



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

**RULES
REGULATIONS ON THE
CONDUCT OF THE
SYSTEM
CONTINUING
REGISTRATION
OF
VOTERS FOR THE
NATIONAL AND LOCAL
ELECTIONS.**

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RESOLUTION NO. 10963

Pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, Republic Act No. 8189; Republic Act No. 9189 as amended by Republic Act No. 10590; Republic Act No. 10366; and Republic Act No. 10367 and other related registration and election laws, the Commission on Elections (Commission) **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following rules and regulations that will govern the resumption of the system of continuing registration of voters for regular and special elections, and other electoral exercises:

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

1. Establishment of a clean, complete, permanent and updated list of voters through the mandatory taking of *photograph, fingerprints and signature (biometrics)* in the registration process.
2. Enhancement of voters' registration experience, promotion of gender equality, and provide a gender sensitive, convenient, credible and well managed registration system/process which is inclusive, participatory and non-discriminatory.

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

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

CHAPTER I FILING OF APPLICATION

SEC. 3. Schedule and Conduct of Registration of Voters – Reception of applications for registration shall be from **February 12, 2024 to September 30, 2024, except on March 28, 29 and 30, 2024 (Maundy Thursday, Good Friday and Black Saturday)**. Applications for:

1. Registration, transfer, change/corrections of entries in the registration records, reactivation of registration records, inclusion of registration records and reinstatement of name in the list of voters, and transfer of registration records from foreign service post (foreign post) to local; and
2. Updating of records of Persons with Disabilities (PWDs), Senior Citizens (SCs) and members of Indigenous Peoples' (IPs) or Indigenous Cultural Communities (ICCs) and Persons Deprived of Liberty (PDL).

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

Online filing of application for reactivation; reactivation with transfer of registration within or with correction of entries; reactivation with transfer within and correction of entries; and reactivation with updating of records of SCs and PWDs, pursuant to Resolution No. 10715¹, shall be continuously received by the OEOs, through their official email addresses until September 7, 2024.

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

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

¹ Resolution No. 10715 entitled, "RULES ON [1] ONLINE FILING, RECEPTION, AND PROCESSING OF APPLICATIONS FOR REACTIVATION WITH CORRECTION OF ENTRIES, REACTIVATION WITH TRANSFER WITHIN THE SAME CITY/MUNICIPALITY/DISTRICT, AND REACTIVATION WITH TRANSFER WITHIN AND CORRECTION OF ENTRIES, AND VIRTUAL VERIFICATION OF THE IDENTITY OF THE APPLICANTS; AND [2] ALTERNATIVE PROCEDURES ON THE FILING OF SAID APPLICATIONS BY SENIOR CITIZENS, PERSONS WITH DISABILITIES AND PERSONS DEPRIVED OF LIBERTY", promulgated on August 11, 2021.

health and safety protocols. The RED shall notify the Election and Barangay Affairs Department (EBAD) of the said transfer of registration venue within two (2) days from confirmation of the same.

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

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

Period to file applications	Last day to post Notice of Hearing with List of Applicants	Last day to file opposition to applications	Hearing and approval/disapproval of applications
February 12, 2024 to March 27, 2024	April 5, 2024	April 12, 2024	April 15, 2024
April 1, 2024 to June 30, 2024	July 5, 2024	July 12, 2024	July 15, 2024
July 1, 2024 to September 30, 2024	October 4, 2024	October 11, 2024	October 14, 2024

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

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

- a. If at 3:00 p.m. of the last day of the registration period, there are still persons waiting in line to file their applications for registration within a thirty-meter (30m) radius from the OEO, the Election Assistant (EA) shall, without delay list down their names consecutively numbered;
- b. These applicants shall be called by announcing each name repeatedly three (3) times in the order in which they were listed. Any applicant who is not present when

his/her name is called shall no longer be allowed to file his/her application for registration/transfer/reactivation;

- c. If the applicant is present when his/her name is called his/her application shall be processed and his/her biometrics data captured. **The same shall continue, until all those listed shall have been processed.** This procedure, shall be followed whether the EO has issued queuing numbers or any other similar systems; and
- d. Any application filed where the applicant's biometrics data has not been captured as provided herein, shall be considered deemed not filed and should not be submitted to the ERB for hearing.

SEC. 7. Augmentation Registration Team– Upon the recommendation of the concerned REDs, the Commission *En Banc* will dispatch personnel from OREDs, OPESs', and other Offices/Department of the Commission, in cities with expected huge number of registrants as Augmentation Registration Team (ART) during the last three (3) weeks of the remaining period of registration.

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

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

SEC. 9. Satellite Registration. – A. To ensure wider voter participation, the OEO, composed of not more than five (5) personnel per Voter Registration Machine (VRM) allocation shall conduct satellite registration of voters in each barangay within the city/municipality/district, subject to the approval of the PES, or the RED in case of NCR, Davao City, and Zamboanga City, in the following venues:

1. Barangay Halls/Centers;
2. Public and Private Schools and Universities;
3. Malls and Commercial Establishments; and
4. Other Public and Convenient Places.

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

For satellite registration in malls and commercial establishments that requires the execution of a MOA, the OEOs shall

use the uniform template of the MOA, as approved by the Commission En Banc, copy attached as Annex "A".

The above provision is without prejudice for the conduct of at least one (1) Province-wide Centralized Satellite Registration of Voters in highly populated venue within the province.

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

- a. The number of prospective applicants in the proposed venue shall not be less than Two Hundred (200);
- b. Public or private buildings where satellite registration will be conducted shall not be owned, leased or occupied as residence by any incumbent national/city/municipal/barangay officials or of any person who is related to any national/city/municipal/barangay officials within the fourth civil degree of consanguinity or affinity, or leader of any political party, nor in any building or surrounding premises under the actual control of a political party or religious organization;
- c. Written notices of the schedule and venue of satellite registration shall be posted in the bulletin boards of the OEO and the city/municipal/barangay hall;
- d. Arrange with the LGU, through the Department of Interior and Local Government (DILG), or with the requesting party for the transportation of VRMs, forms/supplies including COMELEC personnel;
- e. Ensure that the database is backed-up before conducting the satellite registration; and
- f. Shall be at no additional cost to the Commission.

SEC. 10. Special Satellite Registration - There shall be exclusive special satellite registration for:

1. Youth (*Katipunan ng Kabataan*);
2. SCs;
3. Women;
4. PDL;
5. PWDs; and
6. Members of IPs, ICCs and PDL.

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

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

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

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

A PDL who shall be eighteen (18) years of age on election day and/or is committed inside the detention center 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 Warden in the Provincial/City/Municipal Jail or other detention/jail/correctional centers to determine the approximate number of qualified PDL applicants and ensure

maximum security of COMELEC personnel as well as the VRMs and its peripherals;

- b. Conduct ocular inspection on the proposed registration site within the premises of the Provincial/City/Municipal Jail or other detention/jail/correctional centers, taking into consideration the number of COMELEC personnel and the VRM to be installed; and,
- c. Post written notice of the schedule of the special satellite registration in the detention/jail/correctional centers where said registration shall be conducted and in the bulletin board of the OEO.

2. During the special satellite registration:

- a. Adopt a system of processing the application to minimize queuing and speed up the registration process. Procedures in the reception of application and capturing of biometrics enumerated in this Resolution shall apply;
- b. In case the special satellite registration is more than one (1) day, the EO concerned shall not leave the VRM and its peripherals in the detention/jail/correctional centers; and,
- c. Subject to existing policies, rules and regulations of the BJMP/BuCor and Provincial Jails, watchers/representatives of political parties, citizens' arms and other civil societies shall be allowed to witness/ observe the proceedings.

In Secs. 9 and 10 of this Rule, the EO shall submit to EBAD and Vulnerable Sectors Office (VSO), through the OPESs and OREDs, a monthly report on the approved satellite and/or special satellite registrations indicating the city/municipality/district, schedule date of registration, venue, and projected number of applicants per application type, **not later than the 5th day of the succeeding month**. In case of special satellite registration, the report shall indicate the different vulnerable sectors covered by such special satellite registration.

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

Likewise, the Information Technology Department (ITD) shall cause the posting of the schedules and venues of satellite registration in the Comelec Website.

The VSO of the Commission shall coordinate with the stakeholders for SCs, PDLs, PWDs, and ICCs/IPs for the conduct of synchronized special registration day by the OEOs in their areas of jurisdiction.

SEC. 11. Submission of Report on Weekly Registration Output.
– The OEOs shall submit to the EBAD, through their respective OPESs

and the OREDs, a report on the weekly registration output, covering all types of applications received and processed during the week, including those conducted through satellite registration and Register Anywhere Project. The said report shall be submitted to EBAD **not later than 10:00 a.m.** of the next Monday immediately after the registration week, using a standard format to be provided by the said Department for purposes of uniformity.

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

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

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

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

A. National and Local Elections:

1. At least eighteen (18) years of age on or before the day of the National and Local Elections;
2. A resident of the Philippines for at least one (1) year and in the place wherein he/ she proposes to vote, for at least six (6) months immediately preceding the National and Local Elections; and
3. Not otherwise disqualified by law.

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

- a. Any person who has been sentenced by final judgment to suffer imprisonment for not less than one (1) year, such

disability not having been removed by plenary pardon or amnesty;

- b. Any person who has been adjudged by final judgment by a competent court or tribunal of having committed any crime involving disloyalty to the duly-constituted government, such as, rebellion, sedition, violation of the firearms laws, or any crime against national security unless restored to his/her full civil and political rights in accordance with law; and
- c. Insane or incompetent person as declared by competent authority unless subsequently declared by proper authority that such person is no longer insane or incompetent.

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

SEC. 15. Forms. - The following forms shall be available at the OEO, **FREE OF CHARGE:**

- a. Revised CEF-1-A – Application form;
- b. Supplemental Data Form;
- c. Certification/Attestation by the Assistor;
- d. 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);
- e. Affidavit under Oath of the Voter's Identification; and
- f. OVF 1 – Application (*Revised 2022*).

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

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

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

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

SEC. 16. Procedure for Filing of Applications for Registration –

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

description of his/her residence, *email address, if any*, and present any of the following identification documents that bear applicant's photograph and signature:

1. National identification (ID) card under the Philippine Identification System (*PhilSys*);
2. Postal ID card;
3. PWD ID Card;
4. Student's ID card or library card, signed by the school authority;
5. SC'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 card;
10. Integrated Bar of the Philippines (IBP) ID card;
11. License issued by the Professional Regulatory Commission (PRC);
12. Certificate of Confirmation issued by the National Commission on Indigenous Peoples (NCIP) in case of members of ICCs or IPs;
13. Barangay Identification/Certification with photo; and
14. Any other Government issued valid IDs.

Community Tax Certificates (*cedula*) and Philippine National Police (PNP) clearance shall not be honored as valid identification documents for purposes of registration.

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

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

- B. Conduct brief interview or searching inquiries to the applicant/s as to the following information and inform the applicant of the legal consequences of having double or multiple registration records:
 1. Name, age, address, period of residence;
 2. Previous registration, if any;
 3. Voting in previous elections, what year and where; and
 4. Contact number or email address of the applicant for the sending of notices in case of opposition/s filed against the application.
- C. Upon establishing the identity of the applicant, the EO shall verify the name of the applicant from the Local Voters Registration Database (LVRD) or in the Printed Lists of Voters (PLVs) or Printed Lists of Deactivated Voters (PLDVs), or in the National Registry of

Overseas Voters (NROV) in case the applicant is a registered overseas voter.

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

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

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

If the applicant's record is found in the NROV, the applicant shall be required to fill-out OVF 1, in addition to the Revised CEF1 and the EO shall ensure that the applicant checks the correct text box (application for transfer from overseas post/another city/district/municipality).

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

1. Determine the applicant's type of application;
2. If for registration, determine from the applicant if he/she is already a registered voter in another city/municipality/district;
3. If registered in another city/municipality/district, advise the applicant to apply for transfer of registration record in accordance with Section 19 of this Resolution;
4. If not registered in another city/municipality/district, the applicant shall be issued an application form or his/her pre-accomplished application form shall be accepted and the EO shall ensure that the applicant checks the appropriate text box (*type of application*) in the accomplished application form.

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

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

6. If the address given is within the city/municipality/district, the EO shall:
 - a. Inform the applicant of the qualifications and disqualifications prescribed by law for a voter;
 - b. Determine the precinct where the applicant belongs by referring to the *barangay* precinct map. The applicant shall be assigned temporarily to the mother precinct comprising his/her residence;
 - c. Indicate the temporary precinct assignment of the applicant at the upper right-hand portion of the application form;
 - d. The precinct assignment shall be finalized after the approval of the application;
 - e. In case of boundary dispute, the EO shall maintain the *status quo*.
7. Issue one (1) copy of the prescribed application form to the applicant unless the applicant has brought his/her printed and duly accomplished application form downloaded from the COMELEC Website.
8. Upon receipt of the application form, the applicant shall personally accomplish the same in his/her own handwriting and submit the accomplished application form to the EO. **TITLES SUCH AS DATU, SULTAN, HADJI, BAI AND OTHER TITLES SHALL NOT BE ALLOWED TO BE INCLUDED AS PART OF THE NAME OF THE APPLICANT**

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

In case the applicant does not know his/her birth date with certainty, and the EO can reasonably ascertain that the applicant is of voting age through his/her physical features, and other relevant indicators such as year in college and number of children, the EO shall ask the applicant to supply a date of birth to the best of his/her knowledge. The EO shall then write the words “Section 16(D) (8) case” on top of the date of birth or anywhere on the form. In addition, the EO shall record in his/her logbook the list of names of applicants who supplied their date of birth, in accordance with this provision.

However, if the EO cannot ascertain the applicant’s age and the applicant does not supply his/her birth date, his/her

application form shall be deemed incomplete and shall not be accepted.

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

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

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

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

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

11. The VRM Operator, using the Voter Registration System (VRS)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

² The OEO shall refer to the VRS User Manual for a more detailed guide on the execution of procedures.

direct the applicant to submit his/her application to the EO.

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

a. Administer the oath;

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

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

c. Cut the bottom portion of the application form, indicate the date of ERB hearing and give it to the applicant to serve as Acknowledgment 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, that 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. 17. Accomplishment of Application Forms for PWDs or Illiterate Person or Member of ICCs/IPs. –A PWD shall refer to a person who has long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in the electoral processes on an equal basis with others.

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

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

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

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

The EO shall place the PWD or illiterate person or member of ICCs/IPs under oath, after which the assistor shall ask relevant questions and record the answers given in order to properly accomplish the application form.

Once the application form is accomplished, it shall be given to the EO who shall read the accomplished form aloud to the PWD 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 16 (D)(9) shall apply.

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

SEC. 18. 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. 19. Procedure for Filing of Application for Transfer of Registration Records from Another City/Municipality/District and from Overseas Post to City/Municipality/District other than Original Place of Registration. - Any registered voter who has transferred residence to another city/municipality/district, 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 prescribed application form, CEF-1 for local voters and both CEF-1 and OVF-1 (*Revised 2022*) for overseas voters. 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/PLVs/PLDVs/NROV.

1. If applicant's name is found in the LVRD/PLVs/PLDVs/NROV:

The EO shall inform the applicant that he/she is already a registered voter in the said city/municipality/district. In case of deactivated registration record, the applicant shall be advised to apply for reactivation of his/her registration record. 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/PLVs/PLDVs/NROV:

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

b. In the absence of proof that the applicant is a registered voter, the EO shall advise him or her to file an application for registration. The EO shall thereafter issue the prescribed application form to the applicant, who shall accomplish said form in accordance with Section 16 hereof. In addition, the applicant shall be issued one (1) copy of a Certification stating that he/she intended to apply for transfer but instead, was advised to apply for new registration.

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

B. The EO and VRM Operator shall then perform the applicable procedures in the processing of applications stated in Section 16 of this Resolution.

Using the VRS, the VRM Operator shall:

1. Select *Applicants Registry* ->*Register Applicants*;
2. Type the AFN and press Enter button;
3. Select *Transfer from other city/district/municipality* as *Registration Type* in the drop-down menu;

4. Encode demographics information and capture the biometrics data of the applicant;
5. Show the encoded demographics to the applicant and confirm from him/her if all the details therein are complete and accurate; and
6. Save the record.

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

- C. Application for transfer of registration record from another city/district/municipality/foreign post shall be subject to notice, hearing and action of the ERB.
- D. Once the application is approved, **NOTICE OF APPROVAL** shall be sent to the EO of origin within five (5) days thereof, without need of a copy of the approved application for transfer, **by registered mail or through the official e-mail account of the OEO.**

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

1. Full-name;
 2. Birth date;
 3. Place of birth;
 4. Old and current addresses;
 5. Precinct assignment; and
 6. city/municipality/district/barangay.
- E. For application for transfer from overseas post to local city/municipality/district **other than the original place of registration**, the EO shall, after approval of the ERB, submit:
1. Scanned copy of Notice of approval and the duly accomplished OVF-1 to the OFOV not later than five (5) days after the conclusion of the ERB Hearing via official email @ **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 after the conclusion of the ERB Hearing through official email.

The EO shall confirm from OFOV or the EO of 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. 20. Procedure for Filing of Application for Transfer of Registration Records within the Same City/District/Municipality due to Change of Address. – Any registered voter who has changed his/her address in the same city/municipality/district, may apply for transfer of his/her registration record to the precinct book of voters of his/her new precinct by accomplishing one (1) copy the prescribed 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 16 of this Rule.

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

SEC. 21. Application for Reinstatement of Registration Records due to Transfer from Foreign Post to the Same Local City/Municipality/District. – Applicant shall file one (1) copy of the application for Reinstatement of registration record in the prescribed form in the city/municipality/district of his/her original place of registration and OVF-1 form.

Once approved by the ERB, 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 check mark in the Show Inactive Records check box.
3. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button;
4. Select the record of the applicant and tick the checkbox for REINSTATEMENT-OV from the displayed application type then click *Process* button; and
5. Save the record.

Scanned copy of Notice of Approval of Reinstatement and the duly accomplished OVF-1 shall be transmitted to OFOV not later than five (5) days after the conclusion of the ERB Hearing via official email @ ofov.res@comelec.gov.ph. ; and.

SEC. 22. Procedure for Filing of Applications for Reactivation.

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

1. Online filing, reception and processing of application for reactivation, reactivation with correction of entries, reactivation with transfer within the same city/municipality/district and reactivation with transfer within and correction of entries pursuant to the procedures in Resolution No. 10715;
 2. Personal filing by accomplishing the prescribed application form. The EO shall ensure that the applicant check 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. If the record has complete biometrics data, the VRM operator shall, using the old application form number:
 - a. Select *Voter Registry -> Search Voter*,
 - b. Put 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. 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. Put 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 16 of this Rule.

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

SEC. 23. 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 prescribed application form. The EO shall ensure that the applicant checks the box corresponding to the appropriate type of application (*Application for Correction of Entries*).

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

- a. Certification by the solemnizing officer; or
- b. Marriage contract or court order with certificate of finality; or
- c. Order by the Civil Registrar or Consul General, as the case may be.

[B] This may also be availed of in cases where:

1. The marriage of a female registered voter has been annulled or declared void by competent court. The applicant shall attach a certified true copy of the Court's final ORDER/DECISION, annulling the marriage or declaring the marriage a nullity; or
2. A female registered voter requests for reversion to her maiden name in lieu of husband's surname without changing the civil status pursuant to Article 370 of the Civil Code of the Philippines. Presentation of original and submission of photocopy of court order or marriage contract with annotation is not required. In this case, presentation of original copy and submission of photocopy of Certificate of Live Birth will suffice.

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

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

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

1. Select *Voter Registry* -> *Search Voter*;

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

Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of application stated in Section 16 of this Rule.

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

SEC.24. Procedure for filing of application for correction of entry/entries in the registration record. – A registered voter whose registration record in the precinct book of voters or certified list of voters contains erroneous entries, including wrong or misspelled name, birth date, birth place or typographical errors, may request for its correction. In support thereof, he/she shall attach thereto the court order or an order of the Civil Registrar, or any other evidence warranted under the circumstances.

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

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

Using the VRS, the VRM Operator shall:

1. Select *Voter Registry -> Search Voter*,
2. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button;
3. Select the record of the applicant, tick the checkbox for CORRECTION OF ENTRIES from the displayed application type then click *Process* button;
4. Edit the entries for correction;
5. Show the edited entries to the applicant and confirm from him/her if all the details therein are complete and accurate;

6. Capture the biometrics data of the applicant, if there is no or incomplete biometrics; and
7. Save the modified record.

Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of application stated in Section 16 of this Resolution.

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

SEC. 25. Procedure for Filing of Multiple Applications. – Any applicant for transfer of registration with reactivation and change of status/correction of entry shall accomplish the prescribed form. The EO shall ensure that the applicant checks the boxes corresponding to the appropriate types of application.

SEC. 26. Procedure for Filing of Application for Reinstatement of Registered Voter whose name has been omitted in the List of Voters. – Any registered voter whose name has not been included or has been omitted in the precinct certified list of voters in the immediately preceding elections, may file an application for reinstatement. For this purpose, he/she shall personally accomplish the prescribed 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 16, D (11) of this Resolution.

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

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

SEC. 27. 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 prescribed application form. The EO shall ensure that the applicant check 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 of 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 the voter's registration record be included in the precinct book of voters.

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

SEC. 28 Withdrawal of Application for Registration, Transfer, Correction/Change, Reinstatement and Inclusion in the List of Voters- A registrant may, at any time, withdraw his/her application before the OEO prior to the approval of the application by submitting a notarized Affidavit of Withdrawal. Such application shall be marked as **"WITHDRAWN"** signed by EO, attached to the Affidavit of Withdrawal and place in a separate folder labeled "Withdrawn Applications".

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

1. Select *Applicants Registry -> Search Applicants*;
2. Type the last name, or first name and/or maternal name in the space provided and then click *SEARCH* button;
3. Click the *ID/form ID* of the selected record to display the registration information screen;
4. In the bottom part of the screen, select the reason of deletion from the drop-down arrow and click the *DELETE* button;
5. Warning message will be displayed, click *DEACTIVATED* button to continue; and
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. 29. Approved Application for Certification with the Office for Overseas Voting (OFOV). - The OFOV shall provide the OEOs, through their respective OREDs and OPEs, 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 failure to vote in two consecutive elections**, in the **ARCHIVE FILES** in the VRS, **without the need of ERB approval.**

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

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

1. Select *Voter Registry* -> *Search Voter*;
2. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button;
3. Select the record of the applicant, click the **Edit Record** button to display the registration record.
4. Scroll down the registration page, and from the bottom portion of the screen, select APPLIED FOR CERTIFICATION AS OV from drop-down menu then click **Delete/Deactivate/Archive** button to display the warning message; and
5. Click **Delete/Deactivate/Archive** button to proceed and input the password of the current user for authorization of the process then click OK to display the confirmation message.

SEC. 30. 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. 14-0597³ dated August 19, 2014. Upon approval, the affected voter shall be notified to appear before the OEO to have his/her biometrics taken during registration period;

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

1. Select *Voter Registry* -> *Search Voter*;
 2. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button;
 3. Select the record of the applicant, tick the checkbox for CORRECTION OF BIOMETRICS from the displayed application type then click *Process* button;
 4. Capture the biometrics of the applicant; and
 5. Save the modified record.
6. The updating or recapturing of the biometrics data shall be made during the conduct of the resumption of the system of continuing registration of voters in accordance with the

³ Entitled "*In the Matter of the Updating of Biometrics Data in the Voter Registration System*".

requirements provided in Minute Resolution No. 14-0597 dated August 19, 2014.

SEC. 31. Reconstitution of Lost or Damaged VRRs in case of Calamity and Force Majeure. - In case of lost or destroyed VRRs, request 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. For Damaged (partial/total) VRRs with serviceable VRMs

- a) Coordinate with the OPES for the reproduction of the available copies of VRRs. In the absence of OPES file, request shall be made to the ERSD for the VRRs stored in the central file;
- b) In case of the unavailability of VRRs provincial and central file copies, generate and print Voters' Certifications (VCs) using the 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. For Damaged (partial/total) VRRs with unserviceable VRMs

- a) Coordinate with the OPES for the reproduction of available copies of VRRs. In the absence of provincial file, request shall be made to the ERSD for the VRRs stored in the central file;
- b) In case of the unavailability of VRRs in the provincial and central file, request shall be made to the ITD for the back-up copy of the database used in the immediately preceding elections;

- c) Coordinate with the nearest OEOs, with the assistance of the CMT, for the generation and printing of VCs in the VRS;
- d) Print the word “**RECONSTITUTED**” in the upper right top portion of the reproduced VRRs or printed VCs indicating the date of the reconstitution and signed by the EO; and
- e) Proceed with the procedures stated in No. 1, paragraphs (d) and (e).

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

SEC. 32. Applicants' Database - The EO shall submit to ITD a **Monthly Backup** of the applicants' database (C:\COMELEC\NEW\created backup for applicants) on or before the 3rd day of the succeeding month during the registration period.

SEC. 33. 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. 34. Authority of EO to Administer Oath and Issue Summons. - The EO or in his/her absence, the EA acting as EO, shall administer oath, issue subpoena *duces tecum*, summons and swear in witnesses for purposes of registration. No fees shall be charged for the administration of the oath.

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

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

Issuance of Summon/s	P100.00 per respondent applicant voter.
Service of Summon/s	P50.00 (for first 4 kilometers) P10.00 (for succeeding kilometers) [Resolution No. 10685, December 16, 2020]

Service of summons shall be made as follows:

- a. Personal service - By handling a copy of the opposition to the respondent in person. If the respondent refuses to receive and sign for it, by leaving the summons within the view and in the presence of the respondent.
- b. Substituted Service - If the respondent cannot be served personally after at least three (3) attempts on two (2) different dates, service may be effected:
 - i. By leaving copies of the summons at the challenged applicant's/voter's residence to a person at least eighteen (18) years of age and of sufficient discretion residing therein;
 - ii. By leaving copies of the summons, at the applicant's/voter's office or regular place of business with some competent person in charge thereof. A competent person includes, but not limited to, one who customarily receives correspondences for the challenged applicant/voter;
 - iii. By leaving copies of the summons, if refused entry upon making his/her authority and purpose known, with any of the officers of the homeowners' association or condominium corporation, or its chief security officer in charge of the community or the building where the challenged applicant/voter may be found; and
 - iv. By sending an electronic mail to the challenged applicant's/voter's electronic mail address, as reflected in the filled-out application forms. (*A.M. No. 19-10-20-SC 2019, entitled "The 2019 Proposed Amendments to the 1997 Rules of Civil Procedure, which took effect on May 1, 2020"*)

CHAPTER II

REGISTER ANYWHERE PROGRAM

SEC. 35. Register Anywhere Program. – The “**Register Anywhere Program**” (RAP) of the Commission shall be expanded in the following areas during the registration period as provided in Section 3 of this Resolution:

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

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

The ITD and Administrative Services Department (ASD) shall facilitate the allocation and deployment of VRMs in OEOs of Capital Cities and Towns, and Highly Urbanized Cities for the RAP activities.

The reception of RAP applications in the OEOs shall be until August 31, 2024. The OEOs in Capital Cities/Towns, and Highly Urbanized Cities shall ensure that all filled-up applications and processed demographics and biometrics data in the RAP designated VRMs shall be consolidated and transmitted to the recipient OEOs where the applicants intend to register or transfer their registration records.

SEC. 36. RAP Activity in Malls, Universities and Government Offices/Agencies.

1. The OEOs in Capital Cities/Towns, and Highly Urbanized Cities shall schedule and conduct RAP activities either in malls, universities or in any government offices/agencies at least **once-a-month** from February 2023 to August 31, 2024.

2. RAP activities shall be conducted simultaneously with the scheduled satellite registration of voters in the said malls, universities or government offices/agencies. Arrangement and coordination of the RAP activities shall be in accordance with the conduct of mandatory satellite registration.

SEC. 37. Creation of Main Office Special RAP Teams.

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

2. EBAD and Education and Information Department (EID), as the lead Departments, are hereby directed to create the RAP teams composed of lawyers, and regular and casual employees in the main office to facilitate the RAP activities to be conducted at least once-a-month or as maybe determined by the Commission *En Banc* from **February 2024 to August 2024**, and to submit the logistical and budgetary requirements for approval by the Commission *En Banc* for the necessary expenses of the said activities.

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

1. **New registration;**
2. **Transfer of registration from another city/municipality/district;**

3. **OFOV Post to Local transfer to another city/municipality/district;**
4. **Correction of Entries/Change of Status; and**
5. **Reactivation.**

SEC. 39. RAP Technical and Administrative Procedures:

A. Training and Use of Voter Registration System-Register Anywhere Program (VRS-RAP) Applications.

1. Face-to-face training for the VRS-RAP and other related systems for registration.
2. Actual set-up and installation of VRS (Local and RAP), and systems associated with registration process

For this purpose, EBAD and ITD, in coordination with the Personnel Department shall conduct Capacity Building Training for all EOs, Election Assistants (EAs), and Computer Maintenance Technicians (CMTs) prior to the conduct of the system of continuing registration of voters.

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

To properly and accurately process other applications from RAP, it is imperative that both systems for the project VRS-RAP and Voter Search System (VSS-RAP) are installed in a standalone VRM. The VSS-RAP contains the National List of Registered Voters (NLRV) for local and overseas. The system will be used and in intended to be used to verify the registration status of the applicant. The VRS-RAP on the other-hand will be used to accept and register the demographic and biometrics information of the applicant.

1. **Registration of Applicant's with Existing Registration Record in the NLRV:**

Applicant's with existing registration records in the NLRV and intends to apply for registration within the district/city/municipality will be initially processed in the VSS-RAP. Immediately after selecting the application type, it will be re-directed to the VRS-RAP to capture the biometrics and accomplish other demographic information of the applicant.

- i. Login to VSS-RAP.
- ii. Search the name of the applicant and verify the status of the applicant and the completeness of the biometrics information.

- iii. Click “PROCESS” button to display applicable application types of the applicant.
 1. **For Active record**, [1] *Transfer within District/City/Municipality*, [2] *Transfer with Correction of Entries*, [3] *Correction of Entries*;
 2. **For Deactivated record**, [1] *Transfer with Reactivation*, [2] *Transfer with Reactivation and Correction of Entries*, [3] *Reactivation*, and [4] *Reactivation with Correction of Entries*;
 3. **For Archived record**, [1] *Reinstatement from Post to Local (original place of registration)*, [2] *Reinstatement from Post to Local (original place of registration) with Correction of Entries*, [3] *Reinstatement from Post to Local (original place of registration) with Transfer Within the same District/City/Municipality*, [4] *Reinstatement from Post to Local (original place of registration) with Transfer Within and Correction of Entries*.
 - iv. Select the applicable application type from the drop-down list and then click the “PROCEED” button. Warning message will prompt with “YES” and “NO” option. Click “YES” button to continue.
 - v. The system will automatically populate the demographic information from the VSS-RAP into the registration page of the VRS-RAP. The system will require to login to VRS-RAP before continuing the processing of the registration.
 - vi. In the VRS-RAP, accomplish the required demographic information.
 - vii. Click “CONTINUE TO BIOMETRICS” button to capture the biometrics data of the applicant.
 - viii. To save the captured applicant’s biometrics, click “SAVE” button and wait for the confirmation message indicating that the record has been successfully saved in the database.
2. **Registration of Applicant with Existing Record in the NLRV but intends to Transfer to Another District/City/Municipality:**
- i. Login to VSS-RAP. Search the name and verify the address of the applicant.
 - ii. Login to VRS-RAP.
 - iii. Click “APPLICANTS REGISTRY > REGISTER APPLICANT” module.

- iv. In the “Application Number” text field of the registration page, input the sequence number assigned to the registration record of the applicant.
- v. Select the appropriate registration type based on the verification made on the applicant’s information.
 1. For applicant with existing local registration record, select *Transfer from Another District/City/Municipality*.
 2. For applicant with existing overseas registration record, select [1] *Transfer from Post to Local (other than original place of registration)*, or [2] *Transfer from Post to Local (other than original place of registration) with Correction of Entries*.
- vi. Supply other demographic information required by the system.
- vii. Click “CONTINUE TO BIOMETRICS” button to capture the photo, signature and fingerprint data of the applicant.
- viii. After taking the biometrics information, click “SAVE” button and wait for the confirmation message that the record has been successfully saved in the database.

3. **Registration of New Applicant or Applicant with NO Existing Record in the NLRV:**

- i. Login to VSS-RAP and search the name of the applicant.
- ii. Login to VRS-RAP.
- iii. Click “APPLICANTS REGISTRY > REGISTER APPLICANT” module.
- iv. In the “Application Number” text field of the registration page, input the sequence number assigned to the registration record of the applicant.
- v. Select the applicable registration type [1] *New Registration* [2] *Reinstatement of Name Omitted in the List of Voters*.
- vi. Supply other demographic information required by the system.

- vii. Click “CONTINUE TO BIOMETRICS” button to capture the photo, signature and fingerprint data of the applicant.
- viii. After taking the biometrics information, click “SAVE” button and wait for the confirmation message that the record has been successfully saved in the database.

4. **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 “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.

5. **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 “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 “CREATE APPLICANTS BACKUP” button to proceed with the process.
5. Wait until the confirmation message will display indicating the directory and filename of the created backup.
6. The created backups are grouped by folder per destination district/city/municipality which contains the following; [1] sql file containing the captured demographic and biometrics information of the applicant, [2] Text file containing the corresponding hash code of the created file, [3] text file containing the hash of the system generated key and [4] PDF file containing the list of applicants extracted per destination area.

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 assign VRM operator, prior to creation of final backup for distribution to the concerned OEOs, must merged first the captured applicants into the main VRM.

6. **Secure Backup Files Using VeraCrypt Utility or Tool before Transmission:**
 - i. **Create Volume or Container.**
 1. Double click VeraCrypt icon to open the VeraCrypt tool. Then, click on “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 “Next” button.
 3. Next, the “Volume Type” window is displayed. Make sure the selected option is for “Standard VeraCrypt volume”. Then click on “Next” button.
 4. The “Volume Location” window is displayed next. Click on “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 “Save” button and the screen returns to the previous window. Click on “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 “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 applicable unit of storage and then click “Next” button.
 7. Next is the “Volume Password” window. Set the volume password. Make sure that the supplied password must comply with the *Password Policy*. Once the password is set and entered, click on the “Next” button. NOTE: Please ensure to secure and remember the set password to be emailed to the destination district/city/municipality.
 8. The “Volume Format” windows is displayed. Select “NTFS” for the Filesystem. Wait until the progress bar is full. Click 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 “OK” button to close.
 10. Next, click on “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 on “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 password. Input the password that you set in the creation of 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 on “Dismount” button in the VeraCrypt window.
 8. Click on “Exit” window to close the VeraCrypt application.

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

7. 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 “Create” button to create a folder which will be used as directory in uploading RAP databases to all destination OEOs.
 5. After which, click the created RAP_Applicants folder to open. Again, click “+ 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 then 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 “Share” window panel.
 8. In the “Add a name, group, or email” text field, input the official email account of the recipient OEO. Opposite to the email input field, make sure that the privilege selected is “Can edit” option which will allow the recipient OEO to download the file.

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

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

C. Disposition and Transmittal of duly Accomplished Application Forms:

1. The OEOs shall:
 - a. Segregate all processed applications by province/city/municipality/district;
 - b. Pack the application forms, properly labeled indicating the city, municipality, district of destination and the complete address of the recipient OEOs;
 - c. Transmit the labeled package through authorized Comelec Courier;

For this reason, a scheme shall be adopted for the quarterly cut-off for the transmittal of filled-up application forms to ensure that the recipient OEOs, where the registrants intend to register or transfer, shall receive the same in time for the posting of list of applicants and ERB hearing for the approval/disapproval of the applications.

- d. Inform, through email or telephone, the recipient OEO of the schedule of deployment and the expected date of arrival;

- e. Monitor and confirm with the OEO's the receipt of the package containing the application forms; and
 - f. Submit monitoring report to EBAD, through ORED, copy furnished Office of the Deputy Executive Director for Operations (ODEDO) and ITD.
2. The receiving OEOs shall:
- a. Inform the sender OEOs on the receipt of the RAP filled-out applications and the processed demographics and biometrics data through OneDrive;
 - b. Ensure the importing demographics and biometrics data in the local VRS;
 1. Decrypt the downloaded RAP database file using VeraCrypt.
 - i. Double click VeraCrypt icon to open the VeraCrypt tool.
 - ii. From the displayed list of volume, select any volume type then click on "Select File" button. Locate the volume file downloaded from the OneDrive and then click on "Open" button. The selected file and its directory will be displayed in the directory path.
 - iii. Click on "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 "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 "Dismount" button in the VeraCrypt Utility.
2. Load or Restore RAP database in the VRS

- i. From the Voter Registration System (VRS-Local), generate “*List of Applicants*” for future reference after the restoration process.
 - ii. To start the restore process, click “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 “Open” button.
 - iv. From the listed restore type, select “*Applicants*” as destination database of the import process.
 - v. Click “RESTORE” button to continue. 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. Submit the same to the ERB for approval/disapproval;
 - e. Submit lists of RAP approved and disapproved applications to the ITD for posting in the Comelec Website; and
 - f. Submit to EBAD, within ten (10) from the ERB hearing, total number of RAP applications received and those ERB approved or disapproved applications.

CHAPTER III

VERIFICATION OF APPLICANTS’ NAMES IN THE NATIONAL LIST OF REGISTERED VOTERS (NLRV)

SEC. 40. Submission of Lists of Applicants - The EOs or in his/her absence, the EAs shall:

1. Within **three (3) days** after the end of weekly reception of applications provided in Section 5 of this Resolution, **generate, download and submit** to the **Commission Centralized Verification and Operations Center (CCVOC)** through Secure File Transfer Protocol (**SFTP**) of ITD, the:
 - a) Lists of applicants using the following procedures:
 - i. From the VRS, click *REPORTS* module;
 - ii. From the *List of Applicants* menu, select “*List of Applicants - Complete*”;
 - iii. Input covered period for verification and click *GENERATE* button to continue;
 - b) Extract 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 file will be in a comma-separated values (CSV) format 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 CCVOC for verification; and
 - vi. Email the file using the Official COMELEC account to the CCVOC for verification in the NLRV.
2. Facilitate the timely and secure submission of the lists of applicants and extracted database (*hard drive/CD*) to the CCVOC, thru:
 - a) Email using Official COMELEC account to the CCVOC for verification in the NLRV in areas with internet capability; and/or
 - b) Accredited Service Courier of external drive or CD 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 CCVOC, the following procedures shall be observed:
 - a) Print the verified list of applicants (*PDF format*) and cause the posting of the name/s of applicant/s with finding/s in the OEO bulletin board;

- b) Annotate in the affected application form/s the finding/s;
- c) Send, before the scheduled ERB hearing, individual notice/s to the affected applicant/s and indicate the finding/s in the notice/s and advise him/her/them to appear before the ERB for the purpose of selecting the correct type of application/s; and
- d) Submit all applications to the ERB for approval/disapproval.

SEC. 41. Applicants' Verification System (AVS) Procedures: - The Commission *En Banc*, through the Office of the Deputy Executive Director for Operations (OEDO), shall establish a Commission Centralized Verification and Operations Center (CCVOC) to conduct the verification of all applicants' database for registration received and processed in the OEO during the conduct of registration of voters, pursuant to this Resolution.

The CCVOC shall be composed of personnel from the different Offices/Departments in the Main Office to be spearheaded by the Election and Barangay Affairs Department (EBAD), and the technical support from the Information Technology Department (ITD).

EBAD in coordination with ITD shall prepare the Operational Plan for the administrative, technical procedures and other logistical requirements in the conduct of verification of Applicants' Databases submitted by the OEOs vis-a-vis the National List of Registered Voters (NLRV). The implementation of the Operational Plan shall be approved by the Executive Director, as the Data Protection Officer, and confirmed by the Chairman of the Commission.

CHAPTER IV

ELECTION REGISTRATION BOARD ACTION

SEC. 42. Election Registration Board (ERB). - There shall be in each city and municipality as many ERB as there are EOs therein. In thickly populated cities/municipalities, the Commission may appoint additional EOs for such duration as may be necessary. The ERB shall be composed of the EO as Chairperson and as Members, the public school official most senior in rank and the local civil registrar, or in his/her absence, the city or municipal treasurer.

SEC. 43. Substitution. - In case of absence, disqualification or incapacity for any cause of the Chairperson, the Commission, through the PES, shall designate an Acting Election Officer (AEO) to serve as administering officer for registration purposes, and as Chairperson of the ERB, subject to confirmation by the RED. For NCR, Davao City and Zamboanga City, the RED shall designate the substitute, subject to the confirmation of the ED.

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

SEC. 44. Disqualification. - No member of the ERB shall be related to each other or to any incumbent city or municipality elective official within the fourth civil degree of consanguinity or affinity.

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

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

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

SEC. 45. Schedule of Hearing and Compensation. - All applications for registration shall be heard and processed based on the schedule provided under Section 5 of this Resolution. Should one day be insufficient to act on all applications, the ERB shall meet until all applications shall have been processed but in no case shall exceed five (5) days.

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

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

The Finance Services Department (FSD) shall ensure that all the non-COMELEC members of the ERB shall be paid their respective honoraria within five (5) working days from receipt of the Minutes of the ERB Hearing and submission of pertinent bank details. FSD shall notify in writing the concerned RED and PES of the downloaded honoraria of all

non-COMELEC ERB members in their areas of responsibility. The EO, in turn, shall have the concomitant duty to inform his/her members that the honoraria were already downloaded to their accounts.

SEC. 46. Notice of Hearing of Applications. - Upon receipt of the applications, the EO shall immediately set them for hearing, notice of hearing with attached list of applicants shall be posted in the bulletin boards of the OEO and in the city/municipality hall in accordance with the schedule provided in Section 5 hereof, furnishing copies thereof to the ERB members, heads or representatives of registered political parties and other accredited groups or organization in the city/municipality.

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

SEC. 47. List of Applicants. - The EO, prior to the scheduled ERB hearing, shall prepare a list of applicants indicating therein their names, addresses, and type of applications. The List of Applicants shall be posted in the bulletin board of the OEO together with the Notice of Hearing.

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

SEC. 48. 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. 49. - Procedures for Processing of Applications.

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

Before the hearing begins, the EO as Chairperson shall:

1. Let the members and others present log their names on the attendance sheet;
2. Call the proceedings to order;
3. Request counsels, if any, to enter their appearances; and
4. Determine if there is a quorum. If there is none, the EO shall adjourn and reset the hearing.

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

Rules to be observed:

1. **New Registration.** The ERB shall ascertain if the applicant possesses all the qualifications and none of the disqualifications under the law;
 2. **Transfer of Registration Records.** The ERB shall determine if the applicant has actually transferred residence to the city/municipality/district where he/she filed his/her application;
 3. **Change of Address in the Same City/Municipality/District.** If the change of address involves a change in precinct assignment, the ERB shall transfer his/her registration record to the precinct book of voters of his/her new precinct and notify the voter thereof;
 4. **Correction of Entry/Change of Status.** The ERB shall consider the supporting documents as required in Secs. 23 and 24 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 same local city/municipality/district.** The ERB shall ascertain that the applicant's name is included in the NROV and that he/she is transferring his/her registration record back to the original place of registration.
 7. **Applications Received through RAP.** The ERB shall ascertain if the applicant possesses all the qualifications based on the type of applications applied for.
- c. **Hearing proper** - The hearing proper shall proceed as follows:
1. The Chairperson shall present to the other ERB members all applications that are not seasonably objected to or without negative findings in the NLRV verification. The ERB shall examine each application and if it finds the application in order, by majority vote shall approve the application. Otherwise, the application shall be set aside for later consideration;
 2. The Chairperson shall then submit to the other members the findings of the ORED/OPES NLRV verification.

In case of wrong application type, if the applicant is present, the Chairperson shall apprise the applicant

of the finding/s and advise him/her to select/choose the correct type of application in the registration form, if he/she desires.

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

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

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

3. The Chairperson shall next submit to the ERB all applications that are opposed, together with the evidence received in connection therewith:
 - i. The Chairperson shall announce the name of the first applicant whose application for registration is opposed and verify if the applicant is physically present and request him/her to stand up and approach the ERB;
 - ii. The applicant shall be informed of his/her right to rebut or refute the evidence presented and ask if he/she intends to do so;
 - iii. Allow said applicant to present his/her evidence unless the same has already been filed;
 - iv. No oppositor or counsel shall be allowed to cross-examine the applicants after presenting his/her evidence. However, the ERB may propound clarificatory questions;
 - v. Proceed to the next application following the same procedure; and,
 - vi. The ERB shall continue processing the applications previously set aside by taking into consideration the material defects in the processing of the applications.

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

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

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

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

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

1. Total number of applications submitted to the ERB for consideration;
2. Total number of applications with oppositions;
3. Total number of approved and disapproved applications per application type; and
4. Brief narration of the proceedings of the ERB.

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

1. OPES;
2. Representatives of the Dominant Majority Party and the Dominant Minority Party;
3. ODEDO as basis for payment of honorarium; and
4. Registration Division of EBAD.

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

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

SEC. 50. Implementation of Court Inclusion/Exclusion Order. – The ERB, through the EO, shall implement court inclusion/exclusion Orders that have become final and executory.

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

SEC.51. Abatement of Double/Multiple Registration Records – All registration records found to be double/multiple based on the Automated Fingerprint Identification System (AFIS) results received from ITD, through *Secure File Transfer Protocol* (SFTP) shall, upon receipt thereof, be subjected to the following procedures:

- a. Verify in the VRR and VRS in case the biometrics (*photograph*) belongs to different person or the correct type of application as applied for;
- b. Submit to ERB for approval the abatement process in the VRS database pursuant to the policy adopted in Resolution No 9888;
- c. Delete the subject registration records in the VRS database, once approved by ERB;
- d. Remove the VRRs of the abated names of voters from the Book of Voters, except those subject to Protection Order/s or Precautionary Measure/s issued by the Commission *En Banc*, Courts, or Tribunals in order to preserve the integrity of the contested election documents. File the same in a separate folder with labelled "**AFIS Abated Registration Records**"; and
- e. Submit, within five (5) days after ERB hearing, report to the ORED/OPES on the total number of registration records abated/deleted in the VRS and those not abated/deleted in the VRS and the action/s taken therein based on the matrix template provided by EBAD.

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

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

SEC.52.Deactivation of Registration Records. – a) The deactivation of voters' registration records shall be made based on the following grounds, to wit:

- a) Those who have been sentenced by final judgment to suffer imprisonment of not less than one (1) year, such disability not having been removed by plenary pardon or amnesty. Provided, that any such person shall automatically reacquire the right to vote upon

the expiration of five (5) years after service of sentence as certified by the clerk of court of the Municipal/Municipal Circuit /Metropolitan/ Regional Trial Courts or the Sandiganbayan;

- b) Those who have been adjudged by final judgment of a competent court or tribunal of having committed any crime involving disloyalty to the duly constituted government, such as rebellion, sedition, violation of the firearms laws, or any crime against national security unless restored to their full civil and political rights in accordance with law; Provided, that such person shall automatically regain his right to vote upon the expiration of five (5) years after service of sentence;
- c) Those declared by competent authority to be insane or incompetent;
- d) Those who failed to vote in the two (2) successive preceding regular elections as shown in their voting records. For this purpose, regular elections do not include the Sangguniang Kabataan (SK) elections;
- e) Those ordered excluded from the list of voters by the court;
- f) Those who have lost their Filipino citizenship.

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

- g) Failure to validate or with incomplete biometrics data pursuant to Republic Act No. 10367⁴.

Deactivation of registration records based on paragraph d above shall not be done during the last ERB Hearing. For this purpose, all OEOs are directed to 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 avoid disenfranchisement.

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:

⁴ Otherwise known as the "An Act Providing for Mandatory Biometrics Voter Registration".

SEC. 53. 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 Local Civil Registrar (LCR) pursuant to Section 29, Republic Act 8189;
- b. Sworn declaration of next of kin who has personal knowledge of the death and identity of the deceased; and
- c. National List of Deceased Persons of Voting Age to be provided by the Philippine Statistics Authority (PSA) or Local Civil Registrar, duly verified by EBAD and ITD in the central database.

Before the ERB hearing, the EO shall:

1. Coordinate with the LCR in their locality for the certified list of deceased persons of voting age; and
2. Post in the OEOs/City/Municipal bulletin boards the aforementioned lists, furnishing copies thereof to the local heads of registered political parties; the surviving spouse, if married; the father or mother, if single; or if he/she has none, the nearest of kin.

SEC. 54. Publication of Action on the Application. – Within five (5) days from the approval or disapproval of applications, the ERB shall post notices in the bulletin boards of the OEO and city/municipal hall, stating the names and addresses of the applicants, the dates of the applications and the actions taken thereon. The EO shall serve a copy of the notice either personally or by registered mail or special delivery, to the local heads or representatives of citizens' arms or any registered political parties existing in the city/municipality/district.

CHAPTER V

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

SEC. 55. Updating the Records of PWDs, SCs, and Members of ICCs/IPs– PWDs 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 PWD/SC/member of ICC/IP voters shall personally appear before the OEO/satellite registration office. PWD/SC voters applying for the updating of their records shall be accommodated in the express lane;

b. The EO shall conduct an interview on the personal circumstances in order to establish the identity of the PWD/SC/member of ICC/IP voters. He/she shall be required to present any of the following documents enumerated in Section 15 hereof;

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

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

SEC. 56. Extraction of Records of PWDs, SCs and ICCs/IPs in the Database. – The records of registered PWDs, SCs and members of ICCs/IPs who have accomplished the Supplemental Data Form (Annex "B") and PWDs and SCs who have manifested their intent to vote in the APP shall be tagged in the VRS in a quarterly basis. Final extraction of their records from their original precincts and assignment in the special precincts referred to in the preceding section, shall be made after the last scheduled ERB hearing.

SEC. 57. Withdrawal from APP – PWDs and SCs whose records have been transferred to the APP, may revert to their regular precincts, unless the same have reached the maximum number of voters. In such cases, they shall be included in another precinct comprising the same territorial jurisdiction. For this purpose, they shall update again they registration records using the Supplemental Data Form (Annex "B") during the period of filling of applications for registration.

CHAPTER VI

SEGREGATION, CUSTODY AND BACK-UP OF DATABASE

SEC. 58. Segregation, Custody of Application Forms and Back-up of Database in Compact Disc. -

a. On a daily basis, the EO shall:

1. Gather all accomplished application forms;

2. Back-up the captured data in compact disc (CD) through the VRM Operator. **Failure to perform the back-up procedure shall be a ground for administrative disciplinary action;**
 3. Arrange all accomplished forms alphabetically by surname per barangay and by precinct;
 4. Generate a list of those who applied for registration or transfer of registration for the day, and other applications using the VRS Program. Said list shall be posted in the bulletin boards of the OEO and the city/municipality hall;
 5. Record in the logbook any untoward incident and the action taken as well as important occurrences and incidents during the registration days; and
 6. Store the application forms, CD and supplies in a safe and secure place. CD that are not yet full or not have been finalized shall be used in the succeeding registration days.
- b. At the end of the registration period (quarterly), the EO shall:
1. Generate Statistical Report on the number of applicants per application type;
 2. Submit to the ERB all applications received including the list of applicants and Statistical Report for action;
 3. Once approved by the ERB, the OEO shall:
 - a) Scan the VRR of the voter; and
 - b) Transmit simultaneously the scanned/electronic copy to their respective OPES and ERSD-Central File through Safe File Transfer Protocol (SFTP)/Microsoft OneDrive Official Account, not later than ten (10) days after the conclusion of the ERB Hearing.

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

4. Finalize CD and back-up file *APPLICANTS_COVERED_PERIOD.sql* and delete the records of all disapproved applications. The back-up of the *APPLICANTS_COVERED_PERIOD.sql* shall contain only records approved by the ERB;
5. Execute the CONSOLIDATION function in the VRM which will extract records of all approved applications filed during the registration period;

6. Submit the CD containing the extracted records (*ITD-VOTERS-COVERED_PERIOD.SQL*, *SKS_BACKUP-DATE CREATED THE BACKUP.SQL*) to ITD, through the authorized courier service of the Commission, within five (5) days after the Board hearing; and
7. On the last scheduled ERB Hearing submit the full or final backup for the VOTERS, and POP databases.

CHAPTER VII

POST-REGISTRATION PROCEDURES

SEC. 59. Assignment of Precinct Number – In the assignment of precincts the following guidelines shall be observed:

1. PWDs, SCs, ICCs/IPs established special precincts in accessible polling places during the October 30, 2023 Barangay and Sangguniang Kabataan Elections shall be maintained.
2. For other regular voters, the assignment of precinct shall be in accordance with Section 16 (D6) of this Rule.

Daughter precinct(s) shall be created to accommodate approved applications in excess of the 200-voter per precinct limit

SEC. 60. Submission of Quarterly Progress Report (QPR) and Projects of Precincts (POPs). – The EO shall submit to EBAD soft copy of the Quarterly Progress Report (QPR) within ten (10) days after the conclusion of the quarterly ERB hearing and POP after the last ERB hearing, through the fastest means available.

The Voters' Database shall be submitted to the ITD within the same period of ten (10) days from the last ERB hearing.

SEC. 61. Compilation of VRRs – The copies of the newly approved applications shall be compiled in the Book of Voters.

SEC. 62. Petition for Inclusion of Voters in the List. – Any person whose application for registration has been disapproved by the ERB or whose name has been stricken out from the list may file with the court a petition to include his/her name in the permanent list of voters in his/her precinct at any time but not later than one hundred five days (105) prior to the scheduled elections. It shall be supported by a certificate of disapproval of his/her application and proof of service of notice of his/her petition upon the ERB. The petition shall be decided within fifteen (15) days after its filing.

If the decision is for the inclusion of the voter's name in the permanent list of voters, the ERB shall place the application for registration previously disapproved in the corresponding book of voters

and indicate in the application for registration the date of the order of inclusion and the court which issued the same.

SEC. 63. *Petition for Exclusion of Voters from the List.* – Any registered voter, representative of a political party or the EO, may file with the court a sworn petition for the exclusion of a voter from the permanent list of voters giving the name, address and the precinct of the challenged voter at any time but not later than one hundred (100) days prior to the scheduled elections. The petition shall be accompanied by proof of notice to the ERB and to the challenged voter and shall be decided within ten (10) days from its filing.

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

SEC. 64. *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 65 of this Rule, in the bulletin boards of the OEO and the city/municipal hall.

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

SEC. 65. *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. 66. *Mobilization/Meals/Transportation Allowance.* -The FSD shall facilitate and ensure the immediate release of the OEOs registration/mobilization/meals/transportation allowance during the registration of voters. These include the conduct of mandatory satellite, RAP activities, and malls registration of voters as provided in Secs. 9 and 10 of this Resolution, as well as the conduct of the RAP in accordance with Chapter II hereof, based on the existing policy of the Commission, subject to the auditing rules and regulation of the Commission on Audit (COA).

SEC. 67. *Role of the Regional Election Directors (REDs) and Assistant Regional Election Directors (AREDs) and Provincial Election Supervisors (PESs).* – The REDs, AREDs and PESs shall ensure timely compliance of the EOs submission of all required reports and shall be held directly responsible and accountable for non-compliance within the period herein provided.

SEC. 68. COVID-19 Safety Standard Compliance. -The OPES and OEOs shall, in the conduct of the system of continuing registration of voters, including the conduct of satellite and RAP registration of voters, strictly observe the existing health and safety protocols institutionalized by the Commission *En Banc* under the new normal.

SEC. 69. Applicability of Other Resolutions of the Commission. – Other Resolutions of the Commission insofar as applicable and not inconsistent herewith shall apply.

SEC. 70. Effectivity. – This Resolution shall take effect immediately after its publication in two (2) daily newspapers of general circulation in the Philippines. The Education and Information Department (EID) is hereby directed to cause the widest dissemination of this Resolution and its publication. Likewise, the ITD shall post the same in the Comelec Website.

Let the Executive Director, Deputy Executive Director for Operations, Education and Information Department, Election and Barangay Affairs Department, Information Technology Department, Finance Services Department, Vulnerable Sectors Office, Regional Election Directors, Provincial Election Supervisors and Election Officers, implement this Resolution.

SO ORDERED.

GEORGE ERWIN M. GARCIA
Chairman

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

AIMEE P. FEROLINO
Commissioner

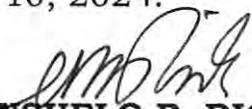
REY E. BULAY
Commissioner

ERNESTO FERDINAND P. MACEDA, JR.
Commissioner

NELSON J. CELIS
Commissioner

CERTIFICATION

APPROVED for publication, January 10, 2024.


CONSUELO B. DIOLA
Director IV

Office of the Commission Secretary

This Resolution can be verified at this number (02)85272987; email address comsec@comelec.gov.ph



Republic of the Philippines
COMMISSION ON ELECTIONS
Tarlac - 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)**

Instructions: Fill-in completely and legibly the appropriate spaces and check appropriate choices in ovals.

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 GEO other than original place of registration

Filipino, born on _____, a duly registered voter in
Precinct No. _____ Barangay _____ City/Municipality of _____ Province of _____
(for local voter)

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

My New Residence is

House No. & Street: _____

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 on 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 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 INCLUSION OF RECORDS IN THE BOOK OF VOTERS / REINSTATEMENT OF NAME IN THE LIST OF VOTERS

- Reinstatement of records due to transfer from foreign post to same local City/Municipality/District
- Inclusion of VRR in the precinct book of voters
- 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 at 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

SUPPLEMENTARY DATA

(For old Voter)

(Persons with Disabilities/Senior Citizens with Disabilities/Indigenous People/Indigenous Cultural Communities)

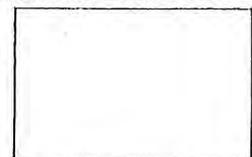
PERSONAL INFORMATION	PWD																						
<p>LAST NAME: <input style="width: 100%;" type="text"/></p> <p>FIRST NAME: <input style="width: 100%;" type="text"/></p> <p>MIDDLE NAME: <input style="width: 100%;" type="text"/></p> <p>PRECINCT NO.: <input style="width: 100%;" type="text"/></p> <p>BARANGAY: <input style="width: 100%;" type="text"/></p> <p>CITY/MUNICIPALITY: <input style="width: 100%;" type="text"/></p> <p>PROVINCE: <input style="width: 100%;" type="text"/></p>	<p>TYPE OF DISABILITY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Physical</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Hard of Hearing/Deaf</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Speech</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Visual</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Non-Manifest</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Multiple Disabilities</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table> <p style="text-align: center;">TYPE(S) OF ASSISTANCE NEEDED ON ELECTION DAY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Assistor</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Communication Assistance</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Accessible Precinct</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Visual Assistance</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>None</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	Physical	<input type="checkbox"/>	Hard of Hearing/Deaf	<input type="checkbox"/>	Speech	<input type="checkbox"/>	Visual	<input type="checkbox"/>	Non-Manifest	<input type="checkbox"/>	Multiple Disabilities	<input type="checkbox"/>	Assistor	<input type="checkbox"/>	Communication Assistance	<input type="checkbox"/>	Accessible Precinct	<input type="checkbox"/>	Visual Assistance	<input type="checkbox"/>	None	<input type="checkbox"/>
Physical	<input type="checkbox"/>																						
Hard of Hearing/Deaf	<input type="checkbox"/>																						
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Assistor	<input type="checkbox"/>																						
Communication Assistance	<input type="checkbox"/>																						
Accessible Precinct	<input type="checkbox"/>																						
Visual Assistance	<input type="checkbox"/>																						
None	<input type="checkbox"/>																						
INDIGENOUS PEOPLE																							
<p>Are you a member of any Indigenous People (IP) or Indigenous Cultural Communities (ICC)?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If yes, please indicate the Name of IP/ICC community</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of IP/ICC Community</p>																							
PWD/SENIOR CITIZEN																							
<p>Are you willing to vote in accessible polling place? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: right;">PWD/SC Precinct No. _____ (To be filled up by EO)</p>																							

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:

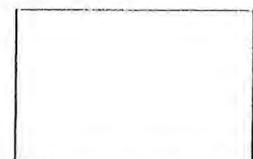
1. That I assisted the herein applicant for registration;
2. That I filled out his application in accordance with the information given to me;
3. That the applicant was placed under oath;
4. That the Election Officer/Interviewer read to the applicant his accomplished application; and
5. That the applicant 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 _____

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

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 of registration record. However, his name is not included in the Local Voter's Registration Database (LVRD) or in the Printed Lists of Voters (PLVs)/ Printed Lists of Deactivated Voters (PLDVs) per verification conducted by the undersigned.

Hence, pursuant to the Rules and Regulations 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 of registration record. However, his name is not included in the Local Voter's Registration Database (LVRD) or in the Printed Lists of Voters (PLVs)/ Printed Lists of Deactivated Voters (PLDVs) per verification conducted by the undersigned.

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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)

AFFIDAFIT 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 disqualifications 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

LAST NAME:		APPLICATION NO. (to be filled by the VRMO)	
FIRST NAME:			
MIDDLE NAME:			
SUFFIX:	DATE OF BIRTH:	SEX:	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
	<small>day-month-year (e.g. 01 Jan 2022)</small>	CIVIL STATUS:	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED
ARE YOU A REGISTERED VOTER IN THE PHILIPPINES? <input type="checkbox"/> YES <input type="checkbox"/> NO		STATUS ABROAD: <input type="checkbox"/> Land-based <input type="checkbox"/> Seafarer	
IF YES, WHERE?	<small>Municipality/City/District and Province</small>	<input type="checkbox"/> Overseas Filipino Worker	<input type="checkbox"/> Dual Citizen
RESIDENCE ABROAD: [Please provide your complete address as you may be voting by mail]		<input type="checkbox"/> Diplomat/Attaché	<input type="checkbox"/> Immigrant
ADDRESS LINE 1:	<small>(Block/Lot/Room/Floor/Street/House/Building/Flat/Apartment)</small>	<input type="checkbox"/> Others (pls specify): _____	
ADDRESS LINE 2:	<small>(Town/Village/Locality/Municipality/County/City/District)</small>	Is your Philippine Passport valid? <input type="checkbox"/> YES <input type="checkbox"/> NO	
STATE/PROVINCE	<small>(State/Province/Region)</small>	VALID UNTIL:	<small>day-month-year (e.g. 01 Jan 2022)</small>
POSTAL CODE:	P.O. BOX NO.:	ARE YOU A FILIPINO CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
COUNTRY:	Email/Social Media:	CITIZENSHIP:	
CONTACT NO.:			

AUTHORIZED REPRESENTATIVE OF THE APPLICANT IN THE PHILIPPINES	
NAME:	CONTACT NO.:
ADDRESS:	EMAIL:

DECLARATION TO VOTE OVERSEAS	
<p>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 an overseas voter. that I hereby apply to vote overseas; that my name be included in the Lists of Overseas Voters; that I give consent to have my complete name published online specifically at the COMELEC and DFA websites; and that processing of my personal data stated herein by the COMELEC is for 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).</p>	
DATE OF FILING: <small>(e.g. 10 Dec 2022)</small>	APPLICANT'S SIGNATURE: <small>(Sign in the presence of EO/AO)</small>
SUBSCRIBED AND SWORN TO before me on the date this application was filed.	
PRINTED NAME & SIGNATURE OF ADMINISTERING/ELECTION OFFICER	

APPLICATION FOR:		Post & Country where Applicant will be Registered:
<input type="checkbox"/> REGISTRATION <input type="checkbox"/> CERTIFICATION <input type="checkbox"/> REACTIVATION		POST:
<input type="checkbox"/> REINSTATEMENT <input type="checkbox"/> CHANGE OF ADDRESS <input type="checkbox"/> RECAPTURE OF BIOMETRICS		COUNTRY:
<input type="checkbox"/> TRANSFER between Posts or Countries – from:		
<input type="checkbox"/> CORRECTION OF ENTRY/IES OR CHANGE OF NAME – specify previous data:		
		PRINTED NAME & SIGNATURE OF VRM OPERATOR
ACTION OF THE RESIDENT ELECTION REGISTRATION BOARD (RERB) AT THE: <input type="checkbox"/> OFOV <input type="checkbox"/> POST		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	RERB DATE:	Reason for Disapproval:
PRINTED NAME & SIGNATURE RERB Member PRINTED NAME & SIGNATURE RERB CHAIRPERSON PRINTED NAME & SIGNATURE RERB Member		

ACKNOWLEDGMENT RECEIPT		APPLICATION NO.:
APPLIC. TYPE:	<input type="checkbox"/> REGISTRATION <input type="checkbox"/> CERTIFICATION <input type="checkbox"/> REACTIVATION <input type="checkbox"/> REINSTATEMENT <input type="checkbox"/> CHANGE OF ADDRESS <input type="checkbox"/> RECAPTURE OF BIOMETRICS <input type="checkbox"/> TRANSFER <input type="checkbox"/> CORRECTION OF ENTRY/IES OR CHANGE OF NAME	This is to acknowledge receipt of your application. Your application is subject for Approval/Disapproval by the Resident Election Registration Board (RERB). You need not appear during the RERB hearing unless required through a written notice. If your application is disapproved, you or your authorized representative may file a Motion for Reconsideration with the RERB.
LAST NAME:	RERB DATE:	
FIRST NAME:	VRMO/AO:	
MIDDLE NAME:		

MEMORANDUM OF AGREEMENT
(COMELEC - [NAME OF MALL] VOTER REGISTRATION 2024)

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 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

represented herein by their **Duly Authorized Representatives**, and hereinafter collectively referred to as _____;

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

WITNESSETH: That

WHEREAS, COMELEC is in the process of conducting voter registration nationwide from [DATE] to [DATE];

WHEREAS, [NAME OF MALL] 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 **[NAME OF MALL]** agreed to partner for the purpose of establishing satellite voter registration areas in _____ under a rent-free arrangement;

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 in the malls enumerated in Section 2.1 (a) (the "Malls") in accordance with the allowable dates as agreed upon between **[NAME OF MALL]** and **COMELEC**, through an election officer. The term of this Agreement shall coincide with the voter registration period, which shall be from _____ until _____. **[NAME OF MALL]** shall submit, on a

weekly basis, to the **COMELEC**, through the EID, the list of implementation dates agreed upon for the satellite voter registration 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 the opening and schedules of all satellite voter registration in **[NAME OF MALL]** to the general public.

1.3 It is understood that, with respect to the features and/or provisions relating to and/or affecting the satellite voter registration, this Agreement shall automatically terminate on **[DATE]** or on the last day of voter registration period for the 2025 National and Local Elections, whichever is earlier. Should the **COMELEC**, by a duly-issued resolution, decide to extend the registration period beyond **[DATE]**, the **COMELEC** shall inform **[NAME OF MALL]** thereof in writing and the Parties may agree to extend the satellite voter registration activities in the **[NAME OF MALL]** Malls, under the same terms and conditions herein, by executing a written agreement. Upon the termination of this Agreement, **[NAME OF MALL]** shall furnish **COMELEC** a qualitative feedback report about the conduct of the satellite voter registration inside the Malls and propose improvements in the next conduct of registration or similar projects.

SECTION TWO RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1 [NAME OF MALL] Rights and Obligations. [NAME OF MALL] shall:

(a) Provide an area within the Malls, the specific location of which to be determined by **[NAME OF MALL]** at its sole discretion (the "Premises"), for **COMELEC's** satellite voter registration areas, specifically at the following malls:

1. _____
2. _____
3. _____
4. _____
5. _____

(b) Turn over the Premises to **COMELEC** in good and tenantable condition, renovated for the sole benefit of **COMELEC**, in accordance with the agreed specifications for satellite voter registration areas;

(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 satellite registration 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 **[NAME OF MALL]** 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 parking privilege for the Election Officer and one (1) staff during the agreed-upon satellite voter registration dates;

(h) Provide one (1) full meal daily for the **COMELEC** staff assigned at the satellite voting registration areas during the agreed-upon satellite voter registration dates;

(i) Assist **COMELEC** in informing the general public of the satellite voter registration areas through the following marketing materials: the free use of the standees and billboard for the COMELEC-procured hard collaterals, 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 **[NAME OF MALL]** 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 satellite voter registration area.

(m) Acknowledge and agree that it shall neither terminate prematurely the Terms of the Agreement nor modify the agreed implementation dates of the satellite voters registration without due notice to the **COMELEC**.

2.2 COMELEC's Rights and Obligations. COMELEC shall:

(a) Use the Premises provided exclusively for the operation of its satellite voter registration. In no case shall the **COMELEC** divert the use of the Premises for other purposes without the prior written consent of **[NAME OF MALL]**

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

(c) Ensure that its satellite voter registration area within the Malls shall be ready for operations in accordance with the timetable agreed between the Parties;

(d) Ensure that the satellite voter registration areas are manned by duly-authorized, properly-trained and qualified **COMELEC** employees on the agreed dates and times;

(e) Communicate with **[NAME OF MALL]** any request to extend the satellite 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 satellite voter registration area. The names and addresses of the employees/personnel of **COMELEC** who will be part of the satellite voters registration shall be forwarded to **[NAME OF MALL]** at least five (5) days prior to opening of each satellite voter registration area, which may be amended/updated by the **COMELEC** whenever necessary. Only **COMELEC** employees/personnel as appearing in the employee list, and with the proper **[NAME OF MALL]** -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 **[NAME OF MALL]**;

(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 **[NAME OF MALL]**, 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** satellite voter registration areas are located at selected **[NAME OF MALL]** nationwide;

(i) Allow **[NAME OF MALL]** and its sponsors to post announcements within the vicinity of or in the Premises, provided it will not obstruct the entry or exit of the voter registration area.

(j) Not allow anyone to use or lease the Premises or any portion thereof without the prior written consent of **[NAME OF MALL]**;

(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 satellite voter registration areas shall be subject to prior approval of **[NAME OF MALL]**, taking into consideration the need to maximize space and to harmonize its design with the Malls' overall theme;

(m) Acknowledge and agree that **[NAME OF MALL]** 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 satellite voter registration in accordance with **[NAME OF MALL]** 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 **[NAME OF MALL]** 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 **[NAME OF MALL]** or its workers/employees.

3.3 **[NAME OF MALL]**, 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 **[NAME OF MALL]** 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 SM or its workers/employees.

3.5 All employees hired by **COMELEC** to man the satellite voter registration areas are not in any way connected with **[NAME OF MALL]**. Hence any issue insofar as their salary, compensation, benefits, and any other employer-employee concern is strictly between **COMELEC** and its employees. Furthermore, **[NAME OF MALL]**, 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 (i) to the collection, recording, organization, storage, updating, retrieval, consultation, use, consolidation, transfer, sharing, and/or processing of COMELEC personal information and sensitive personal information, including those of COMELEC's authorized signatories/representatives, and persons provided by COMELEC ("COMELEC's Representatives"), by [NAME OF MALL] in order to review, process, implement or perform acts in relation to the application form, profile form, Agreement, including its annexes, supplements, amendments, and such other documents submitted by COMELEC in connection therewith.

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.

[NAME OF MALL/COMPANY]

COMMISSION ON ELECTIONS

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 2028.