



**Republic of the Philippines
COMMISSION ON ELECTIONS**

BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS

**APPOINTMENT OF ELECTORAL BOARD CHAIRPERSON/POLL CLERK/THIRD
MEMBER/SUPPORT STAFF**

Instructions: Prepare in three (3) copies: The *original and second copies* shall be retained by the City/Municipal Election Officer, (one copy shall be for his/her file and the other shall be attached to the payroll for payment of honorarium of the Electoral Board) and the *third copy* shall be issued to the chairperson, members and support staff of the Electoral Board concerned.

Name: _____

Address: _____
(House No., Street, Barangay, City/Municipality and Province)

Sir/Madam:

You are hereby APPOINTED as _____ of the Electoral Board (EB) in
(Chairperson/Poll Clerk/Third Member/Support Staff)
Precinct No/s. _____ with polling place located at _____
_____ in Barangay _____, City/Municipality of _____
_____, District _____ Province of _____, Region _____.

You may immediately assume office upon taking your oath as required by law. However, this appointment will be automatically cancelled and considered null and void if you are related to any candidate or to any member of the Electoral Board of the said precinct/s within the fourth civil degree of consanguinity or affinity. In such case, you shall not assume the duties of the office and shall immediately return this appointment to the Election Officer. Assumption to office notwithstanding this prohibition is punishable under the law.

BY AUTHORITY OF THE COMMISSION:

Election Officer as representative of the
Commission on Elections
(Signature over Printed Name)