display with "CANCEL" and "OK" button.

vi. Click "OK" to proceed and wait for the confirmation and a report to display containing the restored applicant.

vii. Verify the number of restored records against the received PDF file from the source RAP team and from the initially generated "List of Applicants".

viii. Re-generate "List of Applicants" and check if the total number of applicants indicated in the generated report

correspond to the number of restored applicants when added.

c. Include the names of RAP applicants in the generation and printing of the list of applicants for the given quarter;

d. **The scanned copy of the corrected accomplished application form will be considered equivalent to and treated the same as the original record, provided it is an accurate reproduction of the original document. In the event, the original copy of the corrected accomplished application form is not received by the OEO of destination on or before the ERB Hearing, then the ERB may use the printed copy of the corrected accomplished application form during the ERB Hearing;**

e. Submit the same to the ERB for approval/disapproval;

f. Submit lists of RAP approved and disapproved applications to the ITD for posting in the Comelec Website;

g. Submit to EBAD, within ten (10) from the ERB hearing, total number of RAP applications received and those ERB approved or disapproved applications; and

h. Submit to OFOV, notice of approval and the duly accomplished OVF 1 B (Revised 2025) not later than five (5) days from the conclusion of the ERB Hearing through official email at ofov.res@comelec.gov.ph.

CHAPTER III
VERIFICATION OF APPLICANTS' NAMES

SEC. 40. Submission of Lists of Applicants by the OEOs (RAP and Non-RAP) - The EOs or in his/her absence, the EAs shall:

1. Within **three (3) days** after the end of the month, **generate, download and submit** the following to the ITD for the conduct of verification.

    a. Lists of applicants using the following procedures:

        i. From the VRS, click *REPORTS* module;

        ii. From the *List of Applicants* menu, select "*List of Applicants - Complete*";

        iii. Input covered period for verification and click *GENERATE* button to continue;

    b. Extracted database containing names, dates of birth, places of registration and types of applications using the following procedures:

i. In the VRS, click *UTILITIES* menu and select "*Extract Applicants Verify*";

ii. Select "*NLRV*" database and input the date range of extraction for verification of records;

iii. Click *EXTRACT* button to continue the process;

iv. Wait for the successful message to be displayed;

v. Extracted files will be in a comma-separated values (CSV) and SQL formats and automatically be saved into the default path. The OEOs have an option to transfer into the external drive or save into the CDs for submission to ITD for verification; and

vi. Submit through Secure File Transfer Protocol (SFTP) the file for verification in the NLRV.

2. Facilitate the timely and secure submission of the lists of applicants and extracted database to the ITD, thru:

   a) Secure File Transfer Protocol (SFTP) to the ITD for verification in the NLRV in areas with internet capability; and/or

   b) Personal delivery of external drive or CD thru fastest available means in areas without internet capability or in far-flung municipalities.

3. After receipt of the verified list of applicants with annotation (*external drive or CD or through email*) from the ITD, the following procedures shall be observed:

   a) Print the verified list of applicants (*PDF format*) and cause the posting of the name/s of applicant/s with finding/s in the OEO bulletin board;

   b) Annotate in the affected application form/s the finding/s;

   c) Send, before the scheduled ERB hearing, individual notice/s to the affected applicant/s and indicate the finding/s in the notice/s and advise him/her/them to appear before the ERB for the purpose of selecting the correct type of application/s; and

   d) Submit all applications to the ERB for approval/disapproval.

SEC. 41. Submission of Lists of Applicants by the Main Office SRAP Teams - The Main Office RAP Teams shall:

1. Submit applications received to the Segregation Teams after each conduct of Special RAP activity for segregation of application forms per city/ municipality/ district;

2. Submit processed biometrics data to ITD Data Center;

3. Generate the lists of applicants, extract CSV format and SQL file containing the extracted or created backup of applicants with label "*SourceProvince_Dist/City/Municipality_Name_Special RAP Processed Applications*" and submit to the ITD for verification; and

4. Upon receipt of the verified names of applicants from the ITD, observe the following procedures:

    a. Indicate the corrected application types based on the report findings in the accomplished forms and VRS-RAP;

    b. Scan the corrected accomplished application forms;

    c. Send corrected application forms to the OEOs where the applicants intend to register through the Main Office Segregation Teams; and

    d. Send the scanned corrected application forms and back-up database to the ITD for transmission to the OEOs of destination via SFTP not later than three (3) days before the last day of posting of the list of applicants as provide in Section 5 of this Resolution.

SEC. 42. Verification of Applicants' Names in the NLRV and NROV - The ITD, having custody of and access to the NLRV and access to NROV through OFOV, shall:

1. Upon receipt of the lists of applicants transmitted through SFTP or stored in the *hard drive/CD/email* conduct matching verification of the applicants' records in the NLRV and NROV databases;

2. Transmit the verified applicants' list to the OEO either through its Official COMELEC email account or by personal delivery of the hard drive or CD, and ensure that the same will be received by the OEO before the scheduled ERB Hearing;

3. Transmit the verified applicants' list to the SRAP Teams either through EBAD's Official COMELEC email accounts or by personal delivery of the hard drive or CD, within five (5) days from receipt of the list of applicants; and

4. Submit report on the total number of applications, per city/district/municipality, subject for verification in the NLRV and NROV on a quarterly basis within ten (10) days from the conclusion of every ERB hearing to the EBAD, copy furnished the Internal Audit Department (IAD). Also, a report on the list of applications per city/district/municipality found in the NROV shall be submitted to the OFOV.

CHAPTER IV
ELECTION REGISTRATION BOARD ACTION

SEC. 43. Election Registration Board (ERB). - There shall be in each city and municipality as many ERBs as there are EOs therein. In thickly populated cities/municipalities, the Commission may appoint additional EOs for such duration as may be necessary. The ERB shall be composed of the EO as Chairperson and as Members, the public school official most senior in rank and the local civil registrar, or in his/her absence, the city or municipal treasurer.

SEC. 44. Substitution. - In case of absence, disqualification or incapacity for any cause of the Chairperson, the Commission, through the PES, shall designate an Acting Election Officer (AEO) to serve as administering officer for registration purposes, and as Chairperson of the ERB, subject to confirmation by the RED. For NCR, Davao City, Zamboanga City and Isabela City, the RED shall designate the substitute, subject to the confirmation of the ED.

In case of absence, disqualification or incapacity for any cause of the Local Civil Registrar (LCR) or the Municipal Treasurer or public school officials most senior in rank, the Commission, through the PES, shall designate a substitute any appointive civil service official from the same locality, or the next most senior in rank, as far as the public school official is concerned, subject to confirmation by the RED. For NCR, Davao City, Zamboanga City and Isabela City, the RED shall designate the substitute, subject to the confirmation of the ED.

SEC. 45. Disqualification. - No member of the ERB shall be related to each other or to any incumbent city or municipality elective official within the fourth civil degree of consanguinity or affinity.

A verified petition for disqualification may be filed against any member of the ERB not later than ten (10) days from the date of the first day of Board hearing to the PES and in case of NCR, Davao City, Zamboanga City and Isabela City to the RED. The petition must be accompanied by proof of service to the challenged ERB member. Absence of proof of service is a ground for outright dismissal.

The challenged member may file his/her answer within three (3) days from the receipt of the copy of the petition. With or without the answer, the PES/RED must resolve the petition not later than three (3) days from the scheduled hearing of the Board.

No petition for disqualification shall be entertained in the succeeding quarterly ERB hearings, unless there is substitution of members or supervening event that would re-open the issue on qualification. The same periods shall be observed for subsequent petitions for disqualification.

SEC. 46. Schedule of Hearing and Compensation. - All applications for registration shall be heard and processed based on the schedule provided under Section 5 of this Rule. Should one day be insufficient to act on all applications, the ERB shall meet until all applications shall have been processed but in no case shall exceed five (5) days.

Unless the Commission provides otherwise, each member of the ERB shall be entitled to receive honorarium based on the following rate:

Number of Applications	**Number of day(s) of ERB Hearing**	**Honorarium**
Less than 1,000	One (1)	P 1,000.00
1,000 up to 2,000	Two (2)	P 1,500.00
2,001 up to 3,000	Three (3)	P 2,000.00
3,001 to 4,000	Four (4)	P 2,500.00
Above 4,000	Five (5)	P 3,000.00

The Finance Services Department (FSD) shall ensure that all the non-COMELEC members of the ERB shall be paid their respective honoraria within five (5) working days

from receipt of the Minutes of the ERB Hearing and submission of pertinent bank details. FSD shall notify in writing the concerned RED and PES of the downloaded honoraria of all non-COMELEC ERB members in their areas of responsibility. The EO, in turn, shall have the concomitant duty to inform his/her members that the honoraria were already downloaded to their accounts.

SEC. 47. Notice of Hearing of Applications. - Upon receipt of the applications, the EO shall immediately set them for hearing, notice of hearing with attached list of applicants shall be posted in the bulletin boards of the OEO and in the city/municipality hall in accordance with the schedule provided in Section 5 hereof, furnishing copies thereof to the ERB members, heads or representatives of registered political parties and other accredited groups or organization in the city/municipality.

Each applicant will be notified of the date of the ERB hearing of his/her application by indicating the same in the Acknowledgement Receipt, with information that he/she need not appear unless required by the Board to do so. On the date of the hearing, the EO shall receive such evidence for or against the applicant.

SEC. 48. List of Applicants. - The EO, prior to the scheduled ERB hearing, shall prepare a list of applicants indicating their names, addresses, and type of applications. The List of Applicants shall be posted in the bulletin board of the OEO together with the Notice of Hearing.

Non-compliance with the posting of notice of hearing with List of Applicants shall be considered an election offense.

SEC. 49. Watchers. - Every registered political party and such organizations as may be authorized by the Commission shall be entitled to a watcher during the reception of the applications and in every ERB hearing.

SEC. 50. - Procedures for Processing of Applications.

a. **Preliminaries.** The ERB members shall meet at the OEO on the date and time indicated in the notice.

   Before the hearing begins, the EO as Chairperson shall:

   1. Let the members and others present log their names on the attendance sheet;

   2. Call the proceedings to order;

   3. Request counsels, if any, to enter their appearances; and

   4. Determine if there is a quorum. If there is none, the EO shall adjourn and reset the hearing.

b. **Procedures to be Observed during ERB Hearing.** The following procedures shall be observed for accepted application of applicants turning 18 years old, during ERB Hearing:

   1. If the name of the applicant is not found in the regular database and NLSKV, the application shall be treated as NEW and shall be submitted to the ERB for approval/disapproval.

2. For inadvertently accepted application under Section 17 (C) hereof, it shall be submitted to the ERB for approval/disapproval. Once disapproved, the newly stored demographics shall be deleted from the applicants database in the VRS;

3. If the verification revealed that:

    i. The applicant is a registered SK voter in another district/city/municipality, the application shall be treated as TRANSFER and will undergo the procedures of ERB approval/disapproval;

    ii. The applicant used her "married or maiden surname" and found out later in her previous registration record that she used her "maiden or married surname" vice versa, the application shall be treated as follows:

        1. TRANSFER WITH CORRECTION OF ENTRY, if the record is registered in another district/city/municipality but in a different barangay;

        2. CORRECTION OF ENTRIES if the previous record is registered in the same barangay of the city/district/municipality.

    iii. In case of approval of application, NOTICE OF APPROVAL, shall be sent to the EO of the voter's old residence within five (5) days from approval, either by registered mail or electronic mail (using OEOs official email address), with the instruction to permanently delete the record as transfer to another district/city/municipality in the SKS database. If the record is not yet extracted or if already extracted to the regular database, delete the record in the VRS as transfer to another district/city/municipality.

c. **Rules to be observed during the hearing.** The proceedings shall be summary. No dilatory tactics or schemes that will delay the proceedings shall be countenanced by the ERB. All arguments made by parties or counsels during the proceedings shall be noted in the Minutes.

Rules to be observed:

1. **New Registration.** The ERB shall ascertain if the applicant possesses all the qualifications and none of the disqualifications under the law;

2. **Transfer of Registration Records.** The ERB shall determine if the applicant has actually transferred residence to the city/district/municipality where he/she filed his/her application;

3. **Change of Address in the Same City/Municipality/District.** If the change of address involves a change in precinct assignment, the ERB shall transfer his/her registration record to the precinct book of voters of his/her new precinct and notify the voter thereof;

4. **Correction of Entry/Change of Status**. The ERB shall consider the supporting documents as required in Secs. 24 and 25 hereof;

5. **Reactivation of Registration.** The ERB shall determine the ground/s for which the voter's registration record was deactivated and that said ground/s no longer exist.

6. **Reinstatement of records due to transfer from foreign post to the same local city/district/municipality.** The ERB shall ascertain that the applicant's name is included in the NROV and that he/she is transferring his/her registration record back to the original place of registration.

c. **Hearing proper -** The hearing proper shall proceed as follows:

1. The Chairperson shall present to the other ERB members all applications that are not seasonably objected to or without negative findings in the NLRV verification. The ERB shall examine each application and if it finds the application in order, by majority vote shall approve the application. Otherwise, the application shall be set aside for later consideration;

2. The Chairperson shall then submit to the other members the findings of the ITD verification.

   In case of wrong application type, if the applicant is present, the Chairperson shall apprise the applicant of the finding/s and advise him/her to select/choose the correct type of application in the registration form, if he/she desires.

   If the applicant unjustly refuses to select/choose the correct type of application, such refusal shall be the basis for the disapproval of the application.

   In case the applicant failed to appear during the hearing despite notice, the non-appearance of the applicant shall be construed as waiver of his/her right and consider as ground for the disapproval of the application.

   In the event there is a need to change the type of application in the VRS, the Chairperson/EO shall make request for the change of application in the VRS to the ITD, through EBAD.

3. The Chairperson shall next submit to the ERB all applications that are opposed, together with the evidence received in connection therewith:

   i. The Chairperson shall announce the name of the first applicant whose application for registration is opposed and verify if the applicant is physically present and request him/her to stand up and approach the ERB;

ii. The applicant shall be informed of his/her right to rebut or refute the evidence presented and ask if he/she intends to do so;

iii. Allow said applicant to present his/her evidence unless the same has already been filed;

iv. No oppositor or counsel shall be allowed to cross-examine the applicants after presenting his/her evidence. However, the ERB may propound clarificatory questions;

v. Proceed to the next application following the same procedure; and,

vi. The ERB shall continue processing the applications previously set aside by taking into consideration the material defects in the processing of the applications.

d. **Approval or Disapproval of Applications.** After processing all the applications with oppositions, the ERB shall, by majority vote, approve or disapprove them based on the documents/pleadings submitted.

Actions taken by the ERB need not be declared immediately during the hearing. In case of disapproval, the applicant shall be furnished with a certificate of disapproval stating the ground(s) therefor.

After the termination of the proceedings, the ERB shall put a corresponding check (✓) on the appropriate box provided in Part 3 of the application form, indicate the date of approval/disapproval and affix their signatures in the space provided therein.

If the ERB disapproves the application, the reason/s thereof shall be indicated in the application and the OEO shall send notice of disapproval to the affected registrant within five (5) days from the conclusion of the ERB hearing.

e. **Preparation of the Minutes of Proceedings.** After every meeting, the ERB shall prepare the Minutes of the Proceedings which shall include, among others, the following:

1. Total number of applications submitted to the ERB for consideration;

2. Total number of applications with oppositions;

3. Total number of approved and disapproved applications per application type; and,

4. Brief narration of the proceedings of the ERB.

f. **Distribution of the Minutes of Proceedings**. The EO shall, within five (5) days from the last day of ERB hearing, distribute one (1) copy of the Minutes to the following:

1. OPES;

2. Representatives of the Dominant Majority Party and the Dominant Minority Party;

3. ODEDO as basis for payment of honorarium; and

4. Registration Division of EBAD.

One (1) copy shall be retained by the EO and post one (1) copy in the bulletin board of his/her office.

Failure to comply with the foregoing requirements shall constitute a ground for disciplinary action/s and withholding of benefits granted by the Commission.

SEC. 51. Implementation of Court Inclusion/Exclusion Order. – The ERB, through the EO, shall implement court inclusion/exclusion Orders that have become final and executory. For this purpose, an original or certified true copy of a Certificate of Finality from the court must be secured first by the OEO prior to updating the VRS.

Due diligence must be exercised by the EO in order to determine the veracity of both the Order and the Certificate of Finality. This will 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.

Updating the VRS without the required Certificate of Finality may subject the EO to civil, criminal or administrative sanctions as the case may be.

The EO shall immediately submit a report on the implementation of court inclusion/exclusion order/s by the ERB to EBAD for the issuance of access code by ITD for inclusion/exclusion of the name/s of the voter/s in the voter's registration database.

SEC. 52. Abatement of Double/Multiple Registration Records – All registration records found to be double/multiple based on the Automated Fingerprint Identification System (AFIS) results received from ITD, through *Secure File Transfer Protocol* (SFTP) shall, upon receipt thereof, be subjected to the following procedures:

a. Verify in the Voter's Registration Record and VRS in case the biometrics (*photograph*) belongs to different person or the correct type of application as applied for;

b. Submit to ERB for approval the abatement process in the VRS database pursuant to the policy adopted in Resolution No 9888;

c. Delete the subject registration records in the VRS database, once approved by ERB;

d. Remove the VRRs of the abated names of voters from the Book of Voters, except those subject to Protection Order/s or Precautionary Measure/s issued by the Commission *En Banc,* Courts, or Tribunals in order to preserve the integrity of the contested election documents. File the same in a separate folder with labelled "**AFIS Abated Registration Records**"; and

e. Submit, within five (5) days after ERB hearing, report to the ORED/OPES on the total number of registration records abated/deleted in the VRS and those not abated/deleted in the VRS and the action/s taken therein based on the matrix template provided by EBAD.

The ORED/OPES shall review and consolidate the results of abatement process submitted by the ERB of city/district/municipality under their respective jurisdictions, based on the matrix template; and the total number of requests for change of application types and/or recapturing of biometrics data based on AFIS results.

Submit the ORED/OPES consolidated reports, within ten (10) days from receipt of all the OEO's abatement reports, to EBAD, ITD and IAD.

SEC. 53. Deactivation of Registration Records. – The deactivation of voters' registration records shall be made based on the following grounds, to wit:

a) Those who have been sentenced by final judgment to suffer imprisonment of not less than one (1) year, such disability not having been removed by plenary pardon or amnesty. Provided, that any such person shall automatically reacquire the right to vote upon the expiration of five (5) years after service of sentence as certified by the clerk of court of the Municipal/Municipal Circuit /Metropolitan/ Regional Trial Courts or the Sandiganbayan;

b) Those who have been adjudged by final judgment of a competent court or tribunal of having committed any crime involving disloyalty to the duly constituted government, such as rebellion, sedition, violation of the firearms laws, or any crime against national security unless restored to their full civil and political rights in accordance with law; Provided, that such person shall automatically regain his right to vote upon the expiration of five (5) years after service of sentence;

c) Those declared by competent authority to be insane or incompetent;

d) Those who failed to vote in the two (2) successive preceding regular elections as shown in their voting records. For this purpose, regular elections do not include the Sangguniang Kabataan (SK) elections;

e) Those ordered excluded from the list of voters by the court;

f) Those who have lost their Filipino citizenship.

For this purpose, the clerk of court shall furnish the EO concerned at the end of each month a certified list of persons with their addresses, who have lost their Filipino citizenship; were declared insane/incompetent; have been sentenced by final judgment to suffer imprisonment of not less than one (1) year, or have committed a crime involving disloyalty to the duly constituted government; and

g) Failure to Validate or with incomplete biometrics data pursuant to Republic Act No. 10367.[3]

After the voter's registration record has been deactivated, the ERB shall remove the same from the corresponding precinct book of voters, properly marked and dated in indelible ink, place the same in the inactive file after entering therein the cause/s of deactivation.

SEC. 54. Cancellation of Registration Records. – The ERB shall cancel the registration records of deceased voters based on the following documents:

a. Certified list submitted by the LCR pursuant to Section 29, Republic Act 8189;

b. Sworn declaration of next of kin who has personal knowledge of the death and identity of the deceased; and

c. National List of Deceased Persons of Voting Age to be provided by the Philippine Statistics Authority (PSA) or Local Civil Registrar, duly verified by EBAD and ITD in the central database.

Before the ERB hearing, the EO shall:

1. Coordinate with the LCR in their locality for the certified list of deceased persons of voting age; and

2. Post in the OEOs/City/Municipal bulletin boards the aforementioned lists, furnishing copies thereof to the local heads of registered political parties; the surviving spouse, if married; the father or mother, if single; or if he/she has none, the nearest of kin.

SEC. 55. Submission of Reports on Deceased Persons of Voting Age Not Registered in the Jurisdiction. – In order to maximize the cleansing of the list of voters, any EO who, upon receipt of the list from the LCR beginning February 2024, identifies deceased persons of voting age who are not registered voters within their jurisdiction and whose records cannot be cancelled in the local database, shall be required to submit a consolidated report in Excel format to the ITD through its official email address, copy furnished to this Department, within five (5) days from receipt of said list from the LCR.

Upon receipt of the consolidated reports, the ITD shall forward the names of the deceased persons of voting age to the appropriate OEO for posting and cancellation during the scheduled ERB Hearing.

SEC. 56. Publication of Action on the Application. – Within five (5) days from the approval or disapproval of applications, the ERB shall post notices in the bulletin boards of the OEO and city/municipal hall, stating the names and addresses of the applicants, the dates of the applications and the actions taken thereon. The EO shall serve a copy of the notice either personally or by registered mail or special delivery, to the local heads or representatives of citizens' arms or any registered political parties existing in the city/district/municipality.

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[3] Otherwise known as the "An Act Providing for Mandatory Biometrics Voter Registration".

CHAPTER V
UPDATING OF RECORDS OF PERSONS WITH DISABILITIES, SENIOR CITIZENS (SCs) AND MEMBERS OF INDIGENOUS CULTURAL COMMUNITIES/INDIGENOUS PEOPLE (ICCs/IPs)

SEC. 57. Updating of Records for Voting at the APPs. – Registered SCs and Persons with Disability voters who intend to vote on the ground floor of the voting center on the day of the elections but have not previously manifested such intent, shall be encouraged to avail of the privilege to vote at the APP by updating their registration records using the Supplementary/Updating of Data Form, which shall be attached to the accomplished application form.

SEC. 58. Updating the Records of Persons with Disabilities, SCs, and Members of ICCs/IPs – Persons with Disabilities and SCs who are already registered but have not indicated the type of their disability/ies, or who may have developed or manifested such disability/ies after having been registered, may update their registration records.

Members of the ICCs/IPs who have previously registered but have not indicated the name of the ICC/IP communities to which they belong shall be allowed to update their registration records.

The updating of the registration records shall be in accordance with the following procedure:

a. The Person with Disabilities/SC/member of ICC/IP voters shall personally appear before the OEO/satellite registration office. Persons with Disabilities/SC voters applying for the updating of their records shall be accommodated in the express lane;

b. The EO shall conduct an interview on the personal circumstances in order to establish the identity of the Person with Disabilities/SC/member of ICC/IP voters. He/she shall be required to present any of the following documents enumerated in Section 17 hereof;

c. Once the identity is established, the Person with Disabilities /SC/member of ICC/IP voters shall accomplish the form (Annex "B"). Persons with Disabilities/senior citizens shall indicate the types of disability/ies, assistance needed during election day and willingness to vote in the precincts assigned in APP, while the members of ICC/IP shall indicate their tribes or communities and submit the accomplished forms to the EO.

d. The Person with Disabilities/SC/member of ICC/IP voters shall be instructed to affix their signatures in the logbook.

SEC. 59. Extraction of Records of Persons with Disabilities, SCs and ICCs/IPs in the Database. – The records of registered Persons with Disabilities, SC and members of ICCs/IPs who have accomplished the Supplementary Data Form and manifested their intent to vote in the APP shall be tagged in the VRS in a quarterly basis. Final extraction of their records from their original precincts and assignment in the special precincts referred to in the preceding section, shall be made after the scheduled ERB hearing.

SEC. 60. Withdrawal from APP – Persons with Disabilities and SCs and members of ICCs/IPs whose records have been transferred to the APP, may revert to their regular precincts, unless the same have reached the maximum number of voters. In such cases, they shall be included in another precinct comprising the same territorial jurisdiction. For this purpose, they shall update their registration records using the Supplementary Data Form (Annex "B") during the period of filling of applications for registration.

CHAPTER VI
SEGREGATION, CUSTODY AND BACK-UP OF DATABASE

SEC. 61. Segregation, Custody of Application Forms and Back-up of Database in Compact Disc. -

a. On a daily basis, the EO shall:

1. Gather all accomplished application forms;

2. Back-up the captured data in compact disc (CD) through the VRM Operator. **Failure to perform the back-up procedure shall be a ground for administrative disciplinary action.**

3. Arrange all accomplished forms alphabetically by surname per barangay and by precinct;

4. Generate a list of those who applied for registration or transfer of registration for the day, and other applications using the VRS Program. Said list shall be posted in the bulletin boards of the OEO and the city/municipality hall;

5. Record in the logbook any untoward incident and the action taken as well as important occurrences and incidents during the registration days; and

6. Store the application forms, CD and supplies in a safe and secure place. CDs that are not yet full or not have been finalized shall be used in the succeeding registration days.

b. At the end of the registration period (quarterly), the EO shall:

1. Generate Statistical Report on the number of applicants per application type;

2. Submit to the ERB all applications received including the list of applicants and Statistical Report for action;

3. Once approved by the ERB, the OEO shall:

   a) Scan the Voter Registration Record (VRR) of the voter; and

b) Transmit simultaneously the scanned/electronic copy to their respective Office of the Provincial Election Supervisor (OPES) and the Election Records and Statistics Department (ERSD) Central File through Safe File Transfer Protocol (SFTP) within ten (10) days after the conclusion of the ERB Hearing.

All disapproved applications shall remain in the custody of the EO.

4. Finalize CD and back-up file *APPLICANTS_COVERED_PERIOD.sql* and delete the records of all disapproved applications. The back-up of the APPLICANTS_COVERED_PERIOD.sql shall contain only records approved by the ERB;

5. Execute the CONSOLIDATION function in the VRM which will extract records of all approved applications filed during the registration period; and

6. Submit the CD containing the extracted records (*ITD-VOTERS-COVERED_PERIOD.SQL,* SKS_BACKUP-DATE CREATED THE BACKUP.SQL) to ITD, through the authorized courier service of the Commission, within five (5) days after the Board hearing.

7. On the scheduled ERB Hearing submit the full or final backup for the VOTERS, and POP databases.

CHAPTER VII
POST-REGISTRATION PROCEDURES

SEC. 62. Assignment of Precinct Number – In the assignment of precincts the following guidelines shall be observed:

A. Katipunan ng Kabataan:

a. SK Precincts established in the immediately preceding SK Elections shall be maintained; and

b. Newly approved SK applicants shall be assigned in the established SK precincts of their place of registration. Spin-off precinct shall be created if the numbers of SK voters exceed the maximum of two hundred (200) voters per precinct.

B. Regular Voters:

a. Persons with Disabilities, SCs, ICCs/IPs established special precincts in APPs during the May 12, 2025 National and Local Elections shall be maintained; and

b. For other regular voters, the assignment of precinct shall be in accordance with Section 17 (D) (6) of this Rule.

SEC. 63. Submission of Quarterly Progress Report (QPR) and Projects of Precincts (POPs). – The EO shall, within ten (10) days after the conclusion of each ERB hearing and through the fastest means available, submit to EBAD the Quarterly Progress Report (QPR), and to ITD the Voters' Database; and, for the last ERB hearing, shall likewise submit the Project of Precincts (POP).

SEC. 64. Compilation of VRRs – The copies of the newly approved applications shall be compiled in the Book of Voters.

SEC. 65. Petition for Inclusion of Voters in the List. – Any person whose application for registration has been disapproved by the ERB or whose name has been stricken out from the list may file with the court a petition to include his/her name in the permanent list of voters in his/her precinct at any time but not later than one hundred five days (105) prior to the scheduled elections. It shall be supported by a certificate of disapproval of his/her application and proof of service of notice of his/her petition upon the ERB. The petition shall be decided within fifteen (15) days after its filing.

If the decision is for the inclusion of the voter's name in the permanent list of voters, the ERB shall place the application for registration previously disapproved in the corresponding book of voters and indicate in the application for registration the date of the order of inclusion and the court which issued the same.

SEC. 66. Petition for Exclusion of Voters from the List. – Any registered voter, representative of a political party or the EO, may file with the court a sworn petition for the exclusion of a voter from the permanent list of voters giving the name, address and the precinct of the challenged voter at any time but not later than one hundred (100) days prior to the scheduled elections. The petition shall be accompanied by proof of notice to the ERB and to the challenged voter and shall be decided within ten (10) days from its filing.

If the decision is for the exclusion of the voter's name from the list, the ERB shall upon receipt of the final decision remove the voter's registration record from the corresponding book of voters, enter the order of exclusion therein and place the record in the inactive file.

SEC. 67. ERB Certification of the Lists of Voters. –The ERB shall post notice of its meeting for the Certification of the Lists of Voters, which shall be conducted five (5) days prior to the scheduled posting referred to in Section 62 of this Rule, in the bulletin boards of the OEO and the city/municipal hall.

For purposes of signing the Election Day Computerized Voters Lists (EDCVLs) and Posted Computerized Voters Lists (PCVLs) in coordination with the COMELEC accredited citizens' arms, the ERB shall convene for the conduct of verification and certification of the said lists of voters. Each ERB member shall be paid an honorarium based on the existing policy of as provided in the Resolution promulgated by the Commission *En Banc*.

SEC. 68. Posting of the Certified and Final List of Voters. -The ERB shall post the certified and final list of voters in the bulletin board of the OEO ninety (90) days before the election or on the date fixed by the Commission.

SEC. 69. Mobilization/Meals/Transportation Allowance. -The FSD shall facilitate and ensure the immediate release of the SRAP Main Office and OEOs registration/mobilization/meals/transportation allowance during the registration of voters. **These include the conduct of mandatory satellite and mall registration of voters as provided in Sections 9 and 10 of this Rule, and the conduct of RAP as provided in Section 36 of this Rule**, based on the existing policy of the Commission, subject to the auditing rules and regulation of the Commission on Audit.

SEC. 70. Role of the Regional Election Directors (REDs) and Assistant Regional Election Directors (AREDs) and Provincial Election Supervisors (PESs). – The REDs, AREDs and PESs shall ensure timely compliance of the EOs submission of all required reports and shall be held directly responsible and accountable for non-compliance within the period herein provided.

SEC. 71. Applicability of Other Resolutions of the Commission. – Other Resolutions of the Commission insofar as applicable and not inconsistent herewith shall apply.

SEC. 72. Effectivity. – This Resolution shall take effect immediately after its publication in two (2) daily newspapers of general circulation in the Philippines. The Education and Information Department (EID) is hereby directed to cause the widest dissemination of this Resolution and its publication. Likewise, the ITD shall post the same in the Comelec Website.

Let the Office of the Executive Director, Office of the Deputy Executive Director for Operations, Education and Information Department, Election and Barangay Affairs Department, Information Technology Department, Finance Services Department, Vulnerable Sectors Office, Offices of the Regional Election Director, Offices of the Provincial Election Supervisor and 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 on October 15, 2025.

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.