



Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Intramuros, Manila

**IN THE MATTER OF THE GUIDELINES AND DEADLINE IN THE SUBMISSION OF A REQUEST FOR TRANSFER/CHANGE/CORRECTION OF NAME/ADDRESS OF VOTING CENTER IN CONNECTION WITH THE OCTOBER 30, 2023 BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS (2023 BSKE), MAY 12, 2025 NATIONAL, AND LOCAL ELECTIONS (2025 NLE) AND THE SUCCEEDING ELECTIONS.**

**GARCIA**, George Erwin M. *Chairman*  
**INTING**, Socorro B. *Commissioner*  
**CASQUEJO**, Marlon S. *Commissioner*  
**FEROLINO**, Aimee P. *Commissioner*  
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**CELIS**, Nelson J. *Commissioner*

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Promulgated: January 25, 2023

**RESOLUTION NO. 10884**

**WHEREAS**, Article IX (C), Section 2 (3) of the 1987 Philippine Constitution states that the Commission on Elections (Commission for brevity) has the power and function to decide, except those involving the right to vote, all questions affecting elections, including the **determination of the number and location of polling places**, appointment of election officials and inspectors and registration of voters;

**WHEREAS**, Section 3 (1) and (m) of Rep. Act No. 8189<sup>1</sup> define polling place as the place where the Board of Election Inspectors (now Electoral Boards under Republic Act No. 10756<sup>2</sup>) conducts its proceeding and where the voters cast their votes and **voting center** as the building or place where the polling place is located, respectively;

**WHEREAS**, primary among the constitutional functions of the Commission is to avoid disenfranchisement of voters. And one way of doing this is to ensure that **the Project of Precincts (POPs) will provide the correct names and addresses of voting centers** where voters can freely, conveniently and safely exercise their rights to vote on election day;

<sup>1</sup> AN ACT PROVIDING FOR A GENERAL REGISTRATION OF VOTERS, ADOPTING A SYSTEM OF CONTINUING REGISTRATION, PRESCRIBING THE PROCEDURES THEREOF AND AUTHORIZING THE APPROPRIATION OF FUNDS THEREFOR

<sup>2</sup> AN ACT RENDERING ELECTION SERVICE NON-COMPULSORY FOR PUBLIC SCHOOL TEACHERS, AUTHORIZING THE APPOINTMENT OF OTHER QUALIFIED CITIZENS, PROVIDING FOR COMPENSATION AND OTHER BENEFITS.

**WHEREAS**, in view of the still on-going global COVID-19 pandemic, it is imperative that all voting centers in the upcoming 2023 BSKE and 2025 NLE are not only existing and available but are also structurally compliant with the IATF health and safety protocols, foremost of which is the minimum one (1) meter physical or social distancing;

**WHEREAS**, the final POPs shall be prepared and submitted by the Office of the Election Officer (OEO) of each district/city/municipality after the last Election Registration Board (ERB) hearing set by the Commission for the 2023 BSKE, 2025 NLE and the succeeding elections. The POP shall contain the total number of barangays, established precincts, and clustered precincts, voting centers and voters, to be known collectively under this Resolution as “**electoral data**”. Such data shall be necessary for the printing and/or allocation of official ballots, election returns, other election forms, supplies, and paraphernalia and ballot boxes. It shall also be the basis in determining the number of Members of Electoral Boards (EBs), Department of Education Supervisor Officials (DESOs), their respective Support Staff, and Members of Barangay/District/City/Municipal/Provincial/Regional Board of Canvassers (BOCs) to be constituted and appointed;

**WHEREAS**, Section 29<sup>3</sup> of Republic Act No. 6646<sup>4</sup>, as reiterated in Section 28<sup>5</sup> of Republic Act No. 8436<sup>6</sup> authorizes the Commission to fix other dates for pre-election activities, which include, among others, the deadline for the submission of requests for transfer/change/correction of names/addresses of voting centers; and

**WHEREAS**, it is imperative to adopt Resolution No. 10824<sup>7</sup>, promulgated on July 27, 2022, with necessary amendments to make it more responsive to the changing needs of the time.

**NOW, THEREFORE**, by the virtue of the powers vested upon it by the 1987 Philippine Constitution, *Batas Pambansa Bilang* 881, Republic Act Nos. 8189, 6646, 8436, and other election laws, the Commission *En Banc* **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following guidelines in the submission of request for transfer/change/correction of name/address of voting center for purposes of the 2023 BSKE, 2025 NLE and the succeeding elections:

## ARTICLE I

### REQUEST FOR TRANSFER/CHANGE/CORRECTION OF NAME/ADDRESS OF VOTING CENTER FOR THE 2023 BSKE, 2025 NLE AND THE SUCCEEDING ELECTIONS

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<sup>3</sup> Section 29. Designation of Other Dates for certain Pre-election Acts. - If it should no longer be reasonably possible to observe the periods and dates prescribed by law for certain pre-election acts, the Commission shall fix other periods and dates in order to ensure accomplishment of the activities so voters shall not be deprived of their right of suffrage.

<sup>4</sup> AN ACT INTRODUCING ADDITIONAL REFORMS IN THE ELECTORAL SYSTEM AND FOR OTHER PURPOSES

<sup>5</sup> Section 28. Designation of other dates for certain pre-election acts. - If it shall no longer be reasonably possible to observe the periods and dates prescribed by law for certain pre-election acts, the Commission shall fix other periods and dates in order to ensure accomplishment of the activities so voters shall not be deprived of their suffrage.

<sup>6</sup> AN ACT AUTHORIZING THE COMMISSION ON ELECTIONS TO USE AN AUTOMATED ELECTION SYSTEM IN THE MAY 11, 1998 NATIONAL OR LOCAL ELECTIONS AND IN SUBSEQUENT NATIONAL AND LOCAL ELECTORAL EXERCISES, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES.

<sup>7</sup> IN THE MATTER OF THE GUIDELINES AND DEADLINE IN THE SUBMISSION OF A REQUEST FOR TRANSFER/CHANGE/CORRECTION OF NAME/ADDRESS OF VOTING CENTER IN CONNECTION WITH THE OCTOBER 30, 2023 BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS (2023 BSKE), MAY 12, 2025 NATIONAL, AND LOCAL ELECTIONS (2025 NLE) AND THE SUCCEEDING ELECTIONS

**SECTION 1. MANDATORY OCULAR INSPECTION OF VOTING CENTERS.**

- All OEOs are mandated under Section 163<sup>8</sup>, *Batas Pambansa Bilang 881*, to conduct ocular inspection of all voting centers within their respective jurisdictions within a reasonable period of time prior to registration and elections, to determine whether or not they are structurally suitable and/or compliant with the legal requirements as well as if there are any defects in the structure or omissions in their names/addresses. Thereafter, make the necessary correction by submitting a request for transfer of voting center or change/correction of name/address of voting center, whichever is applicable.

**OCULAR INSPECTION OF VOTING CENTERS SHALL BE CONDUCTED NOT LATER THAN AUGUST 15, 2023 FOR THE 2023 BSKE OR AUGUST 29, 2024 FOR THE 2025 NLE.** A report on the result of ocular inspection shall be submitted to the Election and Barangay Affairs Department (EBAD) within two (2) days from the dates herein provided.

The periods for the conduct of ocular inspection for the subsequent elections and submission of reports thereon shall be provided in Resolutions to be promulgated for said elections.

**SECTION 2. MODES AND REQUIREMENTS FOR TRANSFER OF VOTING CENTER.** - Request for transfer of voting center shall comply with the requirements of any of the following modes:

**A. Through the Petition of Voters:**

1. A petition for transfer of voting center attached to the PCVL where the signatures of, at least, the majority of the affected voters by precinct is affixed. The PCVL to be used shall be based on the immediately preceding elections, whether postponed or not. The petition must state the present and proposed voting centers;
2. A certification of the Election Officer (EO), stating the authenticity or genuineness of the signatures appearing in the PCVL. **A matrix containing the total number of: a) voters with signatures; and b) voters whose signatures are found authentic or genuine MUST be appended to the certification;**
3. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the proposed voting center and found the same accessible and has sufficient space to accommodate the affected voters and that it is equipped with necessary facilities for the conduct of electoral activities. **The certification must also provide the estimated distance between the present and proposed voting centers and between the residences of the affected voters and the proposed voting center. Photos of ocular inspection must also be attached to the certification;** and
4. A certification of the principal/other responsible officer of the Department of Education (DepEd) (in case of a public school building), manager/administrator (in case of other public building)

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<sup>8</sup> Sec. 163. *Inspection of polling places.* - Before the day of the election, referendum or plebiscite, the Chairman of the Commission shall, through its authorized representatives, see to it that all polling places are inspected and such omissions and defects as may be found corrected. The Commission shall keep the reports on these inspections.

or the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent for the use of the proposed building/structure as voting center.

**B. Through the Agreement of Political Parties:**

1. A Memorandum of Agreement (MOA) of **all** registered political parties in the locality, entered into by and between their duly authorized representatives, stating the request for the transfer of voting center, the present and proposed voting centers and the reason/s for the transfer;
2. A certification of the EO, stating that the political parties represented in the MOA are the **only** political parties in his/her area of jurisdiction during the immediately preceding NLE. If there is only one (1) political party during the past election, this mode cannot be used since one (1) political party cannot alone enter into a MOA. An independent candidate shall not be considered as a political party for the purpose of the MOA;
3. A certification of the respective heads (city/provincial/regional/national) of political parties participating in the MOA, stating that their signatories have been duly authorized to enter in said MOA in behalf of the parties. A signatory's Certificate of Nomination and Acceptance (CONA), if any, in the custody of the OEO shall suffice for this purpose;
4. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the proposed voting center and found the same accessible and has sufficient space to accommodate the affected voters and that, it is equipped with necessary facilities for the conduct of electoral activities. **The certification must also provide the estimated distance between the present and proposed voting centers and between the residences of the affected voters and the proposed voting center. Photos of ocular inspection must also be attached to the certification;** and
5. A certification of the principal/other responsible officer of the DepEd (in case of a public school building), manager/administrator (in case of other public building) or the owner/manager/administrator or any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent for the use of the proposed building/structure as voting center.

**SECTION 3. APPROVAL OR DENIAL OF A REQUEST FOR TRANSFER OF VOTING CENTER UPON RESOLUTION OF THE COMMISSION.** - The following requests for transfer of voting centers shall be submitted directly to the Commission *En Banc* for its consideration:

- a. Request for transfer of voting center (including request for reversion of voting center to its original location) **with opposition**. The request shall fall within the ambit of the authority of the Special Panel of Lawyers

created pursuant to Minute Resolution (MR) No. 21-0498<sup>9</sup> dated July 28, 2021; and

- b. Request submitted by members of the PNP/AFP, involving an area with volatile peace and order situation, which shall be coursed through the Offices of the Executive Director (OED) and the Deputy Executive Director for Operations (ODEDO), unless said requests fall in letter a hereof.

**SECTION 4. REQUEST FOR TRANSFER OF VOTING CENTER WITH ADMINISTRATIVE TRANSFER OF VOTERS.** – If a request for transfer of voting center involves administrative transfer of voters, the request shall proceed only after the process of administrative transfer of voters has been effected.

Administrative transfer is the process of correcting the precinct assignment of a voter in the local database of the OEO. For the purpose, the guidelines provided for in the EBAD Memorandum dated November 21, 2019 (**Annex A**) shall be observed.

**SECTION 5. REQUEST FOR CHANGE/CORRECTION OF NAME OF VOTING CENTER.** – **Request for change of name of voting center** under this Resolution shall cover an instance when the name of a voting center appearing in the POP is actually and in fact existing in the official records of the DepEd or other sources but was changed either a long time ago or just recently.

Thus, if the present name of a voting center in the POP is non-existent from the very beginning, change of name is not the proper request to be submitted considering that something that is fictitious cannot be changed. In this case the right course of action is to submit a **request for correction of name of voting center**.

**SECTION 6. REQUEST FOR CHANGE/CORRECTION OF ADDRESS OF VOTING CENTER.** – **Request for change of address of voting center** is proper only if it can be proven by proper and sufficient documentary evidence that the present voting center had transferred to new location within the same/different barangay but within the same city/district/municipality.

Hence, if the address of voting center is erroneous or non-existent, the proper request to be submitted is a **request for correction of address of voting center**, provided that the EO can prove that the building/structure located in the correct address is actually the voting center being used by the affected voters ever since or the transfer of which had been approved by the Executive Director or the Commission *En Banc*, as the case may be.

**SECTION 7. TYPOGRAPHICAL ERROR IN THE NAME/ADDRESS OF VOTING CENTER.** - Request for correction of name/address of voting center shall cover an instance when there is **TYPOGRAPHICAL ERROR** in the name/address of voting center. However, in such case the present voting center shall still be considered as non-existent in the official records of the Department of Education (DepEd) or other official sources, depending on the nature of the building/structure being used as voting center.

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<sup>9</sup> *IN THE MATTER OF THE PENDING REQUESTS FOR TRANSFER OF VOTING CENTERS AND CHANGE/CORRECTION OF NAMES OF VOTING CENTERS IN BANGSAMORO*

**SECTION 8. REQUIREMENTS OF A REQUEST FOR CHANGE OF NAME/ADDRESS OF VOTING CENTER.** – Request for change of name/address of voting center is proper when it is accompanied by:

1. Basis of the change of name/address of voting center from the DepEd, in case of a public-school building; School Board, in case of a private school building; Barangay Chairman, in case of public building under its management/administration; or Owner/Manager/Administrator, in case of a private building;
2. A certification stating the date, when the change of name/address occurred, which shall be issued by either of those mentioned in the immediately preceding number. Complete date (date, month and year) is preferred;
3. A certification from the EO that the request is only for change of name/address of voting center and not for transfer thereof.
4. If available, a brief background/history of the change of name from the persons/officials enumerated in no. 1 hereof;
5. A certification of ocular inspection of the EO with attached photo/s showing the signage of the voting center in case of change of name of voting center; and
6. A written explanation of the EO in case the change of name has already occurred for more than one (1) year.

**SECTION 9. REQUIREMENTS OF A REQUEST FOR CORRECTION OF NAME/ADDRESS OF VOTING CENTER.** – Request for correction of name/address of voting center is proper when it is accompanied by:

1. A certification of the EO stating: a) the correct name/address of the voting center; and b) that the request does not involve a transfer but a mere correction of name/address of voting center only;
2. A certification from either of the following, stating: a) the correct name/address of voting center; b) that the correct building/structure has always been the voting center of the affected voters or its location has always been the same and has not been transferred; and c) in case of correction of name, the present voting center appearing in the POP is not existing from the very beginning in the affected barangay/sitio/purok:
  - a. DepEd, in case of a public-school building;
  - b. Barangay Chairman, in case of a public building under its management/administration; or
  - c. The owner/manager/administrator, in case of a private building.
3. Other official documents or records showing the correct name/address of the voting center;

4. A certification of ocular inspection of the EO with photo/s showing the signage of the voting center, in case of a request for correction of name of voting center; and
5. A written explanation of the EO as to why the erroneous name/address of the voting center has just been discovered.

**SECTION 10. DISCREPANCY BETWEEN THE SIGNAGE AND THE RECORDED NAME OF THE VOTING CENTER.** – In case of discrepancy between the photo/s showing the signage of the voting center and its name in the official records of the DepEd or other official sources, the request shall be held in abeyance in view of the confusion that may arise from the approval of the request.

**SECTION 11. WHERE TO FILE A REQUEST FOR TRANSFER/CHANGE/CORRECTION OF NAME/ADDRESS OF VOTING CENTER AND DEADLINE FOR SUBMISSION.** – Request submitted under this Resolution together with all its supporting documents except as provided in Article I Section 3 (b) shall be accepted/entertained only from 8:00 A.M. to 5:00 PM from Monday to Friday, including Saturday, if overtime is allowed, to the EBAD, through courier, email (*ebad@comelec.gov.ph*) or any other fastest means available, which include the personal or official email addresses of the POP Regional In-Charges (RICs) of the Precincts and Voting Centers Division (PVCD), EBAD. If the request is filed beyond office hours as herein mentioned, it shall be considered as filed on the next working day.

The request must be submitted to the EBAD **NOT LATER THAN SEPTEMBER 15, 2023 FOR THE 2023 BSKE OR SEPTEMBER 30, 2024 FOR THE MAY 2025 NLE. SUBMISSION OF LACKING OR ADDITIONAL REQUIREMENT/S SHALL ALSO OBSERVE THE SAME DEADLINE.** The deadline for submission of any request under this Resolution for subsequent elections shall be provided in the Calendar of Activities for said elections.

**SECTION 12. AUTOMATIC DENIAL.** – The following shall be automatically recommended for denial by the EBAD to the Executive Director through the Deputy Executive Director for Operations:

1. Request with complete requirements submitted **after** either of the deadline mentioned in the preceding section;
2. Request with incomplete or lacking requirements submitted **on** either of the deadline mentioned in the preceding section;
3. Request with incomplete or lacking requirements submitted **after** either of the deadline mentioned in the preceding section; and
4. Request with lacking or additional requirement/s submitted **after either of** the deadline mentioned in the preceding section.

The foregoing shall be without prejudice to the revival of the denied requests after the 2023 BSKE, 2025 NLE, or subsequent elections, as the case may be.

This section shall not apply, however, to all requests falling under Section 14 hereof.

**SECTION 13. WHEN IS A REQUEST CONSIDERED SUBMITTED WITHIN THE DEADLINE?** - The term "**submitted**" shall be understood to mean as follows:

1. If through a courier, ordinary or registered, the date of the submission shall be the date of the mailing. For this purpose, the EO shall attach to the request a copy of proof of mailing (registry receipt, official receipt, etc.); and
2. If through email, the date of the submission shall be the date when the email was received in the official email address of the EBAD ([ebad@comelec.gov.ph](mailto:ebad@comelec.gov.ph)) or the personal or official email address of the POP RIC, PVCD, EBAD.

**SECTION 14. EXCEPTIONAL CASES.** - Request for transfer of voting center on the ground that the present voting center **can no longer be used** shall cover the following instances and need not comply with either of the modes for transfer provided in Section 2 hereof:

1. **RECENT** destruction or dilapidation of the present voting center in such a manner that it can no longer be used provided that the request shall be submitted within a reasonable time from the destruction or dilapidation and the following are attached to the request:
  - a. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the present and proposed voting centers, and found the former already destroyed or dilapidated, while the latter is accessible, has sufficient space to accommodate the affected voters and equipped with necessary facilities for the conduct of electoral activities. **The certification must also provide the estimated distance between the present and proposed voting centers and between the current residences of the affected voters and the proposed voting center. Photos of ocular inspection must also be attached to the certification;** and
  - b. A certification of the principal/other responsible officer of the DepEd (in case of a public-school building), manager/administrator (in case of other public building) or the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent for the use of the proposed building/structure as voting center.
2. In cases falling under Article XIII, Section 150 (b) of the Omnibus Election Code (OEC), where the proposed voting center is located in the same building or compound where the present voting center is located or in a place as close as possible to the present voting center.

A request based on proximity under this number shall only be accepted if the same is supported by a certification of the City/Municipal Engineer attesting to the estimated distance between the present and proposed voting centers. In addition, and as much as possible, photo/s showing

both the present and proposed voting centers shall also be submitted together with the request.

3. Congested voting center. In case where the voting center is housing multiple barangays provided that the request shall have the following attachments:
  - a. A certification of ocular inspection of the EO, stating that he/she conducted ocular inspection of the present and proposed voting centers, and found the former congested in view of the number of the voters presently assigned thereat while the latter is accessible, has sufficient space to accommodate the affected voters and equipped with necessary facilities for the conduct of electoral activities. **The certification must also provide the estimated distance between the present and proposed voting centers and between the current residences of the affected voters and the proposed voting center. Photos of ocular inspection must also be attached to the certification;** and
  - b. A certification of the principal/other responsible officer of the DepEd (in case of a public-school building), manager/administrator (in case of other public building) or the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent for the use of the proposed building/structure as voting center.

**SECTION 15. CASES NOT CONSIDERED AS EXCEPTIONAL IN CHARACTER.** – In view of Section 1 hereof, voting centers which have **long** been dilapidated, damaged or destroyed for which reason it had been abandoned or not been used for a considerable period of time shall not be considered as an exception and therefore must comply with either of the modes for transfer of voting centers mentioned in Section 2 hereof.

The EO shall submit, as additional requirement, a written explanation as to the reason/s for the belated discovery of the non-existence or the dilapidation/destruction of the present voting center.

If the explanation is not meritorious, the EBAD may recommend the imposition of disciplinary action against the erring EO to the Personnel Department of the Commission. Further, failure to submit such written explanation shall be a ground for the recommendation of the denial of the request.

**SECTION 16. VOTING CENTERS TRANSFERRED TEMPORARILY.** – For voting centers that had been temporarily transferred for the 2022 NLE, the EO shall determine if the same shall be made permanent or not. If the intent is towards the permanency of the voting center, the EO shall submit a request for the purpose with the following attachments:

1. A certification of the principal/other responsible officer of the Department of Education (in case of a public-school building), manager/administrator (in case of other public building) or the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure), signifying his/her consent for the use of the temporary voting center as permanent voting center; and

2. A certification of ocular inspection of the EO stating that he/she conducted ocular inspection of the temporary voting center, and found the same accessible, has sufficient space to accommodate the affected voters and equipped with necessary facilities for the conduct of electoral activities. **The certification must also provide the estimated distance between the subject voting center and the current residences of the affected voters. Photos of ocular inspection must also be attached to the certification;** and
3. A justification of the EO as to why the transfer should be made permanent.

If the intention is to **revert** to the original voting center, the request must have the following attachments:

1. A certification of the principal/other responsible officer of the DepEd (in case of a public-school building), manager/administrator (in case of other public building) or the owner/manager/administrator/any person acting in behalf of the owner (in case of a private building/structure) signifying his/her consent for the reversion of the voting center to its original location; and
2. A certification of ocular inspection of the EO stating that he/she conducted ocular inspection of the original voting center, and found the same accessible, has sufficient space to accommodate the affected voters and equipped with necessary facilities for the conduct of electoral activities. **Photos of ocular inspection must be attached to the certification.**

The deadline for submission of a request under Section 11 hereof shall also apply to all requests submitted under this Section.

**SECTION 17. REVIVAL OR RE-SUBMISSION OF REQUEST.** – All requests which have been denied, held in abeyance, withdrawn or otherwise rendered moot and academic relative to the 2022 NLE, may be revived or re-submitted for purposes of the 2023 BSKE provided that all the requirements or supporting documents provided in Section 2 hereof shall be attached to the requests.

The deadline for submission of a request under Section 11 hereof shall also apply to all requests submitted under this section.

**SECTION 18. EVALUATION OF THE REQUEST AND ITS SUPPORTING DOCUMENTS.** - The POP RICs, PVCD, EBAD shall have the duty and responsibility of evaluating/assessing the merits and completeness of all requests submitted under this Resolution, including all its supporting documents.

**SECTION 19. POSTING REQUIREMENTS BEFORE PROCESSING OF THE REQUEST.** – All requests for transfer/change/correction of names/addresses of voting centers shall be posted by the EO for a period of **at least five (5) days** upon receipt of a written instruction from the EBAD. For the purpose, the EO shall follow the posting guidelines and period of submission of proofs of posting provided in the EBAD Memorandum dated September 9, 2020 (**Annex B**). In addition, the request shall be posted in the present and proposed voting centers.

The purpose of posting under this Section is to inform the public regarding the existence/pendency of the request and thus give them the opportunity to support/oppose the same.

**SECTION 20. PROCEDURE AFTER COMPLIANCE WITH POSTING REQUIREMENTS.** – Upon receipt of proofs of compliance with the posting requirements in accordance with the preceding section, the EBAD shall draft the appropriate recommendation relative to the request coursed through the Deputy Executive Director for Operations for approval or denial by the Executive Director pursuant to Minute Resolution No. 8403<sup>10</sup> dated January 16, 2008.

**SECTION 21. IMPLEMENTATION OF APPROVED OR DENIED REQUEST.** – Any action on request submitted under this Resolution either by the Executive Director for **request without opposition** pursuant to his/her delegated authority under the abovementioned Resolution No. 8403 or the Commission *En Banc*, shall be returned to the EBAD for implementation to the concerned OEO, immediately upon receipt of the Memorandum or Minute Resolution or Resolution containing the approval or denial of such request.

**SECTION 22. POSTING OF NOTICE OF APPROVED OR DENIED REQUEST.** – Approved/denied request shall be posted by the OEO on its bulletin/transparency board, in the city/municipal hall, barangay hall of the affected barangay, if any, in the present/original voting center, and former and new voting centers, as the case may be. Proofs of posting shall be submitted to the EBAD after five (5) days of posting.

**SECTION 23. SUBMISSION OF UPDATED BARANGAY PRECINCT MAP (BPM).** – In case of approved request for transfer/change/correction of name/address of voting center, the EO shall also be required to submit to the EBAD an updated BPM referred to in Section 3 (k)<sup>11</sup> of Republic Act No. 8189<sup>12</sup>. Such BPM shall form part of proofs of compliance of posting stated in the immediately preceding section.

In updating the BPM, the guidelines provided in the EBAD Memorandum dated February 4, 2021 (**Annex C**) shall be followed.

**SECTION 24. PROPER SOURCE OF THE REQUEST-** All requests submitted under this Resolution shall come from the OEOs.

Any request submitted by the public, any political party, candidate, other government agencies or any field official of the Commission **other than the EO** directly to the EBAD shall be immediately endorsed to the OEO for initial evaluation and verification of the same. **Within five (5) days from receipt of**

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<sup>10</sup> **IN THE MATTER OF AUTHORIZING THE EXECUTIVE DIRECTOR TO ACT ON CERTAIN ADMINISTRATIVE MATTERS PERTAINING TO THE DIFFERENT DEPARTMENTS/OFFICES OF THE COMMISSION AT THE CENTRAL AND FIELD OFFICES.**

<sup>11</sup> *Precinct Maps refers to a sketch or drawing of a geographical area stated in terms of streets or street blocks or sitios the residents of which would belong to a particular precinct.*

<sup>12</sup> **PROVIDING FOR A GENERAL REGISTRATION OF VOTERS, ADOPTING A SYSTEM OF CONTINUING REGISTRATION, PRESCRIBING THE PROCEDURES THEREOF AND AUTHORIZING THE APPROPRIATION OF FUNDS THEREFOR**

the referral, the OEO shall submit the result of the evaluation and verification to the EBAD.

**SECTION 25. INTERPRETATION OF THE WORD DAY.** - The word “day” as used in this Resolution shall mean **calendar day**.

**SECTION 26. COVID- 19 MITIGATION MEASURES.** - In all activities involving physical interaction among individuals such as ocular inspection of voting centers, gathering of signatures of voters, and conduct of meetings with local officials and other stakeholders, which will be done relative to the submission of any request under this Resolution, the minimum public health protocols, required by proper government authorities shall still be observed.

## ARTICLE II

### ACCESSIBLE POLLING PLACES, SEPARATE POLLING PLACES AND ACCESSIBLE VOTING CENTERS

**SECTION 1. REQUEST FOR TRANSFER OF VOTING CENTER OF VOTERS ASSIGNED IN ACCESSIBLE POLLING PLACES (APPs).** – Request for transfer of voting center of voters who are Senior Citizens (SCs) and/or Persons with Disabilities (PWDs) assigned in APPs shall observe the Guidelines that the Commission through the Vulnerable Sectors Office (VSO) will promulgate for the purpose.

**SECTION 2. REQUEST FOR CREATION OF SEPARATE POLLING PLACE (SPP) AND ACCESSIBLE VOTING CENTER (AVC).** – Request for creation of SPP and/or AVC exclusively for Indigenous People (IP) voters or voters belonging to the Indigenous Cultural Community (ICC) pursuant to Resolution No. 10424<sup>13</sup> dated September 21, 2018 shall fall within the authority of the VSO.

**SECTION 3. EXCLUSIVE AUTHORITY.** – The VSO shall have exclusive authority to act on all requests submitted under this Article. This Resolution may, however, serve as supplementary to the applicable guidelines.

All approved requests under this Article shall immediately be coordinated by the VSO with the EBAD for purposes of POP updating.

## ARTICLE III

### REQUEST FOR TRANSFER OF VOTING CENTER WITH OPPOSITION

**SECTION 1. REQUEST FOR TRANSFER OF VOTING CENTER WITH OPPOSITION.** – Request for transfer of voting center filed in accordance with Article I, Section 11 hereof but **with opposition** shall fall within the ambit of the

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<sup>13</sup> IN THE MATTER OF ESTABLISHING GUIDELINES FOR THE CREATION OF INDIGENOUS PEOPLES (IP) ESTABLISHED PRECINCTS FOR SEPARATE POLLING PLACES (SPPs) AND ACCESSIBLE VOTING CENTERS (AVCs)

authority of the Special Panel of Lawyers created pursuant to the abovementioned MR No. 12-0498.

Request for transfer of voting center **without opposition** shall be governed by the provisions of Article I hereof.

**SECTION 2. SPECIAL PANEL OF LAWYERS.** – The Special Panel of Lawyers (subsequently referred to herein as Panel) shall be composed of lawyers from the EBAD, Electoral Contests and Adjudication Department (ECAD) and Law Department. The term “**members**” shall refer to the Departments composing the Panel and not to the individual lawyers coming from each Department participating during the hearing.

The Panel shall receive evidence, conduct online hearings and submit recommendations for the approval or denial of all requests referred to it pursuant to Section 1 hereof.

**SECTION 3. ROLE OF POP REGIONAL IN-CHARGE, PVCD, EBAD.** – A Secretariat shall be created to assist the Panel. The Secretariat shall be headed by the concerned POP Regional In-Charge (RIC) of the PVCD, EBAD, of the region, which has jurisdiction over the area involved in the request for transfer with opposition submitted to the Panel for hearing.

The Secretariat shall have the following functions:

1. Receive and evaluate all requests submitted under this Article;
2. Inform the EO of any lacking requirement/s pursuant to Section 2, Article I hereof;
3. Pre-mark prior to the scheduled hearing, all the documentary evidence submitted together with the EO or his/her duly authorized representative;
4. Set the date, time and platform to be used for the hearing in coordination with the members of the Panel and the EO;
5. Prepare and send the notice of hearing (containing the date, time and platform to be used) to the members of the Panel and the EO;
6. Request for the posting of the notice of hearing in the official website of the Commission;
7. Record the hearing of the request and assist the members of the Panel during the hearing;
8. Consolidate and prepare the final recommendation of the Panel for submission to the Commission *En Banc*; and
9. Perform such other functions that the Panel may deem necessary relative to a request submitted or pending before it.

**SECTION 4. PERIOD OF FILING OF REQUESTS.** – All requests submitted under this Article shall comply with the same deadline provided for in Section 11, Article I hereof.

**SECTION 5. WHEN TO SET HEARING.** – Upon receipt of proofs of compliance with the posting requirements under Section 19, Article I hereof, the Secretariat, in coordination with the members of the Panel and the EO, shall set the date, time and platform to be used for the hearing.

**SECTION 6. DUTIES AND RESPONSIBILITIES OF THE CONCERNED EO.** – The concerned EO shall have the following duties and responsibilities:

1. Submit, together with the request and all its supporting documents, his/her recommendation thereto based on his/her initial evaluation thereof;
2. Post the request covered under this Article in accordance with Section 19, Article I hereof;
3. Furnish copies of the request to political parties, citizens' arms, if there are any, civic organizations and other stakeholders in the locality;
4. Submit a certification stating that no opposition or objection had been filed against the request, if such is the case;
5. Post the notice of hearing containing the date, time and platform to be used during the hearing, in the same manner as the request;
6. Submit proofs of posting of the request and notice of hearing thereof during the hearing pursuant to Section 19, Article I hereof;
7. Ensure that all resource persons, for and against the request, if any, shall be present on the scheduled hearing;
8. Attend the hearing or send his/her duly authorized representative during the hearing in case of his/her unavailability; and
9. Actively participate during the hearing, where he/she may be assisted by the PES or Regional Election Attorney (REA), when necessary. The PES or REA may also assist in the tagging of exhibits during the hearing.

**SECTION 7. COMMENTS OF THE CONCERNED PES AND RED.** – All requests submitted under this Article shall be endorsed by the Secretariat to the concerned PES and RED for their comments and/or recommendations, which shall be submitted within **three (3) days**, if no such comments/recommendations have been submitted as yet.

In case the comments/recommendations have already been submitted together with the request but without the proper endorsement of the EO, the provision of Section 24, Article I hereof shall be observed.

**SECTION 8. PARTIES TO THE HEARING.** The following shall be present at the hearing:

1. The EO or his/her duly authorized representative/s;
2. The requesting party/ties (proponent/s), if any;
3. The opponent/s, if any; and
4. Counsel/s of the requesting and/or opposing parties, if any; and
5. Other interested parties who have expressed their willingness to attend the hearing.

The PES and RED may attend the hearing and present their comment/s and/or recommendation/s during the hearing. In their absence, the EO or his/her duly authorized representative shall offer such comment/s and /or recommendation/s in evidence.

**SECTION 9. HEARING PROCEDURES.** The following shall be observed during the hearing:

**A. Before the hearing:**

1. The notice containing the date, time, and platform to be used during the hearing shall be sent by the Secretariat to the EO. The notice shall contain an instruction for the posting thereof **at least three (3) days prior to the hearing** to apprise the public of the same and give them opportunity to attend the hearing, if they intend to.

**B. During the hearing**

1. In case there are several requesting parties (proponents) and/or opponents, both sides shall be represented by only one (1) person during the hearing;
2. The representatives shall be given only ten (10) minutes each to present their side, including their evidence for and against the request;
3. The counsel present may act as representative of the party/ies during the hearing;
4. The members of the Panel may ask clarificatory questions, which shall be directed to the representative/s of the requesting party/ies (proponent/s) or the opponent/s, as the case may be;
5. If the request is filed *motu proprio* by the EO, he/she or his/her representative shall make a statement with regard to the following:

- a. The sitio/s/purok/s/barangay/s involved in the request, the present and proposed voting centers and the reason/s for the request;
  - b. Evidence or documents supporting the request;
  - c. Proof that the request and notice of hearing had been posted and that no opposition/objection was filed with the OEO relative thereto, if such is the case;
  - d. His/her recommendation relative to the request; and
  - e. The comments/recommendations of the concerned PES and RED, in case either or both officials are absent/unavailable.
6. All evidence/exhibits shall be marked during the hearing.

**C. After the hearing**

All members of the Panel shall prepare and submit their recommendation to the Secretariat within **two (2) days** from the termination of the hearing. The final recommendation shall be:

1. Arrived at by the **majority of all the members** of the panel;
2. Prepared and consolidated by the Secretariat, incorporating the recommendations of all the members of the Panel;
3. Signed by all the members of the Panel except those who are against the recommendation of the majority in which case a separate recommendation shall be signed by the latter. **All recommendations shall be submitted to the Commission *En Banc* for its consideration;**
4. Duly endorsed by the EBAD to the Commission *En Banc*; and
5. Submitted together with all the documentary evidence/exhibits received and marked during the hearing.

**SECTION 10. NATURE OF HEARING.** - The hearing shall be public and summary in nature. It shall be conducted and terminated in one (1) day, as practicable as possible. It shall adopt a speedy method of considering and marking the evidence for and against the request. Failure to present evidence during the hearing shall constitute a waiver thereof unless the request cannot be disposed of in the absence of such evidence, in which case the Panel shall set a date for the deadline of the submission of said requirement/s which shall be strictly observed. In case of non-compliance with the period provided, the Panel shall decide based on the evidence already submitted.

**SECTION 11. ACTION ON REQUEST BELATEDLY SUBMITTED.** - Request for transfer of voting center with opposition, with or without complete requirements, submitted beyond either of the deadline set forth in Section 11, Article I hereof or to be set forth in the Calendar of Activities for the subsequent

elections shall **automatically be denied by the Panel without a hearing** unless the request falls within the exception provided in Section 14, Article I hereof.

**SECTION 12. AUTOMATIC DELEGATION OF AUTHORITY OF THE PANEL TO THE EXECUTIVE DIRECTOR.** –All requests covered by Article III, Section 1 of this Resolution, which are submitted **within one (1) week** before either of the deadline set forth in Section 11, Article I hereof or to be set forth in the Calendar of Activities for the subsequent elections and those submitted **beyond either of said deadline** but squarely falls on Section 14, also of Article I hereof, shall follow the procedures for transfer of voting center provided under Article I hereof.

**The authority of the Panel under MR No. 12-0498 and Article III hereof shall automatically be delegated to the Executive Director at the start of the working hour of Monday of the last week prior to either of the deadline mentioned above. The Executive Director, in his/her discretion, may act directly on the request pursuant to his/her authority under Resolution No. 8403 or submit the same to the Commission *En Banc* for consideration.**

All requests endorsed to the Executive Director under this Section shall be coursed through the Deputy Executive Director for Operations.

#### ARTICLE IV

#### ACCURACY OF VOTING CENTERS IN THE POPs AND RESPONSIBILITIES OF PROVINCIAL ELECTION SUPERVISORS (PESs) AND REGIONAL ELECTION DIRECTORS (REDs)

**SECTION 1. EXCLUSIVE AUTHORITY.** – No building/structure shall be used as voting center except those appearing in the previously approved POP and those newly authorized in accordance with this Resolution. Use of a building/structure as voting center other than those herein mentioned shall be a ground for disciplinary action and the one liable may also be charged with an election offense.

**Transfer/change/correction of name/address of voting center effected outside of the provisions of this Resolution shall be considered invalid and illegal.**

**SECTION 2. ACCURACY OF THE NAMES/ADDRESSES OF VOTING CENTERS IN THE POPs.** – All approved requests for transfer of voting centers subsequent to the approval of the final nationwide POP for the May 9, 2022 NLE<sup>14</sup> shall be reflected in the POPs for the 2023 BSKE.

**SECTION 3. RESPONSIBILITIES OF PROVINCIAL ELECTION SUPERVISORS (PESs) AND REGIONAL ELECTION DIRECTORS (REDs).** – All PESs and REDs shall have the responsibility to closely monitor and supervise

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<sup>14</sup> December 20, 2022 – date of approval of the final POPs for the May 9, 2022 NLE

their respective EOs to ensure their strict observance of the provisions of this Resolution.

## ARTICLE V

### PUBLICATION AND IMPLEMENTATION

**SECTION 1. PUBLICATION AND IMPLEMENTATION.** - This Resolution shall take effect immediately upon its publication in two (2) daily newspapers of general circulation in the Philippines. The Education and Information Department (EID) is hereby directed to cause the widest dissemination of this Resolution and its publication. The ITD shall cause the posting of this Resolution in the official website of the Commission.

Let the Office of the Executive Director, Office of the Deputy Executive Director for Operations, Election and Barangay Affairs Department, Law Department, Information and Technology Department, Finance Services Department, Education and Information Department, Electoral Contests Adjudication Department, Offices of Regional Election Director, Offices of Provincial Election Supervisor and Offices of Election Officers implement this Resolution.

**SO ORDERED.**

**GEORGE ERWIN M. GARCIA**  
*Chairman*

**SOCORRO B. INTING**  
*Commissioner*

**MARLON S. CASQUEJO**  
*Commissioner*

**AIMEE P. FEROLINO**  
*Commissioner*

**REY E. BULAY**  
*Commissioner*

**ERNESTO FERDINAND P. MACEDA, JR.**  
*Commissioner*

**NELSON J. CELIS**  
*Commissioner*

### CERTIFICATION

**APPROVED** by the Commission *En Banc* on January 25, 2023 pursuant to COMELEC RESOLUTION NO. 10761 titled: "Supplemental Resolution to COMELEC Resolution No. 9936 Promulgated March 25, 2015 entitled, "Rule on the Enactment and Promulgation of Executive or Administrative Resolutions" providing for other format of meetings to include online meetings applicable in times of the COVID-19 pandemic and the imposition of Community Quarantines and similar emergency situations".

  
**ATTY. CONSUELO B. DIOLA**  
*Director IV*  
*Office of the COMELEC Secretary*

1911-218



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON ELECTIONS**  
 Intramuros, Manila

**Election and Barangay Affairs Department**  
 Precincts and Voting Centers Division

## MEMORANDUM

**TO** : ALL ELECTION OFFICERS/ACTING ELECTION OFFICERS

**THRU** : ALL REGIONAL ELECTION DIRECTORS/ACTING REGIONAL ELECTION DIRECTORS

: ALL PROVINCIAL ELECTION SUPERVISORS/ACTING PROVINCIAL ELECTION SUPERVISORS

**FROM** : THE DIRECTOR IV

**SUBJECT** : Administrative transfer of voters/Assignment of voters in their proper precinct

**DATE** : November 21, 2019

**Section 4 of Republic Act No. 8189<sup>1</sup>** states that, "There shall be a permanent list of voters per precinct in each city or municipality consisting of all registered voters residing within the territorial jurisdiction of every precinct indicated by the precinct maps.

X x x x x

X x x x x

The precinct assignment of a voter in the permanent list of voters shall not be changed or altered or transferred to another precinct without the express written consent of the voter. Provided, however, That the voter shall not unreasonably withhold such consent. Any violation thereof shall constitute an election offense which shall be punished in accordance with law."

In compliance with the above provision of law, and to ensure that the POPs are accurate, all OEOs are hereby requested to do the following:

1. Identify the precincts affected by the wrong precinct assignment due to non- use of barangay precinct maps during registration;
2. Verify the list of registered voters of the identified affected precincts by conducting enumeration through house to house canvass;
3. Prepare the list of voters who should be administratively transferred to their proper precincts;
4. Require the affected voters to file Applications for Transfer of Registration Record within the same city/municipality pursuant to Section 13<sup>2</sup> of Republic Act No. 8189;

**AN ACT PROVIDING FOR A GENERAL REGISTRATION OF VOTERS, ADOPTING A SYSTEM OF CONTINUING REGISTRATION, PRESCRIBING THE PROCEDURES THEREOF AND AUTHORIZING THE APPROPRIATION OF FUNDS THEREFOR.**

5. Submit the list of voters for administrative transfer, together with the corresponding Application Forms, as mentioned above, to ERB hearings upon the resumption of the continuing registration of voters, with notices to be posted in conspicuous places in the territory of the affected precincts, Office of the Election Officer, and in the barangay hall;
6. Provide copies of the notice to representatives of registered political parties, citizens' arms, civic organizations and other stakeholders;
7. After ERB approval, effect the administrative transfer by including the VRRs and the names of the concerned voters in the Book of Voters and the list of voters to their proper precincts;
8. Submit to the ITD the updated list of voters, and to the EBAD the QPRs and POPs, together with the list of voters administratively transferred, and the Minutes of ERB proceedings;
9. As far as practicable and if necessary, only daughter/spin-off precincts shall be created to accommodate the voters for administrative transfer; and
10. Update the Barangay Precinct Map of the affected barangays and post copies thereof in conspicuous places within said barangays, on the bulletin boards of the OEO and municipal/city halls.

Finally, please be reminded that all requests for transfer of voting centers, regardless of the mode of transfer availed of (signatures by majority of voters per precinct or agreement of political parties or petition to the Commission *En Banc* under Section 154 of the Omnibus Election Code<sup>3</sup>), which shall require administrative transfer of voters, shall first comply with the foregoing before this Department shall act on the same.

  
 ATTY. TEOPISTO E. ELNAS, JR.

Copy furnished:

OEDDO  
 OED

**Confidentiality Notice:**

"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 Regulation, 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."

<sup>2</sup> **Sec. 13. Change of Address in the Same City or Municipality.** - Any voter who has changed his address in the same city or municipality shall immediately notify the Election Officer in writing. If the change of address involves a change in precinct, the Board shall transfer his registration record to the precinct book of voters of his new precinct and notify the voter of his new precinct. All changes of address shall be reported to the office of the provincial election supervisor and the Commission in Manila.

<sup>3</sup> **Section 154. Requirements for polling places.** - x x x x x. No designation of polling places shall be changed except upon written petition of the majority of the voters of the precinct or agreement of all the political parties or by resolution of the Commission upon prior notice and hearing.

ANNEX-B



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON ELECTIONS**  
Intramuros, Manila  
**ELECTION AND BARANGAY AFFAIRS DEPARTMENT**  
Precincts and Voting Centers Division

2009-120

**MEMORANDUM**

**TO :** ALL ELECTION OFFICERS/ACTING ELECTION OFFICERS

**THRU :** ALL PROVINCIAL ELECTION SUPERVISORS/  
ACTING PROVINCIAL ELECTION SUPERVISORS

**FROM :** ALL REGIONAL ELECTION DIRECTORS/  
ASSISTANT REGIONAL ELECTION DIRECTORS

**FROM :** THE DIRECTOR IV

**SUBJECT :** Posting Requirement re Request for Transfer of Voting  
Center/Correction/Change of Name/Address of Voting Center

**DATE :** September 9, 2020

In order to avoid complaints subsequent to the approval of any request for transfer of voting center/change/correction of name/address of voting center and also to give the public the opportunity to verify the authenticity of the document/s annexed to such request, the undersigned would like to request all OEOs to comply with the following guidelines on posting requirements, *to wit:*

**A. POSTING REQUIREMENT**

Upon the submission of any request, the POP Regional In-charge of EBAD shall make the necessary evaluation thereof together with all its supporting documents. Thereafter, a formal communication shall be sent to the EO informing him/her of the result of the evaluation. If the requirements are already complete, a written notice/instruction for the posting of the request on the bulletin board of the OEO, city/municipal hall and in barangay hall/s of the affected barangay/s shall be made.

The posting shall be:

- i. Composed of all supporting documents attached to the request, which shall be certified as true copies of the EO. In this regard, before transmitting the request to the EBAD, the EO must leave duplicate copies thereof in his/her for purposes of posting;
- ii. Made within two (2) days from receipt of the written notice/instruction from the EBAD; and
- iii. For at least five (5) working days.

Any complaint or opposition relative to the request shall be filed in writing with the OEO.

**B. PROCEDURE AFTER POSTING**

A certification to attest to the posting made shall be submitted to EBAD upon the expiration of five (5) days. Photos showing compliance with the posting requirement shall be attached to the certification. All complaints/oppositions filed with the OEO relative to the posted request shall be forwarded to EBAD together with the EO's comments/recommendations.

**C. SENDING OF COPIES OF THE REQUEST TO STAKEHOLDERS**

Within the same period of posting mentioned in the immediately preceding section, the EO shall also be required to furnish certified copies of the request and its supporting documents to all duly registered local political parties, citizen's arms, civic organizations and other stakeholders and interested parties as he/she may determine.

Relative to the foregoing, all OPESs and OREDs are hereby requested to monitor the compliance of their respective personnel with this Memorandum.

For information, guidance and appropriate action.

  
**ATTY. TEOFILO E. ELÑAS, JR.**

**Copy furnished:**

Office of the Executive Director  
Office of the Deputy Executive Director for Operations

**CONFIDENTIALITY NOTICE:** All authorized recipients of any personal data information, privileged information and sensitive personal information contained in this document, including other pertinent documents attached thereto that are shared by the Commission on Elections in compliance with existing laws and rules, and in conformity with the Data Privacy Act of 2012 (R.A. 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 said Laws, rules and regulations, relating to data privacy, security, confidentiality, protection and accountability.



REPUBLIC OF THE PHILIPPINES  
COMMISSION ON ELECTIONS  
Intramuros, Manila

ANNEX - C

2102-096

ELECTION AND BARANGAY AFFAIRS DEPARTMENT  
*Precincts and Voting Centers Division*

MEMORANDUM

TO : ALL ELECTION OFFICERS/ACTING ELECTION OFFICERS

THRU : ALL REGIONAL ELECTION DIRECTORS/  
ACTING REGIONAL ELECTION DIRECTORS

: ALL PROVINCIAL ELECTION SUPERVISORS/  
ACTING PROVINCIAL ELECTION SUPERVISORS

FROM : THE DIRECTOR IV

SUBJECT : Guidelines in the Preparation or Updating of Barangay Precinct  
Maps Re Approved Transfer/Change/Correction of  
Names/Addresses/Locations of Voting Centers

DATE : February 4, 2021

In compliance with Section 4 of R.A No. 8189<sup>1</sup>, please find herein below, guidelines for the preparation of updated Barangay Precinct Maps (BPMs) relative to approved Request for Transfer/Change/Correction of Names/Addresses/Locations of Voting Centers:

1. Secure a Barangay Map from the concerned Local Government Unit (LGU) through the Municipal/City Planning Development Office/Council or the Municipal/City Engineering Office;
2. Using the Barangay Map as reference, prepare the Barangay Precinct Map as follows:
  - a. Delineate the precinct territories of all original/mother precincts using natural or man-made boundaries (roads/streets, alleys, trails, rivers, creeks, or irrigation canals);
  - b. Reflect in the territory of mother precincts their spin-off/ daughter precincts;
  - c. Plot the voting center/s in their proper location/s, indicating their name/s. For other schools not being used as voting center/s, no need to indicate their names in the BPM;
  - d. For barangays using voting center/s located in **another barangay**, indicate anywhere in the BPM the name of the voting center/s, its exact location/s or address/es, and the distance of the voting center from the residences of the voters of the barangay. In this case the EO need not submit the BPM of the barangay where the voting center is located unless said barangay is also included in the request;

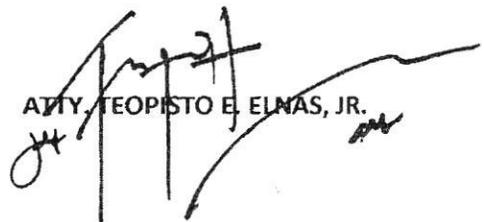
<sup>1</sup> "There shall be a permanent list of voters per precinct in each city or municipality consisting of all registered voters residing within the territorial jurisdiction of every precinct indicated by precinct maps. x x x."

- e. Put legends to show different landmarks such as churches, chapels, schools, markets, culverts, bridges, arches and the like; and
- f. The EO shall affix his/her signature in the BPM, certifying its correctness and accuracy.

For reference, please see attached Annex A (sample BPM where the voting center is located within the barangay) and Annex B (sample BPM where the voting center is located in another barangay).

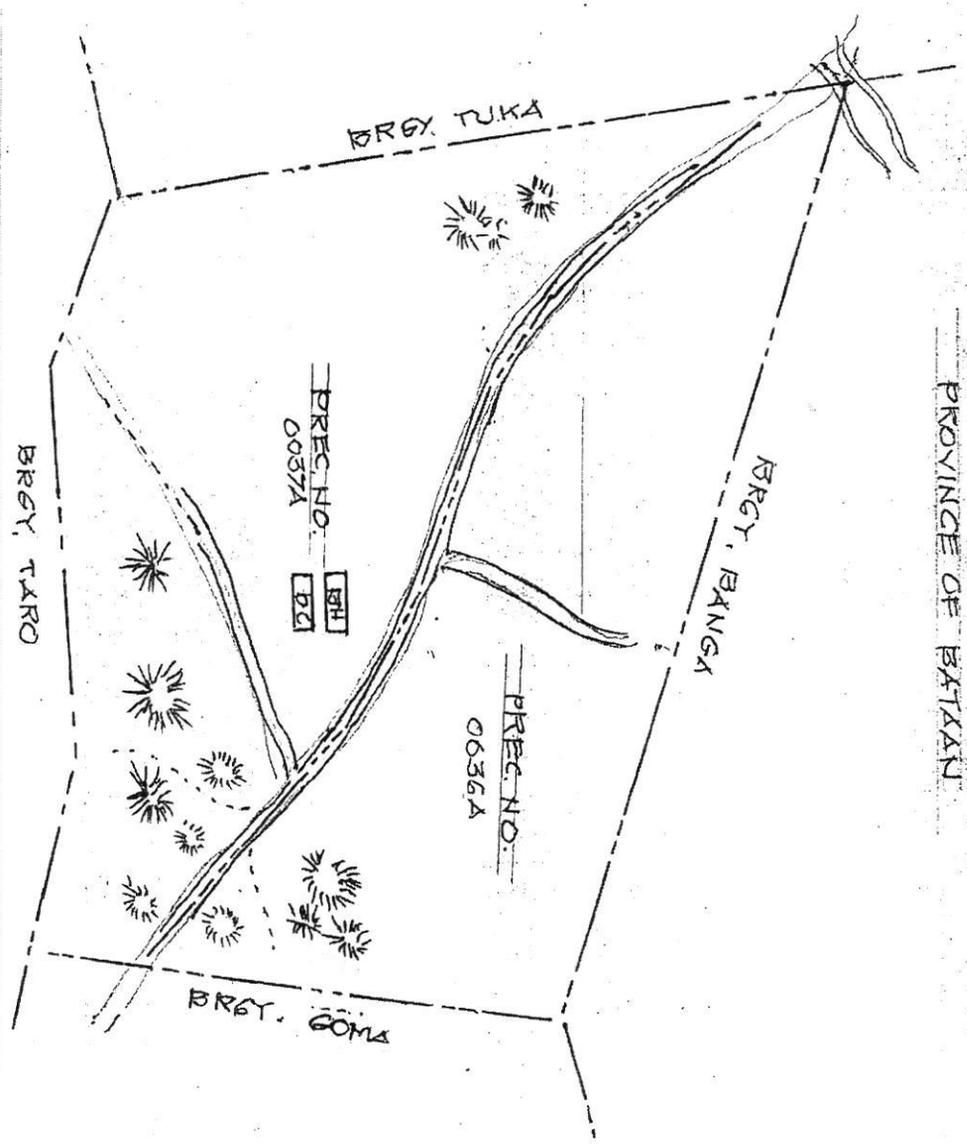
Please take note that this Memorandum effectively amends our November 29, 2019 Memorandum referring to the same subject matter.

For guidance and strict compliance.

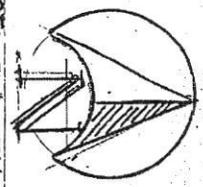
  
ATTY. TEOPISTO E. ELMAS, JR.

Cc: OED  
ODEDO  
File

PROVINCE OF BATAAN



NOTE:  
 NAME OF VOTING CENTER: BANGA ELEMENTARY SCHOOL  
 ADDRESS: BRGY. BANGA, STA. CRUZ, BATAAN  
 DISTANCE: 4 KMS



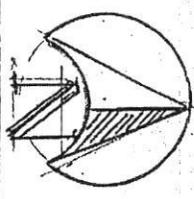
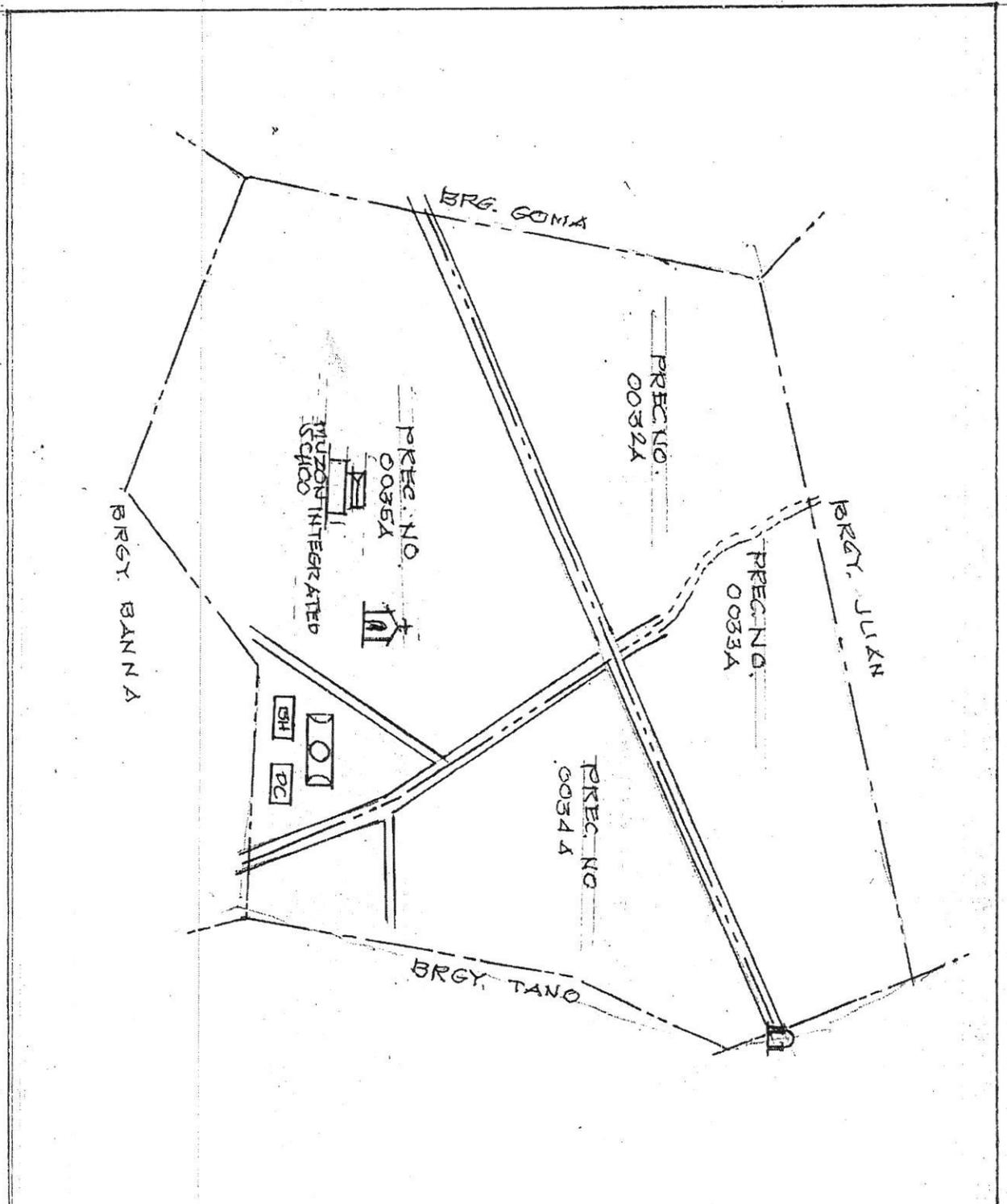
MUN. OF: STA. CRUZ  
 BRGY: LORO

LEGEND:

- MUN. BOUNDARY
- BRGY. BOUNDARY
- PREC. BOUNDARY
- CREEK/RIVER
- BRIDGE
- ALLEY
- ROAD
- TRAIL
- BASKETBALL COURT
- CHURCH/CHAPEL
- MOSQUE
- BRGY. HALL
- DAY CARE
- SCHOOL
- MARKET
- MARKET
- ARCH
- MOUNTAIN/FOREST

CERTIFIED CORRECT

JUAN DELA CRUZ



- MUN. OF STA. CRUZ  
 BRGY. MUZON
- LEGEND:
- MUN. BOUNDARY
  - BRGY. BOUNDARY
  - PREC. BOUNDARY
  - CREEK/RIVER
  - BRIDGE
  - ALLEY
  - ROAD
  - TRAIL
  - BASKETBALL COURT
  - CHURCH/DIAPERA
  - MOSQUE
  - BRGY. HALL
  - DAY CARE
  - SCHOOL
  - MUNICIPAL MARKET
  - MUNICIPAL ARCH

CERTIFIED CORRECT

JUAN DELA CRUZ