Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

RULES AND REGULATIONS ON THE CONDUCT OF THE SYSTEM OF CONTINUING REGISTRATION OF VOTERS FOR THE MAY 8, 2028 NATIONAL AND LOCAL ELECTIONS (NLE)

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Promulgated: October 29, 2026

[redacted]

RESOLUTION NO. 11294

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:

SEC. 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 capture of *photographs, fingerprints, and signature (biometrics)* during the registration process; and

2. Enhancement of voter registration experience, promotion of gender equality, and provision of a gender-sensitive, convenient, credible and well-managed registration system or process that 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 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 – The reception of applications for voter registration and other registration-related transactions in the Offices of the Election Officer (OEOs) shall be conducted from **November 10, 2026, to July 30, 2027**, subject to the following rules:

a. **Days Excluded from Registration** - No applications shall be received on the following dates:

Date	Holiday
December 24, 2026	Christmas Eve
December 25, 2026	Christmas Day
December 30, 2026	Rizal Day
December 31, 2026	New Year's Eve
January 1, 2027	New Year
March 25, 2027	Maundy Thursday
March 26, 2027	Good Friday
March 27, 2027	Black Saturday

b. **Place and Hours of Filing -** Applications for the following transactions shall be personally filed at the OEO of the city, district, or municipality where the applicant resides:

   i. 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

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

   Unless otherwise directed by the Commission, applications shall be received from **8:00 a.m. to 5:00 p.m., Mondays through Fridays**, and on Saturdays and holidays when registration is scheduled, subject to the exceptions provided in this Section.

c. **Modified Workweek. -** When necessary, the Commission may adopt a modified registration work week schedule, adjust, or suspend the registration period.

In the event that a modified four-day workweek schedule is adopted, the following filing hours shall be observed:

i. During a four-day work week, applications shall be filed from 8:00 AM to 6:00 PM from Tuesdays to Fridays; and

ii. Filing on Saturdays and Holidays shall be from 8:00 AM to 5:00 PM.

d. **Suspension During Election Board (ERB) Hearings.** - Voter registration shall be temporarily suspended during the period designated for ERB Hearings to enable EOs to focus on the conduct of ERB proceedings and the resolution of registration-related issues and concerns.

Notwithstanding the foregoing, the concerned OEO may, upon a determination that the conduct of voter registration activities during the said period is necessary and will not adversely affect or interfere with the conduct of the ERB Hearing, request authority to undertake such activities. The conduct thereof shall be subject to the prior approval of the appropriate approving authority, as follows: (a) the Provincial Election Supervisor (PES), for OEOs outside the National Capital Region (NCR), including those in Highly Urbanized Cities (HUCs); and (b) the Regional Election Director (RED), for OEOs within the NCR and Isabela City.

e. **Suspension During Other Electoral Exercises.** - Notwithstanding the foregoing provisions, voter registration shall likewise be suspended during the preparations and conduct of electoral exercises, including, but not limited to, special elections, plebiscites, recall elections, and referenda, at the locality where the electoral exercise shall be held and at such period as may be determined by the Commission *en banc* through a resolution issued for such purpose.

For purposes of the November 21, 2026 Plebiscite to Ratify Presidential Proclamation No. 1267, entitled "Conversion of the City of Naga, Camarines Sur Into a Highly Urbanized City," and the November 28, 2026 Special Election for Member of the House of Representatives for the Lone Legislative District of the Province of Batanes, the resumption of the system of continuing registration of voters shall be suspended in the respective areas until the conclusion of the election period applicable to each electoral exercise. Accordingly, the system of continuing registration of voters shall resume on December 1, 2026, in the City of Naga, Camarines Sur, and on December 15, 2026, in the Province of Batanes.

f. **Information Dissemination.** - The OEOs shall ensure the wide dissemination of information regarding the applicable registration schedule and filing hours, taking into account the prevailing workweek arrangement of the Commission and any subsequent directives concerning the adjustment or suspension of registration.

g. **Online Filing of Applications for Reactivation.** - Applications 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, through their official email addresses **until June 30, 2027**.

SEC. 4. Transfer of Registration Venue - To accommodate a significant number of applicants, the EO, subject to the approval of the PES and confirmation of the 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 (MOA) with the Commission, provided that the same shall be without cost to the Commission. The venue must not be owned or controlled by any political entity, thereby ensuring that the registration environment remains strictly neutral and equally accessible to all registrants. 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 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 on 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 ERB shall meet and convene based on the following schedule:

Period to file applications at the OEOs and through Satellite Registration	**Period to file applications through RAP and SRAP[1]**	**Last day to post Notice of Hearing/ Notice of Hearing with List of Applicants**	**Last day to file opposition to applications**	**Hearing and approval/ disapproval of applications**
November 10, 2026 to December 29, 2026	November 10, 2026 to December 15, 2026	January 5, 2027	January 8, 2027	January 19, 2027

[1] For purposes of these Rules and Regulations, the *Register Anytime/Anywhere Program (RAP)* refers to the voter registration program implemented by field offices of the Commission, specifically the Offices of the Election Officer (OEOs) authorized to implement RAP; while the *Special Register Anytime/Anywhere Program (SRAP)* refers to the voter registration program conducted by the Commission's Main Office through the SRAP Teams organized and deployed for this purpose.

January 5, 2027 to March 31, 2027	January 5, 2027 to March 15, 2027	April 5, 2027	April 8, 2027	April 20, 2027
April 1, 2027 to July 30, 2027	April 1, 2027 to June 30, 2027	August 5, 2027	August 9, 2027	August 16, 2027

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 on the OEOs and city's/municipality's bulletin boards, copy furnished accredited citizens' arms and other civic organizations existing in the locality.

SEC. 6. Implementation of Manual Inclusions and Exclusions in the List of Voters and Other Pending Transactions in the Voter Registration System (VRS). – Upon the reopening of the VRS following the approval of this Resolution, the registration records of voters whose names were manually included in or crossed out from the List of Voters for the postponed 2026 Barangay and Sangguniang Kabataan Elections (2026 BSKE) shall be duly updated in the VRS. The same shall apply to pending court orders and Commission *en banc* Resolutions directing the inclusion or exclusion of voter registration records, as well as transactions involving approved local transfers and approved post to local transfers, which have yet to be reflected in the VRS.

SEC. 7. Last Week Registration Scenario – During the last week of registration, the following procedures shall be observed:

a. In the morning, the EOs in highly urbanized cities, capital cities and towns, and other municipalities with a large volume of registered voters or expected applicants 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 Office of the Regional Election Director (ORED) for validation. The REDs shall continuously monitor and reassess whether more applicants may be accommodated in OEOs that have reached maximum capacity;

b. At 3:00 p.m. on each day of the last week of the registration period, if there are still persons waiting in line to file their applications for registration within a thirty-meter (30-meter) radius of the OEO or the venue of registration, the Election Assistant (EA) shall, without delay, list their names consecutively in the order in which they are waiting.

c. The applicants listed pursuant to the preceding paragraph shall be called by announcing each applicant's name three (3) times, in the order in which the names appear on the list. An applicant whose name is called but who is not present at the time of the call

shall no longer be allowed to file an application pursuant to this procedure;

d. An applicant who is present when his or her name is called shall be allowed to file the application, and the OEO shall process the application and capture the applicant's biometric data. Processing shall continue until all applicants on the list have been accommodated. This procedure shall apply regardless of whether the EO has implemented a queuing-number system or any similar arrangement; and

e. Any application covered by this procedure for which the applicant's biometric data have not been captured shall be deemed not filed and shall not be submitted to the ERB for hearing.

SEC. 8. Augmentation Registration Team (ART) – Upon the recommendation of the concerned PES, the RED may deploy personnel from the ORED and the Office of the Provincial Election Supervisor (OPES) to cities where a significant influx of registrants is expected, to augment the registration personnel during the last week of registration.

For municipalities requiring augmentation, the concerned EO shall submit a request to the PES, supported by documents showing the increasing number of registrants and justifying the need for additional personnel during the last week of registration. The PES shall evaluate the request and submit a recommendation to the RED, who shall approve or deny the request, subject to the availability of personnel from the ORED and OPES.

For the NCR and Isabela City, upon the recommendation of the RED, the ED may deploy personnel and/or Voter Registration Machines (VRMs) from the Commission's Main Office to cities expecting a significant influx of registrants during the last three (3) weeks of the registration period to serve as the Main Office Augmentation Registration Team (Main Office ART).

SEC. 9. Express lane for Persons with Disabilities, 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 registration conducted at the OEO, through satellite registration or special satellite registration, or under the Register Anytime/Anywhere Program (RAP) and Special Register Anytime/Anywhere Program (SRAP), the EO or Acting Election Officer (AEO), as applicable, shall provide a dedicated express lane exclusively for the use of applicants who are Persons with Disabilities, SCs, or pregnant women.

SEC. 10. Satellite Registration

A. For wider voter participation, the OEO, composed of not more than five (5) personnel per VRM allocation **shall** conduct satellite registration of voters in each

barangay within the district/city/municipality, subject to the approval of PES, or RED in case of NCR 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 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 conduct of satellite registration of voters or the transfer of registration to a bigger venue to accommodate the influx of registrants.

For satellite registration, special satellite registration and RAP in malls and commercial establishments that requires the execution of a MOA, the OEOs shall use the uniform template of the MOA, approved by the Commission *en banc*, copy attached hereto as Annex "H". Subject to the determination of the RED, the PES or the RED, as the case may be, are authorized to sign the MOA with the mall corporation or owner/s of the commercial establishment .

The foregoing provision is without prejudice to the conduct of at least one (1) province-wide centralized satellite registration of voters in a highly populated venue within the province.

For satellite registration activities outside the concerned OEO's area of responsibility, such as but not limited instances where schools or universities cater to students from the concerned OEOs but are geographical outside the said OEO, requests for the conduct thereof shall be addressed to the ED, at least seven (7) days before the date of the satellite registration activity, subject to the usual rules and regulations governing satellite registration.

The EO shall be responsible for all databases maintained by his/her office, including the local voter database, candidate database, and other databases containing personal information. The EO shall likewise ensure the proper back-up of such databases in the server and the security thereof.

B. Any interested party may request for the conduct of satellite registration, in addition to the mandatory satellite registration, subject to the approval of the officials named herein. Accordingly, EOs shall assess, evaluate, and recommend action on the request to the PES, 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 (4) 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;

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 Department of the Interior and Local Government (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. 11. 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 ICCs/IPs; 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 and Isabela City, of the special satellite registration for SCs, Persons with Disabilities, Women, ICCs/IPs, 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 of their jurisdictions, subject to the conditions above-cited.

A PDL who will be eighteen (18) years of age on election day and is 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 their 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 VRMs 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 on 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 on 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 Bureau of Jail Management and Penology (BJMP)/Bureau of Corrections (BuCor) and Provincial Jails, watchers/representatives of political parties, citizens' arms and other civil organizations shall be allowed to witness/ observe the proceedings.

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

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

SEC. 12. Submission of Reports – The OEOs, through their respective OPESs and OREDs, shall submit to EBAD the following reports:

1. **Monthly Consolidated Regional Registration Schedule** covering Satellite Registration, Special Satellite Registration, and the RAP. The report shall indicate the district/city/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 VSO;

2. **Daily Registration Output** covering all types of applications received and processed, including those conducted through Satellite Registration, Special Satellite Registration, and RAP, for the first day of registration (November 10, 2026) and the last day of registration (July 30, 2027);

3. **Weekly Registration Output** covering all types of applications received and processed, including those conducted through Satellite Registration, Special Satellite Registration, and RAP;

4. **Separate Weekly Report on Satellite Registration and Special Satellite Registration** covering all types of applications received and processed; and

5. **Separate Weekly Report on RAP** covering all types of applications received and processed.

The **Monthly Consolidated Regional Registration Schedule** shall be submitted on or before the fifth (5th) day before the start of the succeeding month. For November 2026, considering that voter registration will commence on November 10, 2026, the deadline for submission shall be November 5, 2026.

The **daily reports** shall be submitted to the EBAD Registration Regional-in-Charge (RIC) through email not later than **7:00 p.m. of the same day**, while the **weekly reports** shall be submitted not later than **9:00 a.m. of the Monday following the concerned week**, using the standard formats to be provided by EBAD to ensure uniformity in reporting.

SEC. 13. Procedure in Case of Defective VRM and/or its Peripherals - In the event that the VRM and/or any of its peripherals becomes defective during the registration period, applications for registration, transfer of registration records, change or correction of entries in the registration records, reactivation of registration records, inclusion of registration records or reinstatement of names in the list of voters, and transfer from foreign post to local shall be received but shall not be processed. The receipt of an application form during the period of equipment failure shall not, by itself, constitute the filing of the application.

In such cases, the applicant may, at their option, be referred to the nearest OEO implementing RAP for the processing of the application. For this purpose, the concerned OEO shall provide the applicant, upon request, with the address and/or contact information of the nearest OEO implementing RAP.

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

Once the VRM and/or its peripherals have been repaired or replaced, the EO shall immediately notify the concerned applicants in writing, through registered mail and, if available, by email, to return to the OEO for biometric data capture.

If an applicant fails to return for biometric data capture before the end of the registration period despite due notice, the application shall be considered incomplete and deemed not filed. Accordingly, it shall not be included among the applications submitted for the ERB hearing.

If an applicant returns to the OEO for biometric data capture, the EO shall ensure that the date of registration indicated in the application form reflects the date of biometric capture and oath-taking.

The EO shall post the list of applicants who failed to return for biometric data capture on the bulletin boards of the OEO and the concerned city or municipal hall, not later than the last day for posting the Notice of ERB Hearing with the List of Applicants.

SEC. 14. 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. National and Local Elections

1. At least eighteen (18) years of age on or before the day of the elections. For purposes of the 2028 NLE, the applicant must have been born on or before May 8, 2010;

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 elections; and

3. Not otherwise disqualified by law.

Sangguniang Kabataan (SK) voters who will turn eighteen (18) years old on Election Day shall no longer be required to file an application for registration for purposes of voting in the **2028 NLE**.

SEC. 15. 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. 16. Preliminaries to the Extraction of SK voters and Deletion of Records of those who will be more than thirty (30) years old on or before Election Day in the SKS Database – 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 on or before election day 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's/municipal's/OEO's bulletin boards.

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

5. Submit the "List of overage SK voters per barangay" during the last regular 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 is 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. 17. Forms - The following forms shall be available at the OEO, **FREE OF CHARGE**:

a. CEF-1_Revised 2026B - 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";
e. OVF 1 B (*Revised 2025*) - Annex "E";
f. Affidavit of Withdrawal - Annex "F";

These application forms may also be downloaded from the COMELEC Website, ***www.comelec.gov.ph***, to be printed in a long bond paper (8.5 inches by 13 inches), preferably *substance* ***20/70 gsm***, back-to-back.

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

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. 18. Procedure for Filing of Applications for Registration –

A. The applicant shall personally appear before the EO and state his /her name and exact address, specifying the house number, street name, area, district, purok or sitio, and barangay where he/she resides. The applicant shall also provide a brief description of his/her 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. Philippine Identification 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. 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.

Digital equivalent of government issued IDs on the eGovPH mobile app shall be accepted as proof of identification.

Barangay Identification card/Certification, Community Tax Certificates (*cedula*), Company ID card 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 barangay where he/she intends to be registered, or by any of his/her relatives within the fourth (4th) civil degree of consanguinity or affinity who are likewise registered in the barangay where he/she intends to be registered. For this purpose, the concerned registered voter or relative within the fourth (4th) civil

degree of consanguinity or affinity must present a valid voter's ID, Voter's Certification or Certificate of Registration Records. **No registered voter or relative shall be allowed to identify more than three (3) applicants per quarter**.

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 as to the following information and inform him/her 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. For applications for new registration and transfers filed under the RAP and SRAP, the applicant shall present the original or a certified true copy and submit a photocopy of a document establishing proof of residence, including, but not limited to, the identification documents indicating the applicant's current address listed under paragraph A of this Section, utility bills or statements of account, bank statements, or a notarized contract of lease.

In the case of bank statements, the bank name and logo, statement date, month covered by the statement, and the applicant's name and address must be clearly legible. The applicant may redact all other information appearing on the bank statement that is not necessary to establish proof of residence.

Waybills of online shopping and food apps shall not be accepted as proof of residence.

D. The EO and Main Office SRAP Teams shall adhere to the proper procedure in collecting the Personal Data of applicants. In case the applicant avails of on-site printing in connection with voter registration, all files shall be sent to the official email of the OEO or Main Office SRAP Team and subject to disposal as provided under the Data Privacy Act of 2012 and existing rules and regulations of the Commission.

E. Upon establishing the identity of the applicant, the EO shall verify the name of the applicant from the **Local Voters Registration Database (LVRD) - Regular and SK, in the Printed Lists of Voters (PLVs) - Regular and SK, Printed Lists of Deactivated Voters (PLDVs) - Regular and SK, 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 district/city/municipality, where he/she intends to register.

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 Hearing for approval/disapproval and perform the procedure under Section 55 (b) (2).

If the applicant intends to transfer his/her registration records to another barangay within the district/city/municipality, the applicant shall be issued an 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 district/city/municipality*) in the accomplished application form.

In case the applicant is found to have a deactivated registration record 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 2026 and the EO shall ensure that the applicant checks the correct text box (application for transfer from post to the Same Local District/City/Municipality).

If the applicant's name is not found in the ROV but he/she 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 District/City/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 District/City/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**.'

F. 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 district/city/municipality;

3. If registered in another district/city/municipality, advise the applicant to apply for transfer of registration record in accordance with Section 21 of this Rule;

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

6. If the address given is within the district/city/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* and 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; and

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 cases where the applicant does not know his/her exact birthdate with certainty, the EO shall require the applicant to submit such additional supporting documents or information as may be available. In determining whether the applicant has attained the age required for voter registration, the EO may consider the available documentary evidence and other relevant circumstances, including the applicant's physical features, educational history, and family circumstances. Such circumstances shall not, by themselves, constitute conclusive proof of the applicant's exact birthdate.

   If the EO can reasonably ascertain that the applicant is of voting age based on the available evidence and relevant circumstances, the EO shall ask the applicant to supply a birthdate to the best of his/her knowledge. The EO shall indicate the words "Section 18(F)(8) case" on the application form and record in the logbook the names of applicants whose birthdates were supplied pursuant to this provision, together with the basis for the EO's determination.

   If the EO cannot reasonably ascertain that the applicant is of voting age and the applicant does not supply his/her birthdate, the 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.

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

All COMELEC personnel who assist in any stage of the application process shall affix their initials in the spaces provided below the EO's name on page 1 and in Parts II and IV of page 2 of the application form.

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

The 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.

For **RAP applications**, the EO shall write the letter **"R"** immediately after the application number on the accomplished application form to facilitate the identification, segregation, consolidation, and transmittal of such applications. The VRS, however, shall reflect only the 13-digit numerical application number, excluding the letter "R."

For **SRAP applications**, the Main Office SRAP Teams shall insert the letter **"R"** as the seventh character of the application number.

11. The VRM Operator, using the VRS[2] 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.

[2] 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 the 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. 19. Accomplishment of Application Forms for SCs, Persons with Disabilities or Illiterate Person or Member of ICCs/IPs. –

SC refers to an applicant whose age is sixty (60) years or above.

A Person with Disability refers 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 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 (4th) 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 2026 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 18 (F)(9) shall apply.

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

SEC. 20. 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. 21. Procedure for Filing of Application for Transfer of Registration Records from Another District/City/Municipality and from Overseas Post to District/City/Municipality other than Original Place of Registration. - Any registered voter who has transferred residence to another district/city/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 2026 for local voters and both CEF-1_Revised 2026 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 district/city/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 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 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 transfer to another district/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 card, 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 allow the applicant to file an application for transfer, subject to verification by the ITD through the National List of Registered Voters (NLRV).

If the verification results indicate that the applicant has no existing voter registration record, the EO shall inform the applicant accordingly and advise him/her to appear before the ERB during the scheduled hearing for the correction of the application type from transfer to new registration.

For applications processed under the RAP or SRAP, the correction of the application type shall be undertaken in accordance with Section 45 of these Rules and Regulations. For non-RAP applications, the applicant shall be advised to appear before the ERB during the scheduled hearing for the correction of the application type, subject to the procedures prescribed under Section 55(d)(2). If the applicant is unable to appear, he/she may submit a notarized manifestation expressly stating his/her consent to and authorization for the correction of the application

type. The notarized manifestation shall be submitted to the concerned OEO on or before the scheduled ERB hearing and shall be included in the records of the application for consideration by the ERB. A Manifestation Form is hereto attached as Annex "I".

c. A registered voter who applies for transfer of registration record shall surrender his/her Voter ID card if one has been issued to him/her, to the EO of the district/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 18 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* district/city/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 district/city/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, without a copy of the approved application for transfer, **NOTICE OF APPROVAL** shall be sent to the EO of origin within five (5) days thereof, ***by registered mail and through the official e-mail account of the OEO.***

The Notice of Approval shall bear the *e-signature or original signature* of 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. Barangay/district/city/municipality.

E. For application for transfer from overseas post to local district/city/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 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. 22. **Procedure for Filing of Application for Transfer of Registration Records within the Same District/City/Municipality due to Change of Address.*** – Any registered voter who has changed his/her address in the same district/city/municipality, may apply for transfer of his/her registration record to 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 18 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 his/her 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. 23. **Application for Reinstatement of Registration Records due to Transfer from Foreign Post to the Same Local District/City/Municipality.** –* Applicant shall file one (1) copy of the application for Reinstatement of registration record in the district/city/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 from Post to Local" 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 21 (E) (1) of this Resolution.

SEC. 24. 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 district/city/municipality and reactivation with transfer within and correction of entries pursuant to the procedures in Resolution No. 10715; and

2. Personal filing of the duly accomplished application form to the OEO. 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 18 of this Rule.

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

SEC. 25. 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)*.

To support the application, the applicant shall present the original or a certified true copy, as applicable, of any of the following documents and submit a photocopy thereof:

a. Certification by the solemnizing officer;

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 voter requests for reversion to her maiden name in lieu of husband's surname without changing 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 voter may also request for change of her 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 18 of this Rule.

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

SEC. 26. 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, PSA issued certificates with correction/annotation or any other evidence warranted under the circumstances.

The registered voter may 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 the 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 18 of this Rule.

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

SEC. 27. Procedure for Filing of Updating of Signature and Updating of Photograph[3]

A registered voter may be allowed to update his or her signature in the VRS under any of the following circumstances:

a. **Change or Impairment of Signature.** When the voter's signature has changed or can no longer be accurately identified due to:

1. Natural aging, provided that at least five (5) years have elapsed since the last registration;

2. Illness, injury, or disability affecting handwriting, duly supported by sufficient proof such as but not limited to medical records pertaining to illness, injury or disability; or

3. Other legitimate reasons, duly supported by sufficient proof.

b. **Poor Quality or Defective Captured Signature.** When the previously captured signature is blurred, incomplete, or otherwise defective, thereby rendering it unusable for identification, authentication, or comparison purposes.

c. **System-Mandated Re-Capture.** When the Commission, through the ITD, determines that certain registration records require the re-capture of signature data due to data quality issues, system upgrades, or integration requirements, such as compliance with new standards of the Automated Biometric Identification System (ABIS).

d. **Lost or Corrupted Biometric Data.** When the signature has been corrupted, lost, or rendered unreadable in the database, as determined by the ITD.

e. **Change of Signature Due to Change in Status (for Female Voters).** When the change in civil status results in a corresponding change in the voter's signature.

f. **Change of Signature Due to Security Concerns.** When the original signature of the voter is simple and needs to be modified to a more complex one due to

[3] COMELEC Resolution No. 11200

security concerns.

A registered voter may be allowed to update his or her photograph in the VRS under any of the following circumstances:

a. **Change or Impairment of Physical Appearance.** When the voter's physical appearance has materially changed due to:

1. Natural aging, provided that at least ten (10) years have elapsed since the last registration;

2. Recognizable facial weight gain or loss duly supported by sufficient proof such as, but not limited to any official document/ID reflecting the applicant's image showing the older appearance;

3. Illness, injury, or disability affecting the voter's facial features or physical appearance, duly supported by sufficient proof such as but not limited to medical records pertaining to illness, injury or disability;

4. Cosmetic or reconstructive procedures (both surgical and non-surgical), such as, but not limited to, rhinoplasty, blepharoplasty, buccal fat removal, or similar alterations, duly supported by sufficient proof such as but not limited to medical records pertaining to cosmetic or reconstructive procedure; or

5. Other legitimate reasons, duly supported by sufficient proof.

b. **Poor Quality or Defective Captured Biometrics.** When the previously captured photograph on file is blurred, incomplete, or otherwise defective, thereby rendering it unusable for identification, authentication, or comparison purposes.

c. **System-Mandated Re-Capture.** When the Commission, through the ITD, determines that certain registration records require the re-capture of the photograph due to data quality issues, system upgrades, or integration requirements, such as compliance with new standards of the ABIS.

d. **Lost or Corrupted Biometric Data.** When the photograph has been corrupted, lost, or rendered unrecognizable in the database, as determined by the ITD.

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 18 of this Rule.

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

SEC. 28. 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. 29. 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 may 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 18 (F) (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 a regular election or seventy-five (75) days prior to a special election, 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. 30. 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-Election Records and Statistics Department (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 his/her 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 ID 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. 31. 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 the 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 *WITHDRAWAL OF APPLICATION* 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. 32. 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 Registration 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 FTVT**, in the **ARCHIVE FILES** in the VRS, **without the need of ERB approval**.

The EO shall perform the following technical procedure to place **ACTIVE** registration records of approved overseas voters 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 **DEACTIVATED** registration records, the procedure involves requesting an access code from ITD, which requires prior approval from EBAD.

1. Select Record Management -> Change FTVT to Other Reason;
2. Input the Access Code provided by the ITD then click Save button to proceed;
3. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button;
4. Tick the checkbox of the corresponding voter to be updated;
5. In the upper left, select the New Reason: APPLIED FOR CERTIFICATION AS OV from the drop-down menu then click Change Reason for Deactivation of the selected voter(s) button to display the warning message; and
6. Click the OK button to display the confirmation message.

SEC. 33. 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[4] 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] Entitled *"In the Matter of the Updating of Biometrics Data in the Voter Registration System"*.

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. 34. 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 thereof, 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 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 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 backup

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

*SEC. 35. **Certificate of Filing and Pendency of Application*** - Upon request of the concerned applicant, the concerned SRAP Team or OEO shall issue a Certificate of Filing and Pendency of Application, in the form prescribed in Annex "G" hereof, certifying that the applicant has filed an application for voter registration pursuant to Section 3 of this Rule.

The Certificate shall indicate the type of application filed, the correction requested, if any, the date of filing, and the venue where the application was filed, whether at the OEO, Satellite Registration Venue, Special Satellite Registration Venue, or SRAP/RAP venue. It shall likewise state that the application is pending resolution by the ERB for the applicable registration quarter.

The issuance of the Certificate shall not be construed as an approval of the application or a confirmation of the applicant's inclusion in the list of registered voters.

*SEC. 36. **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.

For applications filed under the RAP and SRAP, the EO shall submit to ITD a backup of the Applicants' Database within three (3) days after the last day of RAP/SRAP operations for the applicable registration quarter. The submission shall include the backup and the Applicants' Database covering the last month of the registration quarter.

*SEC. 37. **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. 38. 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 the 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 handing a copy of the summons 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 a copy 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 a copy 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 a copy 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. 39. Reactivation of the OEOs' RAP. - The RAP shall be reactivated in the following areas:

1. OEOs in all capital cities and towns nationwide;
2. OEOs in Highly Urbanized Cities nationwide; and/ or
3. Any other place/s as may be determined by the REDs, subject to the approval of the ED and the submission of reports to EBAD.

For purposes of this Resolution, the OEOs authorized to conduct registration activities under the RAP shall hereinafter be referred to as the **"OEOs implementing RAP,"** while the OEOs where applications filed through the RAP are intended to be processed and taken up by the ERB shall hereinafter be referred to as the **"Destination OEOs."**

To facilitate the implementation of the RAP during the registration period, the RAP of the OEOs in the areas specified above shall be reactivated during the following periods:

ERB Hearing	Period for filing RAP applications	
	From	To
January 19, 2027	November 10, 2026	December 15, 2026
April 20, 2027	January 5, 2027	March 15, 2027
August 16, 2027	April 1, 2027	June 30, 2027

OEOs implementing RAP may conduct registration activities 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 and Isabela City. For this purpose, the Commission may adopt a modified registration work week schedule pursuant to Section 3 of this Rule.

The OEOs implementing RAP shall designate a special lane for applicants for said project in their respective offices.

The procedures for the conduct of the RAP shall be in accordance with this Resolution. The procedure for the interview of applicants shall be in accordance with Section 18 of this Rule. Furthermore, the applicant must submit proof of residence as stated in Section 18 (C).

The ITD and Administrative Services Department (ASD) shall ensure that all VRMs designated for RAP activities in OEOs in capital cities and towns, and Highly Urbanized Cities are functional and updated.

The OEOs implementing RAP shall ensure that all accomplished applications, together with the processed demographic and biometrics data captured through the RAP-designated VRMs, are properly consolidated and transmitted to the respective Destination OEOs where the applicants intend to register or transfer their registration records on or before the last day for posting the notice of the ERB Hearing with the list of applicants.

SEC. 40. Reactivation of the Main Office SRAP Teams. - The Main Office SRAP Teams shall be reactivated to conduct the SRAP nationwide during the following periods:

ERB Hearing	Period for filing SRAP applications	
	From	To
January 19, 2027	November 10, 2026	December 15, 2026
April 20, 2027	January 5, 2027	March 15, 2027
August 16, 2027	April 1, 2027	June 30, 2027

The SRAP activities may be conducted at national government offices and agencies, particularly those providing frontline services; schools and universities; and such other public or private places as may be determined by the Commission *en banc*.

The EBAD, as the lead Department, is hereby directed to reactivate the Main Office SRAP Teams composed of lawyers and regular and casual employees of the Main Office.

EBAD shall prepare and submit an operational plan, including the logistical and budgetary requirements for the conduct of the SRAP activities, for approval by the Commission *en banc* and the provision of the necessary expenses therefor.

The following Departments and Offices shall provide the necessary logistical, technical, and/or manpower assistance to the Main Office SRAP Teams:

- Information Technology Department;
- Administrative Services Department;
- Law Department;
- Election Contest Adjudication Department;
- Education and Information Department (EID);
- Protocol and Liaisons Office;
- Vulnerable Sectors Office; and
- Other Departments/Offices, as needed and warranted.

SEC. 41. **RAP/SRAP Schedule and Output, Actual Applications monitoring.** - OEOs implementing RAP and Main Office SRAP Teams shall submit a weekly report on the actual number of applications processed. The schedule of submission of RAP/SRAP reports shall be made in accordance with Section 12 of this Rule.

SEC. 42. Types of Application that will be Accepted and Processed. - The SRAP and OEOs implementing RAP shall accept and process applications for:

1. New Registration;
2. Transfer within the same district/city/municipality;
3. Transfer of registration from another district/city/municipality;
4. OFOV Post to Local transfer to another district/city/municipality;
5. Correction of Entries/Change of Status;
6. Reactivation; and
7. Combination of no. 2 and any up to no. 6.

SEC. 43. RAP Technical and Administrative Procedures:

A. Procedures in the Processing of Applications, Creation of Backup 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.

   viii. For **RAP applications**, the EO or AEO shall write the letter **"R"** immediately after the application number on the accomplished application form to facilitate the identification, segregation, consolidation, and transmittal of such applications.

   For **SRAP applications**, the Main Office SRAP Teams shall insert the letter **"R"** as the seventh character of the application number.

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 is displayed 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 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 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 Destination OEO. Opposite to the email input field, make sure that the privilege selected is "Can edit" option which will allow the Destination 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 backup of files shall be strictly observed at all times.

The OEO implementing RAP shall monitor and confirm with the Destination OEOs the receipt of both scanned copies of the corrected application forms with backup database and the corrected application forms.

After every ERB Hearing the OEO implementing RAP shall submit a monitoring report to EBAD, within ten (10) days from the ERB hearing, the total number of RAP applications received, including those approved and disapproved by the ERB.

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 Secure File Transfer Protocol (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;*

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

   c. *Monitor and confirm with the Destination OEOs the receipt of both scanned copies of the corrected application forms with backup database and the corrected application forms.*

2. *The Destination OEOs shall:*

   a. *Inform the Main Office SRAP 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 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 from RAP" 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 EID for posting in the COMELEC Website;**

g. **Submit to the EBAD, within ten (10) days from the ERB Hearing, all the RAP applications received and those ERB approved and 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 address at ofov.res@comelec.gov.ph.**

CHAPTER III
VERIFICATION OF APPLICANTS' NAMES

SEC. 44. Submission of Lists of Applicants by the OEOs (Non-RAP applications only) - 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*"; and

        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 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) 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 means available 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 findings in the OEO bulletin board;

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

    c) Send, before the scheduled ERB Hearing, individual notices to the affected applicant/s and indicate the findings in the notices and advise him/her/them to appear before the ERB for the purpose of selecting the correct type of application/s.

    If an applicant is unable to appear before the ERB during the scheduled hearing, he/she may, in lieu of personal appearance, submit a notarized manifestation expressly stating his/her consent to and authorization for the correction of the application type. The notarized manifestation shall be submitted to the concerned OEO on or before the scheduled ERB hearing and shall be presented to the ERB for consideration; and

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

*SEC. 45. **Submission of Lists of Applicants by the Main Office SRAP Teams and OEOs implementing RAP*** - The Main Office SRAP Teams and OEOs implementing RAP shall:

1. Submit applications received to the Segregation Teams after each conduct of RAP activity for segregation of application forms per district/city/municipality (for the Main Office SRAP Team only);

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, the following procedures shall be observed:

    a. The concerned OEO implementing the RAP or the SRAP Team shall inform and advise the applicant, at the time of filing of the application, that if the application type indicated in the application form is found to be incorrect based on the ITD verification results, the application type shall be corrected accordingly.

b. If the ITD verification results establish that the application type is incorrect, the concerned OEO implementing the RAP or the SRAP Team shall correct the application type in accordance with the verification results. The correction shall be limited solely to the application type and shall be effected by:
    i. Updating the application type in the VRS-RAP;
    ii. Writing, in pencil, the correct application type on the uppermost center portion of page 2 of the application form; and
    iii. Attaching the corresponding ITD verification result to the application form.

c. Scan the corrected accomplished application forms;

d. For RAP applications, send the scanned copies and actual hard copies of the corrected application forms, together with the backup database to the Destination OEOs where the applicants intend to register 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

e. For SRAP applications, transmit the scanned corrected application forms and backup 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 provided in Section 5 of this Resolution. The actual hard copies of the corrected application form shall be sent through the COMELEC Special Courier Services through the ASD.

SEC. 46. 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 Main Office 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 district/city/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 district/city/municipality found in the NROV shall be submitted to the OFOV.

CHAPTER IV
ELECTION REGISTRATION BOARD ACTION

SEC. 47. 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 (LCR), or in his/her absence, the City or Municipal Treasurer.

SEC. 48. Substitution. - In case of absence, disqualification or incapacity for any cause of the Chairperson, the Commission, through the PES, shall designate an AEO to serve as administering officer for registration purposes, and as Chairperson of the ERB, subject to confirmation by the RED. For NCR 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 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 and Isabela City, the RED shall designate the substitute, subject to the confirmation of the ED.

SEC. 49. Disqualification. - No member of the ERB shall be related to each other or to any incumbent city or municipal elective official within the fourth (4th) 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 ERB Hearing to the PES and in case of NCR 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 ERB Hearing.

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. 50. 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 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 respective accounts.

SEC. 51. 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 on the bulletin boards of the OEO and in the city/municipal 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 organizations in the district/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 ERB to do so. On the date of the hearing, the EO shall receive such evidence for or against the applicant.

In cases involving an incorrect application type, the following procedures shall apply:

a. **For RAP and SRAP applications:** The concerned OEO implementing the RAP or the SRAP Team shall inform and advise the applicant of the possibility of correction of the application type based on the ITD verification results. If the application type is found to be incorrect, the concerned OEO implementing the RAP or the SRAP Team shall undertake the correction in accordance with Section 45 of these Rules and Regulations.

b. **For non-RAP applications:** The concerned OEO shall ensure that the applicant is duly notified of the scheduled ERB hearing and advised to appear before the ERB to select the correct application type, in accordance with Section 55(d)(2) of these Rules and Regulations. If the applicant is unable to appear, he/she may submit a notarized manifestation expressly stating his/her consent to and authorization for the correction of the application type. The notarized manifestation shall be submitted to the concerned OEO on or before the scheduled ERB hearing and shall be presented to the ERB for consideration.

SEC. 52. Call for Recess - In case of delay in the release of the verification results of the Applicants' Database and/or the AFIS results from the preceding ERB Hearing, the ERB may resolve to temporarily adjourn the proceedings and call for a recess.

Upon receipt of the verification results of the Applicants' Database and/or the AFIS results, the ERB shall immediately resume the proceedings, subject to compliance with the applicable posting and notice requirements.

SEC. 53. List of Applicants. - The EO, prior to the scheduled ERB Hearings, shall prepare a list of applicants indicating their names, addresses, and types 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 the List of Applicants shall be considered an election offense.

SEC. 54. 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. 55. - ***Procedures for the Conduct of Election Registration Board Hearings and the 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 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 18 (E) 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 an 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 district/city/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 district/city/municipality where he/she filed his/her application;

    3. **Change of Address in the Same District/City/Municipality**. 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. 25 and 26 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 District/City/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 his/her original place of registration.

d. **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.

   If the applicant fails to appear during the hearing despite due notice, his/her non-appearance shall be construed as a waiver of his/her right to appear and shall be a ground for the disapproval of the application, unless the applicant has submitted a notarized manifestation expressly stating his/her consent to and authorization for the correction of the application type. The notarized manifestation must be submitted to the concerned OEO on or before the scheduled ERB hearing and shall be presented to the ERB for consideration.

   If a timely notarized manifestation is submitted, the applicant's non-appearance shall not, by itself, constitute a ground for disapproval. The ERB shall consider the

manifestation and the other relevant records in determining the appropriate action on the application.

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

3. The Chairperson/EO 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 the 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 thereof.

e. **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 members 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 applicant within five (5) days from the conclusion of the ERB hearing.

f. **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.

g. **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. Office of the Deputy Executive Director for Operations (ODEDO) as basis for payment of honorarium; and

4. Registration Division of EBAD.

One (1) copy shall be retained by the EO and one (1) copy shall be posted on 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. 56. 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, the 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 concerned Clerk of Court 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/s by ITD for inclusion/exclusion of the name/s of voter/s in the VRS.

SEC. 57. Abatement of Double/Multiple Registration Records **-** All registration records found to be double/multiple based on the AFIS results received from ITD, through 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 a different person or if the type of application/s as applied for are correct;

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 the 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 a labelled "**AFIS Abated Registration Records**"; and

e. Submit, within five (5) days after ERB Hearing, a report to the ORED/OPES on the total number of registration records abated/deleted and those not abated/deleted in the VRS and the action/s taken thereon 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 district/city/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 to the ORED/OPES consolidated reports, within ten (10) days from receipt of all the OEO's abatement reports, to EBAD, ITD and IAD.

For purposes of scheduling the ERB action on registration records identified for abatement based on the AFIS results, the following schedule shall be observed:

AFIS Results Based on ERB Hearing Date	Date of ERB Hearing for the Abatement of Double/Multiple Records
June 1, 2026	January 19, 2027

January 19, 2027	April 20, 2027
April 20, 2027	August 16, 2027

SEC. 58. Deactivation of Registration Records.

A. ***Grounds for Deactivation.*** - The deactivation of voters' registration records shall be made based on the following grounds:

1. 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;

2. 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;

3. Those declared by competent authority to be insane or incompetent;

4. 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;

5. Those ordered excluded from the list of voters by the court;

6. 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

7. Failure to Validate or with incomplete biometrics data pursuant to Republic Act No. 10367.[5]

Deactivation of registration records based on paragraph (d) above shall not be done during the last ERB Hearing. For this purpose, all OEOs shall ensure that all registered voters who failed to vote in the two (2) successive preceding regular elections shall be deactivated accordingly by the ERB prior to the last ERB Hearing to give them the opportunity to file applications for reactivation hence, avoid disenfranchisement.

For the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), the deactivation of voters who failed to vote twice in two (2) consecutive elections shall be subject to the January 19, 2027 ERB Hearing.

B. *Procedure Following Deactivation.* - 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.

C. *Publication of the List of Deactivated Voters.* - The Commission, through the ITD and EID, shall publish on the COMELEC website the list of deactivated voters prior to the resumption of the system of continuing registration of voters and within thirty (30) days after each Election Registration Board (ERB) hearing, subject to the applicable provisions of Republic Act No. 8189 and the following conditions:

1. Records deleted as a result of Automated Fingerprint Identification System (AFIS) matching shall not be included in the list;

2. Records deleted due to the transfer of registration from a local voting record to an overseas voting record shall not be included in the list;

3. The list shall include records that remain deactivated despite the resumption of the system of continuing registration;

4. Records marked as deactivated in one city, district, or municipality but which have an active registration record in another city, district, or municipality shall also be included in the list, with the remark "Active in Other City/District/Municipality" indicated;

5. The list shall indicate only the voter's full name, the city, district, or municipality where the registration record is deactivated, and the reason for deactivation. No other personal information shall be disclosed;

6. The posting of the list shall be limited to relevant personal information necessary to achieve its lawful purpose and shall not result in the disclosure of sensitive personal information, in accordance with applicable data privacy laws, rules, and regulations; and

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

7. A Privacy Notice shall be posted on the COMELEC website together with the list, informing the public of the legal basis for and rationale behind the publication, the purpose of the posting, and other relevant information concerning the publication and processing of the personal data contained therein.

*SEC. 59. **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 LCR, 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 on the bulletin boards in the OEOs/City/Municipal 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. 60. **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 his/her 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, within five (5) days from receipt of said list from the LCR copy furnished to EBAD.

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. 61. **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 district/city/municipality.**

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

SEC. 62. Updating of Records for Voting in APPs. - SCs and Persons with Disabilities 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 in the APP by updating their registration records using the Supplementary Data Form, which shall be attached to the accomplished application form.

SEC. 63. 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 Persons with Disabilities/SCs/member of ICCs/IPs voters shall personally appear before the OEO/satellite registration office, who shall be accommodated in the provided express lane;

b. The EO shall conduct an interview inquiring about the personal circumstances in order to establish the identity of the Person with Disabilities/SCs/member of ICCs/IPs voters. He/she shall be required to present any of the following documents enumerated in Section 18 hereof;

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

d. The Person with Disabilities/SCs/member of ICCs/IPs voters shall be instructed to affix their signatures in the logbook.

SEC. 64. Extraction of Records of Persons with Disabilities, SCs and members of 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 (Annex "B"), as well as Persons with Disabilities and SC who have manifested their

intent to vote in the APP shall be tagged in the VRS on a quarterly basis. Final extraction of their records from their original precincts and assignment in the APP shall be made after the scheduled ERB Hearing.

SEC. 65. Withdrawal from APP - Persons with Disabilities and SCs whose records have been transferred to the APP, and members of ICCs/IPs whose records have been updated, 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 filing of applications for registration.

CHAPTER VI
SEGREGATION, CUSTODY AND BACK-UP OF DATABASE

SEC. 66. 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. Instruct the VRM Operator to back-up the captured data. **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. Ensure that the physical number of application forms and the number of applicants in the VRS are the same;

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

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

7. 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 quarter, 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 VRRs of the voter; and

   b) Transmit simultaneously the scanned/electronic copy to the OPES and the ERSD Central File through 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 backup of the APPLICANTS_COVERED_PERIOD.sql shall contain only records approved by the ERB;

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

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 ERB Hearing; and

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

CHAPTER VII
POST-REGISTRATION PROCEDURES

*SEC. 67. **Assignment of Precinct Number*** - In the assignment of precincts the following guidelines shall be observed:

A. Regular Voters:

   a. Persons with Disabilities, SCs, members of ICCs/IPs assigned 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 18 (F) (6) of this Rule.

SEC. 68. Submission of Quarterly Progress Report (QPR) and POPs. - The EO shall, within ten (10) days from the conclusion of each ERB Hearing and through the

fastest means available, submit to EBAD the QPR, and to ITD the Voters' Database; ***and, for the last ERB Hearing, shall likewise submit the POP***, in accordance with the guidelines for the clustering precincts for the 2028 NLE.

SEC. 69. Compilation of VRRs – The copies of the newly approved applications (VRRs) shall be compiled in the Book of Voters.

SEC. 70. 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 regular election or seventy-five (75) days before a special election.

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. 71. 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 regular election or sixty-five (65) days before a special election. 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. 72. 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 73 of this Rule, on the bulletin boards of the OEO and the city/municipal hall.

For the purpose of signing the Election day Computerized Voter's List (EDCVLs) and Posted Computerized Voter's List (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 as provided in the Resolution promulgated by the Commission *en banc*.

SEC. 73. 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. 74. 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 10 and 11 of this Rule, and the conduct of RAP as provided in Section 39 of this Rule**, based on the existing policy of the Commission, subject to the auditing rules and regulation of the Commission on Audit.

SEC. 75. Role of the REDs and AREDs and PESs. – The REDs, AREDs, and PESs shall ensure that the EOs under their respective jurisdictions submit all required reports within the prescribed periods. The EOs shall be directly responsible and accountable for any failure to comply with the reporting requirements and deadlines provided in this Rule.

SEC. 76. Voter Education and Information Campaign. — The EID shall lead the development, coordination, and implementation of a continuing voter education and information campaign in support of the registration activities under this Resolution. For this purpose, the EID shall develop and disseminate appropriate information, education, and communication materials; conduct stakeholder engagement and public information activities; coordinate with the media and other relevant institutions; and undertake the widest possible dissemination of information on the registration schedule, procedures, qualifications, requirements, and other pertinent matters. In the performance of these functions, the EID shall coordinate with the EBAD, the REDs, PESs, EOs, and other concerned offices of the Commission to ensure the timely, accurate, and effective dissemination of information to the electorate.

SEC. 77. Data Privacy Compliance – All biometric information processed pursuant to this Resolution shall be processed fairly and lawfully, and shall be adequate, relevant, and limited to what is necessary for the declared, specified, and legitimate purposes of this Resolution. Such data shall be protected by appropriate organizational, physical, and technical security measures, retained only for as long as necessary for such purposes or as otherwise allowed by law, and thereafter securely disposed of to prevent further processing, unauthorized access, or disclosure. Access to biometrics data shall be strictly regulated and limited to personnel who are duly authorized and whose official functions require such access, subject to appropriate accountability and security controls in accordance with the Data Privacy Act of 2012, its Implementing Rules and Regulations, and relevant COMELEC data protection policies.

SEC. 78. Display of National Privacy Commission (NPC) Seal of Registration. - All OEOs and Main Office SRAP Teams shall prominently display the NPC Seal of Registration in their respective offices and registration sites where personal data processing occurs, in accordance with the NPC Public Advisory on the Mandatory Display of the NPC Seal of Registration.

SEC. 79. Applicability of Other Resolutions of the Commission. – Other Resolutions of the Commission insofar as applicable and not inconsistent herewith shall apply.

SEC. 80. Effectivity. – This Resolution shall take effect immediately after its publication in two (2) daily newspapers of general circulation in the Philippines. The EID is hereby directed to cause the widest dissemination of this Resolution and its publication. Likewise, the EID 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 Directors, Offices of the Provincial Election Supervisors and Offices of the Election Officers, 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, October 29, 2026.

[redacted]

CONSUELO B. DIOLA
Director IV
Office of the Commission Secretary

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

Republic of the Philippines
COMMISSION ON ELECTIONS
Intramuros, Manila

◯ I signify and confirm my intention to undergo the process of voter registration **(18 years old and above)**

◯ I signify and confirm my intention to undergo the process of voter registration in the Katipunan ng Kabataan **(15 to 17 years old)**

Instruction: Fill-in completely and legibly the appropriate spaces and check appropriate choice/s.

■ APPLICATION FOR REGISTRATION (Accomplish Personal Information at the back)

Note: (For Applicant with existing Registration Records)

■ APPLICATION FOR TRANSFER OF REGISTRATION RECORD

◯ within the same City/Municipality/District
◯ from another City/Municipality/District (Accomplish Personal Information at the back).
◯ from foreign post to local OEO other than original place of registration.

I, _____, *Filipino, born on* _____, *a duly registered* voter in:

◯ *Precinct No.* _____, *Barangay* _____, *City/District/Municipality of* _____,
Province of _____
(for local voter-former address)

◯ *foreign post located in* _____, *Country of* _____
(for overseas voter)

My New Residence is:

House No. & Street /Sitio/Purok _____ Barangay _____

City/Municipality/District_____Province _____

I have resided in my new residence for _____ years and for _____ months.

■ APPLICATION FOR REACTIVATION OF REGISTRATION RECORD.

Reason for Deactivation :

◯ 1. Sentenced by final judgment to suffer imprisonment for not less than one (1) year;
◯ 2. Convicted by final judgment of a crime involving disloyalty to the duly constituted government, etc;.
◯ 3. Declared by competent authority to be insane or incompetent;
◯ 4. Failed to vote in two (2) successive preceding regular elections;
◯ 5. Loss of Filipino citizenship;
◯ 6. Exclusion by a court order; or
◯ 7. Failure to Validate

That said ground no longer exists, as evidenced by the attached certification/order of the court (in cases of 1,2,3,5, and 6).

■ APPLICATION FOR CHANGE OF NAME DUE TO MARRIAGE OR COURT ORDER/CORRECTION OF ENTRIES/ REVERSION TO MAIDEN NAME IN THE VOTERS' REGISTRATION RECORD.

(Attach required supporting documents such as Certified Copy or Certificate of Court Order or Certificate of Live Birth, and others).

Present Data/Information: _____

New/Corrected Data/Information: _____

■ APPLICATION FOR UPDATING OF SIGNATURE

Reason for Updating

◯ 1. Change or Impairment of Signature
◯ 2. Poor Quality or Defective Captured Signature
◯ 3. System-Mandated Re-Capture
◯ 4. Loss or Corrupted Biometric Data
◯ 5. Change of Signature Due to Security Concerns
◯ 6. Change of Signature Due to Change in Status (for Female Voters).

■ APPLICATION FOR UPDATING OF PHOTOGRAPH

Reason for Updating

◯ 1. Change or Impairment Physical Appearance
◯ 2. Poor Quality or Defective Captured Biometrics
◯ 3. System-Mandated Re-Capture
◯ 4. Loss or Corrupted Biometric Data

■ APPLICATION FOR INCLUSION OF RECORDS IN THE BOOK OF VOTERS / REINSTATEMENT OF NAME IN THE LIST OF VOTERS.

◯ 1. Reinstatement of records due to transfer from foreign post to same local City/Municipality/District.
◯ 2. Inclusion of VRR in the precinct book of voters.
◯ 3. Reinstatement of the name of the registered voter which has been omitted in the list of voters.

I do hereby request that my name which has been omitted in the list of voters/my registration record which has not been included in the precinct book of voters of Precinct No. _____, be reinstated/included therein. The said reinstatement of name/inclusion of registration record is necessary and valid.

IN WITNESS WHEREOF, I hereunto affix my signature this _____ day of _____ ,20_____ at _____ Province of _____, Philippines.

_____
Signature above printed name

SUBSCRIBED AND SWORN to before me on the above date.

_____
EO/Administering Officer

Application No. [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Precinct No. [ ] [ ] [ ] [ ] [ ] [ ] [ ] (EO's use)

Instructions: (1) Accomplish only ONE (1) copy; (2) print legibly; and (3) check the appropriate choice/s

Part 1 PERSONAL INFORMATION (To be filled out by Applicant)

NAME

Last [ ] Suffix, if any (Ex.: Jr.,Sr.,III) [ ]

First [ ]

Middle [ ]

RESIDENCE/ADDRESS Province [ ]

City/District/Municipality [ ] Barangay [ ]

House No. / Street/Sitio/Purok [ ]

CITIZENSHIP _____

☐ By Birth ☐ Naturalized ☐ Reacquired

(If naturalized/reacquired, state date of naturalization/ reacquisition and Certificate Number of naturalization/order of approval of reacquisition).

Date of Naturalization/ Reacquisition Month [ ] Day [ ] Year [ ]

_____ Certificate No. /Order of Approval

PLACE OF BIRTH

City Municipality _____

Province _____

CIVIL STATUS

☐ Single ☐ Widow/er ☐ Married ☐ Legally Separated

_____ Name of Spouse, If Married

SEX ☐ Male ☐ Female

DATE OF BIRTH Month [ ] Day [ ] Year [ ]

PERIOD OF RESIDENCE

In the City/Mun		In the Philippines
No. of Years	No. of Months	No. of Years
[ ]	[ ]	[ ]

PROFESSION/OCCUPATION _____

Contact No.: _____

E-Mail Address: _____

☐ Indigenous People
☐ Illiterate (Tribe)
☐ Senior Citizen
☐ Person with Disability

Type of Disability:

◯ Deaf/Hard of Hearing ◯ Psychosocial
◯ Intellectual ◯ Speech and Language
◯ Learning ◯ Visual
◯ Mental ◯ Cancer
◯ Physical ◯ Rare Disease

Assistance Needed:

◯ Assistor ◯ Visual Assistance
◯ Communication Assistance ◯ None

For Senior Citizens and PWDs:

Are you willing to vote in the Accessible Polling Place (APP) located on the ground floor of the voting center on the day of the Elections?

◯ YES ◯ NO

For Illiterate, PWDs, Senior Citizen, or IPs:

Assistor's Name: _____

(Filled out and attach Certification/Attestation Form)

PARENT'S NAME

_____ Father's Name

_____ Mother's Maiden Name

PART 2 OATH, NOTICE and CONSENT (REGULAR)

☐ REGISTRATION ☐ TRANSFER

I do solemnly swear that the above statements regarding my person are true and correct, that I possess all the qualifications and none of the disqualifications of a voter; and that I am

☐ not registered in any precinct;
☐ registered in a precinct of another City/Municipality/District in the Philippines

and that I have reviewed the entries encoded in the VRS and I confirm that the same are correct, accurate and consistent with the information I supplied in this application form. Further, by affixing my signature below, I authorize and give my consent to the Commission on Elections and the concerned Election Registration Board to collect and process the personal data I supplied herein for purposes of voter registration and elections, and for other purposes and allowable disclosures under B.P. Blg. 881, R.A. No. 8189, 10173 and 10367, and the relevant Resolutions of the Commission on Elections.

Date Month [ ] Day [ ] Year [ ]

_____ Applicant (Signature/Thumbmark above Printed Name)

_____ Election Officer/Administering Officer (Signature above Printed Name)

OATH, NOTICE and CONSENT (KATIPUNAN NG KABATAAN)

☐ REGISTRATION ☐ TRANSFER

I do solemnly swear that the above statements regarding my person are true and correct; that I possess all the qualifications and none of the disqualifications of a voter of Katipunan ng Kabataan; that I am:

☐ not registered in any precinct
☐ registered in a precinct of another City/Municipality/District in the Philippines

and that I have reviewed the entries encoded in the VRS and I confirm that the same are correct, accurate and consistent with the information I supplied in this application form. Moreover, by affixing my signature below, I authorize and give my consent to the Commission on Elections and the concerned Election Registration Board to collect and process the personal data I supplied herein for purposes of voter's registration and elections, and for other purposes and allowable disclosures under B.P. Blg. 881, R.A. No. 8189, 10173 and 10367, and 10742 and the relevant resolutions of the Commission on Elections. Furthermore, I understand that when I reach eighteen (18) years of age, the personal data I supplied herein will be further processed by the Commission on Elections, and upon approval by the Election Registration Board, will be included in and consolidated with the database of voters who are at least eighteen (18) years of age for purposes of subsequent elections and for other lawful purposes and allowable disclosures mentioned above, to which further processing and its purposes I

☐ give my consent ☐ do not give my consent

and that when I reach thirty one (31) years of age, my personal data in the Katipunan ng Kabataan database will be deleted accordingly.

ROLLED THUMBPRINTS / SPECIMEN SIGNATURES

Left Thumb | Right Thumb

1 _____
2 _____
3 _____

Part 3 ACTION BY THE ELECTION REGISTRATION BOARD

☐ Approved ☐ Disapproved Month [ ] Day [ ] Year [ ]

With Precinct Assignment No. [ ] [ ]

Reason for disapproval _____

_____ Member (Signature above Printed Name)

_____ Chairperson (Signature above Printed Name)

_____ Member (Signature above Printed Name)

Part 4 VOTER'S IDENTIFICATION NUMBER (To be filled out by Election Officer)

Part I [ ] Prov. Code City/Mun./Dist. Code

Part II [ ] - [ ] Precinct Assignment

Part III [ ] Month Day Year

Name Code [ ] Birth Code

Type of Application

◯ Registration
◯ Transfer
◯ Reactivation
◯ Transfer with Reactivation
◯ Change of Name/Correction of Entry
◯ Reinstatement/Inclusion

ACKNOWLEDGEMENT RECEIPT

Application No. [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

This is to acknowledge receipt of your application. Your application is subject for Approval/Disapproval by the Election Registration Board (ERB). You need not appear in the ERB hearing unless required through a written notice.

Date of ERB Hearing _____

_____ EO/ Interviewer Signature above Printed Name

Application for Registration

Last [ ] Suffix, if any (Ex.: Jr.,Sr.,III) [ ]

First [ ]

Middle [ ]

ANNEX "B"

SUPPLEMENTARY/UPDATING OF DATA

(For old Voters with existing registration records)

(Person with Disabilities/Senior Citizens with Disabilities/Indigenous People /Indigenous Cultural)

PERSONAL INFORMATION
LAST NAME:
FIRST NAME:
MIDDLE NAME:
PRECINCT NO.:
BARANGAY:
CITY/MUNICIPALITY/DIST.:
PROVINCE:

INDIGENOUS PEOPLE

Are you a member of any Indigenous Cultural Communities (ICC) or Indigenous Peoples (IP)?

☐ YES ☐ NO

If yes, please indicate the Name of IP/ICC community

_____

Name of IP/ICC Community

APPLICATION FOR UPDATING OF SIGNATURE AND /OR PHOTOGRAPH OF REGISTERED VOTERS.

☐ Signature

☐ Photograph

PWD

TYPE OF DISABILITY

(Please check appropriate box/es)

☐ Deaf/Hard of Hearing	☐ Psychosocial
☐ Intellectual	☐ Speech and Language
☐ Learning	☐ Visual
☐ Mental	☐ Cancer
☐ Physical	☐ Rare Disease

TYPE(S) OF ASSISTANCE NEEDED ON ELECTION DAY

Assistor	☐
Communication Assistance	☐
Visual Assistance	☐
None	☐

PWD/SENIOR CITIZEN

Are you willing to vote in Accessible Polling Place (APP) located on the ground floor of the voting center on the day of the Elections?

☐ YES ☐ NO

PWD/SC Precinct No. _____

(To be filled in by EO)

_____

Applicant's Signature or Customary Marking/Thumbmark over printed name

Date: _____

Applicant's Left Thumbmark

Applicant's Right Thumbmark

CERTIFICATION/ATTESTATION BY ASSISTOR

(For Illiterates/Persons with Disability/Indigenous People [IP] /Indigenous Cultural Communities [ICC])

I, _____ a resident of _____

whose name and signature appear below, hereby bind myself and declare under oath: _____,

1. That I assisted the herein applicant for registration:
2. That I filled out his application in accordance with the information given to me;
3. That the applicant was placed under oath;
4. That the Election Officer/Interviewer read to the applicant his accomplished application; and
5. That the applicant affirmed the truth of the information stated in the accomplished application for registration by affixing his thumbmark and/or customary mark on his application in the presence of the Election Officer/Interviewer.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of _____, 20_____ at _____, Province of _____.

_____

Signature over printed name of Assistor

Assistor's Left Thumbmark

Assistor's Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____ , Philippines.

_____

Election Officer

Signature over Printed Name

ANNEX "C"

CERTIFICATION

This is to certify that _____, born on _____, single/widow/er/legally separated/married to _____ a resident of _____, personally appeared in this office to apply for transfer or registration record. However, his/her name is not included in the local Voter`s Registration Database (LVRD) or in the Printed List of Voter`s (PLVs) Printed List of Deactivated Voter`s (PLDVs) *per verification* conducted by the undersigned.

Hence, pursuant to the Rules and Regulation on the Resumption of the System of Continuing Registration of Voters and providing for the use of Voters Registration Machines (VRMs) Nationwide, above-named applicant is hereby advised to apply for original registration.

This certification is issued for whatever legal purpose it may serve. Done this _____ day of _____ in the City/Municipality of _____, Province of _____ , Region _____ .

_____
Election Officer
(Signature over Printed Name)

CERTIFICATION

This is to certify that _____, born on _____, single/widow/er/legally separated/married to _____ a resident of _____, personally appeared in this office to apply for transfer or registration record. However, his/her name is not included in the local Voter`s Registration Database (LVRD) or in the Printed List of Voter`s (PLVs) Printed List of Deactivated Voter`s (PLDVs) *per verification* conducted by the undersigned.

Hence, pursuant to the Rules and Regulation on the Resumption of the System of Continuing Registration of Voters and providing for the use of Voters Registration Machines (VRMs) Nationwide, above-named applicant is hereby advised to apply for original registration.

This certification is issued for whatever legal purpose it may serve. Done this _____ day of _____ in the City/Municipality of _____, Province of _____, Region_____.

ANNEX "D"

AFFIDAVIT OF IDENTIFICATION

I_____, of legal age, Filipino, and a residence of _____, under oath, declare:

1. That I personally know applicant _____;
   (full name of applicant)

2. That to my knowledge, he was born on _____ at _____and presently residing at _____;

3. That to my knowledge, the applicant has all the qualifications and none of the disaqualifications of a voter;

4. That I am:

_____a. a registered voter of Precinct No. _____ of Barangay _____City/Municipality of _____, Province of_____;

_____b. a relative of the applicant within the fourth civil degree of consanguinity/affinity, being his:

___i. parent
___ii. Son/daughter
___iii. grandmother/grandfather
___iv. Brother.Sister
___v. uncle/aunt
___vi. Brother-in-law/sister-in-law

In WITNESS WHEREOF, I have hereunto affix my signature this_____ day of _____20___at _____, Province of _____, Philippines.

_____
(Signature above printed name)

SUBCRIBED AND SWORN to before me on the above date.

_____
ELECTION OFFICER

ANNEX "E"

Application for Transfer from Post to the Philippine Municipality/City/District

OVF 1 B (Revised 2025)

Instructions: Please write all information in CAPITAL/UPPER CASE letters. Put a check mark (✓) on the applicable items.

PART I – PERSONAL INFORMATION OF THE APPLICANT

LAST NAME:		DATE OF BIRTH:	day-month-year (e.g. 01 Jan 1990)
FIRST NAME:		SEX:	☐ FEMALE ☐ MALE
MIDDLE NAME:		CIVIL STATUS:	☐ SINGLE ☐ MARRIED
SUFFIX:		STATUS ABROAD: If Land-based, check the applicable box:	☐ Land-based ☐ Seafarer

In case your registration record as overseas voter is single or married

NAME as OV: Firstname, Middlename,Lastname, Suffix

☐ Overseas Filipino Worker ☐ Dual Citizen

☐ Diplomats/Attachés ☐ Immigrant

☐ Others (pls specify): _____

REGISTRATION PLACE ABROAD

POST: Embassy/Consulate/MECO		Is your Philippine Passport valid?	☐ YES ☐ NO
COUNTRY:			

REGISTRATION PLACE IN THE PHILIPPINES

		VALID UNTIL: day-month-year (e.g. 01 Jan 2026)	

Details of your transfer of residence in the Philippines after returning from abroad

☐ Same Municipality/City/District ☐ Different Municipality/City/District

ARE YOU A FILIPINO CITIZEN? ☐ YES ☐ NO

PROVINCE:		CITIZENSHIP:	
MUN/CITY/DIST:		CONTACT NO.:	
BARANGAY:		EMAIL:	

PART II – OATH AND APPLICATION TO TRANSFER REGISTRATION RECORDS

I swear that the information that I have provided are true and correct; that I possess all the qualifications and none of the disqualifications of a voter; that I hereby apply from Post to the Philippine municipality/city/district; and that processing of my personal data stated herein by the COMELEC is for transfer of registration, election and other purposes as may be provided by law including B.P. Blg. 881 as amended (Omnibus Election Code), RA 8189 (Voter's Registration Act of 1996), RA 9189 as amended by RA 10590 (Overseas Voting Act of 2013), RA 10367 (Mandatory Biometrics Voter Registration), and RA 10173 (Data Privacy Act of 2012).

SUBSCRIBED AND SWORN TO before me on the date this application was filed.

DATE OF FILING: (e.g. 10 May 2025)		APPLICANT'S SIGNATURE: (Sign in the presence of EO/AO)		PRINTED NAME & SIGNATURE OF ADMINISTERING/ELECTION OFFICER

PART IV – APPLICANTS: DO NOT FILL OUT THIS PORTION / FOR USE BY THE ERB MEMBERS

APPLICATION FOR TRANSFER: ☐ Same Municipality/City/District ☐ Different Municipality/City/District

ACTION OF THE ELECTION REGISTRATION BOARD (ERB) AT THE: _____

☐ APPROVED	☐ DISAPPROVED	ERB DATE:		Reason for Disapproval:	

PRINTED NAME & SIGNATURE ERB Member	PRINTED NAME & SIGNATURE ERB CHAIRPERSON	PRINTED NAME & SIGNATURE ERB Member

ANNEX "F"

Republic of the Philippines}
_____} S.S

AFFIDAVIT OF WITHDRAWAL OF APPLICATION FOR VOTER REGISTRATION

I ,_____, of legal age, Filipino, and a resident of _____, after having been duly sworn in accordance with law, hereby depose and state:

1. That I previously filed an application for _____with the Commission on Elections (COMELEC) – Main Office or Office of the Election Officer (OEO) of _____, on _____20__;

2. That after careful consideration, I have decided to withdraw the abovementioned application for voter registration;

3. That this withdrawal is made voluntarily, without any force, intimidation, or undue influence, and with full knowledge of its legal consequences; and

4. That I am executing this affidavit to attest to the truth of the foregoing and for submission to the COMELEC for consideration and proper disposition.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ____, 20__ at _____ Philippines.

_____
Affiant

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20___ at _____, Philippines. Affiant exhibited to me their competent evidence of identity by way of _____.

Doc No. _____;
Page No. _____;
Book No. _____;
Series of 20__.

ANNEX "G"

Republic of the Philippines
COMMISSION ON ELECTIONS
Intramuros, Manila

CERTIFICATE OF FILING AND PENDENCY OF APPLICATION

(THIS IS NOT A NOTICE OF APPROVAL)

This is to certify that _____ has filed an application on _____ at the _____.

Based on the records, the application submitted pertains to the following:

Type of Application: _____

The said application shall be heard and processed through an Election Registration Board (ERB) Hearing by the concerned ERB in accordance with the schedule provided under the prevailing COMELEC Resolution on the Resumption of the System of Continuing Registration of Voters.

This Certification is issued upon request of _____ for the purpose/s of the following (please check as applicable):

- ☐ Compliance with documentary requirements for Overseas Filipino Worker (OFW) deployment;
- ☐ Availment of Local Government Unit (LGU) benefits; or
- ☐ Other lawful purpose (please specify):_____.

Issued this ____ day of _____ 20__, _____, Philippines.

_____
Election Officer/Acting Election Officer

Note: This Certification can be verified at this number_____; email address: _____@comelec.gov.ph

NOTICE ON DATA PRIVACY ACT:
"All authorized recipients of any personal data, personal information, privileged information and sensitive personal information contained in this document, including other pertinent documents attached hereto that are shared by the Commission on Elections in compliance with the existing laws and rules, and in conformity with the Data Privacy Act of 2012 (RA No. 10173) and its Implementing Rules and Regulations, as well as the pertinent Circulars of the National Privacy Commission, are similarly bound to comply with the said laws, rules and regulations relating to data privacy, security, confidentiality, protection and accountability."

ANNEX " H "

MEMORANDUM OF AGREEMENT

(SATELLITE REGISTRATION, REGISTER ANYWHERE PROGRAM, and SPECIAL REGISTER ANYWHERE/ANYTIME PROGRAM FOR THE 2028 NATIONAL AND LOCAL ELECTIONS)

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement ("Agreement") is made and executed this ___ day of _____, at _____, by and between:

> **COMMISSION ON ELECTIONS**, a Constitutional Commission mandated to enforce and administer all laws relative to the conduct of elections, plebiscite, initiative, and referendum with principal office address at the Palacio del Gobernador, General Luna St., Intramuros, Manila, represented herein by its ***Chairman***, **GEORGE ERWIN M. GARCIA** and hereinafter referred to as "**COMELEC**";
>
> and
>
> _____, existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at _____, represented herein by_____;

(**COMELEC** and _____shall be individually referred to as a "Party", and collectively, the "Parties")

WITNESSETH: That

WHEREAS, COMELEC is conducting voter registration nationwide for the May 2028 National and Local Elections (NLE);

WHEREAS, _____has offered to designate specific areas inside selected malls, commercially known as the "_____"a nationwide chain of multi-level, fully-integrated retail shopping, dining, leisure and entertainment complexes, for **COMELEC** to utilize for its satellite voter registration, subject to specific terms and conditions set out in this Agreement;

WHEREAS, in their desire to bring the registration process closer to the Filipino people, **COMELEC** and _____ agreed to partner for the purpose of establishing satellite voter registration and register anywhere program areas in "_____" under a rent-free arrangement;

WHEREAS, COMELEC has authorized Chairperson George Erwin M. Garcia, Regional Election Director (RED), or Provincial Election Supervisor (PES) pursuant to the COMELEC Resolution on the resumption of the system continuing registration of voters, to sign and execute a Memorandum of Agreement **("MOA")** with _____.

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants hereinafter set forth, the Parties hereby agree as follows:

SECTION ONE
TERM

1.1 **COMELEC** shall conduct Satellite Voter Registration (SR), Register Anywhere Program (RAP), and/or Special Register Anywhere Program (SRAP) in the malls enumerated in Section 2.1 (a) (the "Malls") in accordance with the allowable dates as agreed upon between _____ and **COMELEC,** through an Election Officer. The period of registration shall be based on the Resolution issued and promulgated by the COMELEC. _____ shall submit, on a weekly basis, to the **COMELEC**, through the Education and Information Department (EID), the list of implementation dates agreed upon for the SR, RAP and/or SRAP for the purpose of announcements by the **COMELEC.**

1.2 Each Party shall extend all available marketing avenues, and produce the necessary marketing collaterals, for the purpose of announcing to the general public the schedules of all SR, RAP and/or SRAP to be conducted in _____ Malls.

1.3 It is understood that, with respect to the features and/or provisions relating to and/or affecting SR, RAP, and/or SRAP, the term for this Agreement shall be in force unless sooner withdrawn by either of the Parties.

SECTION TWO
RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1 _____'s Rights and Obligations. ____ shall:

(a) Provide an area within the Malls, the specific location of which to be determined by _____at its sole discretion (the "Premises"), for **COMELEC**'s SR, RAP, and/or SRAP. The list of the Participating Malls is attached to and made an integral part of this Agreement as Annex "A"

(b) Turn over the Premises to **COMELEC** in good and tenantable condition, renovated for the sole account of **COMELEC,** in accordance with the agreed specifications for SR, RAP, and/or SRAP centers and approved budgetary cost;

(c) Provide the following within the Premises, prior to turn-over:

(i) Installation of electrical wirings, telephone and internet cables;

(ii) Centralized air-conditioning;

(iii) External signs announcing products and services; and

(iv) Tables, chairs and barricades.

(d) Provide a temporary storage cabinet or area where **COMELEC** may temporarily store its voting registration machines (VRMs) and other election registration paraphernalia at the end of its daily registration duties should the SR, RAP, and/or SRAP dates be more than one (1) day. The keys to the temporary storage area shall be given to the **COMELEC** personnel in charge for safekeeping

and shall be returned to ____ at the end of the registration period or upon pull-out of the items stored therein, whichever is earlier.

(e) Waive the following charges over the Premises during the Term: (i) rent; (ii) utility charges such as electricity and air-conditioning charges; (iii) pest control charges; and (iv) common area maintenance charges or CAMC;

(f) Provide telecom/internet connectivity for the Premises and shall shoulder for its account all the monthly billings for these utilities;

(g) Provide free use of equipment for the education program such as, but not limited to in-focus, screen and sound system;

(h) Provide free parking privilege for the Election Officer and one (1) staff during the agreed-upon SR, RAP, and/or SRAP dates;

(i) Assist **COMELEC** in informing the general public of the SR, RAP, and/or SRAP through the following marketing materials: the free use of the standees and billboard, online announcements and traditional media;

(j) Provide **COMELEC** with supporting security personnel and sliding janitorial and maintenance personnel for the Premises;

(k) Allow **COMELEC** personnel entry to the Premises before the Mall's operating hours, provided that **COMELEC** shall first provide _____ an official list of said personnel, as stated in Section 2.2 (f) hereunder; and

(l) Accommodate, in its discretion, the extension of the registration hours beyond the Malls' regular business hours upon express request by **COMELEC** or until last registrant is out of the SR, RAP, and/or SRAP center.

2.2 ***COMELEC's Rights and Obligations***. **COMELEC** shall:

(a) Use the Premises provided exclusively for the operation of its SR, RAP, and/or SRAP. In no case shall the **COMELEC** divert the use of the Premises for other purposes without the prior written consent of _____.

(b) Ensure that its personnel shall strictly abide by the Malls' house rules and regulations and security and safety policies;

(c) Ensure that its SR, RAP, and/or SRAP centers within the Malls shall be ready for operations in accordance with the timetable agreed between the Parties;

(d) Ensure that the SR, RAP, and/or SRAP centers are manned by duly-authorized properly trained and qualified **COMELEC** employees on the agreed dates and times;

(e) Communicate with ____ any request to extend the voter registration hours beyond the regular Malls' operating hours in order to accommodate and serve the requirements of the last registrant for the day;

(f) Employ and maintain suitable and responsible employees/personnel to carry out satisfactory performance and completion of services within the SR, RAP, and/or SRAP centers. The names and addresses of the employees/personnel of **COMELEC** who will be performing the service shall be forwarded to _____ at least five (5) days prior to opening of each SR, RAP, and/or SRAP. Only **COMELEC** employees/personnel as appearing in the employee list, and with the proper ____-issued identification cards shall be allowed entry inside the Malls and the Premises. **COMELEC** shall apply for their employees/personnel, their individual identification card and shall submit to the Malls the appropriate requirements as provided, **COMELEC** hereby consents and warrants that all required consents and authorizations have been obtained from its employees/personnel regarding the sharing of this information with _____.

(g) Ensure that its employees shall be wearing, at all times, the official government identification card of **COMELEC** and shall further allow themselves to be subjected to the usual security procedures of _____, including but not limited to body searches and bag inspection by the Malls' security guards.

(h) Include in its official website or social media accounts an announcement that **COMELEC** SR, RAP, and/or SRAP centers are located at selected _____ nationwide;

(i) Allow _____ and its sponsors to post announcements within the vicinity of or in the Premises;

(j) Not allow anyone to use or lease the Premises or any portion thereof without the prior written consent of _____;

(k) Maintain the Premises in a clean and sanitary condition, free from noxious odors, disturbing noises, hazardous defects, inflammable materials or other nuisances;

(l) Not drive nails, screws, hooks or other abutments on or into the walls, frames or other portions of the Premises or in any manner deface or damage any part thereof. Any damage caused to the Premises shall be for the account of **COMELEC**. The design and layout of the SR, RAP, and/or SRAP centers shall be subject to prior approval of _____, taking into consideration the need to maximize space and to harmonize its design with the Malls' overall theme;

(m) Acknowledge and agree that _____ shall have the right to require **COMELEC** to remove any display, decorative item, accessory, or thing which is inappropriate, improper, or not connected with the services identified to be performed at the Premises;

(n) Agree to secure entry and exit passes for the voter registration machines, printers or such other equipment needed during the conduct of SR, RAP, and/or SRAP in accordance with _____ policy on this matter.

(o) Upon the expiration of this Agreement, return the Premises and fixtures located therein in as good condition as that in which they were actually found at the time of turnover of the same to **COMELEC**, ordinary wear and tear excepted;

(p) Should this Agreement be terminated, cancelled, rescinded or expires, **COMELEC** shall remove at, its sole expense, all furniture and/or fixtures it placed on or introduced into the Premises, without causing damage thereto; and

(q) Observe safety Protocols pursuant to IATF Guidelines on the Nationwide Implementation of Alert Level System for COVID 19 Response in accordance with the Alert Level set in the jurisdiction of the Malls.

SECTION THREE
INDEMNITY

3.1 **COMELEC** understands and acknowledges that the services it will offer to the patrons, guests and tenants of the Mall and the general public shall be a transaction that is exclusively between **COMELEC** and the pertinent client availing of its services. Thus, all attendant responsibilities and liabilities relating to the services provided by **COMELEC** shall be the sole burden and shall be for the sole account of **COMELEC**.

3.2 **COMELEC** shall keep, save and hold ___ free from all liabilities, penalties, losses, damages, costs, expenses, causes of action, claims of judgments arising out of or by reason of any injury or liability caused by any person or persons, while in, upon or in any way connected with the Premises during the term of this Agreement, except when such liabilities are caused by the willful fault or gross negligence of ___ employees.

3.3 ___, its parent company, affiliates or any of its officers and employees shall not be held responsible for acts that would result to damage, injury, error or any complaint, in connection with the performance of services by **COMELEC** employees/agency-hired personnel at Premises.

3.4 ____ shall likewise not be responsible for any incidence of acts of God, robbery, theft, damage or destruction of **COMELEC** registration booth computers, equipment or supplies unless it is due to the fault or gross negligence of ____.

3.5 All employees hired by **COMELEC** to man the SR, RAP, and/or SRAP centers are not in any way connected with ____. Hence any issue insofar as their salary, compensation, benefits, and any other employer-employee concern is strictly between **COMELEC** and its employees. Furthermore, _____, including its officers, directors, employees, and representatives, shall not be responsible to answer for or be liable for the death, disability, injury, theft, harassment, sickness, or any accident suffered by the employees/agency-hired personnel hired by **COMELEC**, while in the performance or exercise of their function/s at the Premises.

SECTION FOUR
MISCELLANEOUS PROVISIONS

4.1 ***Relationship of the Parties***. There is no employer-employee relationship between the Parties and their respective employees. No other relationship is intended between the Parties under this Agreement, including franchise, or a joint venture relationship.

4.2 ***Authority of Signatories***. The Parties' respective signatories hereunder

represent and warrant that all necessary corporate and other approvals for the execution of this Agreement by each of the Parties have been duly obtained and that this Agreement, upon its execution, shall be valid, binding and enforceable against the Parties in accordance with the terms hereof.

4.3 ***Non-Waiver***. The failure of one Party to insist upon the strict performance of any term, condition and/or covenant hereof shall not be deemed a relinquishment or waiver of any subsequent breach of or non-compliance with the same or any other term, condition and/or covenant hereof. No waiver by any one Party of its rights under this Agreement shall be deemed to have been made unless expressed clearly and in writing and signed by said Party.

4.4 ***Assignability***. None of the Parties may assign its rights or obligations hereunder without the prior written consent of the other Parties, except that a Party may validly assign or otherwise dispose of its rights under this Agreement, in whole or in part, to any of its affiliates and/or related companies, subject to prior written notification of the other Party. In the event of such assignment or transfer, the other Party shall continue to perform its duties hereunder according to the terms hereof for such assignee or transferee.

4.5 ***Data Privacy***. **COMELEC** hereby consents to the collection and processing of personal data of authorized signatories, representatives, and personnel solely and strictly for purposes of implementing this Agreement.

4.6 ***Governing Law***. This Agreement shall be interpreted, governed and enforced in accordance with the laws of the Republic of the Philippines.

4.7 ***Disputes***. The Parties agree that in the event that there is any dispute or difference between them arising out of this Agreement or in the interpretation of any of the provisions hereof, their respective signatories shall promptly meet to resolve such dispute or difference and the joint decision of such signatories, approved by their respective managements, shall be binding upon the Parties hereto.

4.8 ***Separability Clause***. In case one or more of the provisions contained in this Agreement shall be declared invalid, illegal or unenforceable in any respect by competent authority, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

4.9 ***Entire Agreement.*** This Agreement and any other provisions or terms specifically incorporated herein constitute the entire agreement of the Parties and supersedes all prior agreements that may have been executed in connection with the subject hereof. This Agreement may be amended but only by an instrument in writing signed by the Parties. The terms, provisions and covenants of any such amendment/s shall inure to the benefit of and be binding upon the Parties hereto, their successors and assigns.

4.10 ***Effectivity***. This Agreement shall take effect upon execution of this Agreement.

IN WITNESS WHEREOF, the Parties, through their respective representatives, have affixed their signatures on this instrument on the date and at the place first above-written.

COMMISSION ON ELECTIONS

By:

By:

Signed in the presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
) S.S.

BEFORE ME, a Notary Public for and in the City of _____, on this __ day of _____, personally appeared the following with their respective competent evidence of identification:

NAME	***Identification***	***Date Issued***	***Place Issued***

known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed as well as that of the corporations represented herein.

This instrument refers to a **Memorandum of Agreement**, which consists of eight (8) pages, including the page whereon this acknowledgment is written, each and every page of which, on the left margin, having been signed by the Parties hereto and their witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

Doc. No.
Page No.
Book No.
Series of 202__.

ANNEX "I"

REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
Office of the Election Officer
[City/Municipality/District, Province]

MANIFESTATION AND EXPRESS CONSENT TO THE CORRECTION OF APPLICATION TYPE

I, _____ of legal age, Filipino, and residing at _____, after having been duly sworn in accordance with law, hereby depose and state:

1. That I filed an application for **[indicate transaction/application type originally selected]** with the Commission on Elections (COMELEC) through **[identify the OEO or registration program, if applicable]**, in connection with the continuing registration of voters for the May 8, 2028 National and Local Elections;

2. That the details of my application are as follows:

Name of Applicant	:	_____
Date of Birth	:	_____
Address	:	_____
Application Number	:	_____
Date of Filing	:	_____
Original Application Type Indicated	:	_____
Correct Application Type Based on Verification	:	_____

3. That I have been informed of the findings of the COMELEC Information Technology Department (ITD) Verification concerning the application type indicated in my application, specifically that the application type originally indicated should be corrected from **[original application type]** to **[correct application type]**;

4. That I am executing this Manifestation because I am unable to appear personally before the Election Registration Board (ERB) of **[City/Municipality/District]** during its scheduled hearing on [date of ERB hearing], due to the following reason: **[state reason for inability to appear]**;

5. That I hereby expressly consent to and authorize the correction of the application type in my application from **[original application type]** to **[correct application type]**, consistent with the findings of the ITD verification and subject to the applicable rules and the determination of the ERB;

6. That my consent is limited to the correction of the application type identified in this Manifestation and does not authorize any alteration of my name, date of birth, residential address, signature, biometrics, or any other entry or information in my application;

7. That I respectfully request the concerned Office of the Election Officer (OEO) to receive and present this Manifestation to the ERB during the scheduled hearing for its consideration in determining the appropriate action on my application, notwithstanding my inability to appear personally;

8. That I understand that the submission of this Manifestation does not automatically guarantee the approval of my application and that my application remains subject to the verification, evaluation, and approval or disapproval of the ERB in accordance with applicable election laws, rules, and regulations;

9. That I am executing this Manifestation voluntarily, with full knowledge and understanding of its contents, for the purpose of expressly authorizing the correction of the application type identified above and for submission to the concerned OEO and ERB in connection with my voter registration application.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of _____ 20____, in _____, Philippines.

[FULL NAME OF APPLICANT]
Affiant
Contact No.: _____
Email Ad., if any: _____

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20____, in _____, Philippines, by the above-named affiant, who personally appeared before me and exhibited the following competent evidence of identity:

Type of Identification : _____
Identification Number : _____
Date/Place Issued : _____

The affiant signed this instrument in my presence and affirmed under oath that its contents are true and correct based on his/her personal knowledge and authentic records.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.