



Republic of the Philippines
Commission on Elections
Intramuros, Manila



Political Finance and Affairs Department

GENERAL INSTRUCTIONS FOR THE SUBMISSION OF REQUEST FOR THE ISSUANCE OF CERTIFICATE OF EXCEPTION ON PUBLIC WORKS BAN (2026 Barangay and Sangguniang Kabataan Elections)

A. To access and download the Forms

1. To access and download the prescribed forms that the requesting party must accomplish, its authorized representative can send an email request to pfad.publicworksban@comelec.gov.ph

B. To submit your request

1. To access the application link for the submission of the request for the issuance of Certificate of Exception on Public Works Ban, the requesting party must click the following link:
https://forms.cloud.microsoft/pages/responsepage.aspx?id=OQG8wkh_bkSJ3_T0bZC2CRRYh25u0xGgMmP-odtcKRUMUtSUjNQVURZUVFLV1RROE5URThBNDUzUi4u&route=shorturl .
2. Accomplish the MS Forms of the Public Works Ban
3. Provide true and accurate information.
4. Ensure that an online storage (e.g. One Drive, Google Drive, etc.) has already been created by the requesting party and is shared at pfad.publicworksban@comelec.gov.ph and pfad.publicworksban@gmail.com. The requesting party must ensure that it grants full access to the Political Finance and Affairs Department.
5. Upload all the accomplished Public Works Ban form/s and supporting documents of the projects sought to be

excepted in your online storage. Thereafter, input the generated link of your online storage in the appropriate line item of the MS Forms;

6. You may input the password of the generated link of your chosen online storage in the "Key Note" item;
7. Review the correctness of your answers in the MS Forms then click Submit;
8. Save a screen capture or take a photo of the confirmation of your submission; and
9. Download the Acknowledgment of your MS Forms.

(Note:

1. All requests must be made online. Any request submitted through personal service, registered mail, private courier, email and other modes is not allowed.
2. File format of the documents to be uploaded in the online storage:
 - a) Project Compliance Checklist (PDF and Excel); and
 - b) Other documents (PDF)
3. Submissions from the requesting party will only be processed by the Department if they have met the procedural and documentary requirements under COMELEC Resolution.
4. For infrastructure projects to be funded and implemented by the barangay, the Department shall process only those projects that fall under the category of *barangay roads and bridges*.
5. For any concerns, the requesting party may email us at pfad.publicworksban@comelec.gov.ph)